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FY93 Workplan, Q1 - Q3
Cooperative Agreement No. DAN-5115-A-00-7114-00
United States Agency for International Development

Submitted by

The Nutrition Foundation, Inc.

31 July 1992

**International Vitamin A Consultative Group (IVACG)
FY93 Work Plan (1 October 1992 through 30 June 1993)**

Program Objectives for Fiscal Year 1993
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The Nutrition Foundation, Inc., serving as the IVACG Secretariat, plans to undertake the following activities related to IVACG during this fiscal year:

1. Organize and arrange the XV IVACG Meeting to be held in Tanzania in Q2FY93;
2. Plan, organize, and convene one IVACG Steering Committee meeting;
3. Facilitate the work of the IVACG regional representatives for Africa;
4. Complete and publish a document on guidelines for distribution of vitamin A with immunization programs;
5. Publicize a resource manual on nutrition communication in vitamin A programs;
6. Complete and publish a guide to current methods of assessing vitamin A status;
7. Continue meetings and initiate publications of the Joint Micronutrient Consultative Groups (JMCG) for the purpose of coordinating IVACG, INACG, and ICCIDD activities;
8. Organize a small technical meeting in Washington, DC, for a specific topic of interest to IVACG, bringing together top scientific experts from developing and developed countries;
9. Revise and republish *Guidelines for the Development of a Simplified Dietary Assessment to Identify Groups at Risk for Inadequate Intake of Vitamin A*;
10. Provide information on vitamin A to scientists, government ministries, policy makers, and managers of field programs;
11. Provide IVACG news to various newsletters, periodicals, and information centers to increase exposure and understanding of the program and the problem of vitamin A deficiency;

Program Objectives for Fiscal Year 1993 (Continued)

12. Provide annual and quarterly financial and trip reports as requested in the cooperative agreement; and
13. Participate in activities being organized by the U.N. and other groups to coordinate public health activities aimed at micronutrient malnutrition.

**International Vitamin A Consultative Group (IVACG)
FY93 Workplan (1 October 1992 through 30 June 1993)**

Workplan Activity Links to Cooperative Agreement Program Objectives

The following objectives stated on pages 30 and 31 of Cooperative Agreement No. DAN-5115-A-00-7114-00, Modification #04, are supported by the IVACG FY93 workplan to be undertaken by The Nutrition Foundation, Inc. Numbers following in parentheses refer to the IVACG objectives itemized on the previous page and described by fiscal year quarters in succeeding sections.

1. Organize and arrange conferences, workshops, and other types of meetings (1,2,7,8)
2. Manage the publication of scientific and technical monographs, papers, and reports (1,4,5,6,9)
3. Arrange for appropriate consultative services for task forces, subcommittees, and working groups (2,4,5,6,8,9)
4. Maintain correspondence and liaison with various international organizations (government, nongovernmental, commercial, and agencies in the United Nations system) (1,2,3,7,8,10,11,13)
5. Function as a referral system to state-of-the-art repositories of subject information (3,10,11)
6. Encourage and promote policies, planning, research, and operations needed to move IVACG toward obtaining its objectives (2,3,7,8,13)
7. Organize and facilitate the advisory functions of IVACG (2,3,7,10,13)
8. Expand and promote communications between the various organizations engaged in programs to prevent vitamin A deficiency and xerophthalmia in less developed countries (LDCs) (1,2,3,5,7,8,10,11,13)

**International Vitamin A Consultative Group (IVACG)
FY93 Workplan, by Quarters**

The Nutrition Foundation, Inc., serving as the IVACG Secretariat, plans to undertake the following activities related to IVACG during this fiscal year:

Q1FY93 (1 October - 31 December 1992)
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XV IVACG Meeting

The secretariat will continue logistical preparations for the XV IVACG Meeting. These preparations include making travel and visa arrangements for IVACG-sponsored participants, coordinating the study tours to be held after the meeting, and communicating with the hotels and conference facility regarding contract details.

The meeting program will be finalized at this time and confirmations will be issued to all individuals attending the meeting. In addition, special confirmations will be issued for presenters and session chairs. Initial design of the meeting packets and evaluation forms will begin during this quarter.

Steering Committee

The secretariat will consult the IVACG Steering Committee as needed regarding plans for the XV IVACG Meeting. In addition, the secretariat will consult steering committee members regarding agenda items for their discussion during the XV IVACG Meeting.

Regional Representatives for Africa

The program manager will consult with Dr. Moses Chirambo to develop a set of slides to illustrate typical points included in presentations given on IVACG's behalf by the three IVACG Regional Representatives for Africa.

