

EXTRA

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Report No. 29

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Semi-Annual Progress Report  
For The Period  
September 1976 - February 1977  
submitted to

UNITED STATES AGENCY FOR  
INTERNATIONAL DEVELOPMENT

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Semi-Annual Progress Report  
OIC International  
September 1976 - February 1977

This semi-annual report is of the administrative and technical assistance activities performed relative to implementation of the Specific Support Grant made to OIC International. (Grant No. AID/pha-G-1125). This report is submitted in compliance with Amendment No. 9 (attachment "A", paragraph "IV.A", Reports) of the Grant letter which requires a "semi-annual report in the established format of "home office activities including status of staffing, training, and program development" and attachment "C" which stipulates the fiscal reporting mandates.

This report consists of the following sections:

- I. Administrative Overview, describes activities germane to the reorganization of the Central Office; execution of its operational responsibilities, its financial management, and evaluation components.
- II. Narrative Summary of training and program development activities of each field project for the period indicated above. Progress toward achievement of program objectives is included.
- III. MIS Summary Reports which provide tabular detail of the field program statistics derived from the Management Information System (MIS).

**I. ADMINISTRATIVE OVERVIEW - CENTRAL OFFICE**

A. Office of the International Director

The major activities undertaken during this reporting period were:

1. Central Office Reorganization

An internal evaluation of the OICI Central Office quarterly work plan accomplishments resulted in a thorough review of headquarters' operations and subsequently, with contractual approval, a restructuring of the organizational subdivisions, reclassification of several positions, and the creation of new positions. The current central organizational structure is reflected on Chart I.

2. OICI Technical Advisory Committee

Formalization of resource linkages to provide OICI with specific technical advice to bolster the development of our overseas projects was effected with the reactivation of a Technical Advisory Committee (TAC), consisting of representatives from IBM Corporation, International Harvester, General Motors, General Electric, and the University of Pennsylvania (Wharton School). This committee held two meetings during the six-month reporting period.

3. OICI Director's Field Visit

The International Director undertook a field mission in January 1977 to visit the following countries:

Liberia - to review and finalize the OIC Liberia project proposal with the appropriate Government of Liberia (GOL) and USAID/Liberia officials.

Sierra Leone - to review with the local OIC Board, project staff, USAID and American Embassy officials, the implementation activities for the OIC Sierra Leone vocational training program.

Togo - to review with the local Board, project staff and USAID/Togo officials the demonstration phase activities of the OIC Togo agricultural training program.

Swaziland/Lesotho - to confer with OSARAC and AID/Washington officials with a view toward finalization of the OIC Lesotho proposals. Discussions were also held with Government of Lesotho (GOL) officials and the interim Board of Directors.

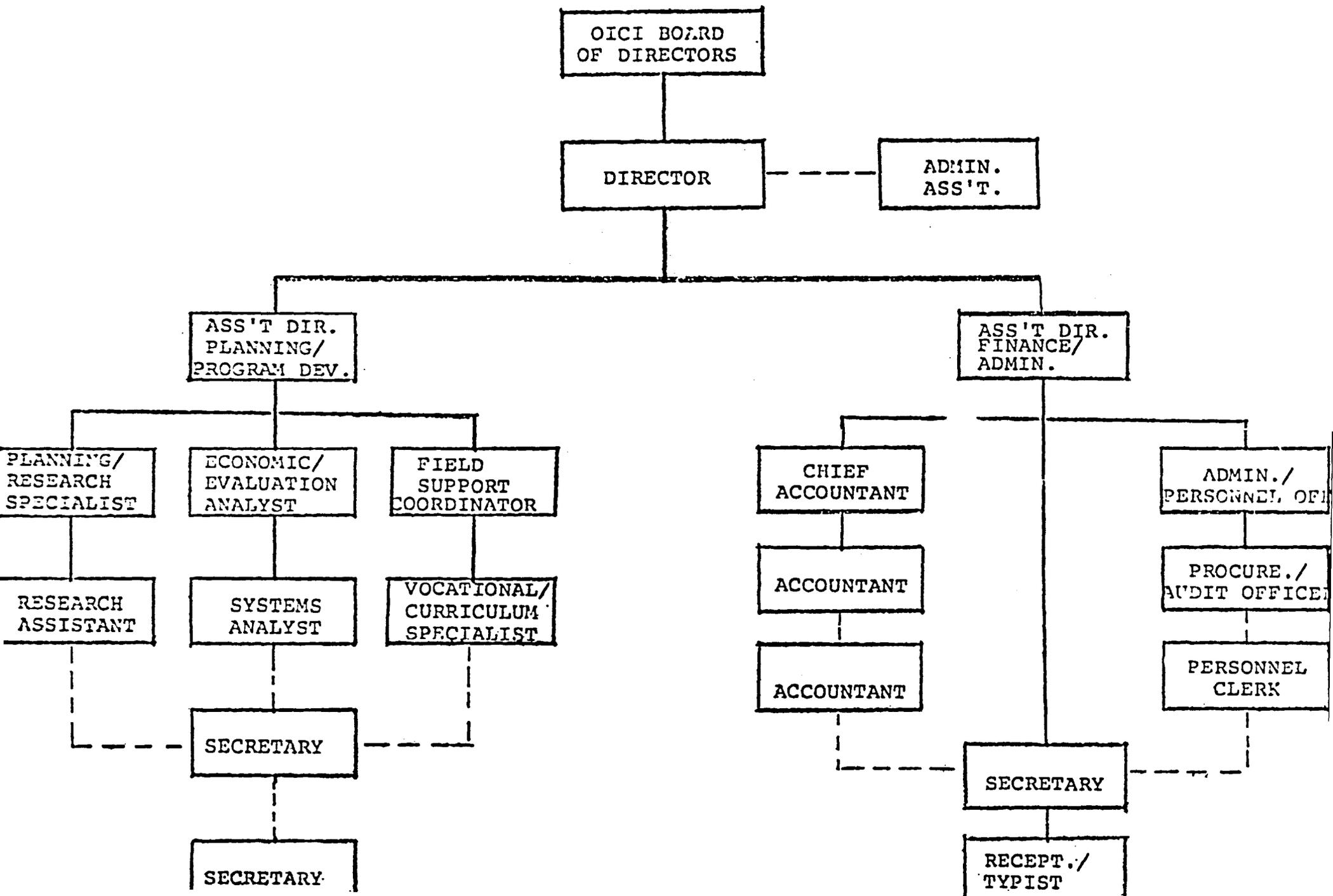
#### 4. OICI Board Chairman Field Visit

In response to an invitation from President William R. Tolbert, Dr. Leon H. Sullivan travelled to Liberia in late January 1977. This visit was intended to firm up GOL commitment to host country inputs proposed for the project.

#### 5. OICI Board of Directors' Activities

The OICI Board of Directors provide guidance to OICI Central Office through its various committees, such as Finance, Personnel, Planning and Program. They also are active in fund-raising activities for the organization. Three meetings were held during the reporting period: September 1, 1976; October 26, 1976; and January 5, 1977. The September meeting was highlighted by the participation of local OIC Board Chairmen from Ethiopia, Nigeria, Ghana, and Zambia, who also occupy seats on the International Board.

I OICI INTERNATIONAL - ORGANIZATIONAL CHART



## B. Office of Planning and Program Development

One of the most significant activities of this reporting period (September 1976 - February 1977) was the merger of the department of Planning/Evaluation and Operations. The activities and responsibilities of the latter have been subsumed by the newly created Office of Planning and Program Development under its Field Support Coordination Unit. Additional staff positions were created, with contractual approval, to increase the technical capacity of Central Office in developing new programs and implementation of its Specific Support Grant and sub-Grant activities. (See Activities Chart II).

Another major occurrence was the field mission carried out by the Assistant Director of Planning and Program Development to assess OICI Interest Group, Local Board, and Technical Cooperation Team (TCT) activities and accomplishments in each country visited. (Details in Section B.1) The Assistant Director's trip provided the impetus for many of the planning and program activities listed in the following section.

### B.1. Planning and Research

The major activities of this period were:

#### 1. The OICI The Gambia Project Proposal

A new project proposal with detailed implementation plan was developed and submitted to AID/Washington for review and approval on November 22, 1976. A number of technical questions raised by the Washington Project Review Committee were responded to in an Addendum to the OICI The Gambia

proposal subsequently prepared by the Planning Department's technical staff. Additional reactions to the project proposal are expected from the relevant AID field missions.

## 2. Memoranda of Agreement

A basic format was developed for the drafting of internal memoranda of agreement between OICI and the local OIC Boards of Directors of funded field programs. Memoranda were sent to Togo, Zambia, Sierra Leone and Ghana OIC's for agreement and signature in November 1976.

## 3. Central Information Center

An internal task force was formed to research the feasibility of establishing a Central Information Center at headquarters. A cross-section of Central Office staff, headed by Sylvester Smith, internal consultant, prepared a proposal for submission to the International Director requesting approval to set up the center. Development of a detailed implementation plan and data collection, compilation and analysis for the Central Information Center is being coordinated through the Planning Department.

## 4. PPT (Project Performance Tracking)

Based on the implementation plans developed for the various field projects, 1-5 year PPTs were drawn up and operationalized to monitor progress of project staff toward achievement of program objectives and output targets. PPTs are presently being used by field staff in Togo, Zambia, Ghana and Sierra Leone, to report on accomplishment of targeted activities.

5. Assistant Director's Field Trip

Dr. Godwin Odumah, Assistant Director for Planning and Program Development visited OICI field projects and interest groups in Zambia, Botswana, Nigeria, Ghana, Togo, Liberia and The Gambia from November 23 to December 17, 1976. His mission was to observe and review the status of field activities and to ensure the proper implementation of the PPT by field personnel. Upon his return from the field, the Assistant Director made recommendations for appropriate follow-up actions.

6. OICI Liberia Proposal Development

The Assistant Director for Planning and Program Development and the International Director travelled to Liberia to facilitate the preparation of a new Liberia proposal and Addendum to the OICI Liberia proposal, respectively. This proposal was submitted to AID/Washington on January 8, 1977. At the end of the reporting period, Central Office was awaiting the reactions of the Washington Project Review Committee. The Addendum was forwarded to AID at this time.

