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Trip Report

#0-376

Travelers: Ms. Teresa Mirabito, INTRAH
Program Officer
Mr. Ray Baker, INTRAH Associate
Director for Administration

Country Visited: Lagos State, NIGERIA

Date of Trip: September 2-6, 1986

Purpose: To develop a subcontract with
the Lagos State Ministry of Health

DPE-3031-C-00-9077

Program for International Training in Health
208 North Columbia Street
The University of North Carolina
Chapel Hill, North Carolina 27514 USA

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EXECUTIVE SUMMARY

Ms. Teresa Mirabito, INTRAH Program Officer, and Mr. Raymond Baker, INTRAH Associate Director for Administration, visited Lagos State, Nigeria during September 2 - 5, 1986. Their joint purpose was to develop a subcontract with the Ministry of Health and to prepare an estimate of the in-country costs required to finance the subcontract. The subcontract was to be based on an AID Affairs Officer/Lagos - AID/Washington - approved project proposal entitled "Training of FP/ORT/CHE Project."

The subcontract and budget estimate were completed and approved by Dr. I. O. Olude, Lagos State Commissioner for Health. The in-country cost estimate is \$80,635 U.S. Copies of the subcontract and budget were reviewed and approved by the AID Affairs Officer, U.S. Embassy, Lagos.

In addition, Ms. Mirabito, accompanied by the Project Coordinator, visited and evaluated clinical training facilities at Lagos Island Maternity Hospital , Ikeja General Hospital, Gbagada General Hospital and the Randle Street Health Center.

SCHEDULE DURING VISIT

Tuesday September 2	Meeting with AID Affairs Officer Visit to Lagos Island Maternity Hospital (Mirabito only)
Wednesday September 3	Meetings with Dr. P. A. Akingbehin, Director of Preventive Health Services, and members of her staff
Thursday September 4	Meeting with AID Affairs Officer Visit to Ikeja General Hospital, Gbagada General Hospital and the Randle Street Health Center (Mirabito only)
Friday September 5	Meeting with Commissioner of Health and his staff
Saturday September 6	Departed Lagos Arrived Bauchi

I. PURPOSE OF TRIP

The purpose of the trip was to collaborate with the Lagos State Ministry of Health on the development of a subcontract for family planning training, to estimate the in-country costs and to incorporate that estimate into the subcontract budget. Also, Ms. Mirabito visited selected proposed clinical training sites to determine their state of preparedness for clinical training.

II. ACCOMPLISHMENTS

1. A subcontract, proposed to be effective from January 1, 1987 through December 31, 1987, was developed and approved by the Ministry of Health.
2. A budget which provides costing detail by activity and by object class was developed and approved by the Ministry of Health. The estimated in-country cost is \$80,635 U.S.
3. Four proposed clinical training sites were visited and evaluated.
4. The proposed training program was reviewed in detail with Mrs. Bodede, FP Coordinator and Project Coordinator, and Mrs. Taylor, Assistant FP Coordinator.

III. BACKGROUND

INTRAH activities in Lagos State commenced with a January 20-31, 1986 needs assessment visit by INTRAH Program Officer Ms. Teresa Mirabito, INTRAH E/SA Office Director Ms.

Pauline Muhuhu and INTRAH consultant Dr. Jean-Michael Ndiaye (see Trip Report #0-246). This was followed by an April 22 - May 8, 1986 visit to develop a project proposal. The INTRAH project proposal team consisted of INTRAH Program Officer Ms. Maureen Brown, IHP Program Coordinator Ms. Carol Brancich, and INTRAH consultant Mr. Ayodele Akin-Dahunsi (see Trip Report #0-277).

Both visits were strongly supported and facilitated by the Lagos State Ministry of Health and Health Management Board and resulted in the MOH/HMB's consequent decision to enter into a contractual training relationship with INTRAH.