Task Force on the Integration of Vitamin A Distribution with Immunization Programs

The revised draft manuscript "Guidelines for the Use of Vitamin A in Immunization Programmes" resulting from the June 1992 meeting "Informal Consultation on Vitamin A Supplements Through EPI" will be presented to the Expanded Programme on Immunization Global Advisory Group (GAG). Pending the GAG's

positive response, the secretariat will work with WHO colleagues to finalize text and design for the publication. Printers' bids will be obtained and the document will go to press at the close of the quarter.

Communication/Education Task Force

The task force report will be available for distribution during this quarter. The secretariat will issue a news release to publicize the new book. Copies will be provided to task force members and others involved in preparation of the document. The book will be added to the IVACG publications order form and a copy will be forwarded to the *Journal of Nutrition Education* for review.

Assessment Methodology Task Force

Pending agreement of IVACG Steering Committee members during their August 1992 meeting, the task force manuscript will be finalized following incorporation of comments from task force and IVACG Steering Committee members. Printers' bids will be obtained and the final design of the publication determined. The secretariat will prepare the manuscript for the printer and send the document to press at the end of the quarter.

Technical Meetings

The secretariat will begin preparations for a small technical meeting to be held in Q3FY93 related to the public health implications of vitamin A deficiency in developing countries. The specific topic and agenda for the meeting will be determined in consultation with the IVACG project officer and the steering committee and in consideration of topics already sufficiently addressed in other meetings. Examples of topics that could be considered include (1) current scientific data on the role of vitamin A in the immune response and the application of this information to developing country populations and (2) necessary components for a successful food-based intervention for preventing vitamin A deficiency.

During this quarter the secretariat will issue invitations to meeting participants. The invitation list will be determined in consultation with the IVACG project officer and the IVACG Steering Committee, and will include representatives from developing countries. The meeting will be held in Washington, D.C. Expenses incurred by meeting participants will be reimbursed by IVACG. Each participant will be asked to provide a brief paper related to their specific expertise. This paper will be circulated to other meeting participants in advance of the meeting. The secretariat will facilitate logistical arrangements for the meeting.

Publications

Pending approval by the IVACG Steering Committee and AID, support for the *Xerophthalmia Club Bulletin* will be discontinued. IVACG will continue to disseminate information concerning IVACG activities and vitamin A-related issues through the ACC/SCN newsletter, *VITAL News*, HKI's *Vitamin A News Notes*, and other publications.

Pending approval of the steering committee and AID, the secretariat will work with designated individuals to revise the IVACG publication *Guidelines for the Development of a Simplified Dietary Assessment to Identify Groups at Risk for Inadequate Intake of Vitamin A*.

Liaison with Micronutrient Programs

The secretariat will keep abreast of meetings, conferences, and workshops on micronutrient malnutrition to ensure IVACG participation, if appropriate. The secretariat will submit information on IVACG activities to appropriate newsletters, including the ACC/SCN newsletter.

Joint Micronutrient Consultative Groups

IVACG representatives will be invited to participate in a joint meeting of the three micronutrient consultative groups held during this quarter. The focus of this meeting will be to review matrices developed for coordinated assessment methods and intervention strategies and to discuss evaluation techniques.

Administrative

IVACG information will be included in the Q4FY92 report and in the FY92 Annual Report of Cooperative Agreement No. DAN-5115-A-00-7114-00.

Information Requests

During this fiscal year the secretariat will continue to provide information regarding vitamin A deficiency and xerophthalmia when this information is requested by government ministries, policy makers, scientists, and managers of field programs. Based on previous years, the secretariat anticipates receiving 300 requests for IVACG information during the period Q1 - Q3FY93.

The database established for information requests during FY91 will be maintained and expanded to enable evaluation of geographic demand for IVACG information.

The secretariat will promote information concerning vitamin A deficiency and xerophthalmia and increase liaisons with other organizations through exhibiting at local, national, and international conferences and meetings. Additionally, the secretariat will provide IVACG information to members of the steering committee and the IVACG regional representatives for Africa for their use when traveling on behalf of IVACG. These efforts facilitate the work of private voluntary organizations, nongovernmental organizations, and agencies working in developing countries.

News Releases

The secretariat will announce the availability of the Communication/Education Task Force report and other IVACG documents through news releases to newsletters, other periodicals, and information centers. The secretariat will also provide these news releases to agencies, nongovernmental organizations, and institutions that may have an interest in vitamin A deficiency.

XV IVACG Meeting

The secretariat will finalize preparations for the XV IVACG Meeting. Working in coordination with the local organizing committee, the secretariat will organize the meeting packets, and finalize travel and program details. In addition, secretariat staff will ensure that session chairs and rapporteurs have the appropriate abstracts and biographical information prior to the meeting.

In March 1993 the secretariat will host the XV IVACG Meeting in Tanzania. The meeting will be cosponsored by the Tanzania Food and Nutrition Centre (TFNC) and the National Vitamin A Consultative Group (NVACG) of Tanzania. The meeting program will include a national symposium organized by Tanzanian colleagues. In addition, the meeting will provide an opportunity for several nongovernmental organizations to hold meetings. Following the IVACG meeting, study tours will be offered to interested participants.

