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STABILITY IN KEY AREAS (SIKA) – EAST

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STABILITY IN KEY AREAS (SIKA) – EAST

MONTHLY REPORT

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ACRONYMS

AGCHO	Afghan Geodesy and Cartography Head Office
APPF	Afghan Public Protection Force
CBGU	Capacity Building and Gender Unit
CDC	Community Development Council
CDG	Community Development Group
CDRC	Community Driven Reconstruction Coordination
COR	Contracting Officer Representative
COU	Communication and Outreach Unit
CSG	Central Support Group
DAIL	Department of Agriculture, Irrigation and Livestock
DDA	District Development Assembly
DE	District Entity
DoWA	Department of Women Affairs
DPP	District Project Portfolio
DSP	District Stability Plan
DSU	District Support Unit
ERD	Entity Relationship Diagram
FP	Facilitating Partner
GRC	Grant Review Committee
GSU	Grants and Sub-contracts Unit
HPP	<i>Hawza</i> Project Portfolio
HR	Human Resource
HSP	<i>Hawza</i> Stability Plan
ICTG	Information and Communication Technology Group
IRC	International Rescue Committee
M&E	Monitoring and Evaluation
MELU	Monitoring, Evaluation and Learning Unit
MISTI	Measuring Impact of Stabilization Initiative
MRRD	Ministry of Rural Rehabilitation and Development
NABDP	National Area Based Development Program
NSP	National Solidarity Program
PDSP	Provincial Department Service Profile
PMP	Performance Management Plan
PMU	Provincial Management Unit
PRRD	Provincial Rural Rehabilitation Department
PSU	Program Support Unit
RDU	Resource Development Unit
RSI	Rahman Safi Impact Consulting
SAPU	Stability Analysis and Planning Unit
SDU	Service Delivery Unit
SIKA	Stability in Key Areas
SRA	Security Risk Assessment
SoI	Sources of Instability
SPC	Service Providers Catalog
SPF	Service Provider Fair
STTA	Short Term Technical Assistant
TEG	Translation and Editing Group
ToT	Training of Trainers
VSAT	Very Small Aperture Terminal

BACKGROUND

The Stability in Key Areas-East (SIKA-East) monthly report provides an overview of the program activities during September 2012. Program activities over the month are described under four primary subject areas – the intermediate results (IR) as described in the contract. This report provides a comprehensive picture of SIKA-East activities in the reporting period. Although an Implementation Letter was signed among USAID, MRRD, and IDLG on 2 September, SIKA-East has still not received approval to begin full implementation of the program.

This report also provides information on objective-based project implementation, the relationships with the Ministry of Rural Rehabilitation and Development (MRRD) and the Departments of Women Affairs (DoWA) at provincial level, training sessions conducted for Community Development Council (CDC) and District Development Assembly (DDA) members and other stakeholders. Furthermore, it provides information on documents that were prepared during the month.

SUMMARY OF ACTIVITIES

HIGHLIGHTS

- Packaged District Project Portfolios (DPPs) for Baraki Barak and Sayadabad and submitted them to USAID for review and concurrence.
- Conducted meetings with service providers in all four provinces in which priority districts are located and updated the Service Provider Catalogs (SPCs) for each of these provinces;
- Conducted communication plan development sessions for DDA and CDC members of seven *hawzas*;
- Conducted resource dialogue sessions for 11 *hawzas* of Logar and Wardak;
- Designed and conducted three-day district planning and resourcing sessions in Baraki Barak and Saydabad in coordination with government partners; and
- Established District Support Unit (DSU) offices in Deh Yak and Wuza Zadran Districts.

PROGRAM DEVELOPMENT

In September SIKA-East reached an important program milestone – it packaged the developed District Project Portfolios (DPPs) for Baraki Barak and Saydabad and submitted them to USAID for concurrence. This has been the result of a joint effort between SIKA-East and Provincial Rural Rehabilitation Department (PRRD) working with Baraki Barak and Saydabad DDA, CDC, *hawza* leadership, relevant line departments and other influential community leaders to develop their capacity in identifying challenges to stability in their areas and plan strategic measures to respond to them. DPP provides these District Entities (DEs) with a strategic platform for implementation of the stabilization activities.