7. Research and Information

A. Literature Search

A literature search was initiated to collect documents, research papers, case studies, and bibliographies related to the following fields:

- a) Rural development in LDCs
- b) Agricultural development and training projects

- c) Educational Economics & Technology
- d) Appropriate or "Intermediate Technology"
- e) Non-formal vocational training in LDCs
- f) Economic and development planning
- g) Socio-cultural data of selected LDCs

The information gathered thus far has served to increase substantially the amount of reference materials on hand that can be used in all aspects of international development assistance. The OICI Central Library has also been strengthened by the addition of new and updated materials and books.

#### B. PVO Linkages

An Organization Profile Report of OICI was submitted to the American Council of Voluntary Agencies for Foreign Service, Inc., Technical Assistance Information Clearing House (TAICH). Consequently, a description of OICI has appeared in two TAICH publications:

-TAICH Country Report - Development Assistance Programs of U.S. Non-Profit Organizations - TOGO - December 1976.

-TAICH Profile Report VI - U.S. Non-Profit Organizations in Development Assistance Abroad - A Supplement to the TAICH 1971 Directory - January 1977.

An increasing number of requests for information on placement opportunities and program descriptions arrive in the Central Office, weekly, from University international educational program administrators and students. The Research Unit

of Planning and Program Development supplies the needed information in response to these requests.

## 8. Requests for Assistance

Central Office receives a tremendous amount of correspondence requesting assistance of nearly every type. The Research Unit refers individuals whom we cannot assist directly to the appropriate agency according to their needs. Those whom we are able to help receive appropriate responses.

Specific requests for information and/or assistance in developing local OIC-type programs were received from the following international communities:

Santiago, Chile

Ouagadougou, Upper Volta

Bogota, Columbia

Johannesburg, South Africa

Transkei, South Africa

Penbroke, Bermuda

Guatemala City, Guatemala

## 9. OICI Interest Group Developments

### a) Haiti

The OIC Interest Group in Haiti, headed by Archbishop Ligonde remains active. Central Office communicated with USAID/Haiti Mission Director to advise of planned feasibility study trip to Haiti in early spring. The trip was postponed due to an urgent request from the Mission Director that OICI delay fielding its

feasibility study team until the DAP presently in preparation is completed. OICI has concurred in this request and anticipates further dialogue with the local Mission.

b) Belize

The privately funded OIC Belize program remains active and has requested assistance from OICI to expand its training operations. The Peace Corps Country Director has sought collaboration from OICI in developing avenues of aid to the local OIC group. A pre-feasibility study is planned for Belize in early spring of 1977.

c) Ivory Coast

The President of the Ivorian OIC Interest Group, Mr. Kouadio Djan paid two visits to Central Office in November and December, 1976 along with Mr. Samuel Yao, the first Secretary of the Ivory Coast Permanent Mission to the U.N. The Ivorian U.N. delegate has been designated the OIC-C.I. liaison with Central Office to facilitate communication.

On his second visit to Central Office in December, Mr. Kouadio Djan met with Dr. Leon Sullivan to discuss the possibility of developing an OIC in the Ivory Coast. Mr. Kouadio has presented evidence of a self-help agricultural project located near Abidjan that was initiated by the Ivorian OIC group. A project feasibility study is planned for the Ivory Coast in fiscal year 1978.

d) Chile

A dialogue is in progress with an OIC Interest Group in Santiago. The chairman of this group is affiliated with a national organization concerned with the rehabilitation and vocational training of alcoholics (URACH). Central Office has requested and received detailed information on the past, present and future activities of the Chilean organization.

e) Philippines

There exist two OIC Interest Groups at various developmental stages in the Philippines, one in Manila and the other in Rizal Province. Central Office maintains on-going communications with both groups in an effort to determine the nature and scope of assistance requested. Mrs. Liliias-Oblepias Ramos of Manila Community Services, Inc. toured OIC facilities in Philadelphia and Accra, Ghana. A visit to Central Office is expected from a member of the Rizal group in March 1977.

f) Botswana

Dr. Odumah visited Botswana in November 1976 to confer with the local OIC Interest Group and assess first-hand the potential for community support for an OICI project. The major local issues concern the composition of the original Board of Directors or Interest Group. The loss of several key members, including the chairman, to overseas posts resulted in an organizational stalemate for a period of time. However, Dr. Odumah's visit enabled a

OIC INTERNATIONAL  
FEASIBILITY STUDIES/PROPOSALS STATUS

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	OICI CENTRAL OFFICE CONTACT	INTERESTED GROUP FORMED	WORK PLAN FOR FEASIBILITY STUDY DEVELOPED	FIRST FIELD WORK CONDUCTED	FEASIBILITY STUDY REVIEWED AND PROPOSAL PREPARED	USAID INFORMAL REVIEW	SECOND FIELD WORK CONDUCTED (optional)	PROPOSAL MODIFIED AND REWRITTEN	USAID FORMAL REVIEW	PROPOSAL APPROVED/DISAPPROVED	PROPOSED LEVEL OF SPENDING (\$mil.)	APPROVED LEVEL OF SPENDING (\$mil.)
TOGO	X	X	X	X	X	X	X	X	X		1.364 5 yrs	336,000 1 yr
THE GAMBIA	X	X	X	X	X	X	X	X	X			
GAMBIA	X	X	X	X	X	X	X	X	X		2.315 5 yrs	1.138 3 yrs
SIERRA LEONE	X	X	X	X	X	X	X	X	X		1.819 5 yrs	431,610 1 yr
LIBERIA	X	X	X	X	X	X	X	X	X			
GHANA PHASE II*	X	X	X	X	X	X			X	X	1.900 4 yrs	1.900 4 yrs
LESOTHO	X	X	X	X	X	X	X		X			
IVORY COAST	X	X										
BELIZE	X	X	X									
HAITI	X	X	X									
NIGERIA PHASE II				X								
PHILIPPINES	X	X										

\*Field study conducted by joint USAID/OICI Team.

X - completed part

regrouping of the most active remaining Board members. Finally, the USAID/Botswana representative recommended to Dr. Odumah that a follow-up visit by an OIC team to Botswana would greatly enhance the prospects for development and funding of a successful OIC in Botswana.

## B.2. Field Support Coordination and Training

The major activities covered during this period were:

### 1. Pre-Service Training (PST)

Four pre-service training programs were completed during this period - Zambia, Sierra Leone, Ghana (Phase II) and Togo.

Though predicated upon the same objectives, the training programs varied greatly. One of the major differences was the time frame required for completion of each program. The PST for the Zambia TCT covered eight weeks of orientational activities and project work plan development. The OICI Togo staffers received four weeks of pre-service training and the Zambian Finance Officer only two. The prime reasons for the differences were the backgrounds of the TCT and the critical need of the projects themselves. For example, the Finance Officer selected for OICI Zambia, although a permanent resident of the U.S., is a native of Sierra Leone and a former employee of OICs of America; therefore, it was possible to eliminate many aspects of the basic pre-service training design.

Each TCT member is assigned to write a comprehensive project paper and to give an oral presentation at the end of the training sessions. The evaluation scheme implemented for each PST program enabled the identification of key problems which the Field Support Unit was able to alleviate prior to the departure of the TCT to the field.

A case in point occurred during the first Zambia PST program when several extra sessions were scheduled to reinforce presentations on project organization, TCT, and local staff interrelationships, and the PPT. As a result, it was generally felt that preparations were adequate for fielding of a capable technical staff to OICI Zambia.

## 2. Personnel and Recruitment

The Field Support/Coordination Unit was also actively engaged in the recruitment and selection of personnel for Sierra Leone, Zambia, Togo and Ghana. Personnel were identified and selected for the field projects within the designated time frame and posted to the field in accordance with PPT specifications.

Due to Central Office reorganization, the positions of Assistant Director/Operations, and TCT Support Specialist were abolished. Two new positions were created, that of Field Support Coordinator and Vocational Curriculum Specialist to provide a technical dimension that had been lacking in program implementation planning and monitoring. An orientation program was designed and carried out for the new staff members.

### 3. Research and Development

- a. The former Operations Department's filing and cataloging system was reorganized and assimilated for the Office of Planning and Program Development.
- b. The first draft of the Field Operations Manual which will serve as the standard operations procedure for field projects was completed.
- c. Development of audio-visual aids materials for Central and Field projects commenced.

### 4. Equipment Lists

The identification and selection of equipment was completed for all projects: i.e. carpentry, masonry, secretarial science, feeder and audio visual aids equipment lists for Ghana and Sierra Leone; and secretarial science equipment list only for Zambia.

### 5. Monthly Reports

A new monthly report narrative format was developed, utilizing a simpler yet more comprehensive structure than the old format. It is designed to give us a total view of the development of the project in very succinct terms.

Responses were prepared for monthly reports which began to flow in from the new projects in December 1976.

### 6. Visitors

Special orientation sessions were held for visitors from Upper Volta and Zambia.