During the meeting, secretariat staff will provide financial management through assistance with expense reports of NF-sponsored participants and the payment of hotel and meeting facilities. In addition, the secretariat will provide support through the collection of abstracts, papers, and evaluations, and will facilitate the coordination of study tours, international press coverage, and add-on meetings of other organizations.

Following the meeting, the secretariat will initiate work on the meeting summary, pay outstanding reimbursements, and begin to summarize the evaluations received at the meeting.

Steering Committee

The secretariat will make all necessary arrangements for the steering committee meeting tentatively scheduled just prior to the start of the XV IVACG Meeting. Arrangements will also be made for the steering committee to meet with the IVACG regional representatives for Africa during the XV IVACG Meeting. Both meetings will be held and draft minutes prepared at the close of the quarter.

Regional Representatives for Africa

The secretariat will distribute a set of appropriate slides to each of the three IVACG regional representatives for Africa.

The regional representatives will meet with the IVACG Steering Committee members during the XV IVACG Meeting. Draft minutes will be prepared and circulated.

Task Force on the Integration of Vitamin A Distribution with Immunization Programs

Pending satisfactory progress in the previous two quarters, the English version of the document will be available for distribution during this quarter. The secretariat will issue a news release to publicize the new publication, and add this document to the publications order form. The desirability and feasibility of translations of this document will be assessed with the sponsoring groups. If there is a positive response, translations and appropriate review will proceed under the direction of one of the collaborating groups.

Communication/Education Task Force

Distribution of the task force document will continue this quarter.

Assessment Methodology Task Force

* Pending satisfactory progress in the previous two quarters, the task force document will be available for distribution during this quarter. The secretariat will issue a news release to publicize the document, and add the document to the publications order form.

Technical Meetings

The secretariat will collect papers and continue various arrangements for the small technical meeting scheduled for Q3FY93. Technical papers will be prepared by invited participants during Q2FY93.

Publications

The secretariat will work with designated individuals to complete the revision of the text of *Guidelines for the Development of a Simplified Dietary Assessment to Identify Groups at Risk for Inadequate Intake of Vitamin A* during this quarter.

Liaison with Micronutrient Programs

The IVACG Steering Committee and secretariat, in consultation with AID, will examine the outcomes of the International Conference on Nutrition and the Administrative Committee on Coordination-Subcommittee on Nutrition (ACC/SCN) meeting and determine how best to support follow-up actions addressing micronutrient deficiencies.

Joint Micronutrient Consultative Groups

The secretariat and members of the IVACG Steering Committee will organize a session at the XV IVACG Meeting on coordination of micronutrient programs with vitamin A. Representatives of INACG will also attend. Representatives of ICCIDD will be invited to attend at their own expense.

Administrative

IVACG information will be included in the Q1FY93 report.

Information Requests

The secretariat will provide IVACG publications and other related material to scientists, policy makers, government ministries, and others that request it. Database entry will continue with periodic evaluation of results.

News Releases

Pending successful publication, the secretariat will announce the availability of two new IVACG publications--the document concerning integration of vitamin A distribution with immunization programs and the assessment methodology task force report--through news releases to newsletters, other periodicals, and information centers. The secretariat will also provide these news releases to agencies, nongovernmental organizations, and institutions that may have an interest in vitamin A deficiency.

XV IVACG Meeting

A trip report related to the XV IVACG Meeting will be prepared and submitted to the project officer.

The secretariat will prepare the meeting summary for publication. This process includes copy editing, design work, and review by AID and the IVACG Steering Committee. Printers' bids will be obtained and the document will go to press during this quarter.

The secretariat will also complete any outstanding financial matters related to the XV IVACG Meeting.

Steering Committee

The steering committee will be consulted as needed in preparing the summary of the XV IVACG Meeting.

Regional Representatives for Africa

The program manager will consult the regional representatives to complete financial transactions for FY93 and obtain all appropriate documentation of expenses. The secretariat will inform the regional representatives concerning plans for the completion of Cooperative Agreement No. DAN-5115-A-00-7114-00 and their contribution to the final report.

Task Force on the Integration of Vitamin A Distribution with Immunization Programs

If agreed upon during Q2, translations of the task force document will go to press this quarter. Distribution of the English version will continue.

Communication/Education Task Force

Distribution of the task force report will continue.

Assessment Methodology Task Force

Distribution of the task force document will continue.

Technical Meetings

The secretariat will circulate meeting papers to participants and make final arrangements for the technical meeting. The meeting will be held in Washington, D.C. at the end of the quarter.

Publications

The revised text for *Guidelines for the Development of a Simplified Dietary Assessment to Identify Groups at Risk for Inadequate Intake of Vitamin A* will be circulated for review as needed. Following this review, the secretariat will finalize the text and design to prepare for printing. The secretariat will obtain printers' bids.

