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ATLANTIC RESOURCES CORPORATION

Research and Development Bureau
Office of Health
Support Services & Technical Assistance

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Progress Report for April 1 - June 30, 1991

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This report covers the period of April 1 through June 30, 1991. As a result of a reorganization within the S&T/H division, a new unit was created, dubbed Stealth. This unit was given responsibility for a variety of special programs as well as the broad area of communication efforts. ARC was charged with supporting this unit under the Office of Health contract. In effect, the contract split into two, with the Front Office and Stealth each having a distinct set of responsibilities. ARC substantially increased its staff as well as its work load. This report discusses the past reporting period in terms of that separation.

On the programmatic side of the contract, this quarter was marked by a flurry of activity. Progress was made in moving from the abstract conceptual stage of tracking financial information (descriptions) to the creation of specific charts and tables. Designed as a management tool to track financial data, these include:

1) *Obligation schedules*
These reports are used to assist management in monitoring the amount of expenditures within S&T/H contracts, cooperative agreements, and grants for each division. These are updated on a weekly basis, as needed.

2) *Annual Budget Submission/Mortgage Table (ABS)*
The ABS Tables are used to monitor the level of spending for each division for seven fiscal years beginning with the year preceding the current fiscal year and extending through the seventh upcoming year (e.g. FY 1990 to FY 1997). These are updated for each division as necessary.

3) *Operation Year Budget Transfers (OYB)*
The OYB chart monitors the amounts of money transferred between projects and/or divisions for the current fiscal year (also includes carry-overs). This is updated periodically.

4) *Evaluation Schedules*
This table monitors past sub-project evaluation dates and costs as well as monitors upcoming evaluations and projected costs. This is updated periodically.

5) *TAACS Funding Report*
This report is used to monitor funding for the TAACS program for the current fiscal year. This is updated periodically.

These reports bring a long standing request to fruition in that they have either become the standard reporting document, relied upon to provide weekly updates or they provide information on specific programmatic events within the budget process, necessary for a short period of time and not required again until next year's cycle. The significance of these reports is that an ARC institutional memory now exists and the next round will not only be routine but anticipated.

The Project Financial Monitoring System, PFMS, was also marked by considerable advances during this period. The system, a compiled d-base program, was transferred to ARC from another contractor and this switch, as well as the untested nature of the reports, produced considerable challenges. Each divisions began to routinely submit data entry forms that ARC then entered into the system. Work with each division was initiated to deal with some of the more complex data verification issues. ARC was involved in the production of the S&T/H Status Reports in April. Lessons learned in that exercise were numerous and have been addressed in conjunction with all parties involved in anticipation of the next round of reports due in October.

Additionally, an outline of a PFMS procedures manual was drafted as was a manual and training outline on the program and budget cycle and program documentation. The latter manual is to be used by S&T/H program assistants. This work was conducted by a part time consultant.

On-going tasks within the front office include: the calendar for the Assistant Administrator, a 3 month meeting projection done monthly; the regular bimonthly calendars (Meetings, Conferences and Program Events) used within the Division, scheduling the conference room and providing audio visual support. Other front office activities covered during this period were the environmental strategy report, copies of which were edited, bound, distributed and mailed, and the portfolio review meeting and luncheon (April 12, 199). ARC handled the logistics of planning the meeting and preparing the luncheon.

STEALTH

The individual programs assigned to Stealth include orphans and displaced children, prosthetics, TAACS, and several other *ad hoc* projects such one involving cholera. ARC assisted in these areas; specifically, in researching a report on blindness, pursuing on-going projects such as donor coordination, the information resource center and correspondence.

The second issue of The Health Herald, was printed and distributed. This periodic newsletter came about as a result of a recommendation made at the first Office of Health meeting of Cooperating Agencies. Designed as a simple informal means of improving communication, the purpose is to keep insiders apprised of AID's evolving health agenda.

Other accomplishments include the cataloging and tracking of Q&A's, the editing and distribution of the Office of Health weekly, designing forms for the evaluation of the orphans program, for the cholera initiative and the NCIH meeting. In addition, full-time clerical and administrative support was provided. Meetings and luncheons were held for the Mongolian Minister of Health (April 3, 1991) and the UNICEF luncheon (May 17, 1991).

Also under Stealth auspices, a report entitled Guatemala: Orphans, Street Children and Displaced Children was written by George Coleman who travelled to Guatemala May 3 - 19, 1991 as an ARC consultant to collect the necessary information.

In an effort to provide more information to HPN officers in the field, a monthly mailing of the Office of Health weekly reports has been distributed to all Missions. In addition, a master list of all HPN Officers and relevant A.I.D. contacts is being compiled and will be maintained at ARC.

In the area of Donor coordination, a background review of existing materials was carried out, meetings were facilitated to determine the scope of project, and additional sources of data were researched and identified. Other efforts involved coordinating multi-lateral donor meetings and facilitating all referrals regarding donor coordination.

Project Backstop responsibilities were identified as a Stealth task. In the absence of the AID officer, duties included attending meetings, writing reports, handling inquiries and reporting back to the individual project manager.

As part of the Prosthetics earmark, Stealth personnel advised Missions in project solicitation and review, answered inquiries from PVO's regarding proposal guidelines, solicited proposals from U.S.-based PVO's, reviewed projects for funding, facilitated the clearance process, and finally supported and assisted in the complex fielding of assessment teams.

With the new responsibilities and assignments, staffing needs were addressed by creating 3 new positions. Two professional positions and 1 administrative support position were approved. The administrative slot was filled by March 5 while the other positions were advertised and interviewing took place throughout the last week of this reporting period. It is expected that the positions will be filled within the next quarter.

Common to both efforts was the administrative support provided. This general support involved typing, faxing, answering phones, drafting correspondence and making trips to the Department of State. It included copying, filing and several large production efforts, collating, binding and mailing materials. We continue moving in the direction of dedicating staff toward a specific contract. This is a period of expansion for the contract as new roles and responsibilities are defined. It is anticipated that many more changes will take place in the next reporting period.

Staff Utilization as of June 30, 1991
DPE-5929-C-00-0049-00

Category	Hours Budgeted 9/90-9/91	Hours Used To Date	Percentage
Project Director*	656	742	113%
Asst. Project Director	410	544	133%
Project Assistants**	984	1168	119%
Admin. Assistants***	984	2480	252%
MIS Specialist	117	324	277%
Writer/Researcher	1558	808	52%
Facilities Coordinator	41	65	159%
Financial Mgmt Specialist	164	0	0%

* Catherine Savino as of May 1, 1991
** Nancy de Moraes and Lolita Jackmon
*** Phil Bermudez, Laura Hillier, Julia Brown and Tracy Groves as of May 5, 1991