

PD-AA-M-223
15417

FINAL REPORT

PROGRAM DEVELOPMENT AND SUPPORT HEALTH

TITLE II PROGRAM IMPROVEMENT

PROJECT N° 511-0000.02

SANDY DEL PRADO
Consultant

CONDUCTED UNDER AID CONTRACT 511-0000-S-00-2021

OCTOBER - DECEMBER, 1982

In consultation with the Mission's Title II Food for Peace Office, Catholic Relief Service (CRS), the National Caritas Office, two Regional Caritas Offices (La Paz and Oruro) and the Nutrition Division of the MPS/SP, the contractor participated in the development of:

1. Minimum Standards

Minimum Standards were developed for Caritas's Mother-Child recipient category (which comprises the Mothers' Clubs), addressing the following areas of concern:

- a. Administration (selection of club officers, food distribution system, and administration of funds generated by members of the Clubs);
- b. Health and Nutrition Interventions (education in use of Title II Foods, growth monitoring, home hygiene, nutrition education, environmental sanitation, construction of letrines and potable water systems);and
- c. Development activities (income generating and community improvement activities, infrastructure construction and cooperative formation).

2. Implementation Plans

Three Implementation Plans (one each for the Regional Coordination Committees of Cochabamba, Santa Cruz and Oruro) were developed to assure implementation of the Minimum Standards. The Implementation Plans include:

- a. An explanation of the steps to be taken by the Regional Coordination Committees (Caritas - Health Unit) to assure compliance of the Minimum Standards in the Mothers' Centers;
- b. A description of additional staff required by Caritas in order to implement the Plan;
- c. A description of the specific contributions to be provided by other institutions (e.g. MSP/PS, National Coordinating Committee).
- d. Chronological action plans including responsible parties; and
- e. Financial plans including budgets to implement the Program and outside financial requirements.

The above was accomplished as a team effort, with participants from Caritas, CRS, MPS/SP and USAID. It is the firm belief of the author that if the initial effort is to continue, it will require a strong functioning multi-agency team (Caritas, CRS, MPS/SP) which will need to travel frequently to the Regional Offices and, initially, assist in the organization of Regional Coordination Committees where they do not exist. Once Committees and Plans of action are organized and functioning, follow-up will be crucial.

As a result of the above accomplishments, the National Coordinating Committee is revising and will submit budgets to Title III outlining the material

requirements necessary to get the Program off to a solid start.

Major necessities appear to be:

1. Adequate vehicles, which are scarce or non-existent for Promoters and Nursing Assistants in nearly all areas consulted;
2. Additional Caritas Promoters;
3. Materials (Minimum Standards, Regulations, Educational Materials (all prepared but not yet mass printed), scales, measuring devices, and Infant Health Cards.

An evaluation document, prepared by the author, is attached as a sample of what could be utilized for Program review and evaluation.

The following documents are attached to this report:

1. Minimum Standards
2. Implementation Plans
 - a. Cochabamba
 1. Operational Plan
 2. Chronological Operational Plan
 - b. Santa Cruz
 1. Operational Plan
 2. Chronological Operational Plan
 3. Training Budget (to be financed by beneficiary contributions)
 - c. Oruro
 1. Operational Plan
 2. Chronological Operational Plan
3. Materials Budget (for all 1,500 Mothers' Centers)
4. Sample Evaluation Form
5. Samples of Educational Materials to be used in the Program

MINIMUM STANDARDS FOR MOTHERS CENTERS

1. Introduction

A. Background

Bolivia is a participant of the PL 480 Title II Food Program of the United States, whose purpose is to provide food to better the nutritional status of the most needy populations of developing countries. In 1983 there will be approximately 1,500 Mothers' Centers throughout the Country. These Centers cluster children under five, pregnant women and nursing mothers of low economic status who are affected by malnutrition or are in danger of becoming so.

B. Objectives

These Minimum Standards have been designed to serve as a guide for the Mothers' Centers in the development of health, nutrition, and social and economic activities with the goal that the Centers will provide a means for raising the standard of living of their members, and not simply serve as food distribution centers.

II. Components

A. Organization of the Mothers' Centers

1. Regulations

- a. Each Center should have a copy of the Mothers' Centers Regulations (revised 1982) and receive orientation from Caritas on the purpose of the Centers.
- b. Suggestion: Each Center may define its own internal priorities (which do not contradict the official Regulations) and place these priorities in view of the members in the meeting place.