Liaison with Micronutrient Programs

The secretariat will keep abreast of meetings; conferences, and workshops on micronutrient malnutrition to ensure IVACG participation, if appropriate. The secretariat will submit information on IVACG activities to appropriate newsletters, including the ACC/SCN newsletter.

Joint Micronutrient Consultative Groups

IVACG will participate in a joint meeting of the three micronutrient consultative groups. The group will review a document prepared by the secretariat which summarizes the JMCG's previous deliberations on the best approaches to coordinating assessment, intervention, and evaluation methods to prevent micronutrient malnutrition. The secretariat will provide a meeting summary for review by AID and the meeting participants.

Administrative

IVACG information will be included in the report for Q2FY93. Appropriate IVACG activity and budget information will be reviewed to complete Cooperative Agreement No. DAN-5115-A-00-7114-00. Drafts of the Q3FY93 report, the FY93 annual report, and the final report of the cooperative agreement will be prepared.

Information Requests

The secretariat will provide IVACG publications and other related material to scientists, policy makers, government ministries, and others that request it. The secretariat will compile a final report of responses to information requests for the FY93 Annual Report and for the final report of Cooperative Agreement No. DAN-5115-A-00-7114-00.

News Releases

The availability of the summary of the XV IVACG Meeting will be announced through news releases to newsletters, other periodicals, and information centers.

IVACG FY93 WORKPLAN, BY QUARTERS

Area	Q1 (October-December)	Q2 (January-March)	Q3 (April-June)
XV IVACG Meeting	Continue logistical and organizational arrangements in preparation for the meeting; Finalize program	Complete preparations; Host meeting in Tanzania; Begin reports	Prepare and publish meeting summary; Announce its availability
Steering Committee	Consult members concerning XV IVACG Meeting and the next steering committee meeting	Hold meeting in conjunction with XV IVACG Meeting; Circulate draft minutes	Consult members regarding meeting summary
Regional Representatives for Africa	Develop slide set	Distribute slide set; Hold meeting with steering committee at XV IVACG Meeting	Conduct final accounting for FY93 and CA
Immunization Task Force	Pending approval, revise and print task force document	Announce and distribute document; If feasible, prepare French and Spanish translations	Print translations of task force document
Communication/Education Task Force	Announce and distribute task force document	Distribute task force document	Distribute document
Assessment Methodology Task Force	Pending approval, finalize and print task document printed	Announce and distribute task force document	Distribute document
Technical Meetings	Determine topic; Issue invitations	Collect papers for meeting; Continue arrangements	Circulate technical papers; Make final preparations and host meeting in Washington, D.C.
Publications	Revise <u>Dietary Assessment</u>	Complete revision of <u>Dietary Assessment</u>	Prepare revised document for printing
Liaison with Micronutrient Programs	Participate in conferences relating to micronutrient malnutrition	Determine follow-up actions to ICN and ACC/SCN meetings	Participate in conferences relating to micronutrient malnutrition
Joint Micronutrient Consultative Groups	IVACG representatives participate in joint meeting with INACG and ICCIDD	Include session on coordinated micronutrient strategies in XV IVACG Meeting	IVACG representatives participate in a joint meeting with IVACG and ICCIDD
Administrative	Prepare and submit quarterly report; Prepare and submit annual report for FY92	Prepare and submit quarterly report	Prepare and submit quarterly report; Prepare drafts of Q3FY93 report, FY93 annual report, and CA final report
Information Requests	Respond to inquiries	Respond to inquiries	Respond to inquiries
News Releases	Announce availability of Communication/Education Task Force report	Announce availability of the Immunization Task Force and Assessment Methodology Task Force reports	Announce availability of the summary of the XV IVACG Meeting

IVACG FY93 BUDGET

Program Expenses by Quarter, FY93

IVACG	Q1	Q2	Q3	Total
Direct Labor	20,970	27,710	26,213	74,893
Fringe Benefits	6,291	8,313	7,864	22,468
Temporary Help	2,450	2,590	1,960	7,000
Consultants	0	0	0	0
Publications & Support	45,000	0	5,000	50,000
Travel	1,500	67,000	33,062	101,562
Per Diem	360	8,200	4,680	13,240
Supplies	1,428	1,768	804	4,000
Equipment Purchase	0	0	0	0
Office Lease	2,782	3,675	3,477	9,934
General Expenses	504	670	630	1,804
Fiscal Administration	616	814	770	2,200
Communications	5,934	11,585	15,626	33,145
Meeting Room Rental	0	4,000	1,000	5,000
Total Direct	87,835	136,325	101,086	325,246
Indirect (12%)	10,540	16,359	12,130	39,029
Total Amount	98,375	152,684	113,216	364,275