IV. DESCRIPTION OF ACTIVITIES

A. Contract Development

The draft subcontract was reviewed in detail by Dr. (Mrs.) P. A. Akingbehin, Director of Preventive Health Services, and members of her staff in conjunction with the INTRAH team. The stated objective of the MOH/INTRAH project is to upgrade the knowledge and skills of 14 state training team members. This will be done through ten discrete activities to be conducted January 15, 1987 - November 13, 1987. Throughout the contract development discussions, questions were answered concerning the intent of the subcontract general provisions, subcontract phrasing and interpretation. At the request of the MOH, the

Permanent Secretary was identified as the official authorized to approve expenditures and sign reports. Mr. Baker met with the MOH accountant and developed detailed instructions on financial reporting including the use of sample reports which the accountant filled in and retained for future reference. Also covered were bank accounts, fund transfers, and audit provisions.

The final stage was the completion of the cost estimate. This was first done by activity and the results were translated into a line item budget.

When this was completed, the INTRAH team was escorted to the Office of the Commissioner for Health where Dr. Akingbehin summarized the work that had been done. The Commissioner approved the subcontract and expressed his appreciation to AID and UNC-INTRAH for such a valuable contribution to the family planning program of Lagos State.

B. Program Discussion

After approving the contract, Dr. (Mrs.) Akingbehin, Mrs. Bodede, Mrs. Taylor and Ms. Mirabito discussed the following program issues:

- a. Plans for continuation of inservice training by members of the State training team. Consideration will be given by the MOH/HMB to development of a plan which will enable the state trainers to

- continue inservice training shortly after activity #7 in order that these personnel maintain and further develop their skills.
- b. Funding for future training activities by the state training team has been addressed. Dr. (Mrs.) Akingbehin has written to UNFPA and UNDP, Lagos, to request support for future FP training. It is anticipated the FY 1988 (Jan-Dec) Lagos State MOH budget will include a provision for FP training activities.
- c. FP Protocols: A sample FP protocol was reviewed and the purposes and benefits were discussed. Dr. Akingbehin agreed that FP and STD protocols are necessary and would be willing to cooperate in the event a workshop is conducted for protocol development.
- d. Project Implementation: Responsibilities of MOH/HMB and INTRAH/IHP were delineated and reviewed including logistics. The MOH will notify participants and include information regarding financial and residential arrangements.
- e. Training: The MOH presented recommendations for topics to be included in the supervisors' orientation activity. Among the suggestions was a RAPID presentation which the MOH will arrange.
- f. Selection of participants has been completed for the first seven activities and was done with

careful planning to avoid attrition of trained personnel as much as possible. Two potential candidates for the state training team have opted for one year courses outside of Nigeria and will therefore be replaced. The MOH asked for and received guidance with selection of candidates for the management and supervision workshop.

- g. IHP trainers who will conduct selected activities have been selected and will be duly briefed by INTRAH.
- h. INTRAH will select a co-trainer from Kwara State. It was agreed that logistics will be the responsibility of the MOH.

C. Clinical Training Facilities

Lagos State Health Management Board continues to demonstrate its commitment to family planning training and service through the expansion and improvement of family planning clinics which will serve as clinical training facilities. Nine FP clinics have been upgraded and, according to the assistant FP coordinator, several more FP clinics are to be upgraded within the next few months to accommodate trained service providers and the increasing number of clients seeking FP services.

A visit to family planning clinics revealed that rooms and equipment have been added; demand for FP services

is increasing; a commitment to FP on the part of supervisors and matrons is apparent; and there is an eagerness to begin FP training.

Due to time constraints, only four FP clinics were visited; Lagos Island Maternity Hospital; Ikeja General Hospital; Gbagada General Hospital; Randle Street Health Center. (A detailed summary of each follows.) All will be suitable for training except for Gbagada which currently serves two to three clients per day. In discussions with the FP Coordinator, it was agreed that by January 1987, at least nine FP clinics will be suitable for training. Many of these are in the process of expansion and refurbishing. The family planning clinics that may be utilized for FP clinical skills trainees are located within the following health facilities:

- Lagos Island Maternity Hospital
- Ikeja General Hospital
- Randle Street Health Center
- Apapa Health Center
- Odi-Olowo Family Health Clinic, Mushin
- Skarodu General Hospital
- Ajeromi Health Center
- Orill - Agege Health Center
- Ebutemetta Clinic
- 42 Broad Street Clinic