SIKA-East reviewed the Baraki Barak and Saydabad HSP. SIKA-East is coordinating these HSP with active service providers at provincial and district level to determine whether existing resources and service providers may tackle some of the Sources of Instability (Sol).

In order to gather information for Provincial Department Service Profiles (PDSPs), SIKA-East provincial teams conducted meetings with PRRDs, Departments of Education, Health, Justice and Agriculture, Irrigation and Livestock (DAIL). As a result the PDSPs of Wardak and Logar were completed.

Pul-e-Alam female members of DDA, representatives of several governmental and non-governmental service providers and DoWA members of Logar Province participated in a one-day resource information sharing session. The participants learnt about available resources and ways to access these resources.

In coordination with PRRD, SIKA-East conducted a two-day resource dialogue session for 11 *hawzas* of Wardak and Logar Provinces. CDC/DDA members and representatives of governmental and non-governmental service providers actively participated in the session.

In order to enhance the skills of CDC and DDA members in communication plan development, SIKA-East conducted communication plan development sessions for DDA and CDC members of Baraki Barak, Sheikhabad, Baraki Rajan, Chilozi, Sheniz Olia and Sheniz Sofla.

SIKA-East designed and conducted district planning and resourcing sessions in Barak Barak and Saydabad in coordination with government partners in order to produce the DPPs. The three-day sessions included the participation of DDA members, tribal leaders, community elders and relevant line departments.

SIKA-East established two new DSU offices in Zadran District of Paktya and Deh Yak District of Ghazni.

KEY PROGRAM ACTIVITIES

INTERMEDIATE RESULT 1

In September 2012, SIKA-East formatted the developed DPPs for Baraki Barak and Saydabad and submitted these to USAID for review. Over the past four months, a joint PRRD and SIKA-East team worked closely with Saydabad and Baraki Barak CDC/DDA member, *hawza* leaders and other influential community members on developing the ability to identify systemic causes of instability and to plan strategic measures to respond to these. The DPP is a strategic platform for transforming stability plans into action. This concludes the planning phase of SIKA-East's program implementation cycle for Saydabad and Baraki Barak.

The DPPs were originally developed during the district planning and resourcing workshop in Pul-e-Alam and Maydan Shahr, where the participants from the two districts were also encouraged to consider district-wide instability trends, develop

criteria to guide priority and sequence of projects in the portfolios and reflect on responsible project development techniques and resourcing.

In September, SIKA-East also revised the facilitator guide for stability analysis and planning portion of the upcoming district stability process module in the new SIKA-East districts. The guides took into account lessons learnt and challenges encountered during the previous sessions and the feedback of the participants. In addition, the joint PRRD and SIKA-East facilitation teams will place greater focus on identifying local resiliencies and community strengths in order to better inform the programming and strengthen positive dynamics, systems and persons in the target districts as an important component of the stabilization effort. The stability analysis and planning session will be a part of the more comprehensive training module, including resource coordination, concept development and communications, which will provide the District Entities (DEs) and *hawza* leaders with the skills and knowledge necessary to develop DPPs.

Next Step

- Prepare for roll-out in Nerkh, Deh Yak and Muhammad Agha Districts; and
- Continue training the newly hired Kabul-based and district staff on the Stability Analysis Methodology (SAM).
- Analyze the DPP to develop a recommended strategy and actual packaging of activities by grants and non-grants. The analysis will assist the DDA Plus for the final packaging, project committee selection and grantee identification.

INTERMEDIATE RESULT 2

SIKA-East completed the PDSP data collection from PRRD, Departments of Education, Health, Justice and DAIL. These departments provided information regarding ongoing and planned projects, problems and challenges faced, services provided, current *Tashkil* and active centers. The PDSP will be edited and translated into English, if required, and used for the agenda development of provincial coordination meetings.