**International Nutritional Anemia Consultative Group (INACG)
FY93 Workplan (1 October 1992 through 30 June 1993)**

Program Objectives for Fiscal Year 1993
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The Nutrition Foundation, Inc., serving as the INACG Secretariat, plans to undertake the following activities related to INACG during this fiscal year:

1. Sponsor one meeting of the INACG Steering Committee;
2. With advice from the INACG project officer, invite a prominent scientist with expertise in nutritional anemia to chair INACG;
3. Edit and publish a monograph on sodium iron EDTA (NaFeEDTA) as an acceptable and desirable fortificant;
4. Plan and hold a meeting of the Social Marketing Task Force to update--and publish if possible--the report "Beyond Tired Blood: Iron Deficiency Anemia;"
5. Revise, edit, and publish the mental and behavioral development document;
6. Review INACG publications to identify those needing revision; appoint task forces to undertake the revision process and publish the results;
7. Participate in activities being organized by the U.N. and other groups to coordinate public health activities aimed at micronutrient malnutrition;
8. Continue meetings and initiate publications of the Joint Micronutrient Consultative Groups (JMCG) for the purpose of coordinating INACG, IVACG, and ICCIDD activities;
9. Provide information on nutritional anemia to scientists, government ministries, policy-makers, and managers of field programs;
10. Provide INACG news to various newsletters, periodicals, and information centers to increase exposure and understanding of the program, thereby building the INACG network; and
11. Provide annual and quarterly financial and trip reports as requested in the cooperative agreement.

**International Nutritional Anemia Consultative Group (INACG)
FY93 Workplan (1 October 1992 through 30 June 1993)**

Workplan Activity Links to Cooperative Agreement Program Objectives

The following objectives stated on pages 32 and 33 of Cooperative Agreement No. DAN-5115-A-00-7114-00, Modification #04, are supported by the INACG FY93 workplan to be undertaken by The Nutrition Foundation, Inc. Numbers following in parentheses relate to the INACG objectives itemized on the previous page and described by fiscal year quarters in succeeding sections.

1. Organize and arrange conferences, workshops, and other types of meetings (1,4,5,6,8)
2. Manage the publication of scientific and technical monographs, papers, and reports (3,4,5,6,8)
3. Arrange for appropriate consultative services for task forces, subcommittees, and working groups (1,3,4,5,6)
4. Maintain correspondence and liaison with various international organizations (government, nongovernmental, commercial, and agencies in the United Nations system) (7,8,9,10)
5. Function as a referral system to state-of-the-art repositories of subject information (3,4,5,6,9,10)
6. Encourage and promote policies, planning, research, and operations needed to move the INACG toward obtaining its objectives (7,9,10)
7. Organize and facilitate the advisory functions of INACG (1,3,7,8)
8. Expand and promote communications between the various organizations engaged in programs to prevent iron deficiency and anemia in less developed countries (6,7,9,10)

**International Nutritional Anemia Consultative Group (INACG)
FY93 Workplan, by Quarters**

The Nutrition Foundation, Inc., serving as the INACG Secretariat, plans to undertake the following activities related to INACG during this fiscal year:

Q1FY93 (1 October - 31 December 1992)

INACG Chairman

With advice from the INACG project officer, the secretariat will invite a prominent scientist with expertise in nutritional anemia to chair INACG. This individual will automatically become a member of the INACG Steering Committee.

Steering Committee

The secretariat will make all necessary logistical arrangements for holding an INACG Steering Committee meeting in conjunction with the XV INACG Meeting in Tanzania.

A slide set for a general INACG presentation will be developed and made available to steering committee members.

Task Force on NaFeEDTA

The monograph manuscript prepared in September 1992 will be readied for publication. The process will include copy editing and final reviews.

Social Marketing Policy Paper

Since the draft document "Beyond Tired Blood: Iron Deficiency Anemia--A New Child Survival Priority" is now several years old, a small task force of experts in social marketing and nutritional anemia will be organized to review the draft and suggest changes in order to bring it up-to-date with current research.

Mental and Behavioral Development Document

An INACG task force working with a consultant drafted a description of the role of nutritional anemia in disrupting mental and behavioral development in FY90-91.

The secretariat and the INACG project officer concurred that the draft was too long and too in-depth to capture the attention of policy makers.

The draft document will be revised into a shorter, more action-oriented document focused on the effects of iron deficiency anemia on mental and behavioral development.

Publications

After consultation with the steering committee regarding INACG publications needing revision, the secretariat will summarize the comments and draft a revision schedule for review by AID. Priority will be given to those INACG documents useful in developing coordinated micronutrient intervention strategies.

Liaison with Micronutrient Programs

The secretariat will keep abreast of meetings, conferences, and workshops on micronutrient malnutrition to ensure INACG participation, if appropriate. The secretariat will submit information on INACG activities to appropriate newsletters, including the ACC/SCN newsletter.