2. Meetings

- a. An educational meeting will be held weekly, reserving one week a month for food distribution. All members should attend the educational meetings, including the mothers who do not receive food. Only beneficiary members should attend the distribution meetings.
- b. Each Center should have an adequate meeting place.
- c. Suggestion: The Members should work towards having their own meeting place, soliciting the cooperation of local authorities and the support of Caritas with the Food for Work Program.

3. Elections

- a. The Centers will be managed by their Board of Directors
- b. Each Center will elect a Board of Directors once a year and each member of the Board can be reelected only once to the same position.
- c. Decisions regarding the functioning of the group will be made by

the Mothers in the General Assembly, which is the maximum authority of the Mother's Center.

4. Plan of Action

- a. Each Center, in coordination with the Local Promoter, Nursing Assistant or Caritas Promoter, and with the participation of all the Members, will define a Plan of Action noting dates, resources, responsibilities, etc.
- b. The Plan of Action should be placed in view of the members in the meeting place.

5. Food Products

- a. Each Center will form a Distribution Committee (by turn, according to a list, for one to three months maximum) which will be responsible for receiving, storing and distributing the foods.
- b. Each Center will have an adequate (hygienic and secure) location for storing the food under the responsibility of the Distribution Committee.
- c. The left overs from each food distribution meeting will be re-distributed among the beneficiary Members at the same meeting, and Caritas will be advised on Form FFP 18. If a Member is unable to attend a distribution meeting for previously advised justifiable reasons, she may send a reliable person to retrieve her ration.
- d. The Distribution Committee will inform the General Assembly monthly as to the types and quantity of foods received. The report will include showing the Assembly the receipt received from Caritas.

6. Funds

- a. Each Center will receive orientation on quotas, financial management, and banking procedures. This orientation will be provided by Caritas a minimum of once a year or as often as necessary.
- b. The Board of Directors will maintain a monthly written record of collections and expenditures.
- c. The Centers will provide Caritas with a monthly financial report (collections and expenditures) before receiving additional food.
- d. Each Center will deposit the funds corresponding to their savings in a bank account. In the locality where no banking facility exists, the funds will be deposited in a Savings Cooperative or in the custody of a responsible institution.
- e. The Board will inform the General Assembly monthly as to the collection and expenditure of funds.

7. Collective Contract

- a. The beneficiary mothers will sign a Collective Contract in which they promise to fulfill their obligations as Members of the Mother's Center.

8. Selection of Local Promoters

- a. Each Center, in a meeting of the General Assembly, will select two Local Promoters, utilizing as criteria:
 1. natural leadership capabilities
 2. Enthusiasm and dynamism
 3. literacy
 4. sufficient time available to receive training and complete functions
- b. The Local Promoters will work directly in coordination with the Board. Should the Promoter not be a beneficiary of the Program, she may receive compensation in food products through the Food for Work Program.
- c. The Local Promoters will be trained by the Caritas Diocese or the Health Unit with which the Center is aligned.

B. Health and Nutrition Interventions

1. Growth Monitoring and Evaluation of the Nutritional Status of Children

This activity will be carried out in two ways:

a. Weight and Height Monitoring

The monitoring of weight and height in children under one year of age will be carried out each month. In older children (one to five years of age) it will be carried out every two months by the Local Promoter, the Nursing Assistant of the Health Unit or other trained personnel.

- a.1. Suggestion: By hanging the scale in an accessible place (the Center for example), the mothers, once trained, can monitor the weight of their child on a monthly basis.

b. Mass Anthropometric Campaign

All the Mothers' Centers will participate in the National Growth Monitoring Campaign. Weight and height monitoring in those Centers not accessible to Health services will be carried out by the Local Promoters in the Mothers' Centers twice a year (April and October) It is important for the success of the campaign that all children under five years of age in the community, whether members of the Center or not, be included. In the first phase, however, the inclusion of non-member children will be in accordance with the capabilities of the Center.

2. Health and Nutrition Education

- a. An educational meeting will be held weekly, reserving one meeting a month for food distribution. The educational meetings will be conducted by the Local Promoter of the Center, previously trained

by the Regional Committee, who will utilize specially designed manuals, folders, posters and cards which will be provided by the Regional Committee. The themes to be presented include:

1. Family and Community Foods

In these sessions the mothers will discuss and analyze the family and community reality in order to reach a better understanding of the production, commercialization, availability, preparation and consumption of local foods and identify their most important nutritional problems.

