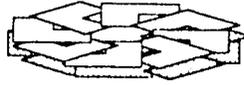


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ATLANTIC RESOURCES CORPORATION

Science and Technology Bureau
Office of Health
Support Services & Technical Assistance

Project No. 936-5929.35
Contract No. DPE-5929-C-00-0049-00

Progress Report for 1/1/91 - 3/31/91

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This report, our second quarterly progress report, covers the period 1/1/91 through 3/31/91. It documents work completed during the reporting period, provides an update on the status of on going activities, describes various miscellaneous support services that were delivered, and summarizes staff utilization through the end of the reporting period.

Work Completed

Work completed during this reporting period includes the following:

- Briefing Book - A book of briefing materials including topical papers, questions and answers, success stories, and issue papers was prepared and submitted. Completion of the task involved coordinating input; revising and drafting text; producing, formatting, editing and proofing copy; securing appropriate review and approval; and duplicating, binding, and delivering copies of the final document.
- TAACS Program MIS - A database was designed and developed to support program and financial monitoring of the TAACS project. The system was devised after studying the existing records along with new requirements. While a new application was used, training was provided and the system that was developed proved easy to use.
- Inventory of Computer Equipment - A database was designed and developed to document all computer equipment used and procured under the supporting contract. A total of 53 pieces of equipment was entered into the database.
- AIDS Technical Support Project Redesign - A Consultant was hired and completed a scope of work to draft the AIDS Technical Support Project paper redesign, RFP/RFA, and related documents.
- The second edition of the S&T/Health Newsletter "The Health Herald," was compiled.

On-Going Activities

Donor Coordination Project - A scope of work was written to develop and expand the Office of Health's knowledge of bilateral donors' health sector programs and activities in developing countries. Following review and approval of the scope of work, negotiations were completed and a consultant was hired to pursue the effort, which encompasses a background review of relevant materials, data collection, establishment of an information system, and ultimately, preparation of a file of briefing papers.

Video Catalog - In response to a questionnaire mailed to cooperating agencies requesting information about available

videos, only 2 replies were received. Consequently, substantial time will be required to improve the response rate. Also, given the poor response, additional time will be needed before a catalog can be drafted. Permission to describe any UNICEF films, such as the Three Four One film shown at the World Summit for Children, requires the consent of the video and film department of UNICEF and this permission is in the process of being worked out.

The Africa Workplan activity has involved a fiscal review of S&T/H programs for 1988, 1989 and 1990. Additional figures for 1991 and 1992 are anticipated. Data spreadsheets were created and a program-by-program description was drafted for inclusion in the final report.

Materials for the Information Resource Center were collected from a variety of sources. In addition to fulfilling this repository function, activities relating to the Center's information dissemination function were carried out. Among these were the following:

- Briefing packets were redesigned and streamlined, making them more attractive and economical and easier to maintain. Over 60 packets were produced and distributed.
- Letters were prepared and mailed in response to inquiries directed to divisions within the Office of Health, as well as the Office of the Director. As requested, selected materials were obtained and forwarded along with cover letters.
- One-page fact sheets were produced to fulfill information requests relating to any of seventeen topics covered in the 1992 Program Briefing Book.
- A list of short courses was developed as a result of an informal survey we conducted of the Schools of Public Health, in which we requested information on the courses they offer in the summer months. It is expected that this list will be updated periodically and will become a regular part of the Center's information services.

Planning began for a series of sessions on the contract procurement process. Meetings took place with the project officer and contract officer to plan a series of brown bag lunches to be held in June, July and August. The topics were taken from the report of the cooperating agencies' meeting last June, and are aimed at enhancing the contractual skills of CTO's.

Computer training was conducted in several areas. A consultant was hired to provide training in the PFMS. This initially included a detailed system orientation, demonstration sessions, and individual practice. Additionally, one employee attended a two week training workshop on A.I.D. policy and procedures, while another attended 2 days of instruction in Lotus spreadsheet applications. On-site training in Pagemaker was also conducted in March.

The consultants roster continues to be maintained and augmented with additional resumes and biographical data sheets. To monitor

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consultant utilization, a report was developed summarizing each consultant's project in terms of estimated and actual level of effort and cost to date. This report is updated monthly.

Miscellaneous Support

This area of service encompasses the complete range of office support activities including typing/word processing, copying, faxing, filing, mailing, and answering telephones. These services were routinely provided on an on-going basis within both the Atlantic Resources Corporation offices and the S&T/H offices. Additional miscellaneous support activities and services rendered during the reporting period include the following:

- regular attendance at the weekly S&T/H staff meeting
- compilation, preparation, editing and distribution of the weekly report
- copying and distribution of PIO/Ts
- additional hardware and software procurement and installation
- network maintenance and upgrade
- arranging and serving lunch (TAACS)
- hosting an open house
- preparation and dissemination of monthly calendars
- packaging, addressing, distributing/ mailing copies of the Directory,
- spreadsheet work, (data entry and quality assurance review)

Staffing

Staff utilization as of 3/31/91 is summarized below.

<u>Staff Category</u>	<u>Hours</u>	
	Budgeted 9/90-8/91	Used 9/90-3/90
Project Director	656	466 (71%)
Assistant Project Director	410	480 (117%)
Project Assistant	984	594 (60%)
Typist (On Site)	984	948 (96%)
MIS Specialist	117	324 (277%)
Writer/Researcher	1,558	808 (52%)
Financial Mgt. Specialist	164	0 (0%)
Facilities Coordinator	41	65 (159%)
Typist (Off Site)	<u>0</u>	<u>59</u> -
TOTAL	4,914	3,744 (76%)

Comment

First quarter expenditures were reviewed and discussed with the CTO. Consequently, a letter of request was submitted to the Office of Procurement supporting a more realistic apportionment of contract funds across line items. This request was approved. Subsequent to this budget reallocation, project organization and staffing were reconfigured at the Agency's request. Recruiting and orienting new staff, and effecting a transition in harmony with Agency objectives is expected to continue well into the next quarter.