Joint Micronutrient Consultative Groups

INACG representatives will be invited to participate in a joint meeting of the three micronutrient consultative groups held during this quarter. See IVACG Q1FY93 Workplan (page 7) for more information.

Administrative

INACG information will be included in the Q4FY92 report, as well as in the Annual Report for FY92, and submitted under the terms of Cooperative Agreement No. DAN-5115-A-00-7114-00.

Information Requests

In fiscal year 1993 the secretariat will continue to provide information regarding nutritional anemia when this information is requested by government ministries, policy-makers, scientists, and managers of field programs. The secretariat anticipates receiving over 200 requests for INACG information during the period Q1 - Q3FY93.

News Releases

A news release announcing the appointment of the INACG Chairman will be distributed to the general mailing list.

Steering Committee

The steering committee will meet in conjunction with the XV IVACG Meeting in Tanzania. The meeting agenda will be developed in consultation with the steering committee chairman, the INACG project officer, and the new INACG chairman. Minutes will be drafted and circulated for review.

Task Force on NaFeEDTA

The monograph will be published and distributed to appropriate individuals on the INACG mailing list. Copies will be made available to the WHO/FAO Joint Expert Committee on Food Additives.

Social Marketing Policy Paper

The updated document will be edited for publication.

Mental and Behavioral Development Document

The revision process will continue with review of revised material by outside experts.

Publications

The secretariat will initiate revision of the first-priority INACG documents. The revision process will be determined by the nature of the revisions needed.

Liaison with Micronutrient Programs

The secretariat will keep abreast of meetings, conferences, and workshops on micronutrient malnutrition to ensure INACG participation, if appropriate. The secretariat will submit information on INACG activities to appropriate newsletters, including the ACC/SCN newsletter.

Joint Micronutrient Consultative Groups

The XV IVACG Meeting will include a session on coordination of other micronutrient programs with vitamin A. The secretariat and members of the INACG Steering Committee will attend this session.

Administrative

INACG information will be included in the Q1FY93 quarterly report submitted under the terms of Cooperative Agreement No. DAN-5115-A-00-7114-00. A trip report for the INACG Steering Committee meeting will be written and submitted to AID.

Information Requests

The secretariat will continue to provide information regarding nutritional anemia when this information is requested by government ministries, policy-makers, scientists, and managers of field programs.

News Releases

Availability of the NaFeEDTA monograph will be announced.

Social Marketing Policy Paper

Pending satisfactory progress in the previous two quarters, the paper will be printed and widely distributed.

Mental and Behavioral Development Document

Pending satisfactory progress in the previous two quarters, the document will be printed and widely distributed. Spanish and French translations will be initiated.

Publications

The INACG publications revision process will continue.

Liaison with Micronutrient Programs

The secretariat will keep abreast of meetings, conferences, and workshops on micronutrient malnutrition to ensure INACG participation, if appropriate. The secretariat will submit information on INACG activities to appropriate newsletters, including the ACC/SCN newsletter.

Joint Micronutrient Consultative Groups

INACG will participate in a joint meeting of the three micronutrient consultative groups. Following the meeting, the secretariat will provide a meeting summary to AID and meeting participants for review. See IVACG Q3FY93 Workplan (page 13) for more details.

Administrative

INACG information will be included in the Q2FY93 report. Appropriate INACG activity and budget information will be reviewed to complete Cooperative Agreement No. DAN-5115-A-00-7114-00. Drafts of the Q3FY93 report, the FY93 annual report, and the final report of the cooperative agreement will be prepared.

Information Requests

The secretariat will continue to provide information regarding nutritional anemia when this information is requested by government ministries, policy-makers, scientists, and managers of field programs.

News Releases

The availability of the two new INACG publications--the mental and behavioral development document and the social marketing paper--will be announced.

INACG FY93 WORKPLAN, BY QUARTERS			
Area	Q1 (October-December)	Q2 (January-March)	Q3 (April-June)
Steering Committee	Make logistical arrangements for meeting in Tanzania; Develop and distribute slide set for INACG presentations	Hold meeting in conjunction with XV IVACG Meeting in Tanzania; Prepare minutes; Prepare and submit trip report	
Task Force on NaFeEDTA	Complete editing and review of manuscripts	Publish and distribute the monograph; Provide copies to WHO/FAO JECFA	Distribute document
Social Marketing Policy Paper	Organize a task force meeting to review and update current draft	Prepare document for publication	Print and distribute the document
Mental and Behavioral Development Document	Revise current draft	Outside experts review revised draft	Print and distribute the document; Initiate French and Spanish translations
Publications	Develop a revision schedule for current INACG publications	Initiate revision of first-priority documents	Continue revision process
Liaison with Micronutrient Programs	Participate in conferences relating to micronutrient malnutrition	Participate in conferences relating to micronutrient malnutrition	Participate in conferences relating to micronutrient malnutrition
Joint Micronutrient Consultative Groups	INACG representatives participate in joint meeting with IVACG and ICCIDD	INACG representatives will attend XV IVACG Meeting session on coordinated micronutrient strategies	INACG representatives participate in joint meeting with IVACG and ICCIDD
Administrative	Prepare and submit Q4FY92 report; Prepare and submit annual report for FY92	Prepare and submit Q1FY93 report	Prepare and submit Q2FY93 report; Prepare drafts of Q3FY93 report, FY93 annual report, and CA final report
Information Requests	Respond to inquiries	Respond to inquiries	Respond to inquiries
News Releases	Announce appointment of INACG Chairman	Announce publication of NaFeEDTA monograph	Announce availability of mental and behavioral development and social marketing task force documents