IDENTIFIED CLINICAL TRAINING SITES

Name	Lagos Island Maternity Hospital
Physical Facilities	Two FP rooms (one recently added for training), four exam tables.
Equipment and Supplies	Supplies adequate in one room. Supplies for second room have been ordered.
Clients	At least 250 per week (possibly 500) and increasing.
Services Offered	Daily.
Methods Preferred	IUD, orals, depo-provera, condoms.
Staff and Courses Attended	Two experienced nurse-midwives: Mrs. F. O. Odutayo: FP Clinical Skills, Manila 1986 AVSC Manila, 1986 Planning & Management FP Services, Ogun State, 1985 Evaluation, CEDPA, 1984 Mrs. Giwa-Osagie: PPFN Clinical Skills (4 weeks), 1985
Requirements	Supplies for second room have been ordered.
Potential for Training	Two to four clinical skills trainees can be accommodated.

Name	Gbagada General Hospital Matron: Mrs. O. Oimage
Physical Facilities	One room, one exam table, very private.
Equipment & Supplies	Fully equipped for FP including IUD insertion.
Clients	August - 76 per month and increasing.
Services Offered	Daily
Methods Preferred	IUD; orals; depo-provera; condoms.
Staff	Two nurse midwives, one with FP training.
Requirements	Increase in FP client population.
Potential for Training	Could accommodate one clinical skills trainee if client population increased to minimum of 10 per day.

Name	Ikeja General Hospital Chief Consultant: Dr. S. Kunle Joseph Chief Matron, Adm.: Mrs. F. Allen Chief Matron, Nursing: Mrs. O.A. Thomas
Physical Facilities	One room, two exam tables.
Equipment & Supplies	Adequately equipped (including one Africare set).
Clients	400/month and increasing.
Services Offered	Daily.
Staff	Two nurse midwives experienced in FP: Mrs. Oshodi: PPFN Clinical Skills, Manila, 1986 Mrs. Olorunimbe: FP course, 1969
Requirements	None although a large room would be ideal.
Potential for Training	Two clinical skills trainees at maximum could be accommodated.

Name	Randle Street Health Center Chief Consultant: Dr. O. Oluwole Supervisor: Mrs. R. A. Jaiyesimi
Physical Facilities	One large FP examination room; two tables.
Equipment & Supplies	Adequate; one lamp needed for second table.
Clients	174/month and increasing.
Services offered	Daily
Staff	One trained nurse midwife: Mrs. Eso - FP Clinical skills, PPFN, 1985 (She currently acts as a preceptor for clinic staff nurses who rotate through FP clinic)
Potential for Training	Two FP clinical skills trainees can be accommodated.

V. FINDINGS/CONCLUSIONS AND RECOMMENDATIONS

FINDINGS/CONCLUSIONS

1. The draft subcontract and budget have been approved by the Lagos State MOH, the AID Affairs Officer (Lagos) and the University of North Carolina at Chapel Hill.
2. A high degree of commitment for FP and for the FP/ORT/CHE training project was evident at all levels within the MOH/HSMB. This will facilitate project implementation and monitoring.
3. The technical assistance requirements are heaviest during January-March, 1987.
4. MOH is aware of need to continue inservice training upon completion of INTRAH sponsored activities and has sought funding for further training.
5. At least nine FP clinics will be suitable for use as clinical training sites by January 1987.

RECOMMENDATIONS

1. The draft subcontract be forwarded to AID/Washington with a request for placement approval.
3. Prompt planning should be initiated to ensure timely availability of the appropriate expertise.
4. INTRAH should support the efforts of the MOH in seeking funding.

