



PD-ABE-089  
120 77071

---

ATLANTIC RESOURCES CORPORATION

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

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

**Progress Report for October 1 - December 31, 1991**

1601 NORTH KENT STREET, SUITE 1101  
ARLINGTON, VIRGINIA 22209  
(703) 351-7917 FAX  
(703) 351-7911

This reporting period covers October 1 through December 31, 1991. During this time period, there were a variety of tasks that were accomplished and several on-going activities continued to be maintained. The annual *Directory* of the Office of Health was published, a comprehensive press kit was written which summarized A.I.D.'s work in acute respiratory infections, and another round of status reports was completed.

### ***Front Office Activities***

The revision of the *Directory* took place during this time period. Due to an unexpectedly early deadline, the time frame for delivery was shortened considerably. Divisions were asked to submit updated information and these changes were incorporated into the final edition. This year's *Directory* was more user friendly with revisions of the project and sub-project lists making it easier to locate project details.

One special assignment during this time period was the request that a press kit be written to highlight A.I.D.'s involvement with acute respiratory infections. The International Consultation on the Control of Acute Respiratory Infections (ICARI) Conference was held December 11-13, 1991. An additional assignment called for this consultant to serve as a liaison to work with UNICEF, the Conference's prime sponsor, to coordinate activities. An ARC consultant, Victoria Butler, began working on November 21 and within the 2 week deadline, she completed the tasks. With initial guidance from A.I.D., Ms. Butler conducted a series of interviews with contractors most involved with ARI. The steps involved in putting together the press kit included locating and identifying appropriate pictures for newspaper reproduction, choosing a logo, writing and designing a series of fact sheets and obtaining the necessary clearances. The fact sheets included pieces on:

- USAID's Commitment to Reducing Childhood Deaths from ARI,
- Prevention: Key to Fighting Pneumonia
- USAID-funded Research to Preventing Pneumonia
- Saving Lives in Nepal, an example of a USAID-funded project
- USAID Improving Health Services in Developing Countries (quality assurance)
- Communication for Child Survival
- The Appropriate Use of Antibiotics in the Treatment of ARI
- Vaccines for Pneumonia

These press packets were requested by and will continue to be used by the A.I.D. Office of External Affairs in publicizing A.I.D.'s work in acute respiratory infections.

Other consultants were hired during this period. A consultant has been hired to write a project paper on the Emerging Health Initiatives Project. This included a review of background materials, participation in A.I.D. meetings on project design, and a paper that would summarize the perceived problem, the relevance of the project to A.I.D. policies and strategies, social, financial, and economic support as well as implementation considerations. The final paper is due no later than February 28, 1992.

Two retreats took place within the Office of Health during this time frame. The senior level Office of Health retreat took place on October 29, 1991. The AIDS Division retreat took place on November 26, 1992. The process of determining a facilitator required initial screening of several facilitators. Payment and schedules were coordinated among the two groups with ARC providing space for interviews.

Other front office activities including the on-going compilation of the weekly report. Programmatic reports on obligations schedules, evaluations schedules, the annual budget submission, congressional notification report and A.I.D. historical budget fact sheets were designed and

2

maintained. Cover sheets and PFMS data entry forms were also created.

### ***PFMS (Project Financial Monitoring System)***

The following details provide information on how the PFMS was utilized in developing status reports for each Office of Health division. Preliminary project financial status reports (1:1 reports) were printed out for divisions to verify data currently in the system for use in the status reports. Meetings were held with each division POA (program operations assistant) to determine a time schedule for data input.

In response to the 1:1 reports, divisions submitted extensive revisions. Data entry was completed in 2 1/2 weeks. Another round of status reports was printed, changes were made to the second drafts and final reports for each division were sent out. Division reviews were held from October 30 - November 7, 1991.

Changes to reports from the division level reviews were submitted on November 14 by the POA and CTO (cognizant technical officer) of each project. These changes were entered into the system and final reports were again distributed. Additional changes were honored on an *ad hoc* basis. Office level portfolio reviews were held on November 28th, 1991.

Changes to the Office level review were submitted. These were incorporated for use at the senior-level review held on December 9, 1991. Data clean-up with individual CTO's is seen as the next strategic goal and the first individual CTO meeting took place on December 20, 1991; the remainder will be completed in the next time period.