INACG FY93 BUDGET

Program Expenses by Quarter, FY93

INACG	Q1	Q2	Q3	Total
Direct Labor	8,263	11,630	10,712	30,605
Fringe Benefits	2,479	3,489	3,214	9,182
Temporary Help	0	0	0	0
Consultants	0	0	0	0
Publications & Support	0	12,500	3,000	15,500
Travel	1,800	13,459	1,800	17,059
Per Diem	360	1,540	360	2,260
Supplies	594	836	770	2,200
Equipment Purchase	0	0	0	0
Office Lease	1,176	1,656	1,525	4,357
General Expenses	374	526	484	1,384
Fiscal Administration	459	646	595	1,700
Communications	3,200	4,503	4,147	11,850
Meeting Room Rental	0	1,000	0	1,000
Total Direct	18,705	51,785	26,607	97,097
Indirect (12%)	2,245	6,214	3,193	11,652
Total Amount	20,950	57,999	29,800	108,749

**International Nutrition Planners Forum (INPF)
FY93 Workplan (1 October 1992 through 30 June 1993)**

Program Objectives for Fiscal Year 1993
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The Nutrition Foundation, Inc., serving as the INPF Secretariat, plans to undertake the following activities related to INPF during this fiscal year:

1. Plan and hold a steering committee meeting to plan the theme for the Seventh INPF Conference and select the conference site;
2. Publish French and Spanish translations of "Effective Communication for Behavioral Change;"
3. Develop an annotated bibliography of publications on nutrition communication as an aid for those developing nutrition communication programs;
4. Provide expertise to FAO as they develop a nutrition education program as an outgrowth of the International Conference on Nutrition;
5. Distribute INPF documents to individuals and groups that request them for use in training programs to provide sound nutrition principles;
6. Provide INPF news to various newsletters and information centers to increase exposure and understanding of INPF and its mission;
7. Maintain and expand the INPF mailing list of AID-nominated participants for future INPF conferences; and
8. Provide annual and quarterly financial and trip reports as requested in the cooperative agreement.

**International Nutrition Planners Forum (INPF)
FY93 Workplan (1 October 1992 through 30 June 1993)**

Workplan Activity Links to Cooperative Agreement Program Objectives
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The following objectives stated on pages 34 and 35 of Cooperative Agreement No. DAN-5115-A-00-7114-00, Modification #04, are supported by the INPF FY93 workplan to be undertaken by The Nutrition Foundation, Inc. Numbers following in parentheses relate to the INPF objectives itemized on the previous page and described by fiscal year quarters in succeeding sections.

1. Organize, arrange, and support INPF Steering Committee meeting(s) (1)
2. Manage the publication of proceedings and reports (2,3,8)
3. Maintain correspondence and liaison with various international organizations (government, nongovernmental, commercial, and agencies in the United Nations system) (4,5,6)
4. Organize, arrange, and support the INPF Conference (including all logistical details) (1)
5. Maintain and expand a list of developing country specialists nominated by AID/Washington, AID Missions, and other sources, to participate in the 1993 INPF Conference (1,7)
6. Function as a referral system to state-of-the-art repositories of subject information (5,6)
7. Encourage and promote policies, planning, research, and operations needed to move the INPF toward obtaining its objectives (1,4,5)
8. Organize and facilitate the advisory functions of INPF (1,4,5,6)
9. Expand and promote communications between the various organizations engaged in nutrition programs in less developed countries (1-6)

**International Nutrition Planners Forum (INPF)
FY93 Workplan, by Quarters**

The Nutrition Foundation, Inc., serving as the INPF Secretariat, plans to undertake the following activities related to INPF during this fiscal year:

Q1FY93 (1 October - 31 December 1992)

Steering Committee

All necessary logistical arrangements will be made for holding an INPF Steering Committee meeting in conjunction with the XV IVACG Meeting in March 1993.

Publications

The summary of the Sixth INPF Conference, "Effective Communication for Behavioral Change," will be translated into French and Spanish.