Paktya and Wardak field staff updated the SPCs according to plan. The teams conducted individual meetings with most service providers to verify all the information in the SPCs and obtain updated information about activities and services.

SIKA-East reviewed the Baraki Barak and Saydabad HSP. While many projects under this IR will be funded by grants, the various other SIKA-East Units will also provide technical assistance on some projects, where appropriate. There will however be projects that will not fall within the scope of work of SIKA-East – SIKA-East will however provide minimal guidance to the districts on how to implement these non-SIKA-East projects. A non-grant activities form was designed to assist listing all the activities proposed in each *hawza* plan which will not be addressed using grants.

The two-day resource dialogue sessions for ten *hawzas* of Wardak and Logar Provinces was conducted with the cooperation and coordination of PRRDs of both provinces. The participants included members of CDC, DDA and representatives of several government and non-government service providers. The participants learnt about existing resources, existing services and ways to access these. All participants

received a copy of SPC. The second day of the workshop focused on assisting the women in developing strategies for communicating project ideas in an advocacy context.

The preparation stage for conducting a Service Provider Fair (SPF) has been launched in Maydan Shahr. Provincial staff conducted meetings with several provincial line departments to seek support in organizing the SPF event in Maydan Shahr. The SPF will bring all service providers, as well as DDA, CDC and local *shura* members together in Maydan Shahr to share information and establish a dialogue. Facilitating conversations among the different entities will improve access to different services in different areas of the respective provinces.

Next Steps:

- Conduct resource information sharing session for Saydabad women;
- Conduct SPF in Maydan Shahr;
- Coordinate roll-out related activities at newly approved districts;
- Update the DPP based on coordination results with service providers and sort the activities and SoIs that may be addressed using existing resources; and
- Update SPC of Logar and Ghazni Provinces and share with SIKA-East senior management for review.

INTERMEDIATE RESULT 3

On September 05, 2012, SIKA-East conducted a communication plan development session for DDA and CDC members of the Baraki Barak *Hawza* in Pul-e-Alam and Sheikhabad *Hawza* in Maydan Shahr. The same session was conducted for Onkhay and Baraki Rajan *Hawzas* on September 09, Chilozi *Hawza* on September 11, Sheniz Olia *Hawza* on September 13 and Sheniz Sofla on September 17. The overall goal of the session was to enhance the skills and knowledge of the CDC and DDA in developing communication plans for *hawzas*. A one-page fact sheet on SIKA-East was developed and distributed among the field staff to assist with communications to partners about SIKA-East. On September 27, a one-day strategic communication training was conducted with the participation of 46 women including DDA members, representatives from DoWA and community influential women. During the sessions *hawza* representatives submitted agreement letters to SIKA-East employees regarding open and democratic elections and procedures.

SIKA-East developed *hawza* level strategic communication baseline survey questionnaire that focuses on the consistency of DDA/CDC member meetings and communications with DE, the general public and the communications strategies. The baseline survey is a good foundation for comparing program progress in the next six months. SIKA-East collected 128 strategic communication baseline survey questionnaires from Baraki Barak and Saydabad. Data entry into the database has been completed. Additionally, SIKA-East collected data and enriched the district profiles of the Andar, Zurmat, Deh Yak, Zadran, Saydabad and Chak districts.

Next Steps:

- Develop a communicators report; and
- Enrich district profiles.

INTERMEDIATE RESULT 4

SIKA-East designed district planning and resourcing sessions and facilitated three-day events in Baraki Barak and Saydabad in close coordination with government partners. These workshops resulted in locally generated DPPs grounded in extensive participant discussion and analysis, including DDA members, tribal leaders, other notable elders, and relevant line departments. While males and females participated in separate workshops, the findings and recommendations of both the male and female sessions were integrated into the final DPPs.