### ***RSCU (Regional Support Coordination Unit) Activities***

ARC provides support to the RSCU Unit formerly known as "Stealth". In general, the activities for this unit supported the following projects: the War Victim's Fund, Orphans and Displaced Children, Regional Coordination, Donor Coordination and the Information Resource Center. General administrative support is also provided. Three people support this unit, each involved in different phases of their activities.

This time frame saw much activity within this unit including meetings on street children where ARC represented and supported the A.I.D. officer in charge. This included making contact with several private voluntary agencies involved with street children and developing some familiarity with the overall problem as well as the A.I.D.'s response.

As part of providing support for the unit, staff attended meetings, provided feedback to the officer in charge, assisted in writing and editing papers ranging in subject from Congressional inquiries on health earmarks to reports on orphans. A book of final, cleared responses to Congressional inquiries was established and is being maintained for quick retrieval. A brief report on world blindness and a follow-up report on A.I.D. activities related to blindness was researched and prepared.

Support for the War Victims Fund has involved a number of activities including preparation, clearances, and follow-up on specific action memos. Assistance was also provided to help prepare required documents for all FY 1991 projects.

A Vietnam Assessment Team was formed and organizing the trip included pre-planning meetings, team preparations, travel arrangements, and debriefing. Provision for the funding of projects in Mozambique, Angola, Vietnam and Ethiopia included preparing and attending planning meetings and drafting specialized Memos of Understanding. Clearance on each of these projects has not yet been received.

Several evaluations of ongoing projects are being planned and work to organize these has begun. In support of a recent trip to Nigeria and Uganda, concentrated assistance was provided to identify and catalog material needed for the evaluation. In addition to locating sources of the required material, an inventory was taken, boxes were packed, and transported, all in a brief time frame. Subsequently, much time was devoted to tracing at least one of the packages since it did not arrive when expected in Nigeria. (a credit was given, though the box was ultimately located).

As part of the RSCU support, ARC hired a consultant for a field assessment mission in Ethiopia. After attending meetings, participating in discussions and helping to evaluate an ongoing development program as related to the A.I.D. mission, the consultant also prepared comments and participated in the writing of a final report.

Support for Regional Coordination includes a variety of general functions. Focus country lists were prepared, distributed and updated. Letters to field missions were drafted, prepared and sent out to missions.

### ***Temporary Hires***

This contract continues to provide temporary help to the Office of Health on a part-time, as needed basis. This support continued during this time frame. Procedures on specific responsibilities were addressed and guidance from the Office of Health was incorporated into ARC procedures. Weekly meetings for the temporary hires were initiated and these meetings are used to present information, answer questions and keep people apprised of the current status of their positions.

Secretarial support is provided which mostly consists of typing, maintaining files, providing support for individual meetings, handling large mailings, distributing and tracking cables and the other tasks associated with administrative support.

Contract expansion has proceeded as the Office of Health has required. Overall readjustment are expected to be completed within the next reporting period to reflect the current status of direct hire labor. The issue of hiring a deputy director and replacing the temporary MIS specialist also will be addressed in the next reporting period.

41

**Staff Utilization as of December 31, 1991**  
**DPE-5929-C-00-0049-00**

<b>Category</b>	<b>Hours Budgeted 9/90-12/91</b>	<b>Hours Used to Date</b>	<b>Percentage</b>
Project Director*	820	1202	147%
Asst. Project Director	512.5	544	106%
Project Assistants**	1230	2832	230%
Admin. Assistants***	1230	6200	504%
MIS Specialist	146.25	825	564%
Writer/Researcher	1947.5	789	41%
Facilities Coordinator	51.25	73	142%
Typists (off-site)	205	242	118%

\* Catherine Savino as of 5/1/91

\*\* Martha Paschal - 10/1/91

Lolita Jackmon - 5/22/91

Ashton Douglass - 7/1/91

Deb Ashner - 7/4/91

\*\*\* Phil Bermudez, Laura Hillier

Julia Brown - 3/22/91

Tracy Groves - 5/ 5/91

Temporary hires as of 9/91:

Apryl Carpenter, LaVern Wade, Michele Winter, Matt Watkins

5