2. Growth Monitoring and Nutritional Status

The Mothers will receive instruction on monitoring the growth of their children through weighing and measuring and the use of an Infant Health Chart.

3. Breast Feeding

The Mothers will receive information about and discuss the importance of Breast Feeding, with the objective of preventing and combatting premature weaning and promoting the consumption of mothers' milk as the best food for the child and his/her health and the most economical.

4. Feeding of the Child under Two Years of Age

Inform and discuss with the Mothers the feeding of the child under two, including information on the age to begin, the foods to be given, recipes and hygiene in the preparation of the foods.

5. Use of the Program's Foods

Inform the Mothers of the purpose of the Program's Foods, their use, and demonstrations in the preparation of the foods for consumption at different ages, especially for children under five and pregnant and nursing women.

6. Infant Diarrhea

Inform and discuss with the Mothers about how to prevent and combat infant mortality caused by diarrheic illnesses, promoting the utilization of low cost home methods to avoid dehydration of the child.

7. Hygiene

Inform and discuss with the mothers the importance of hygiene in the health of the family.

8. Goiter

Inform and discuss with the Mothers how to prevent and combat Goiter and endemic cretinism by identifying the causes and consequences and promoting the use of iodized salt and other methods used by the Ministry of Health.

9. Immunizations

The Mothers will be informed about the importance of vaccinations, with the objective that all children be vaccinated.

3. Immunization Campaigns

Vacinators of the Amplified Immunization Campaign or a Nursing Assistant will conduct three vaccination campaigns per year in the Mothers' Centers.

4. Suggestions: These suggestions are for the Centers which have fulfilled the Minimum Standards.

a. Sessions

1. Care of the Newborn
2. Accident Prevention
3. Dental Care
4. Pre-Natal Care

b. Projects

1. Construction of a cooking stove without smoke
2. Letrine Construction

c. Campaigns

1. Medical checkups for Children
2. Dental Checkups for Mothers and Children

C. Development

1. Each Center, with guidance from the Local Promoter, will analyze its Community, institutions and resources, and based on this analysis will plan an activity to help solve the problems dealt with in the health and nutrition section. The Center, in accordance with its priority problems, will decide which actions to take to contribute to the resolution of its problems. Among these may be:

- a. Letrine Construction
- b. Construction of wells or potable water systems
- c. Food acquisition through cooperatives, etc.
- d. Development of specific projects to improve agricultural production (irrigation systems, seed acquisition, fertilizers, fumigation, raising of domestic animals, experimental crops, training in medicating cattle, chickens, pigs, and animal feed, etc.).
- e. Food conservation

2. Literacy

When the Board is able to coordinate with the Ministry of Education, Caritas Diocese or another institution, literacy classes will be held. These classes should be given at a different time or at the end of the meetings, and should not substitute for nutrition, health and development activities.

3. Suggestions: The Center which is capable of developing additional activities besides those already mentioned, voluntarily may select one of the following:

a. Expositions of handcrafts (annually)

b. Courses

1. Consciousness raising for Women, human values, etc.
2. Techniques for organizing and managing cooperatives, produce and health associations, etc.

c. Training

1. Knitting machines
2. Weaving
3. Cutting and Sewing

d. Projects

1. Small industries
2. Infrastructure: Construction of schools, roads, meeting halls, etc.

D. General Comments

1. Exchange Meetings between Mothers' Centers

During visits previous to the elaboration of this document, it was observed that Oruro and Tiraque have been successful in holding monthly meetings of representatives (which alternate each month) from the Mothers' Centers. In the meetings problems and successful projects are discussed, ideas exchanged, and activities jointly planned. When a problem exists, a committee is elected (representatives from other groups) which resolves the problem. Also resources are combined to begin joint projects, which result in better use of their capital.

2. Publications

Potosi and Oruro have been successful with communications, publishing successful projects, articles of mutual interest, reports and announcements. The publications are simple, mimeographed, and distributed to the Food Distribution Committee when the foods are picked up.