SIKA-East had a meeting with Community Driven Reconstruction Coordination (CDRC) at International Rescue Committee (IRC)¹. The discussion was a fruitful exposure to National Solidarity Program (NSP) good practice and lessons learnt during implementation in similar districts and provinces, and both groups agreed to convene again to delve more deeply into practical approaches to community engagement and engineering steps and tools. NSP high-risk policy, practices and district categorizations as well as Facilitating Partner (FP) coverage areas, CDC training plan and reporting formats with the MRRD NSP Engineering Director were also discussed.

SIKA-East aligned NSP rules, regulations and procedures with applicable USAID rules and regulations in order to develop understandable and practical manuals for grantees, particularly CDCs and DDAs. As a result, SIKA-East is in the process of finalizing various tools to assist the grant process:

- Specific procedural manuals and associated forms that cover all steps involved in the grant cycle;
- A grantee handbook that will be used by grantees to help manage, administer, monitor and report grant activities;
- A grant procurement manual that will be used by SIKA-east procurement staff under in-kind grants;
- The grant application package that will be used by grantees to submit proposals; and
- The grant fact sheets that will be used by both SIKA-East staff and grantees to answer common questions on USAID rules and regulations.

SIKA-East conducted comprehensive ToT sessions for specific Logar and Wardak SIKA-East staff in the grant application package to ensure the proper capacity to train CDC and DDA members on grant application and proposal completion. SIKA-East engineers presented basic environmental requirements and forms that are mandatory part of the grant application.

Next Steps:

- Develop detailed implementation steps for Phase II – Orient and Phase IV – Execute;
- Develop a scope of work for training on facilitation Training of Trainers (ToT) skills for SIKA-East field and head office staff and the Grant Review Committees (GRC).
- Pursue options to familiarize the SIKA-East technical team with NSP engineering activities, techniques, and tools;

¹ NSP Facilitating Partner in Khost

- Coordinate with MRRD about including SIKA-East engineers in NSP technical trainings with MRRD and exposure visits and field exercises with IRC;
- Consult with the DDA Plus and other DE on project feasibility and design, including developing supporting documentation for implementing works;
- Compare prioritized projects with existing district strategic plans.

CROSS-CUTTING ACTIVITIES

CAPACITY BUILDING AND GENDER UNIT

The Capacity Building and Gender Unit (CBGU) took the lead in the facilitation of the fifth SIKA Induction College in Kabul for 35 newly hired SIK-East staff.

The Ghazni Capacity Building Officer held a meeting with the National Area Based Development Program (NABDP) Program Officers to collect data and information of current capacity building activities and the Paktya Gender Officer met the newly appointed Director of Women Affairs to discuss on-going women activities in the province. The director expressed willingness to collaborate closely with SIKA-East with future activities.

Next Steps:

- Develop the SIKA-East Gender Strategy;
- Develop a SIKA-East field training manual; and
- Conduct ToT sessions for Provincial Capacity Building Officers in Kabul.

MONITORING, LEARNING AND EVALUATION UNIT

Throughout September 2012, the Monitoring, Evaluation and Learning Unit (MELU) were working with Rahman Safi Impact Consulting (RSI) to speed up the process of the focus group implementation. MELU and RSI reviewed, edited and translated (as necessary) the work plan, weekly reports and the focus group questionnaires. The questionnaire was field tested in Muqur District of Ghazni Province.

MELU reviewed and approved the focus group mapping for Baraki Barak, Deh Yak and Saydabad Districts and the other six districts² should be received shortly for approval.

As a result of the recent change in priority implementation districts, SIKA-East had to change the focus group baseline in Gorbuz District of Khost to Mohammad Agha District of Logar Province. RSI accepted this change to the field purchase order.

MELU attended the **Afghan Info** training on September 04, 2012. New reporting rules and AID Effectiveness Metrics have been incorporated into **Afghan Info**. A few concerns/clarifications regarding the changes in the **Afghan Info** reporting rules were communicated with the SIKA-East Contracting Officer Representative (COR) and MELU, along with the Finance and Human Resource (HR) Units, are in the process of addressing the returned clarifications and decisions.