III Activities Chart (Field Support/Coordination Unit)

GHANA  
 NIGERIA  
 ETHIOPIA  
 ZAMBIA  
 TOGO  
 SIERRA LEONE  
 VISITORS  
 OTHERS

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.
Orientation for International Participants - Staff and Board	X					
Orientation for American Field Staff	X					
Special Orientation Programs						
Review and Analysis of Monthly Narrative Reports						
Review and Analysis of Monthly Statistical Report						
Special Projects						
Research and Development			X	X		
Procurement and Dissemination of Curriculum			X	X		

Evaluates project performance from 9/76 to 4/77 in Zambia, To  
to, Ghana, and Sierra Leone. Purpose of project is to fund non  
-formal manpower training activities. Evaluatn methodology b  
ased on onsite observatns, interviews with field Opportunitie  
s Industrializatr<sup>2</sup>n Centers, Inc (OICI) members, field documts, an  
d local statistics. @Equipmt selectn and training programs  
in all countries were successfully completed. Also, personnel  
recruitmt & hiring for both old & new positns <sup>will</sup> ~~was~~ <sup>conducted</sup> ~~active~~ <sup>currently</sup> pr  
ogram-wide. <sup>with</sup> ~~General~~ <sup>Successful</sup> OICI administratr<sup>n</sup> activities were: ~~impro~~  
~~ed by~~: 1.drafting initial memoranda of agreemts between OICI  
& local OIC Boards of Directors; 2.forming an internal task  
force to research the feasiblility of establishing a Central  
Infor Center at headquarters; 3.drawing up ~~the~~ <sup>& implementing</sup> Project Perfor  
mance Tracting (PPT)s; ~~planning for Liberia's inclusion in t~~  
~~he program~~; 5.increasing interest of other countries in the  
OICI program; 6.improvingthe filing & cataloging system; 7.c  
ompleting the first ~~draft~~ of the operatns Manual; 8.collecti  
ng audio-visual aid materials; and 9.improving the Monthly R  
eporting system. @In Zambia although delays have been encoun  
tered due to unexpected staff terminatns, and the prob of obt  
aining permanent quarters; six sub-committees have been esta  
blished, and a wage and salary plan established along with pe  
rsonnel policies. In Togo initial logistical and cash flow p  
roblems have been solved, major tasks of the PPT have been co  
mpleted, and self-help efforts in obtaining local volunteers  
and community help has been exemplary. In Ghana despite dela  
ys in govt funding phase I has been completed, phase II begun  
, and <sup>hi</sup> Boards in Kumasi and Takoradi have been active in secur  
ing sites, raising funds, and developing programs. In Sierra L  
eone although project implementatr<sup>n</sup> has been slow due to misu  
nderstandings between OICI, and the Ministry of Finance; the B  
oard has arranged special press conferences & meetings, ident  
ified training sites, organized a Women's Interest Group, and  
established excell<sup>ent</sup> raport with the local community.

### B.3., Economic/Evaluation

The major activities undertaken during this period were:

#### 1. Central Office Quarterly Work Plan Evaluation

The evaluation scheme for the Central Office Quarterly Work Plan was completely revised and subsequently implemented. The current evaluation scheme encompasses the three major organizational components of OICI Central, namely: management, technical staff and secretarial/clerical units, while the original scheme only dealt with technical performance. The revised evaluation scheme was used in the appraisal of OICI Central performance during the 3-month work plan period: October 5, 1976 to January 4, 1977, and will be used for the subsequent work plan period: January 5 - April 4, 1977.

#### 2. Pre-Service Training (PST) Evaluation Scheme

Development and implementation of an evaluation scheme for the pre-service training program (PST) for Technical Cooperation Team (TCT) personnel was completed by the Economic/Evaluation Unit. Designed to measure the preparedness of TCT staff for overseas post assignments, the PST evaluation scheme focuses on the reaction, learning process, and behavior of PST participants and contrasts expected with actual results. The long-term effects of the pre-service training program will be appraised through a follow-up evaluation scheme currently in preparation.

### 3. OICI Field Project Evaluation

Strategies are presently being developed for the evaluation of OICI's overseas projects in anticipation of a comprehensive evaluation exercise scheduled for the early months of Fiscal 1978.

### 4. MIS Implementation

The MIS User's Guide was thoroughly studied and strategies were developed to accelerate the rate of MIS implementation by TCT personnel and the local programs. Correspondence was initiated to all Program Advisors in the field to facilitate the process of MIS implementation. The economic/evaluation unit is devising strategies to properly assist TCT in fulfilling the requirements for all required financial, statistical, and programmatic reports.

Finally, a study was conducted of alternative methods for the handling, processing, use, and storage of MIS data reports.

### 5. Personnel Recruitment

The position of Systems Analyst was created within the Economic/Evaluation Unit with a view towards systematization of the data flow and storage within the organization. Advertisements were placed for the position and interviews were conducted for a number of candidates. It is expected that the selection process will be completed during the next reporting period.

C. Office of Finance/Administration

During the reporting period, the following on-going activities were carried out in accordance with a prescribed schedule:

1. Coordination and maintenance of accounting systems, purchasing, inventory control and payroll records for OICT Central and field projects.
2. Development of amendments to Finance/Administration Guidelines and Procedures.
3. Participation in pre-service training for TCT finance specialists and field staff.
4. Preparation of special reports to International Director, and quarterly financial statements.
5. Assistance in preparing budget projections for project proposals.
6. Monitoring of Central Office compliance with all contractual requirements.

C.1. Summary of Task Order Activities

Task Orders #1, #2, and #3 remain open pending settlement of accounts with Pan American Airlines Corporation. Task Order #4 incurred no activity during the period, but the contact remains open pending settlement with Kearlines Ltd/Nakulines, Nairobi, Kenya.

The final voucher is expected to be processed for Task Order #6 within the next six month cycle.

C.2. Summary of Grant Activities

1. Central Office

Expenditures continue within budgetary limitations. Contractual authorizations were acknowledged for increases in budget level and other relevant items. Travel authorizations were acknowledged for all foreign and domestic trips.

2. Ethiopia

This project incurred its final outstanding expenditure. Also, has reimbursed all advance funds. It is expected that no additional activity will be reported for the project in subsequent periods. (See detail in attached financial report on "Grant Contract Ethiopia Project").

3. Zambia (Pre-Assignment Grant)

This project incurred limited activity during the reporting period and no additional activity is expected. (See detail in attached financial report on "Grant Contract Pre-Assignment-Zambia").

4. Zambia

Expenditures for the reporting period were well within budgetary limitations. Contractual approvals were acknowledged for international travel and shipments.

(See detail in attached financial report on "Grant Contract-Zambia Project").

5. Lesotho

The project incurred no activity during this period.

6. Togo

Advance level was reduced to a lower level during this period, and expenditures remained within budgetary limitations throughout the period.

Contractual approvals were acknowledged for international travel, shipping, employment concurrence, equipment purchases, and U.S. Flag Vessel Waiver.

7. Sierra Leone

This project was approved on September 30, 1976, therefore only 5 months of operation are reflected in the report. Contractual authorizations were acknowledged for personnel salary, travel, shipping, and U.S. Flag Vessel Waiver.

8. Ghana (Phase II)

This project was approved September 24, 1976. Thus its operations are detailed for a 5 month period only. Contractual approvals were acknowledged for travel, shipping and employment concurrence.

C.3. Administration (Personnel)-Grant Contract-OICI Central Office

A. Staff	Name	Planned	Actual
Position			
International Director	G. Robinson	1	1
Admin. Assistant/Secretary	M. McCullough	1	1
Assistant Director Fin/Admin.	K. Abèdje	1	1
Administrative Officer		1	-
Chief Accountant	D. Green	1	1
Program Audit/Proc. Officer	S. Eckman	1	1
Accountant Bookkeeper II	W. Thomson	1	1
Accountant Bookkeeper I	B. Wright	1	1
Secretary	J. Soliman	1	1
Typist/Receptionist		1	-
Asst. Dir. Plan./Prog. Dev.	G. Odumah	1	1
Education Officer	H.A. Jennings	1	1
Voc. Curriculum Specialist	J. Lynch	1	1
Secretary	A. Hunter	1	1
Secretary	U. Smith	1	1
Systems Analyst		1	-
Plan. Research Specialist	C. Gilliam	1	1
Research Assistant	G. Boyd	1	1
Economic Analyst/Eval.	Q. Nguyen	1	1
Secretary	N. Brown	<u>1</u>	<u>1</u>
		20	17

A1 Personnel Related Activities

Recruitment for Central Office positions, Typist/Receptionist, Administrative Officer & Systems Analyst.

TASK ORDER # 1 CENTRAL

III. FINANCE	Cumulative From 10/6/69 To 6/30/75	Fiscal Year 1976		Fiscal Year 1977		
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	Six Months From 9/1/76 To 2/28/77
<b>A. Current Budget</b>						
1. Firm Budget	\$1,657,963	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to Date	<u>1,657,963</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Add'l. Funds Available	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
<b>B. Current Expenditures</b>						
1. Expenditures as of end of period Nov. 30, 1976, per pub- lic voucher #79	\$1,622,399	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Advance Level	<u>-0-</u>	<u>18,591</u>	<u>( 18,591)</u>	<u>-0-</u>	<u>-0-</u>	<u>(\$ 18,591)</u>
	<u>\$1,622,399</u>	<u>\$ 18,591</u>	<u>(\$ 18,591)</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>(\$ 18,591)</u>

C. Comments:

T. O. #1, Central's outstanding advance has been remitted to USAID Controller's Office during this reporting period.

Contract remains open pending settlement of outstanding transactions, i.e., advances and Pan American World Airways account/billings.

TASK ORDER #2 GHANA

III. FINANCE	Cumulative From 6/1/70 To 9/30/76	Fiscal Year 1976		Fiscal Year 1977		Six Months From 9/1/76 To 2/28/77
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	
<b>A. Current Budget</b>						
1. Firm Budget	\$1,911,373	\$ 43,669	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to Date	1,911,373	39,258	-0-	-0-	-0-	-0-
3. Plus Prior period unused Obligation per amendment #15 (\$1,676,326-1,649,855)	-0-	4,411	-0-	-0-	-0-	-0-
Add: 1. Funds Available:	-0-	43,669	-0-	-0-	-0-	-0-
	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>B. Current Expenditures</b>						
1. Expenditures as of end of period Feb. 28, 1977, per voucher #79.	\$1,902,028	\$ 40,805	\$ 11,709	\$ 30,259	\$ 30,259	\$ 41,968
2. Advance Level	-0-	( 1,068)	-0-	-0-	-0-	-0-
	\$1,902,028	\$ 39,737	\$ 11,709	\$ 30,259	\$ 30,259	\$ 41,968
<b>C Local Fund Raising</b>						
Fiscal Year 1976 (July '76-Sept. '76)	Local Currency (Cedi)	U.S. Dollars	1 Share of Total Budget			
1. Projection	10,174	15,803	-0-			
2. Actual	5,034	4,377	-0-			
* Exchange Rate:						
1 U.S. Dollar = 1.15 Cedis						
1 Cedi = .36956 US Dollars						
<b>D. Comments:</b>						
T.O. #2, Ghana's contract terminated as of 9/30/76. Contract will remain open until outstanding transactions have been settled, e.g. Pan American World Airways Account.						