APPENDIX A

PERSONS CONTACTED

U.S. Embassy

Mrs. Keys MacManus, AID Affairs Officer
Mr. Lawrence Eicher, Health Development Officer
Ms. Shitta Bey, Population Officer

Ministry of Health, Lagos State

Dr. I. O. Olude, Commissioner of Health
Dr. (Mrs.) P. A. Akingbehin, Director of Preventive Health Services
Dr. C. O. Oluwole, Chief Statistician
Ms. F. A. Taylor, Assistant Chief Health Sister and Assistant MOH/INTRAH Project Coordinator
Ms. M. A. Bello, Accountant

Health Management Board, Lagos State

Mrs. Asalu, Executive Secretary
Mrs. M. J. Bodede, FP and MOH/INTRAH Project Coordinator
Miss F. O. Erinle, Assistant FP Coordinator
Mrs. H. Anja, Assistant Chief Matron, Lagos Island Maternity Hospital (LIMH)
Mrs. M. O. Omoniyi, Senior Nursing Sister, LIMH
Mrs. Giwa-Osagie, Senior Nurse Midwife, LIMH
Dr. S. Kunle Joseph, Chief Consultant, Ikeja General Hospital
Mrs. F. Allen, Chief Matron, Administration, Ikeja General Hospital
Mrs. O. A. Thomas, Chief Matron, Nursing, Ikeja General Hospital

Mrs. K. Olorunnimbe, Senior Midwifery Sister, FP Clinic,
Ikeja General Hospital

Mrs. R. A. Jaiyesimi, Supervisor, Randle Street Health
Center

Mrs. Eso, Senior Health Sister, Randle Street Health Center

Mrs. O. Omode, Matron, Gbagada General Hospital

Mrs. O. Omasanya, Senior Nursing Sister, Gbagada FP Clinic

Federal Ministry of Health

Mr. Anthony Isama, Health Planning Officer, National Health
Planning Center

Mrs. Tuende Kuteyi, Assistant Chief Nursing Officer

Pathfinder Fund

Ms. C. R. Olatokunbo, Country Representative for Nigeria

Mr. Mike A. Egboh, Program Officer

Ms. Delvine E. J. Okenke, Regional Project Administrator

APPENDIX B
DRAFT SUBCONTRACT

CONTRACT BETWEEN

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

AND

THE MINISTRY OF HEALTH, LAGOS STATE GOVERNMENT

Negotiated pursuant to the terms of Contract No. AID/DPE-3031-C-00-4077 between the Agency for International Development and the University of North Carolina at Chapel Hill.

For the University of North Carolina at Chapel Hill
Chapel Hill, N.C.

For the Ministry of Health
The Secretariat
Ikeja, Lagos
Nigeria

Signature

Typed Name

Title

Date

COMMISSIONER FOR HEALTH
LAGOS STATE

Signature

DR. I. O. OLUDE

Typed Name

L/S COMMISSIONER FOR HEALTH

Title

5TH SEPTEMBER, 1986

Date

Project Title: Training of FP/ORT/CHE Project

Contract/Account Number:

Period and Cost: This contract is effective January 1, 1987
and will terminate on December 31, 1987. The
total estimated cost is \$ U.S.

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Article I - Objectives

1. To orient 25 supervisors of prospective workshop participants to the scope of the MOH-UNC/CH project and to the expanded roles and responsibilities of workshop participants.
2. To upgrade the knowledge and skills of 14 State Training Team members in FP, ORT and CHE techniques which will enable them to a) competently perform the tasks and procedures required to teach and supervise trainees in the clinical/community setting and b) provide these services to clients as required;
3. To prepare 14 State Training Team members skilled in the content and process of adult training methodologies, development of curriculum, conducting of clinical or community practicum and trainee evaluation;
4. To prepare 45 MOH clinical service providers with the skills and knowledge required to provide full ORT services and competent clinical FP services, counselling and motivation techniques;

5. To prepare 20 CHE service providers with the skills and knowledge required to conduct effective FP/ORT community health education and motivation activities at the community level and/or clinic levels;
6. To train 18 tutors and heads of clinics/sections of health clinics in the management, staff supervision, and evaluation aspects of integrated clinic-based FP/ORT services; and
7. To train 12 medical records/statistical officers in FP/ORT records systems development and monitoring and evaluation methods for FP/ORT programs.

