MATCOM – Training for the Management of Cooperatives

What is MATCOM?
- MATCOM is a set of 40 trainers’ manuals and 60 learning elements covering different types of cooperatives in various economic sectors, different target groups and different levels of cooperative management.
- The ILO MATCOM project developed universal cooperative management training materials, which were put at the disposal of national cooperative movements and development partners, who then prepared local versions.
- Materials were developed between 1978-1989 (depending on the specific manual).

For whom?
- **Direct beneficiaries**: Business advisers, trainers (training institutions, NGOs, project staff, government officials of specialized training institutions for the cooperative movement, persons from the cooperative movement).
- **Ultimate beneficiaries**: Managers, members and employees of cooperatives.

For what purpose?
- Advise on how to plan and carry out training activities.
- Train to meet the specific needs of different types of cooperatives, and to address the major topics of cooperative management.

How is it delivered?
- Dissemination of the material.
- Through cooperative federations, apex organizations, cooperative colleges and other training institutions and programmes, Internet, etc.
- Training, and training of trainers.

What are its components?
- Components include, amongst others:
  - Trainer’s manual: Marketing of agricultural produce.
  - Trainer’s manual: Supply management.

Which technical areas covered?
- Trainer’s Manuals and its “learning elements” were developed on over 50 different subjects, for agricultural cooperatives, for example:
  - Basic economics of an agricultural cooperative.
  - Collecting and receiving agricultural produce.
  - Transport management.
  - Storage management.
  - Supply management.
  - Rural savings and credit schemes.
  - Staff management.
  - Work planning.
  - Financial management.
  - Cost accounting and control.
  - Risk management.
  - Project preparation and appraisal.
  - Marketing.
  - Export marketing.
  - Management of larger agricultural cooperatives.
  - Cooperative audit and control.
What are its strengths?
- Stands for a unique, high quality, standardized and comprehensive training package.
- Easily adaptable to national, local and sectoral specificities
- Includes modules on classroom training, self-study, and, in the near future, also distance and e-learning.
- Can be integrated in and linked to various other ILO tools, such as Small Business Associations (SBA) training

Is there a training course in ITC-Turin?
Not currently, but ITC-Turin is involved in the revision process and creation of a website for the revised package

Where to find more information?
- A CD ROM with MATCOM materials can be requested at ILO/COOP

Who to contact?
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Can it cover more technical areas?
Yes, the manuals are currently being updated and revised, among others to cover more areas. Revision will include:
- Technical updating (to cover subjects such as marketing, supply services and production support services
- Pedagogical approach (learner-centred, flexible modular approach)
- Partnerships, to roll out the material in a sustainable way
- Links to other technical areas, such as rural enterprises, value chain development, Local Economic Development

Where has it been used?
In at least 51 countries: Argentina, Bangladesh, Benin, Bolivia, Botswana, Brazil, Cameroon, China, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Ethiopia, Guatemala, Honduras, India, Indonesia, Ivory Coast, Kenya, Lesotho, Mauritius, Mexico, Morocco, Myanmar, Nepal, Nicaragua, Panama, Paraguay, Peru, Philippines, Singapore, Somalia, Sri Lanka, Sudan, Swaziland, Tanzania, Thailand, Uganda, Uruguay, Venezuela, Zambia, Zimbabwe, and 8 Pacific Island countries (list is non-exhaustive). Eastern European Countries started using the materials in cooperative management training
MATCOM materials continue to be used throughout the world by cooperative HRD institutions, NGOs and development partners

Which languages?
Available in over 60 languages, such as: Amharic, Bahasa Indonesia, Bengali, Bislama, Burmese, Cebuano, Chinese, English, Fijian, French, Gujarati, Hindi, Ilocano, Nepalese, Portuguese, Setswana, Sinhalese, Somali, Spanish, Swahili, Swazi, Thai, and Tongan (list is non-exhaustive)

The ILO encourages the production of national versions of the MATCOM training series under the condition that the ILO Publications Bureau has authorized the adaptation

Is it suitable for rural areas?
Yes, as most cooperatives are located in rural areas

For more information on ILO rural work visit www.ilo.org/rural • Contact us at rural@ilo.org 2011