TASK ORDER # 1 NIGERIA

III. FINANCE	Cumulative From 10/6/69 To 6/30/75	Fiscal Year 1976			Fiscal Year 1977		Six Months From 9/1/76 To 2/28/77
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77		
<b>A. Current Budget</b>							
1. Firm Budget	\$1,792,260	\$ 29,234	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to Date	<u>1,792,260</u>	<u>29,234</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Addit'l. Funds Available	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
Reserve Prior Periods Unused Obligation		\$ 85,129					
<b>B. Current Expenditures</b>							
1. Expenditures as of end of period Feb. 28, 1977, per pub- lic voucher #77	\$1,789,011	\$ 15,106	\$ 1,483	\$ 2,081	\$ 2,081	\$ 3,563	
2. Advance Level	<u>-0-</u>	<u>(4,292)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
	<u>\$1,789,011</u>	<u>\$ 10,814</u>	<u>\$ 1,483</u>	<u>\$ 2,081</u>	<u>\$ 2,081</u>	<u>\$ 3,563</u>	
<b>C. Local Fund Raising</b>							
No Activity							
<b>D. Comments:</b>							

Program has concluded operations, under grant from OIC International, as of June 30, 1976. Contract will remain open until all outstanding transactions have been settled, e.g. Pan American Airways Account settlement.

TASK ORDER # 5 KENYA

III. FINANCE	Cumulative From 10/6/69 To 6/30/75	Fiscal Year 1976		Fiscal Year 1977		
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	Six Months From 9/1/76 To 2/28/77
<b>A. Current Budget</b>						
1. Firm Budget	\$ 332,972	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to Date	<u>332,972</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Addit'l. Funds Available	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
<b>B. Current Expenditures</b>						
1. Expenditures as of end of period Feb. 28, 1977, per pub- lic voucher #40	\$ 319,680	\$ -0-	\$ -0-	\$ 1,248	\$ 1,248	\$ 1,248
2. Advance Level	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
	<u>\$ 319,680</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 1,248</u>	<u>\$ 1,248</u>	<u>\$ 1,248</u>
<b>C. Local Fund Raising</b>						
No Activity.						
<b>D. Comments:</b>						

Contract continues to remain open until all storage costs of program equipment which is stored in Nairobi, Kenya, is reported by agent, Kearlines Limited/Nakulines.

TASK ORDER # 6 ETHIOPIA

III. FINANCE	Cumulative From 10/6/69 To 6/30/75	Fiscal Year 1976		Fiscal Year 1977		Six Months From 9/1/76 To 2/28/77
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	
<b>A. Current Budget</b>						
1. Firm Budget	\$ 312,984	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to Date	312,984	-0-	-0-	-0-	-0-	-0-
Addit'l. Funds Available	\$ -0-	-0-	-0-	-0-	-0-	-0-
<b>B. Current Expenditures</b>						
1. Expenditures as of end of period Feb. 28, 1977, per pub- lic voucher # 44	\$ 293,708	\$ -0-	\$ -0-	\$ 2,306	\$ 2,306	\$ 2,306
2. Advance Level	-0-	-0-	-0-	-0-	-0-	-0-
	\$ 293,708	\$ -0-	\$ -0-	\$ 2,306	\$ 2,306	\$ 2,306
<b>C. Local Fund Raising</b>						
No activity						
<b>D. Comments</b>						

T. O. # 6 Ethiopia contract incurred final outstanding cost for staff member J. Wynn. Contract's final voucher will be processed within next six month cycle.

GRANT CONTRACT - CENTRAL

III. FINANCE	Cumulative From 7/1/75 To 2/28/77	Fiscal 1976		Fiscal Year 1977		
		Year to Date From 7/1/76 To 9/31/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	Six Months From 9/1/76 To 2/28/77
<b>A. Current Budget</b>						
1. Firm Budget**	\$1,067,622	\$ 111,640	\$ 37,213	\$ 212,259	\$ 212,259	\$ 249,472
2. Obligation to Date	1,018,495	111,640	37,213	191,790	191,790	229,003
Add'l. Funds Available :	<u>\$ 49,127</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,469</u>	<u>\$ 20,469</u>	<u>\$ 20,469</u>
<b>B. Current Expenditures</b>						
1. Expenditures as of End of Period, 2/28/77 per Public Voucher No. 18/1 of 5	\$ 663,913	\$ 121,544	\$ 51,522	\$ 176,887	\$ 176,887	\$ 228,409
2. Advance Level	60,000	-	-	-	-	-
	<u>\$ 723,913</u>	<u>\$ 121,544</u>	<u>\$ 51,522</u>	<u>\$ 176,887</u>	<u>\$ 176,887</u>	<u>\$ 228,409</u>
<b>C. Federal Reserve Letter of Credit Status (Summary*)</b>						
1. Authorized FRLC, beginning	\$ 850,000	\$ 323,375	\$1,018,673	\$ 794,294	\$ 794,294	\$1,018,673
2. Authorized Increases	2,056,628	900,000	-	1,156,628	1,156,628	1,156,628
3. Drawdowns	1,645,079	429,081	224,379	689,373	689,373	913,752
	<u>\$1,261,549</u>	<u>\$ 794,294</u>	<u>\$ 794,294</u>	<u>\$1,261,549</u>	<u>\$1,261,549</u>	<u>\$1,261,549</u>
<b>D. Comments:</b>						
Central's Headquarters Expenditures continue within Budget Limitations.						

(Please see page - 2 -).

Contractual Authorizations are acknowledged as follows:

<u>Letter Date</u>	<u>Authorization</u>	<u>Purpose</u>
September 17, 1976	FRLC Amendment No. 2,	Increase, \$300,000.
November 19, 1976	FRLC Amendment No. 3	Increase, \$800,000.
December 15, 1976	Contract Amendment No. 8	Central, Headquarters Contract Extended to 1/31/77.
February 28, 1976	Contract Amendment No. 9	Central, Headquarters Budget Increase \$356,628.

Other Authorizations are noted below:

September 27, 1976	Domestic Travel	Dr. Odumah - Washington D.C.
November 18, 1976	Travel Domestic	Dr. Odumah & all general domestic.
November 18, 1976	Travel International	Dr. Odumah, Zambia, Botswana, Ghana, Liberia and the Gambia.
January 13, 1977	Travel Authorization	Dr. Odumah - Texas, G. Robinson and H. Boyer - Sierra Leone, S. Smith and family - Addis Ababa/ Home others.
January 13, 1977	International Travel	Rev. Sullivan - Liberia.

- \* = Refer to other Grant Contracts.
- \*\* = Based on approved Budget divided by Applicable months x Reports number of months.

GRANT CONTRACT ETHIOPIA PROJECT

III. FINANCE

	Cumulative From 7/1/75 To 6/30/76	Fiscal Year 1976		Fiscal Year 1977		
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	Six Months From 9/1/76 2/28/77
A. Current Budget						
1. Firm Budget	\$ 50,000	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to date	<u>50,000</u>	<u>-0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
Additional Funds Available	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
B. Current Expenditures						
1. Expenditures as of end of period 2/28/77 per public voucher : # 15/2 of 6	\$ 48,748	\$ 500	\$ -0-	\$ 6,086	\$ 6,086	\$ 6,086
2. Advance levels	<u>-0-</u>	<u>2,823</u>	<u>-0-</u>	<u>(2,823)</u>	<u>(2,823)</u>	<u>(2,823)</u>
	<u>\$ 48,748</u>	<u>\$ 3,323</u>	<u>\$ -0-</u>	<u>\$ 3,263</u>	<u>\$ 3,263</u>	<u>\$ 3,263</u>

C. Comments:

Project has incurred final outstanding expenditure, also, has reimbursed all advance funds. No additional activity is expected to be reported for this project in subsequent reporting periods.

Project expenditure's reimbursement were drawn from Federal Reserve Letter of Credit No: 72-00-0320, (See Central Project for Status of Letter of Credit).

GRANT CONTRACT PRE-ASSIGNMENT - ZAMBIA

III. FINANCE	Cumulative From 11/1/75 To 6/14/76	Fiscal Year 1976		Fiscal Year 1977		Six Months From 9/1/76 To 2/28/77
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	
<b>A. Current Budget</b>						
1. Firm Budget	\$ 40,132	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Obligation to Date	<u>40,132</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Additional Funds Advance	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
<b>B. Current Expenditures</b>						
1. Expenditures as of End of Period, 2/28/77 per Public Voucher No. 13/3 of 4	\$ 39,481	\$ 649	\$ 649	\$ -0-	\$ -0-	\$ 649
2. Advance Level	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
	<u>\$ 39,481</u>	<u>\$ 649</u>	<u>\$ 649</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 649</u>

C. Comments:

Project incurred very limited activity during this period. It is expected that no additional activity will occur under this project.

Expenditures' cash needs have been drawn from Federal Reserve Letter of Credit, No. 72-00-0320, (See Central Project for Status of Letter of Credit).

GRANT CONTRACT LESOTHO PROJECT

III. FINANCE	Cumulative From 11/10/75 To 12/19/75	Fiscal Year 1976		Fiscal Year 1977		Six Months From 9/1/76 To 2/20/77
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/20/77	Five Months From 10/1/76 To 2/28/77	
A. Current Budget						
1. Firm Budget	\$ 17,432	\$	\$	\$	\$	\$
2. Obligation to Date	17,432	-0-	-0-	-0-	-0-	-0-
Addit'l. Funds Available	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
B. Current Expenditures						
1. Expenditures as of end of period Feb. 20, 1977 per pub- lic voucher #10	\$ 16,900	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2. Advance Level	-0-	-0-	-0-	-0-	-0-	-0-
	\$ 16,900	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-

C. Comments:

Project incurred no activity during this period.