Article II - Work Plan

Activity/Workshop	Participants	Dates	Trainers or Representatives
1. Orientation of Supervisors Workshop	25 Supervisors of core trainers, service providers, PHNs and CHOs	Jan 15-16, 1986	3 INTRAH/IHP 1 Nigerian Co-Trainer A
** 2. Trainers' FP/ORT/CHE Refresher Workshop: Theory and Practicum	14 Members of State Training Team: - 10 Clinical skills trainers/preceptors - 4 CHE trainers	Jan 19 - Feb 6, 1987	3 INTRAH/IHP 1 Nigerian Co-Trainer A
** 3. Training of Trainers Workshop	14 Members of state training team	Feb 16 - Mar 6, 1987	3 INTRAH/IHP 1 Nigerian Co-Trainer B
** 4. FP/ORT/CHE Workshop for Public Health Nurses and Community Health Officers	20 Public health nurses and community health officers	Mar 9-20, 1987	1 INTRAH/IHP 4 State Trainer 1 Nigerian Co-Trainer B
** 5. FP/ORT/CHE Clinical Skills Development Workshop and Practicum for Service Providers	15 Nurses, nurse/midwives and health sisters	Apr 13 - May 8, 1987	1 INTRAH/IHP 5 State Trainer
** 6. FP/ORT/CHE Clinical Skills Development Workshop and Practicum for Service Providers	15 Nurses, nurse/midwives and health sisters	May 18 - Jun 12, 1987	1 INTRAH/IHP 5 State Trainer
** 7. FP/ORT/CHE Clinical Skills Development Workshop and Practicum for Service Providers	15 Nurses, nurse/midwives and health sisters	Jun 22 - Jul 17, 1987	4 State Trainer
8. FP/ORT Clinic Management and Supervision Workshop	Total of 18: 15 Heads of clinics, sections 2 School of Nursing Tutors	Jul 27 - Aug 7, 1987	2 INTRAH

Activity/Workshop	Participants	Dates	Trainers or Representatives
9. Records, Monitoring and Evaluation of FP/ORT Programs	12 Medical records and statistical officers from MOH, HMB and LGAs	Aug 17-28, 1987	2 INTRAH
10. Project Review and Follow-Up	10 Representatives from MOH, HMB, LGAs, AAO/Lagos and INTRAH (2 INTRAH/IHP)	Nov 2-13, 1987	

** Number of participants to be trained is contingent upon the number of clinical training sites which are fully functioning and equipped and a sufficient number of FP/ORT clients before the scheduled activity.

Article III - Responsibilities of The Ministry of Health

1. Designation of a project coordinator who shall have overall responsibility for the successful, timely completion of the work plan.
2. As required, coordination of training activities with other donors; moreover, assure availability of service delivery commodities.
3. Provision of physical facilities for training.
4. Selection and notification of participants.
5. Logistic arrangements related to the transport, accomodation, meals and per diem payments to participants, from funds provided by UNC/CH.
6. Cooperation in the evaluation activities as detailed in Article VIII - Evaluation.
7. Completion and mailing of participants biodata forms, participant reaction forms, and the INTRAH bi-monthly (every other month) Technical/Financial Report.
8. Follow-up of participants for the purpose of collecting and submitting second generation trainee data and to evaluate training effectiveness and the assessment of additional training needs.

Article IV - Responsibilities of UNC/CH

1. Provide operating funds as detailed in Article V - Budget and Article VI - Payment Schedule
2. Assuring that participant per diem rates have AID affairs office approval.
3. Assuring an adequate supply of forms required to document the participant training, evaluation and/or technical assistance activities.
4. Arrange and finance INTRAH technical assistance visits as detailed in the Work Plan.

Article V - Budget

1. This is a cost-reimbursement contract. UNC/CH will reimburse costs which are allowable and limited to those reasonable and necessary to accomplish the Work Plan. Costs for entertainment and social affairs are not allowable.
2. UNC/CH will provide up to \$ (U.S.) in support of this project. Provision of this total shall be subject to the availability of funds to UNC/CH from AID.
3. The following budget sets forth estimated costs for individual line items. Within the total amount, the

Ministry of Health may adjust line items as reasonably necessary for the performance of work under this contract.

<u>Category</u>	<u>Naira</u>	<u>Dollars</u>
1. Per Diem		
2. Travel		
3. Professional fees		
4. Supplies		
5. Petrol		
6. Communications		
7. Support overtime		

Total

Conversion rate: .7522 Naira = \$1.00 U.S.