² Nerkh, Mohammad Agha, Zurmat, Zadran, Andar and Chak

The USAID **Afghan Info** database uses the Afghan Geodesy and Cartography Head Office (AGCHO) geographical area codes. Therefore, SIKA-East has implemented the same codes and spelling for reporting and all documents within the SIKA-East program for purposes of consistency.

SIKA-East communicated concerns about the baseline survey questionnaire through a letter to Measuring Impact of Stabilization Initiative (MISTI) on September 19, 2012. This letter outlined the expectations, observed actions and the MELU concerns in a logical sequence. MISTI responded to the SIKA-East concerns and as a result, MELU met MISTI on September 30, 2012. The meeting was very successful and is the beginning of a win-win business relationship between MISTI and SIKA-East.

MELU entered the data received on the trainings that were conducted in Logar and Wardak Provinces during the month. These trainings are the stabilization working sessions, resource dialogue working sessions and communication and outreach working sessions. MELU aimed to test the existing instrument and database functionality.

A revamped SIKA-East Work Plan (Version 3) was submitted to USAID on September 27, 2012 for review.

Next Steps:

- Finalize the MELU training manual;
- Hiring M&E Officers for Kabul, Zadrán, Andar and Mohammad Agha Districts;
- Test the newly designed coding system;
- Review MELU tools and database; and
- Review the SIKA-East results framework and Performance Management Plan (PMP), based on recent changes in the SIKA-East Work Plan.

PROGRAM SUPPORT UNIT

The Program Support Unit (PSU) established DSU offices in the Deh Yak District of Ghazni Province and the Zadrán District of Paktya Province. PSU has identified a space in Mohammad Agha District to establish a DSU office.

The Information and Communication Technology Group (ICTG) designed and finalized the Entity Relationship Diagram (ERD) and interim database structure for the Services Delivery Unit (SDU). ICTG incorporated requested changes in the Communications and Outreach Unit (COU), Grants and Sub-contracts Unit (GSU) and CBGU databases.

The Translation and Editing Group (TEG) translated DPPs for Baraki Rajan, Chilozi and Tangi Districts. The HSP for Tangi, Sheniz Olia, Sheniz Sofla, Saydabad, a letter to Ghazni PRRD and Baraki Barak women DDP, district planning and resourcing session outline were all translated. The *Hawza* Project Portfolios (HPP) for Baraki Barak, Barak Rajan, Shah-Mazar, Chilozi and Padkhawb were also translated.

Next Steps:

- Update and implement changes in the SDU interim database;
- Initialize coordination and design of the web-based SIKA-East database;

- Establish DSU offices in Mohammad Agha and Zurmat Districts governor offices; and
- Recruit a District Team Leader for the Mohammad Agha DSU and four translators for Kabul.

OPERATIONS UNIT

VSAT hardware was procured and delivered to Nerkh District and is ready to be installed.

Next Step

- Set-up Andar and Mohammad Agha District offices with VSAT hardware.

HUMAN RESOURCE UNIT

The HR Department recruited eleven employees in September 2012. The table below shows detailed information about the newly hired staff:

#	Position/Title	Gender	Employer	Section	Province
1	Monitoring and Evaluation (M&E) Officer	Female	AECOM	MELU	Kabul
2	Communications and Outreach Officer	Male	OSC	PMU	Paktya
3	District M&E Officer	Male	OSC	DSU	Wardak
4	District M&E Officer	Male	OSC	DSU	Ghazni
5	Central Support Group (CSG) Officer	Female	AECOM	PSU-CSG	Kabul
6	Painter	Male	AECOM	Facilities	Kabul
7	Community Development Officer	Male	AECOM	DSU	Wardak
8	Cook and Cleaner	Male	AECOM	DSU	Ghazni
9	District Engineer	Male	AECOM	DSU	Paktya
10	Grants and Sub-contracts Officer	Male	IRD	GSU	Wardak
11	Grants and Sub-contracts Training Officer	Male	IRD	GSU	Wardak

Next Steps:

- Open 48 new positions for SIKA-East in October 2012.