GRANT CONTRACT - ZAMBIA PROJECT

III. FINANCE	Cumulative From 6/15/76 To 2/28/77	Fiscal Year 1976			Fiscal Year 1977		
		Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	Six Months From 9/1/76 To 2/28/77	
A. Current Budget							
1. Firm Budget	\$600,000	\$120,000	\$ 40,000	\$200,000	\$200,000	\$240,000	
2. Obligation to Date	<u>600,000</u>	<u>120,000</u>	<u>40,000</u>	<u>200,000</u>	<u>200,000</u>	<u>240,000</u>	
Advt'l. Funds Available	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
B. Current Expenditures							
1. Expenditures as of End of Period 2/28/77 per Public Voucher No. 10/2 of 5	\$178,605	\$ 38,593	\$ 25,666	\$140,012	\$140,012	\$165,678	
2. Advance Level	<u>115,000</u>	<u>115,000</u>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	
	<u>\$293,605</u>	<u>\$153,593</u>	<u>\$ 55,666</u>	<u>\$140,012</u>	<u>\$140,012</u>	<u>\$195,678</u>	

C. Comments:

Project's six month's expenditures are remaining well within budget limitations.

Also, Project Expenditure's Reimbursements and Advance Funds are drawn against Federal Reserve Letter of Credit No. 72-00-0320. (See Central Project for Status of Letter of Credit).

Contractual approvals are acknowledged as follows:

Letter Date

Authorization

September 23, 1976

International Travel and shipping, A. Do Lico and family,  
S. Simon and dependant, J. Todd and family

December 4, 1976

Appliance Shipment.

January 21, 1977

S. Nyuma Bondi employment, travel and shipment.

GRANT CONTRACT - TOGO PROJECT

III. FINANCE	Fiscal Year 1976			Fiscal Year 1977		
	Cumulative From 6/30/76 To 2/28/77	Year to Date From 7/1/76 To 9/30/76	One Month From 9/1/76 To 9/30/76	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77	Six Months From 9/1/76 To 2/28/77
A. Current Budget						
1. Firm Budget	\$336,000	\$ 84,000	\$ 28,000	\$140,000	\$140,000	\$168,000
2. Obligation to Date	300,000	75,000	25,000	125,000	125,000	150,000
Add'l. Funds Available	<u>\$ 36,000</u>	<u>\$ 9,000</u>	<u>\$ 3,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 18,000</u>
B. Current Expenditures						
1. Expenditures As of End of Period 2/28/77 per Public Voucher No. 13/3 of 5						
	\$ 91,315	\$ 7,645	\$ 6,166	\$ 83,670	\$ 83,670	\$ 89,036
2. Advance Level						
	<u>74,887</u>	<u>145,576</u>	<u>110,381</u>	<u>( 70,689)</u>	<u>( 70,689)</u>	<u>74,887</u>
	<u>\$166,202</u>	<u>\$153,221</u>	<u>\$116,547</u>	<u>\$ 12,981</u>	<u>\$ 12,981</u>	<u>\$164,723</u>

C. Comments:

Project's six month's expenditures are remaining well within Budget limitations.

Advance level was changed to a lower level during this period.

Project expenditure's reimbursement and advance funds are drawn against Federal Reserve Letter of Credit No. 72-00-0320. (See Central Project for Status of Letter of Credit.)

Contractual Approvals are acknowledged as follows:

<u>Letter Date</u>	<u>Authorization</u>
September 23, 1976	International travel and shipping, R. Harvey and family.
November 12, 1976	Employment concurrence, travel and shipping, Dr. Connie L. Manning.
December 4, 1976	Equipment Purchases, B Horsepower Tractor, 60 Horsepower Tractor.
December 30, 1976	U.S. Flag Vessel Waiver, shipment of 60 Horsepower Tractor.
January 26, 1977	Equipment Purchase, 1 Landcruiser Toyota, 1 Peugeot Model Car.

GRANT CONTRACT - GHANA PHASE II

III. FINANCE	Cumulative From 10/1/76 To 2/28/77	Fiscal Year 1976		Fiscal Year 1977	
		Year to Date From _____ To _____	Quarter From _____ To _____	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77
A. Current Budget					
1. Firm Budget	\$ 634,500	-	-	\$ 264,375	\$ 264,375
2. Obligation to Date	500,000	-	-	208,330	208,330
Add'l. Funds Available	<u>\$ 134,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,045</u>	<u>\$ 56,045</u>
B. Current Expenditures					
1. Expenditures as of End of Period 2/28/77 per Public Voucher No. 18/4 of 5	\$ -	\$ -	\$ -	\$ 68,304	\$ 68,304
2. Advance Level	-	-	-	141,509	141,509
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 209,813</u>	<u>\$ 209,813</u>

C. Comments:

Ghana Phase II Project has been approved as of September 24, 1976, per PIA Grant Contract Amendment No. 5. Thus, report is limited to only five months.

The Project's initial funding, \$500,000, was for a major portion of the firm budget. However, there remains an additional budget balance to be obligated later during the project's first year if so required.

Also, the project expenditure's reimbursements and advance funds are drawn against Federal Reserve Letter of Credit No. 72-00-0320, (See Central project for Status of Letter of Credit). Contractual approvals are acknowledged as follows:

<u>Letter Date</u>	<u>Authorization</u>
September 23, 1976	Travel and shipping, E. Jefferson and family, A Jacobs.
October 18, 1976	Employment Concurrence, also travel and shipping, D. Mark and dependent.
January 13, 1977	Employment concurrence, travel and shipping, H. Crosby, Jr.

GRANT CONTRACT - SIERRA LEONE PROJECT

Fiscal Year 1977

III. FINANCE	Cumulative From 10/1/76 To 2/28/77	Year to Date From 10/1/76 To 2/28/77	Five Months From 10/1/76 To 2/28/77
A. Current Budget			
1. Firm Budget	\$ 431,610	\$ 179,837	\$ 179,837
2. Obligation To date	300,000	125,000	125,000
Add'l. Funds Available	<u>\$ 131,610</u>	<u>\$ 74,837</u>	<u>\$ 74,837</u>
B. Current Expenditures			
1. Expenditures as of End of Period 2/28/77 per Public Voucher No. 18/5015	\$ 56,460	\$ 56,460	\$ 56,460
2. Advance Level	89,958	89,958	89,958
	<u>\$ 146,418</u>	<u>\$ 146,418</u>	<u>\$ 146,418</u>

C. Comments:

Sierra Leone Project has been approved as of September 30, 1976, per PMA Grant Contract Amendment No. 6. Thus, this report reflects only five months of operation.

The project's initial funding, \$300,000, was for a major portion of the firm budget, thus leaving an additional budget balance to be obligated later during the project's first year, if so required.

Also, the project's expenditures reimbursement and advance funds are drawn against Federal Reserve Letter of Credit, No. 72-00-0320, (See Central Project for Status of Letter of Credit), Contractual approvals are acknowledged as follows:

<u>Letter Date</u>	<u>Authorization</u>
October 18, 1976	Hiring and salary, H. Boyer, Program Advisor, International Travel and shipping, H. Boyer and Family.
October 19, 1976	Hiring, salary, travel and shipping, R. Hodges, Feeder Specialist.
November 12, 1976	Hiring, salary, travel and shipping, J. Holmes, Insurance Specialist.
February 3, 1977	U.S. Flag Vessel, waiver, household shipment, H. Boyer.

**II. NARRATIVE SUMMARY OF PROGRAM ACTIVITIES  
AND PPT ACCOMPLISHMENTS  
(Each Local OIC)**

## General Statement

There are presently six operating OIC programs devoted to non-formal manpower training activities on the continent of Africa. Two programs, in Nigeria and Ethiopia have continued without OICI assistance since June 1976. The four programs currently in receipt of OICI technical and financial assistance are:

Ghana Phase II (Accra, Kumasi, Takoradi)

Sierra Leone (Bo, Freetown)

Togo (Notse, Lome)

Zambia (Lusaka)

Approvals are pending for three additional programs:

Liberia (Klay)

Lesotho (Maseru)

The Gambia (Farafenni)

The total number of students trained in OIC African programs at the end of FY1976 was 2,968; the total number placed was approximately 2,167. For all programs, placements averaged about 74% of students trained, and in some cases were much higher.

Currently, OICI maintains a staff of thirty-five (35): Central Office (19); Technical Cooperation Team (TCT) (16); and in addition 113 local program employees.

Subject: Specific Support Grant  
AID/pha-G-1125  
Amendment No. 3  
PIO/T No.: 932-13-690-076-73-3269236  
OICI-Zambia

1. Summary Statement

With the arrival of the Finance Specialist and Feeder/Counseling Specialist (TCT), to Zambia, local program activities were initiated in accordance with PPT specifications. However, TCT and local staff personnel bear heavy activity schedules due to several critical incidents which caused considerable deviation away from the PPT. The most significant occurrence of the period was the unexpected termination of the first TCT Financial Specialist and the delay of the other two (2) TCT members in taking up their post as they were affected by a change in Zambian immigration policy. In the logistical area, delays were encountered in the shipping of program equipment and personal effects, due to the port congestion in Dar Es Salaam.

The local program has also made significant progress toward acquisition of a permanent site and in fund raising activities.

Two separate PST (Pre-Service Training) programs were run for members of the OICI Zambia project team. The first session encompassed eight (8) weeks, while the second session was on schedule, lasted two weeks, and was prepared solely for the employee hired to replace the terminated Finance Officer. Only a two week PST was necessary because the TCT member was an indigenous African, and had had considerable experience working with OIC in America.

Although experiencing further difficulties getting settled in permanent quarters, the TCT is implementing program development activities.

## 2. Summary of Activities

In addition to the noted ten full Board meetings, numerous committee meetings were held of SAIL-OIC Zambia. Critical decisions and activities carried out by the Board were:

a. to establish six sub-committees:

(1) Executive

(2) Finance

(3) Personnel

(4) Personnel/Program & Planning

(5) Community Relations/Fund Raising

(6) Economic Development

b. hire key local personnel by the end of the project

c. assist OICI in obtaining program equipment and household effects from Nairobi.