3. Radio Program

The Regional Caritas Offices of Oruro and Patacamaya have daily radio programs directed at the Mothers in Quechua, Aymara and Spanish in which they broadcast meetings, announcements, educational messages and items of general interest. The Program is paid for with funds from the quotas assigned to Caritas and if a Center wishes to place an announcement on the radio, they do so, paying with the Center's funds.

III. Conditions for Applying the Minimum Standards

The Mothers' Centers which are not applying the Minimum Standards (Organization, Health, Nutrition and Development) before June 30, 1983, will be removed from the Program following a verification visit.

ORURO

PLAN OF ACTION

REGIONAL CARITAS OFFICE AND HEALTH UNIT

IMPLEMENTATION OF MINIMUM STANDARDS

1. STEPS TO BE TAKEN

- a. Regional Caritas and Health Unit personnel received orientation on the Minimum Standards on December 13, 1982.
- b. Organization of the Regional Coordination Committee
 1. The Regional Coordination Committee was organized on June 18, 1982. The Members are:

Caritas Diocese

Leo Aguirre, Director
Eduardo Borda, Supervisor
Rufino Copa, Promoter
an alternate
an alternate

Health Unit

Dr. Humberto Herbas, Director
Mary Flores, Chief of Nutrition
Dr. David Choque, Planner
Marina de Antesaño, Chief of Nursing, alternate
Dr. Jorge Cuisa, alternate
 2. The Committee has met on numerous occasions
 3. The Committee meets once a month during the second week of each month
 4. The meeting place alternates between Caritas and the Health Unit
 5. Dr. Herbas has been chosen to head the Committee and alternate moderators lead the meetings.
 6. Formal letters naming representatives have been exchanged.
- c. Coverage and Newly Established Quotas
 1. The definition of coverage is nearly complete
 2. The new quota has been in effect since September and 100% of the Centers were using it by October.
- d. Regional Committee Training in Community Participation Methodology, Educational Materials and Minimum Standards
 1. The Regional Committee has been trained in the Methodology of Community Participation and Minimum Standards.
 2. The Committee will receive training on the Educational Materials the first week in February, 1983.

- e. Training of Caritas Promoters and Nursing Assistants in Minimum Standards, the Methodology of Community Participation and Educational Materials
1. The majority of Nursing Assistants (minus 3 Districts) have been trained in the methodology of Community Participation
 2. The training team has been organized
 3. Beginning with the second week of February, 1983, the team will integrate the training of the Promoters and Nursing Assistants in educational materials and Minimum Standards into the scheduled training activities.

f. Selection of Local Promoters

1. There are 20 Local Promoters already trained in Development
2. The Mothers will receive orientation about the selection of the Local Promoters during April.
3. Selection: May-June, 1983.
4. Training: June-September, 1983
5. Application of Educational Materials beginning October, 1983

g. Verification of Minimum Standards and Regional Plan Application

Date: November 1 - December 30, 1983

2. PERSONNEL

The Health Unit has 90 Nursing Assistants, one Nutritionist, one Nurse, one Supervising Doctor and one Doctor responsible for Planning. Caritas has 2 Regional Promoters and 4 semi-urban Volunteer Promoters. It is estimated that Caritas will need a minimum of 5 additional Promoters.

3. SPECIFIC CONTRIBUTIONS

a. Regional Committee

Materials

1. For Caritas Promoters and Nursing Assistants by January 30, 1983
2. For Local Promoters by June 30, 1983
 - Minimum Standards
 - Regulations
 - Educational Materials
 - scales, measuring devices
 - Health Cards

b. Other Institutions

1. Literacy, sewing, cooking and handcraft classes are coordinated with the Ministry of Education (MEC).
2. The training of Local Promoters in literacy is coordinated with the Cultural Institute of Popular Education (INDECEP).

3. The coordination of Community Projects is planned with the Oruro Corp. of Development (CORDEOR).
4. The coordination of agricultural projects is planned with IFTA.
4. CHRONOLOGICAL PLAN OF ACTION (attached)
5. Additional Financial Requirements
 - a. Five Caritas Promoters
 - b. A vehicle exclusively for the Program's use
 - c. Two sleeping bags and minimal equipment for sleeping over in rural areas.