FINANCE UNIT

TBD

SECURITY UNIT

The Security Department conducted Security Risk Assessments (SRAs) of accommodation in the Logar and Wardak Provinces on September 04 and 18, 2012 respectively. The Kabul staff were advised to avoid walking between the two provinces.

Next Steps:

- Conduct threat and SRA of accommodation for Baraki Barak, Zadran, Deh Yak and Mohammad Agha Districts;
- Update security training for all security and operations officers;
- Discuss pending issues of the Afghan Public Protection Force (APPF) with the APPF management.

APPENDICES

Workshops and Training Conducted in September 2012

Unit	Date	Topic	Location	Type	Narrative Description	PMP Indicator
RDU	09/02/2012	Resource Information Sharing session	Saydabad	Session/ Workshop	Conducted Resource Information Sharing session as part of <i>hawza</i> Resource Dialogue in five <i>hawzas</i> of Saydabad	2.5a & 2.5b
RDU	09/03/2012	Resource Information Sharing session as part of <i>Hawza</i> Resource Dialogue	Pul-e-Alam	Session/ workshop	Conducted Resource Information Sharing session as part of <i>hawza</i> Resource Dialogue in five <i>hawzas</i> of Baraki Barak.	2.5a & 2.5b
Security	09/17/2012	Security Orientation	Kabul	Training	Conducted security orientation for Kabul and field office staff members	N/A
MELU	09/05/2012	USAID M&E Summit	USAID	Workshop	Participated in the second USAID M&E Summit.	N/A
COU	09/05/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Pul-e-Alam & Maydan Shahr	Workshop	Conducted one-day strategic communication training for Baraki Barak <i>Hawza</i> (in Logar, Pul-e-Alam and Sheikhabad <i>Hawza</i> (in Maydan Shahr, Wardak)	3.5B
COU	09/09/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Saydabad Wardak	Workshop	Conducted one-day strategic communication training for CDCs, DDAs and PRRD members	3.5B
COU	09/09/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Baraki Rajan <i>Hawza</i>	Workshop	Conducted one-day strategic communication training for CDCs, DDAs and PRRD members	3.5B
COU	09/11/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Chiloz <i>Hawza</i>	Workshop	Conducted one-day strategic communication training for CDCs, DDAs and PRRD members	3.5B
Security	09/17/2012	Security Orientation	Kabul	Training	Conducted security orientation for local field staff members on Kidnap/ Hostage, Safe travel and ID holder	N/A
COU	09/13/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Sheniz Sofla	Workshop	Conducted one-day strategic communication training for CDCs, DDAs and PRRD members	3.5B



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Unit	Date	Topic	Location	Type	Narrative Description	PMP Indicator
COU	09/17/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Sheniz Olia , Saydabad, Logar	Workshop	Conducted one-day strategic communication training for CDCs, DDAs and PRRD members	3.5B
SDU, CDG & SAPU	09/18-20/2012	District Planning and Resourcing	Baraki Bark and Saydabad	Workshop	Facilitated District Planning and Resourcing sessions in Baraki Barak and Saydabad which result DPP.	N/A
GSU & SDU	09/25-27/2012	Grant Application Package	Kabul	Workshop	Conducted workshop in Grant Application Package for Logar and Wardak	N/A
RDU	09/27/2012	Resource Information Sharing Session as part of <i>Hawza</i> Resource Dialogue for Baraki Barak Female	Pul-e-Alam	Session/ Workshop	Conducted Resource Information Sharing session as part of <i>Hawza</i> Resource Dialogue for DDA female members of Baraki Barak	2.5A & 2.5 b
COU	09/17/2012	Communications Plan Development for CDCs, DDAs and PRRD members	Baraki Barak	Workshop	Conducted one-day Strategic Communication workshop for by 46 female participants from different institutions of Baraki Barak	3.5B
Newly hired staff	09/30/2012	SIKA Induction College	Park Star Hotel, Kabul	Workshop	SIKA-East staff participated in SIKA College.	N/A