A wage and salary plan was established as well as formal personnel policies.

In addition to the above accomplishments, the Board was also instrumental in the preparation and submission of several funding proposals to various organizations in Zambia:

a. Lusaka City Council - official request for land for a permanent site.

b. TARA Jobbing & Construction Co. - K20,000 - K30,000 commitment to construct and/or renovate a permanent

facility for the local program.

- c. World Council of Churches (WCC) \$100,000. Capital request proposal. The proposal was submitted and approved by the East African UIRM Committee meeting in Nairobi. It was then forwarded to WCC headquarters in Geneva for final approval.

The Board has accepted and signed the Memorandum of Agreement with some slight modifications. The major problem encountered is that OIC is presently incorporated under SAIL (Social Action In Lusaka); however, the Program Advisor is moving to obtain an individual incorporation. A positive resolution of these inconsistencies is expected to occur during the next report period.

#### Staff Training/Program Activities

##### Program Activities

The most critical problem for OICI Zambia is obtaining a permanent training site. The site presently occupied is not large enough to accommodate present and projected program activities. A major priority of the Program Advisor is to locate and secure a larger site during the next few months.

In the interim the TCT and local staff are preparing to start the program in the present center. It is anticipated that a special training program will be needed in order to clear the center of several students who were enrolled there before OICI Zambia assumed responsibility for the center. This special project will throw the PPT off schedule but it is unavoidable.

## Staff Training

Intensified orientation and pre-service training programs were held for all local staff. The basic areas are listed below:

1. Introduction to OIC
2. History and Philosophy
3. Methodology and Techniques
4. Staff Role and Function
5. Review of Individual Professional Areas

OIC ZAMBIA

MIS SUMMARY REPORTS\*

- a. Personnel Status Summary
- b. Board of Directors Activity Report
- c. Report on Local Fund Raising

September 1976 - February 1977

\*Program activity and intake/orientation activity summaries are not available for this reporting period. Training activities are expected to commence in April, 1977.

a. Personnel Status Summary

SAIL-OIC Zambia

A. Staff

Position	Name of Staff	Man Months Used		Total Contracted MM	MM Remaining in Contract
		Period	Contract to Date		
<u>U.S.</u>					
Program Advisor	V. Diallo	5	8	36	28
Finance Officer	S.N. Bondi (Todd) *	2 3/4	4	36	32
Vocational Spec.	A. Delice	5	7	36	29
Feeder/Couns.Spec.	S. Simon	5	7	36	29
<u>Local</u>					
Program Director	P.A. Mutesi	2	2	36	34
Training Manager	J. Mpande			36	36
Fin./Adm. Officer	K.M. Mulaislto	3/4	3/4	36	35 1/4
Feeder Instructor	M. Lewanka	3 1/2	3 1/2	33	29 1/2
Feeder Instructor				33	33
Voc.Inst.-Carpentry				30	30
" Masonry				30	30
AS " Sec.Sc.				30	30
" Electr.				24	24
" Plumbing				24	24
Counselor	B. Gumede	3 1/2	3 1/2	33	29 1/2
Counselor				33	33
Job Developer				27	27
Secretary	J. Muleya	5	5	36	31
Secretary	M. Ng'uni	4	4	36	32
Secretary	Chikwande	5	5	-	-
Driver	M. Mufuzi	4	4	36	32
Custodian	E. Simwinga	5 3/4	5 3/4	36	30 1/4
Typist/Receptionist	S. Muchimba *	4	4	36	32
MIS Officer		-	-	6	-
Community Organizer	R. Mundende *	3 1/2	-	-	-

\*See Finance and Administration

b. Board of Directors Activity Report

SAIL-OIC Zambia

No. of Board Meetings	Average No. of Members Present	Rate of Attendance	Frequency of Meeting	No. of Board Members
10	11	74%	One Per Month	15

Committee Meetings

No. of Committees	No. of Committee Meetings	Rate of Attendance	Frequency of Meeting	No. of Committee Members/Per Committee
6	36	75%	Two Per Month	5

Special Activities

46

- a. Establishment of six subcommittees.
- b. Selection and Hiring of key local personnel.
- c. Assistance to TCT in obtaining donated program equipment and household effects from Nairobi.
- d. Establishment of Personnel Policies and Wage and Salary Plan.
- e. Review and signing of Memorandum of Agreement.
- f. Preparation and submission of proposals to several local funding authorities.
- g. Submission of official request for land for permanent training site to Lusaka City Council.

c. Report on Local Fund Raising

Local Program - SAIL-OIC Zambia

Period	Local Funding by Source (Kwacha) Value of US \$ = 0.80					
	Govt.	Business Contributions	Profit-Making Enterprises	Private Donations	Other Sources	Total Funds Raised Goal                      Actual
Sept.-Feb. 1977						
Sept. - Feb. 1976-77				K 1460		K1460
Feb. - Aug. 1977						
TOTAL				K 1460		

Subject: Specific Support Grant  
No. AID/pha-G-1125  
Amendment No. 4  
PIO/T No.: 932-13-690-076-73-3269249  
OICI-Togo

1. Summary Statement

After overcoming some initial logistical and cash flow problems, the Togo project is now progressing very well. Most of the tasks scheduled in the PPT were initiated and completed on time. The major difficulties encountered concerned the shipping and receiving of program equipment, commodities and land clearance.

The shipping problem had two (2) dimensions:

- (1) the unavailability of American flag ships to carry specialized items to Togo; and
- (2) the clearance and retrieval of shipments upon arrival in port.

Land clearance was delayed due to breakdowns in equipment (bulldozer).

There was a high degree of activity generated by the local Board, whose actions have been exemplary, as demonstrated by the numerous regularly scheduled plus extraordinary meetings held to assist the TCT in performing their assigned tasks relative to program implementation.

## A. Personnel Related Matters

During this period pre-service training was provided for three TCT, the Program Advisor, the Farm Manager, and the Animal Husbandry Specialist. The families of the TCT were assisted in pre-departure preparations and provided a brief orientation.

## 2. Summary of Activities

As mentioned in the summary statement, the OIC Togo Board has very effectively assisted the TCT in carrying out essential project start-up activities. Areas of assistance ranged from the review of the PPT, to relocation of the TCT and establishment of a wage and salary plan for local program staff.

### Staff Training/Program Activities

#### Staff Training

The OIC Togo TCT provided orientation and in-service training for all local staff. Subjects covered included introduction to OIC history, philosophy and modus operandi; as well as farming operations guidelines and procedures.

#### Program Activities

The major tasks of the PPT were completed though not without some major delays. At this point, the TCT have achieved implementation targets for all items except "land clearing" which is due for completion in March. The major difficulty was incurred in securing and maintaining equipment for execution of the land clearing operations.

The project has made significant progress in obtaining community and governmental cooperation as exemplified by the support pledged by the Agricultural Ministries through the regional and divisional headquarters. The local community involvement has also been exemplary. For example, when the new soil survey indicated an insufficient amount of arable acreage, the local chief offered an additional 200 acres of land for the project farm. Other self-help efforts included voluntary labor supplied by village youth in helping to clear the land.

A promise of support was also received from D.A.R.P.P.D. (Near East Foundation), a local NGO involved in food and agricultural production, which will assist OIC Togo in providing food for the resident trainees.

OIC TOGO

MIS SUMMARY REPORTS\*

- a. Personnel Status Summary
- b. Board of Directors Activity Report
- c. Report on Local Fund Raising

September 1976 - February 1977

\*Training activity summaries are not available for this reporting period. Training activity is expected to commence in April, 1977.

a. Personnel Status Summary

OIC TOGO

A. Staff

<u>Position</u>	<u>Name of Staff</u>	<u>Man Months Used</u>		<u>Total Contracted MM</u>	<u>MM Remaining in Contract</u>
		<u>Period</u>	<u>Contract to Date</u>		
<u>U.S.</u>					
Program Advisor	R.H. Harvey	6	7 1/2	60	52 1/2
Farm Manager	D. Christ	6	7 1/2	48	52 1/2
Animal Husb. Spec.	C.L. Manning	2	2	39	37
Agr. Engineer				36	36
<u>Local</u>					
Program Director	Y.M. Afantchac	1	4	54	50
Fiscal Officer	Kueviak A. Teko	1	2 1/2	54	51 1/2
Admin. Secretary	A.E.K. Mawauli	1	3	54	51
Asst. Farm Mgr./ Agronomy				48	48
Asst. Farm Mgr./ Animal Husbandry				48	48
Instructor/ Agronomy				48	48
Instructor/ Animal Husbandry				48	48
Instructor/ Equipment				48	48
Instructor/ Equipment				48	48
Equipment Mechanic				48	48
Coordinator/ Student Services				48	48

Personnel Status Summary (cont)

010 7060

A. Staff

<u>Position</u>	<u>Name of Staff</u>	<u>Man Months Used</u>		<u>Total Contracted MM</u>	<u>MM Remaining in Contract</u>
		<u>Period</u>	<u>Contract to Date</u>		
<u>Total</u>					
Coordinator/ Student Services				48	48
Secretary				48	
Secretary				48	
Secretary				51 1/2	
Secretary					
Secretary				540	540
Secretary		-	-	54	50 1/2
Secretary	G. Folligan	3 1/2	3 1/2	54	54
Secretary		-	-	54	54
Secretary		-	-	54	54
Secretary		-	-	54	54
Secretary		-	-	54	54

b. Board of Directors Activity Report

OIC Togo

No. of Board Meetings	Average No. of Members Present	Rate of Attendance	Frequency of Meeting	No. of Board Members
6	6	40%	One Per Month	15

Committee Meetings

No. of Committees	No. of Committee Meetings	Rate of Attendance	Frequency of Meeting	No. of Committee Members/Per Committee
6	6	100%	One Per Month	5

54

Special Activities

- a. Review and written approval of PPT.
- b. Establishment of Personnel Policies and Wage & Salary Plan.
- c. Assistance to TCT in obtaining permanent housing accommodations.
- d. Liaison with GOT and para-statal officials regarding conditions and procedures for project implementation.
- e. Assistance to TCT in securing GOT concessions regarding duty free entry privileges for project related equipment and commodities.

c. Report on Local Fund Raising

OIC Togo

Period	Local Funding by Source (CFA Franc) Value of US \$ = 249.00					
	Govt.	Business Contributions	Profit-Making Enterprises	Private Donations	Other Sources	Total Funds Raised Goal                  Actual
Sept.-Feb. 1976-77						
Sept. - Feb. 1976-77	CFA* 3,112,500					CFA 3,112,500
March-Aug. 1977						
TOTAL						CFA 3,112,500

55

\*In-kind estimates for road improvements made by GOT at project location.