Note: This Plan was developed December 13, 1982 in a meeting of the Oruro Regional Coordination Committee, with the participation of:

Caritas Diocese

Leo Aguirre, Director
Eduardo Borda, Supervisor
Rufino Copa, Promoter

Health Unit

Dr. Jorge Cuisa, alterno
Mary Flores, Jefe de Nutrición
Marina de Antezano, Jefe de Enfermeria, alterno
Director of Project "Concern"

National Level

Rose Mary Arze, Complementary Food Program, Division of Nutrition, Ministry of Health
Gustavo Mejia, National Caritas Office
Sandy Del Prado, Nutrition Advisor, USAID

MATERIALS BUDGET
COMPLIMENTARY FOOD PROGRAM (MATERNAL-INFANT)

<u>DETAIL</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL \$b</u>
<u>Equipment</u>				
- Roman Scales	1,500 (1 per M.C.)	Piece	\$b 3.000	4,500,000
- Measuring devices	1,500 (1 per M.C.)	Piece	1,800	2,700,000
- Shorts with straps (for weighing)	3,000 (2 per M.C.)	Piece	600	1,800,000
- diapers (for weighing)	1,500 (1 per M.C.)	Piece	1,000	1,500,000
- files (for 40% of M.C.)	700 (1 per M.C.)	Piece	1,500	1,050,000
- Wooden slats for Charts	20,000 (2 per Chart 4 Charts per M.C.)	Piece	200	4,000,000
- bolts with butterfly screws for chart slats	20,000	Piece	42.50	850,000
- Cores Printing Ink	6	Tube	1,405	8,430
- Osasol Offset Plates 65x55x030mm (20146/50 negatives)	70	Plate	1,527	106,890
- Ortocromatic Film (Code 20613)	1	Roll	49,019.25	49,019.25
- Black Offset Printing Ink (Code 22436)	8	Bottle 2 ½ kg.	4,715.50	37,724
- Developer for Osasol Plates (Code 20186)	20	Litres	3,197.25	6,394.50

MATERIALS BUDGET

COMPLIMENTARY FOOD PROGRAM (MATERNAL-INFANT)

<u>DETAIL</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL \$b</u>
- Fixer for Osasol Plates (Code 20190)	10	Litre	5,266.80	10,533.60
- Corrector for Osasol Plates (Code 20192)	10	Litre	2,548.35	5,096.70
- Developer for Ortocromatic Film (Code 20673)	20	Litre	1,707.75	3,415.50
- Fixer for Ortocromatic Film (Code 20730)	6	Litre	718.72	4,312.32
<u>SUB TOTAL:</u>				16,689,366.37

2. PAPER SUPPLIES

- White Bond for Posters 75 gr.m ² 77x110 cm (Code 13279)	75 (10 sheets per Posterñ 5 Posters per M.C.)	Ream	10,381	778,575.00
- Cardboard sheets for Educa. Cards 285 gr m ² 65x96 cm. (Code 16164)	30	Ream (each ream contains 500)	39,375	1,181,250.00
- Cardboard sheets for Health Cards, Off-white, Pink, Blue, 330 gr. m ² 72x112 cm. (Code 16155 Blue; 16145 Pink)	46 (23 Pink 23 Blue)	Ream	39,375	1,811,250.00
- Bond Paper for Instructional Guides	3	Ream	10,381	31,143.00
			<u>TOTAL:</u>	20,491,584.37

EVALUATION

MINIMUM STANDARDS	COMPLETED		IN PROCESS	COMMENTS
	YES	NO		
<p>1. <u>Administration</u></p> <p>A. <u>Regulations</u></p> <p>1. The Center has a copy of the Regulations (revision 1982)</p> <p>B. <u>Meetings</u></p> <p>1. An educational meeting is held weekly, with one meeting a month reserved for food distribution</p> <p>2. The Center has a meeting place</p> <p>C. <u>Elections</u></p> <p>1. The Center is managed by its Board of Directors</p> <p>2. The Center elects officers once a year and each officer may be reelected only once to the same position</p> <p>3. Decisions regarding the functioning of the group are made by the Mothers in General Assembly</p> <p>D. <u>Plan of Action</u></p> <p>1. The Center has a Plan of Action stipulating dates, resources and responsibilities.</p> <p>2. The Plan of Action is placed in view of the Members in the Meeting Place</p> <p>E. <u>Food Products</u></p> <p>1. The Center has a Distribution Committee that serves from 1 to 3 months selected by turn according to a list that is resp. for receiving, storing and distributing the food.</p>				