Documents Prepared in September 2012

Unit	Date	Topic	Location	Type	Narrative Description	PMP Indicator
SDU	Throughout September	Project Implementation Cycle and narrative	Kabul	Document preparation	Worked closely with MELU to ensure SIKA-East project implementation cycle and matrix was coherent, comprehensive, and aligned with the narrative	N/A
MELU	Throughout September	Training Manual	Kabul	Document Preparation	Reviewed the M&E training manual. The first draft of the training outline and the MS PowerPoint presentations has been completed. Projection on three-day-training was sent to CBGU for the end of October 2012. Conducting this training is dependent on various documents such as the SIKA-East Work Plan and results framework.	N/A
COU	08/31/2012	Conducting the CDC-level communication surveys	Kabul	Document production	Developed total number of surveys completed to approximately 238 until 09/26/2012.	3.4
COU	09/03/2012	Developing <i>hawza</i> level strategic communication baseline survey	Kabul	Document production	Developed <i>hawza</i> level strategic communication baseline survey questionnaire that focuses on consistency of DDAs/CDCs members' meetings/communications with DEs and general public and their communications strategy so that this will make a good foundation for comparing the progress in next six months.	3.1,3.3 and 3.4
CDG	09/11/2012	Scope of work	Kabul	Document preparation	Provided HR with a scope of work for a STTA local engagement advisor to assist roll-out, orientation, and awareness of NSP participatory development techniques successfully practiced in Logar and Khost.	N/A
COU	09/18/2012	Media Monthly Analysis Report	Kabul	Document production	Developed media Information monthly report on socio-economic, security, developmental programs developed.	N/A

Meetings Conducted in September 2012

Unit	Date	Topic	Location	Type	Narrative Description	PMP Indicator
ESG & CDG	09/05/2012	Exchange of experience	NSP/ MRRD	Meeting	Met MRRD NSP Engineering Director to discuss NSP high-risk policy, practices, and district categorizations as well as FP coverage areas, CDC training plan, and reporting formats.	N/A
MELU	09/09/2012	Focus Group	MELU Office	Meeting	Discussed the way forward on FG implementation	N/A
ESG & CDG	09/11/2012	Exchange of experience	IRC Office – Kabul	Meeting	Me CDRC at International Rescue Committee, an NSP Facilitating Partner in Logar and Khost Provinces. Discussion covered IRC's coverage area, implementation	N/A
RDU	09/11/2012	Service Provider Fair (SPF)	Kabul & Maydan Shahr	Meeting	Conducted regular meeting with PRRD Wardak and service providers to better coordinate the SPF which is going to be conducted in Wardak late October	N/A
RDU	09/13/2012	Review of Stability Analysis Plan	Kabul	Meeting	Following to several internal meetings and discussions, reviewed the <i>Hawza</i> stability plan and sent the result to field staff to coordinate with active service providers of district and province for some of the Sols that can be addressed through existence resources and service providers	2.3
RDU	09/17/2012	Provincial Department Service Profile (PDSP)	Maydan Shahr & Logar	Meeting	Conducted regular meeting with key provincial departments to gather data from key government departments such as Education, Agriculture, Irrigation and Livestock, Rural Rehabilitation and Development, Justice and Health	N/A
RDU	09/20-30/2012	Service Provider Catalogue (SPC) Update	Maydan Shahr & Paktya	Meeting	Following to individual meetings with all service providers verified all	2.1



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					the information in SPC and obtained updated information about the service providers at Wardak and Paktya	
SAPU	09/30/2012	Coming up with an agenda for 2.5 day SIKA- Collage	SIAK-East office	Meeting	The propose of the meeting was to combine all the curriculums from each of the program units and present that final version to SIKA Collage	N/A
MELU	09/30/2012	Communication with MISTI	MISTI office	Meeting	Mutual relationship discussed and agreed, plans for a SIKA M&E community of practice were initialized and will be discussed further early in October 2012.	N/A