Subject: Specific Support Grant  
No. AID/pha-G-1125  
Amendment No. 5  
PIO/T No.: 932-13-690-076-73-3259055 (2)  
932-13-690-076-73-3219233  
OICI Ghana

1. Summary Statement

This reporting period was highlighted by the completion of the transitional phase of the OIC Ghana project. Task Order No. 2 was phased out on September 30, 1976, and Ghana II, under PHA 641-0076, was phased in October 1, 1976.

Two members of the Phase I project were retained on the TCT staff selected to implement Phase II (the Program Advisor and the Assistant Advisor). In addition, Ms. Doris Mack, who completed a 4 year contract at OIC Ghana in 1975, was selected as the Student Services Supervisor. The fourth member of the team, Mr. Hobart Crosby, joined the staff on December 20 1976; completed pre-service training on January 21, 1977, and arrived at post February 9, 1977. With Mr. Crosby's arrival, Ghana II attained its full complement of TCT staff.

Program implementation was delayed as a result of the local Board's decision to await receipt of the Government of Ghana's share of the program budget. As soon as the promised funds (76,000.00 cedis) were received, program activities were re-activated in full scale.

Personnel Related Activities

All programs are off schedule as such; local staff have not been hired. Kumasi OIC has identified and selected its key staff, but they are not scheduled to start work until the

second week in March. Therefore, the TCT and National Office staff are rescheduled to commence staff orientation programs no later than March, 1977.

## 2. Summary of Activities

The OIC Ghana National Board was quite active during this reporting period making significant progress into its fund raising efforts. On February 15, 1977 the Board met with the GOG Head of State, Col. I.K. Acheampong and secured his and the Government's renewed commitment to support OIC Ghana. In addition to the moral support indicated, the GOG also committed three million cedis to the project.

Other activities of the Board included:

- a. Personnel and Executive Committee Meetings
- b. Interviewing and Selection of Local Staff
- c. Review and Development of a New Salary Plan
- d. Establishment of Salaries for New Positions
- e. Fund Raising

In addition to the GOG's ₵76,000 contribution, the local program raised an additional ₵5,421.00 from the industrial community.

The Boards in Kumasi and Takoradi were active in the following areas:

1. Personnel Recruitment
2. Securing and Renovating Permanent Sites
3. Fund Raising

## Program Development/Staff Training

### Program Development

Program development in Kumasi and Takoradi was restricted to the activity of the local Boards as reported in Section III; therefore, this section will only concern the National Office and Accra.

### National Office

After a slow start, Phase II programs are gradually attaining the implementation targets. The following critical activities were carried out during the period:

1. Orientation and in-service training for the National Office staff.
2. Development of standard operational procedures for the National Office.
3. Development of orientation and training materials for Kumasi and Takoradi staff.
4. Field visits by TCT and National Office staff to Kumasi and Takoradi to assist in Program Development.

### Accra

The transition period for Accra has been completed and Phase II activities have been launched. In final preparation for the transition stage, an internal evaluation was conducted with the assistance of the TCT. The findings and recommendations of this Internal Evaluation Report will be included in the next semi-annual report.

Training activities in Accra continued at a reduced level in the early stages of Phase II due to staffing shortages (prior to Government input). However, the vacant positions were filled subsequent to receipt of GOG financial inputs, and training had returned to normal by the end of this reporting period.

It should be noted that Accra OIC is utilizing the services of two Canadian technicians assigned to the project by the Canadian University Services Organization. The two volunteers, Mr. and Mrs. Howsam will provide instruction in the areas of carpentry and secretarial science, respectively.

**OIC GHANA**

**MIS SUMMARY REPORTS**

- a. Personnel Status Summary**
- b. Program Activity Summary**
- c. Intake/Orientation Activity Report**
- d. Board of Directors Activity Report**
- e. Report on Local Fund Raising**

**September 1976 - February 1977**

a. Personnel Status Summary

OIC GHANA

A. Staff

Position	Name of Staff		Man Months Used		Total Contracted MM	MM Remaining in Contract
			Period	Contract to Date		
<u>U.S.</u>						
Program Advisor	A. Jacobs	1	5	5	48	43
Finance Officer	H. Crosby	1	2 1/2	2 1/2	48	45 1/2
Student Serv.Spec.	D. Mack	1	5	5	24	19
Train. Curr. Spec.	E. Jefferson	1	5	5	24	19
<u>LOCAL</u>						
<u>National</u>						
Executive Director	W. Opare	1	5	5	48	43
Financial Director	E. Sackey	1	5	5	48	43
Curr. & Eval. Consl.	J. K. Gordon	1	5	5	48	43
Research/Dev.Spec.	E. Ofuri-Ban	1	5	5	48	43
Student Serv.Spec.			-	-	48	48
Bookkeeper			-	-	48	48
Secretary			-	-	48	48
<u>Accra</u>						
Program Manager	Ofori Atta	1	-	-	48	48
Training Manager		1	-	-	48	48
Counselor	E. Senalor	1	5	5	48	43
Counselor	C. Amoah	1	5	5	48	43
Feeder	S. A. Kwabi	1	5	5	48	43
Feeder	J.O.A. Opono	1	5	5	48	43
Feeder		1	-	-	48	48
Carpentry	Fiakpul	1	5	5	48	43
Carpentry	Howsam	1		5	48	43
Auto Mechanics	Ezeh	1	5	5	48	43

Personnel Status Summary (cont)

OIC GHANA

A. Staff

Position	Name of Staff		Man Months Used		Total Contracted MM	MM Remaining in Contract
			Period	Contract to Date		
<u>LOCAL</u>						
Office Skills	M.M. Kwarteg	1	5	5	48	43
E.M. Specialist	Luke Antoni	1	5	5	48	43
Job Developer	E. Bright	1	5	5	48	43
Job Developer	C.T. Lamptey	1	5	5	48	43
<u>Takoradi</u>						
Program Manager		1	-	-	48	48
Training Manager		1	-	-	48	48
Counselor		1	-	-	48	48
Feeder		1	-	-	48	48
Feeder		1	-	-	48	48
62 Carpentry		1	-	-	48	48
Masonry		1	-	-	48	48
Auto Mechanics		1	-	-	48	48
Job Developer		1	-	-	48	48
<u>Kumasi</u>						
Program Manager		1	-	-	48	48
Training Manager		1	-	-	48	48
Counselor		1	-	-	48	48
Feeder		1	-	-	48	48
Feeder		1	-	-	48	48
Carpentry		1	-	-	48	48
Masonry		1	-	-	48	48
Auto Mechanics		1	-	-	48	48
Job Developer		1	-	-	48	48

b. Program Activity Summary

OIC Ghana

Period:- September 1976 - February 1977

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YTD TOTAL
<b>FEEDER</b>													
Trainees Beginning of Month				57	59	34	67	60					
Transfer from Orientation				3	1	33	-	1					38
Readmissions				2	1	-	-	1					4
Other Incoming Transfers				-	-	-	-	-					-
Transfers to Vocational Training				2	26	-	4	8					40
Placements				-	1	-	-	2					3
Other Discontinuances				1	-	-	3	3					7
Other Outgoing Transfers				-	-	-	-	-					-
Trainees End of Month				59	34	67	60	49					
<b>VOCATIONAL TRAINING</b>													
Trainees Beginning of Month				116	117	132	127	115					
Transfers from Feeder				2	26	-	4	8					40
Readmissions				15	3	2	4	4					28
Other Incoming Transfers				1	-	-	-	-					1
Placements				15	11	7	17	5					55
Other Discontinuances				2	3	-	3	2					10
Other Outgoing Transfers				-	-	-	-	-					-
Trainees End of Month				117	132	127	115	120					
<b>ENTREPRENEURIAL TRAINING</b>													
Trainees Beginning of Month													
Incoming Transfers													
Completions													
Placements													
Other Discontinuances and Transfers													
Trainees End of Month													
<b>SUMMARY</b>													
Total Placements				15	12	7	17	7					58
Total Other Discontinuances				3	3	-	6	5					17
Enrolled End of Month				176	166	194	175	169					

c. Intake-Orientation Activity Report

OIC Ghana

Period:- September 1976 - February 1977

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YTD TOTAL
<b>PART 1 APPLICANT SECTION</b>													
Pending Disposition Beg. of Month													
Waiting List Beginning of Month				1971	215	2261	2267	2344					
New Applicants				190	105	39	77	67					478
Reentrants				-	-	-	-	-					-
Enrolled into Orientation				4	1	33	-	1					39
Readmissions				-	-	-	-	-					-
Rejected as Ineligible				-	-	-	-	-					-
Chose Not to Enroll				-	-	-	-	-					-
Pending Disposition End of Month													
Waiting List End of Month				2157	2261	2267	2344	2410					
<b>PART 2 ORIENTATION SECTION</b>													
Attending Orientation Beginning													
Enrolled into Orientation				4	1	33	-	1					39
Transferred to Feeder				3	-	33	-	1					37
Transferred to Vocational Train.				1	1	-	-	-					2
Transferred to E. T. & M. D.				-	-	-	-	-					-
Placements				-	-	-	-	-					-
Other Discontinuances				-	-	-	-	-					-
Attending Orientation End													

d. Board of Directors Activity Report

CIC Ghana

No. of Board Meetings	Average No. of Members Present	Rate of Attendance	Frequency of Meeting	No. of Board Members
12	9	45%	Two Per Month	20

Committee Meetings

No. of Committees	No. of Committee Meetings	Rate of Attendance	Frequency of Meeting	No. of Committee Members/Per Committee
4	4	80%	Two Per Quarter	5

Special Activities

- a. Meeting with Col. I.K. Acheampong, GOG Head of State to solicit support and financial inputs to the project.
- b. Meetings of Personnel and Executive Committees were held.
- c. Interviewing and selection of local staff employees.
- d. Revision of Wage and Salary Plan.
- e. Establishment of salary scale for new positions.
- f. Fund-raising drive.

e. Report on Local Fund Raising

OIC Ghana

Period	Local Funding by Source					
	Govt.	Business Contributions	Profit-Making Enterprises	Private Donations	Other Sources	Total Funds Raised Goal                      Actual
Sept.-Feb. 1976-77						
Sept.-Feb. 1976-77	¢76,000.00	¢ 5,421.00				¢ 81,421.00
Mar.-Aug. 1977						
TOTAL	¢76,000.00	¢ 5,421.00				¢ 81,421.00

Subject: Specific Support Grant  
No. AID/pha-G-1125  
Amendment No. 6  
PIO/T No.: 932-13-690-076-73-2319233  
OICI Sierra Leone

1. Summary Statement

Sierra Leone was the third new OICI project to be implemented during this period, receiving contractual approval in September. After two (2) weeks of preparation, the Program Advisor departed for the field (October 13, 1976).