EVALUATION

MINIMUM STANDARDS	COMPLETED		IN PROCESS	COMMENTS
	YES	NO		
<p>2. The Center has an adequate place (hygenic and secure) for storing the food</p> <p>3. Leftovers are re-distributed at the distribution meeting and Caritas is informed on Form FFP 18.</p> <p>4. The Distribution Committee reports monthly to the General Assembly on the types and quantities of foods received and distributed, showing the Caritas receipt</p>				
<u>F. Funds</u>				
<p>1. The Center has received orientation from Caritas on quotas, financial management and bank accounts.</p> <p>2. The Board of Directors maintains a monthly written control of collections and expenditures</p> <p>3. The Center deposits the funds corresponding to their savings in a bank account, Savings Coop or responsible institution</p> <p>4. The Board reports monthly to the General Assembly on the expenditures and collections</p>				
<u>G. Collective Contract</u>				
<p>1. The beneficiary mothers have signed a collective Contract in which they promise to fulfill their obligations as Members of the Center</p>				
<u>H. Selection of Local Promoters</u>				
<p>1. The Center has selected two Local Promoters in the General Assembly</p> <p>2. The Promoters work directly in coordination with the Board of Directors</p>				

EVALUATION

MINIMUM STANDARDS

COMPLETED

IN PROCESS

COMMENTS

YES NO

- | | | | |
|---|--|--|--|
| <p>3. The Promoters have received training from Caritas or the Health Unit with which the Center is aligned</p> <p>2. <u>Health and Nutrition Interventions</u></p> <p>A. <u>Growth Monitoring and Evaluation of the Nutritional Status of Children</u></p> <p>1. The Local Promoter, Nursing Assistant or support personnel weigh and measure children under one year of age every month and older children (1-5) every two months</p> <p>2. The Center participates in the National Growth Monitoring Campaign</p> <p>B. <u>Health and Nutrition Education</u></p> <p>1. An educational meeting is held each week, reserving one week a month for food distribution</p> <p>2. The following themes have been presented:</p> <ul style="list-style-type: none"> a. Family & Community Feeding b. Growth & Nutrition Monitoring c. Breast Feeding d. Feeding the Child under one year of age e. Use of the Program's Foods f. Infant Diarrhea g. Hygiene h. Goiter i. Immunizations <p>3. Vaccinators of the Amplified Immunization Campaign or the Nursing Assistant have conducted Vaccination Campaigns at the Center</p> | | | |
|---|--|--|--|

EVALUATION

MINIMUM STANDARDS

COMPLETED

IN PROCESS

COMMENTS

YES NO

3. Development

A. The Center has conducted an analysis of the Community, its institutions and resources

1. Based on the above analysis, the Center has planned an activity which helps to resolve the problems dealt with in the nutrition and health sector

2. Literacy classes are given at different hours which do not substitute for health, nutrition and development activities

4. Suggestions

A. In addition to the Minimum Standards the Center has:

1. Participated in exchange meetings of Mothers' Centers

2. Participated in the following activities:

A.

B.

C.

5. Conclusion

The Evaluation Committee recommends the following:

SANTA CRUZ
PLAN OF OPERATION
REGIONAL CARITAS OFFICE AND HEALTH UNIT
IMPLEMENTATION OF MINIMUM STANDARDS

1. STEPS TO BE TAKEN

a. Organization of Regional Coordination Committee

1. The Regional Coordination Committee was organized August 23, 1982.
The Members are:

Caritas Diocese

Father Edward Manneon, Director
Humberto Chavez, Executive Secretary
Kathy Saucedo, Promoter
Johny Gutierrez, Supervisor, first alternate

Health Unit

Dr. Carlos Oropeza, Chief, Maternal-Infant Division
Tereza de Terrazas, Regional Director of Nutrition
Rita Medina, Director of Complimentary Foods Program
Dr. Walter Fortun, Director, first alternate

2. Meetings are held on Thursdays every 15 days, or as necessary, at 9:00 a.m.
3. The Board of Directors will be elected on December 2, 1982.

- b. On November 22, 1982 Caritas and Health Unit Personnel were given orientation on the recently developed Minimum Standards.

c. Coverage

1. The first phase of the Program will cover approximately 240 Centers, of which 24 are urban and 216 are rural.
 - a. By the end of December, Caritas will have provided the Committee a map of the location of all the Centers.
2. The newly established quota for rural and urban areas was applied in September and there is approximately \$b300,000 in the bank.