Article VI - Payment Schedule

1. The Permanent Secretary, Ministry of Health, is authorized to approve expenditures and to sign Technical/Financial Reports submitted to the Director, INTRAH, 208 North Columbia Street, Chapel Hill, North Carolina 27514.
2. UNC/CH will advance funds sufficient for the first four months of operations. UNC/CH will reimburse the Ministry of Health every two months in amounts equal to reported expenditures in order to replenish the advanced funds. Replenishment may be made until such time as total reimbursements plus the initial advance payment equals the total amount of funds set forth in the Budget. Any funds remaining after completion of this project shall be refunded to UNC/CH. See Article VII for the proper format to report costs and request replenishment funds.

Article VII - Reporting Requirements

A bi-monthly (every other month) report will be submitted to the Director, INTRAH, in the following format:

SUB-CONTRACTOR BI-MONTHLY (very other month) REPORT #

Subcontractor _____

Report Beginning _____ and ending _____, 198_.

Date: _____

Person filling out reports: _____

Title of Project: _____

Part A: Technical

I. Project Objectives

- 1.
- 2.
- 3.
- 4.

II. Activities for This Reporting Period

- 1.
- 2.
- 3.
- 4.

III. Cite any difficulties encountered in conducting activities.

IV. Please cite any situations that impede the progress of the project/contract toward meeting its objectives.

V. Forecast of activities during the next reporting period.

Part B. Financial Report #

(The budget and report will be in Naira.)

<u>Category</u>	Budget from <u>INTRAH</u>	<u>Expenditures</u>		<u>Cumulative Expenditures</u>
		<u>Inception to Last Reported Period</u>	<u>This Period (insert Dates)</u>	
	_____	_____	_____	_____

Total

Total Naira reported this period _____

Total U.S. dollars reported
this period _____

Conversion Rate _____
(insert rate)

The undersigned hereby certifies that payment of the sum claimed is proper and due.

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Signed _____
Typed Name _____
Title _____
Date _____

Article VIII - Evaluation

A. General Description

Evaluation in Lagos State, will take place at three distinct, but related levels: evaluation of individual training activities; evaluation of mid-point training impact; and longer term follow-up evaluation.

B. Broad Evaluation Objectives

To determine to what extent training contributed to increased knowledge and skills in FP/ORT/CHE, and the extent to which knowledge and skills are applied and result in increased FP/ORT/CHE services.

1. Evaluation will be conducted in the following manner:
 - a. Baseline data indicators in the case of FP services include:
 1. Numbers and distribution of service points and providers; and
 2. Numbers of trainers and training facilities.

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2. At the beginning of each training activity:
 - a. Biodata forms will be filled out by the participants. These forms give baseline information about the trainees and a source of comparative information for analytical work. It also serves the purpose of a continuing record of INTRAH trainees.
 - b. Pre- and Post-Tests will be administered before and after training to measure the acquisition of learning outcomes, which are changes in knowledge, and attitudes.

3. Upon completion of each training activity:
 - a. Participant Reaction Forms will be filled out by each participant to provide feedback and evaluation to the trainers in regard to the appropriateness, effectiveness and usefulness of the training to the trainee. These will also assist the trainers to identify necessary revision in the curriculum.
 - b. Participant Clinical performance will be evaluated by clinical trainers/preceptors. This will be recorded on individual trainees clinical skills'

performance assessment records during the clinical/field practica.

c. Follow-up Assessments

Approximately one year after completion of the training:

- A post-test will be administered to all members of State Training Team and a 20% sample of all other trainees. New biodata forms will be collected.
- A formal assessment of performance capabilities will be carried out. This assessment will be based on field observation of a 20% sample of persons trained within each type (trainer and provider) of the first generation training program.

Article IX - Amendment

This contract may be modified by amendment, subject to the mutual agreement of both parties and the prior concurrence of the AID affairs office/Lagos and AID/Washington.

Article X - General Provisions

1. Examination of Records
2. Audit

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3. Abortion-Related Activities
4. Voluntary Participation
5. Sterilization
6. International Air Travel
7. Termination
8. Disputes
9. Prevailing English Version
10. Notices