Project implementation was significantly delayed when the Ministry of Education (M.O.E.) queried various aspects of the OIC project:

1. Potential for integration of the project into the M.O.E. national vocational training scheme.
2. The specific source of GOSL financial inputs to the project.
3. The inclusion of Auto Mechanics training given the level of facilities already existing in the country.
4. Placement opportunities for trainees upon graduation.

This unfortunate situation came about as a result of a misinterpretation of procedures by OICI, the SL-OIC Board of Directors, and the Government of Sierra Leone. After a series of high level meetings between OICI TCT, local program staff and government officials, the major questions were resolved to the satisfaction of the M.O.E. and the rest of the Sierra

Leone Government Cabinet. Thus, official government approval appears imminent.

The Program Advisor has reported that while there were many unexpected problems initially in Sierra Leone, there are none that cannot be surmounted. The Central Office is also optimistic and has very high expectations for the project.

#### A. Personnel Related Activities

##### Pre-Service Training

Pre-service training was held for the Finance Officer and the Feeder/Counselor Specialist. The Feeder/Counselor Specialist, Reginald Hodges, is a former Peace Corps worker and staff member who has resided several years in Africa, two of which were spent in Bo, Sierra Leone. A two-week PST for Mr. Hodges, conducted in Ghana by the OICG staff, concentrated on the specifics of his job assignment and OIC methodology and philosophy. The Finance Officer, James Holmes, spent three weeks in PST in Philadelphia and departed for his assigned post in late January 1977.

Recruitment of a suitably qualified Vocational Specialist/ Building Trades was an arduous task, thus Central Office was not able to meet the January 1977 timetable specified in the PPT. However, at the close of this reporting period an individual has been identified and scheduled to be in the field by late April.

## 2. Summary of Activities

The majority of the Board's activities in this early stage of the project ranged from assisting the Program Advisor and his family to get settled in their new environment to internal restructuring of the organization in compliance with the OICI-OICSL Memorandum of Agreement.

Examples of Board action during this reporting period include:

- a. Organization of a press conference in Freetown to provide a forum for the Program Advisor and the local Board officials to disseminate information on the program and facilitate program outreach.
- b. Assistance in arranging meetings with government officials and industry.
- c. Identification of several possible permanent training sites.
- d. Organization of the S.L. OIC Women's Interest Group.

The National Board held its first meeting in November 1976 during which it was confirmed that there would be three Boards - (1) one National and (2) two locals - Bo and Freetown. The National Board also hired the first three OIC Sierra Leone staff members - the Program Director, the Administrative Assistant and a Driver. A great deal of the Program Advisor's time was spent in helping to organize and activate the local Board.

The fact that Sierra Leone will have two (2) program sites and three (3) Boards of Directors at this early stage of project development has created some inauspicious conditions for organization and training of the respective boards. It is generally felt, however, that despite these difficulties, the Board is progressing well and demonstrating leadership qualities.

#### Program Development/Staff Training

The Program Advisor completed the following activities in accordance with project start-up procedures:

1. Location of a training site and facilities. Three (3) locations are under consideration: the Demby Hotel, the Diamond Mines Corporation Headquarters, and the Bible Training and Vocational Institute (BTVI). In addition, one of the local Paramount Chiefs has offered twenty (20) acres of land for a permanent site. While there are several conditions attached to utilization of this land, the local Board will maintain contact with the Chief.
2. The Program Advisor also found that considerable work had to be done in securing TCT and program amenities from the Sierra Leone Government. However, temporary duty free privileges have been obtained until the OICI request is processed through the appropriate Government channels.

3. In addition to establishing excellent rapport with the local community, the program has also established good relations with the official American community, in particular the Peace Corps and the American Embassy. Particular note was accorded the assistance provided by the American Ambassador (Michael Samuels) in arranging a meeting with President Stevens and members of OICSL.
4. The Feeder/Counselor Specialist is currently involved in developing the pre-vocational and counseling areas of the project. He has also developed a comprehensive in-service training program for local program staff. Detailed reports of these activities are included in the program monthly reports.

#### Staff Training

General orientation and pre-service training was provided to the Board and local staff. The sessions covered:

1. Introduction to OIC
2. OIC History and Philosophy
3. Board Organization, Role and Function
4. OIC Methodology and Techniques
5. The OIC System
6. Staff Role and Function

One of the major impediments encountered by the TCT is overcoming the logistics of implementing a program in Bo, which is situated such a great distance from Freetown, and lacks the usual amenities and facilities associated with an urban center.

Thus, an unanticipated amount of time is spent in Freetown and in travelling in an effort to expedite these logistical matters such as clearing shipments from port, liaison with government officials and purchasing of supplies and equipment. Until an OIC representative is located in Freetown, the Program Advisor and the Finance Officer will find it necessary to make frequent trips between the two cities. These problems will be partially alleviated when the ET/MD Specialist arrives and is stationed in Freetown.

**OIC SIERRA LEONE**

**MIS SUMMARY REPORTS\***

- a. Personnel Status Summary**
- b. Board of Directors Activity Report**
- c. Report on Local Fund Raising**

**September 1976 - February 1977**

\*Training activity reports will not be available until training commences in May, 1977.

a. Personnel Status Summary

OIC Sierra Leone

A. Staff

<u>Position</u>	<u>Name of Staff</u>	<u>Man Months Used</u>		<u>Total Contracted MM</u>	<u>MM Remaining in Contract</u>
		<u>Period</u>	<u>Contract to Date</u>		
<u>U.S.</u>					
Program Advisor	H. Boyer	5	5	60	55
Finance Officer	J. Holmes	2 1/2	2 1/2	57	54 1/2
Feeder/Couns. Spec.	R. Hodges	2 3/4	2 3/4	57	54 1/4
Voc. Spec. B.T.		-	-	57	57
Voc. Spec. Auto		-	-	39	39
ET/MD		-	-	39	39
<u>Local</u>					
Program Director	F. Kargbo	5	5 *	60	55
Adm. Asst./Sec.	Max Samura	3 1/2	3 1/2 *	57	53 1/2
Training Coordinator		-	-	57	57
Adm./Fin. Officer		-	-	60	60
ET/MD Officer		-	-	57	53
Feeder Instructor		-	-	60	60
Feeder Instructor		-	-	60	60
*Feeder Instructor				48	48
Feeder Instructor				48	48
Carpentry Instructor				51	51
Masonry "				51	51
Electricity "				51	51
Auto Mech. "				48	48
Auto Mech. "				48	48
Sec. Science				51	51
Sec. Science				51	51
Sec. Science		-	-	36	36
ET/MD Inst.		-	-	48	48
Counselor		-	-	60	60
Counselor		-	-	48	48
Job Developer		-	-	48	48
Job Developer		-	-	48	48

7A

Personnel Status Summary (cont)

OIC Sierra Leone

A. Staff

<u>Position</u>	<u>Name of Staff</u>	<u>Man Months Used</u>		<u>Total Contracted MM</u>	<u>MM Remaining in Contract</u>
		<u>Period</u>	<u>Contract to Date</u>		
<u>Local</u>					
MIS Specialist		-	-		
Secretary	E.D. Nylander	3 1/2	3 1/2	57	53 1/2
Clerk-Typist	I. Tucker	2	2	60	58
Clerk-Typist				48	48
Driver	S. Kanagou	3 1/2	3 1/2	60	56 1/2
Secretary		-	-	54	54

b. Board of Directors Activity Report

OIC Sierra Leone

No. of Board Meetings	Average No. of Members Present	Rate of Attendance	Frequency of Meeting	No. of Board Members
8	15	65%	Monthly	23

Committee Meetings

No. of Committees	No. of Committee Meetings	Rate of Attendance	Frequency of Meeting	No. of Committee Members/Per Committee
6	8	75%	Monthly	7

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Special Activities

- a. Assistance in preparation of housing quarters for TCT.
- b. Arrangement of a Press Conference in Freetown to facilitate program outreach activities.
- c. Liaison with Government (GOSL) and industry officials to solicit support for project.
- d. Identification of potential training site/facilities.
- e. Organization of OIC SL Women's Interest Group (auxiliary).
- f. Formal restructuring of National Board to include semi-autonomous local units in Bo and Freetown.

c. Report on Local Fund Raising

OIC Sierra Leone

Period	Local Funding by Source (Leone) Value of US \$ = 1.17					
	Govt.	Business Contributions	Profit-Making Enterprises	Private Donations	Other Sources	<u>Total Funds Raised</u> Goal                      Actual
Sept.-Feb. 1976-77				L 700		L 700
Sept.-Feb. 1976-77						
Mar.-Aug. 1977						
TOTAL				L 700		L 700

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