- d. By the end of December, 1982, the Regional Committee will have received materials from the National Committee (Minimum Standards, Regulations, educational materials, scales, measuring devices and health cards).

e. Training for Caritas Promoters and Nursing Assistants in Community Participation, Educational Materials and Minimum Standards

1. Valle Grande

- a. Date: January 10-14, 1983
- b. Participants: 28

2. Santa Cruz (City)

a. Date: January 24 - February 4, 1983

b. Participants: 43

3. San Jose

a. Date: February 14 - 18, 1983

b. Participants: 20

4. Monteros

a. Date: February 28 - March 4, 1983

b. Participants: 35

5. Mineros

a. Date: February 28 - March 4, 1983

b. Participants: 20

6. Application of Minimum Standards and Educational Materials beginning mid-March, 1983.

f. Selection and Training of Local Promoters

1. Selection: April, May, June

2. Planning of Training: May

3. Dates: July, August, September

4. Application of Minimum Standards and Educational Materials beginning October, 1983.

g. Verification of Application of Minimum Standards and Established Regional Plan

Date: From October 1 through December 31, 1983

2. PERSONNEL

Caritas has 4 paid and 14 volunteer (religious) Promoters. The Health Unit has 2 Supervising Nutritionists and 122 Nursing Assistants working in the area where the Program will be initiated.

3. SPECIFIC CONTRIBUTIONS

a. Regional Committee

Materials

1. To be provided Caritas Promoters and Nursing Assistants by January 5, 1983.

2. To be provided Local Promoters by May 30, 1983

- Minimum Standards
- Regulations
- Educational Materials
- scales, measuring devices
- health cards

b. Other Institutions (activities now being coordinated)

Coordination exists with CORDECRUZ for the installation of potable water, utilizing Food for Work.

4. CHRONOLOGICAL WORK PLAN (attached)

5. ADDITIONAL FINANCIAL REQUIREMENTS (attached)

Note: This Plan was developed November 22, 1982 in a meeting of the Santa Cruz Regional Coordinating Committee with the participation of:

Caritas Diocese

Father Edward Manneon, Director
Humberto Chavez, Executive Secretary
Kathy Saucedo, Promoter
Johny Gutierrez, Supervisor, First Alternate

Health Unit

Dr. Carlos Oropeza, Chief, Maternal-Infant Division
Tereza de Terrazas, Regional Director of Nutrition
Rita Medina, Complementary Food Program Director
Dr. Walter Fortun, Director, First Alternate

National Level

Adhemar Piñaya, National Caritas Office
Rose Mary Arze, Complementary Food Program, Nutrition Division, MPS/SP
Sandy Del Prado, Nutrition Advisor, USAID/Bolivia
Gustavo Mejia, National Caritas Office

SANTA CRUZ
TRAINING BUDGET

<u>DETAIL</u>	<u>PARTICIPANTS</u>	<u>DATE</u>	<u>PER DIEM</u>	<u>TRANSPORTATION</u>	<u>TOTAL</u>
1. Training course for Caritas Promoters and Nursing Assistants in Community Participation, educational materials and Minimum Standards					
a. <u>Valle Grande</u>	28	Jan. 10-14, 1983	5 x \$b 400 x 7 days= \$b 14,000 (2 trainers from Health Unit; 3 Cari- tas Promoters)	3 x \$b 1,040= \$b 3,120 2 x \$b 500= \$b 1,000	\$b 18,120
b. <u>Santa Cruz (City)</u>	43	Jan. 24- Feb. 4, 1983	refreshments \$b 60 x 43 x 10 days = \$b 25,800	4 busses per day x 43 x \$b 15 x 10 days = \$b 25,800	\$b 51,600
c. <u>San Jose</u>	20	Feb. 14-18, 1983	20 x \$b 500 x 5 days = \$b 50,000	17 x \$b 200= \$b 3,400 (round trip)	55,200
d. <u>Montero</u>	35	Feb. 28- Mar. 4, 1983	35 x \$b 500 x 5 days = \$b 87,500	3 x \$b 120 x 5 days = \$b 1,800 32 x \$b 200= \$b 6,500	95,100
e. <u>Mineros</u>	33	Feb. 28- Mar. 4, 1983	33 x \$b 500 x 5 days = \$b 82,500	3 x \$b 80 x 5= \$b 1,200 3 x \$b 300 = \$b 900 30 x \$b 200 = \$b 6,000	89,400
				<u>TOTAL</u>	<u>\$b 309,420</u>

COCHABAMBA
PLAN OF ACTION
REGIONAL CARITAS OFFICE AND HEALTH UNIT
IMPLEMENTATION OF MINIMUM STANDARDS

1. STEPS TO BE TAKEN

a. Regional Caritas and Health Unit Personnel received orientation on the Minimum Standards on November 11, 1982.

b. Organization of the Regional Coordination Committee

1. The Regional Coordination Committee was organized on November 11, 1982. The Members are:

Caritas Diocese

Lucio Morales, Director
Alberto Romero, Human Promotion
Ma. Luisa Vidaurre, Nutrition Promoter
Olga Colque, Health Promoter
Segundo Zavala, First Alternate
German Camargo, Second Alternate

Health Unit

Dr. Rosario Andre, Planning Department
Alicia de Bustamante, Nursing Department
Edna Marques, Nutrition Department
Dr. Rosario Zambrano, Epidemiology Department
Health Unit Director, First Alternate
Dr. Humberto Prudencio, Materno-Infant Department, Second Alternate

2. Monday, November 15, 1982, letters will be exchanged naming Committee Members and officializing the Regional Committee.
3. The meeting day was determined to be Wednesday of each week at 2 p.m.
4. The week of November 15-19 the Committee will meet to:
 - a. elect officers
 - b. define coverage of the Mothers' Centers
 - c. send coverage data and election results to the National Committee
5. The week of November 29-December 3 the Committee will meet to:
 - a. define the financial budget for implementing the Program and submit it to the National Committee
 - b. The newly established contribution schedule will be applied beginning in January, 1983.

6. By December 20, 1982, the Regional Committee should receive Program materials (Minimum Standards, Regulations, Educational materials, scales, measuring devices, and Health Cards) from the National Committee.

c. Regional Committee Training in Community Participation Methodology

1. Date: December 13 - 17, 1982

2. Number of participants: 30

d. Training of Caritas Promoters and Nursing Assistants in Minimum Standards and Educational Materials

1. Planning: November 29 - December 31, 1982

2. Training: January 4 - February 28, 1983 (one week per district in eight districts)

3. Application of educational materials beginning March 1, 1983

e. Selection and Training of Local Promoters

1. selection: March, April, May

2. Planning: May

3. Training: June and July in 8 districts

4. Application of educational materials beginning August, 1983

f. Verification of Minimum Standards and Regional Plan Application

Date: September 1 - December 31, 1983

2. PERSONNEL

The exact number of personnel (existing and required) from Caritas and the Health Unit will be identified in the financial budget and sent to the National Committee the first week of December, 1982.

3. SPECIFIC CONTRIBUTIONS

a. Regional Committee

Materials

1. For Caritas Promoters and Nursing Assistants by January 2, 1983.

2. For Local Promoters by May 30, 1983

- Minimum Standards
- Regulations
- Educational Materials
- scales, measuring devices
- Health Cards

b. Other Institutions

1. The construction of roads and community centers is coordinated with the Cochabamba Development Corporation (CORDECO).
2. The construction of community centers and installation of irrigation systems is coordinated with the Cochabamba City Municipality.
3. The construction of potable water systems and letrines is coordinated with the Environmental Health Unit of Cochabamba.
4. Reforestation projects, seeds and plants are coordinated with the Ministry of Campesino Affairs and Agriculture (MACA).

4. Chronological Plan of Action (attached)

5. Additional Financial Requirements (See attached Materials Budget)

Note: This Plan was developed November 12, 1982 in a meeting of the Cochabamba Regional Coordination Committee, with the participation of:

Caritas Diocese

Albert Romero, Promoter
Ma. Luisa Vidaurre, Promoter
Olga Colque, Promoter

Health Unit

Dr. Rosario Andre, Planning Department
Edna Marques, Nutrition Department
a representative of the Nursing Department
a representative of Community Participation

National Level

Martha Clavijo, Catholic Relief Services
Adhemar Pinaya, National Caritas Office
Rose Mary Arze, Complimentary Food Program, Nutrition Division, MPS/SP
Sandy Del Prado, Nutrition Advisor, USAID/Bolivia