Annotated Bibliography of Nutrition Communication Publications

The INPF Steering Committee encouraged the secretariat to develop a practical "how-to" guide for successful nutrition communication programs, based on the summaries of the last two INPF meetings.

Since there are a variety of such manuals available, the secretariat proposes that an annotated bibliography of pertinent publications would be of greater value.

After consultation with the INPF project officer, the secretariat will contract with a consultant to develop such a document.

Liaison Function

The INPF Secretariat will continue its liaison efforts with less developed countries, donor organizations, and nutrition communication experts to apprise them of the availability of INPF documents. This will be accomplished through a number of mechanisms including correspondence, news releases, and articles in appropriate publications. For example, the secretariat will contact the Food and Agriculture Organization of the United Nations (FAO) and offer to provide expertise for their nutrition education program to be initiated in Q2FY93.

Mailing List Development

Mailing list development will be a priority to facilitate wide distribution of the French and Spanish translations described above to appropriate audiences.

Administrative

INPF information will be included in the Q4FY92 report, as well as in the Annual Report for FY92 submitted under the terms of Cooperative Agreement No. DAN-5115-A-00-7114-00.

Steering Committee

A steering committee meeting will be held this quarter in conjunction with the XV IVACG Meeting. The agenda will include initial planning for the Seventh INPF Conference to be held in 1993. The secretariat will prepare an agenda in consultation with the INPF project officer. Minutes of the meeting will be prepared and submitted to AID.

Publications

French and Spanish translations of "Effective Nutrition Communication for Behavior Change" will be printed and distributed. This is the summary of the Sixth INPF Conference. A news release announcing the availability of these translations will be issued.

Annotated Bibliography of Nutrition Communication Publications

The draft bibliography will be reviewed by the steering committee and others selected by the secretariat in consultation with the INPF project officer.

Liaison Function

The secretariat will respond to all inquiries and continue to cultivate contacts with other organizations interested in nutrition communications.

Administrative

INPF information will be included in the Q1FY93 report submitted under the terms of Cooperative Agreement No. DAN-5115-A-00-7114-00. A trip report for the INPF Steering Committee meeting will be prepared.

Seventh INPF Conference

Site selection activities will be completed. Theme ideas generated by the steering committee will be explored.

Steering Committee

The secretariat will proceed with follow-up actions based on the steering committee meeting in the previous quarter.

Annotated Bibliography of Nutrition Communication Publications

The annotated bibliography will be revised and printed. A news release announcing its availability will be distributed.

Liaison Function

The secretariat will respond to all inquiries and continue to cultivate contacts with other organizations interested in nutrition communications.

Mailing List Development

The secretariat will expand the list of AID-nominated individuals to participate in the Seventh INPF Conference.

Administrative

INPF information will be included in the Q2FY93 report. Appropriate INPF activity and budget information will be reviewed to complete Cooperative Agreement No. DAN-5115-A-00-7114-00. Drafts of the Q3FY93 report, the FY93 annual report, and the final report of the cooperative agreement will be prepared.

INPF FY93 WORKPLAN, BY QUARTERS			
Area	Q1 (October-December)	Q2 (January-March)	Q3 (April-June)
Seventh INPF Meeting			Theme and site identified
Steering Committee	Make logistical arrangements for steering committee meeting	Meeting in conjunction with XV IVACG Meeting; Prepare and submit minutes; Prepare trip report	Carry out directives from Q2FY93 meeting
Publications	Summary of the Sixth INPF Conference translated into French and Spanish	French and Spanish translations of conference summary printed and distributed	Distribute conference summary
Annotated Bibliography of Nutrition Communication Publications	Identify consultant to draft document	Review and revise document	Print document and begin distribution; Issue news release regarding availability
Liaison Function	Contacts with potential liaison groups; Respond to inquiries	Contacts with potential liaison groups; Respond to inquiries; Announce availability of French and Spanish translations of Sixth INPF Conference report	Contacts with potential liaison groups; Respond to inquiries
Mailing List Development	Maintenance of mailing list for distribution of publications		Expand mailing list of AID-nominated individuals to participate in the Seventh INPF Conference
Administrative	Prepare and submit Q4FY92 report; Prepare and submit annual report for FY92	Prepare and submit Q1FY93 report	Prepare and submit Q2FY93 report; Prepare draft of FY93 annual report and final report of CA

INPF FY93 BUDGET

Program Expenses by Quarter, FY93

INPF	Q1	Q2	Q3	Total
Direct Labor	4,109	5,752	6,574	16,435
Fringe Benefits	1,233	1,726	1,972	4,931
Temporary Help	0	0	0	0
Consultants	2,500	2,500	0	5,000
Publications & Support	2,000	2,000	3,500	7,500
Travel	0	13,743	0	13,743
Per Diem	0	2,310	0	2,310
Supplies	350	490	560	1,400
Equipment Purchase	0	0	0	0
Office Lease	784	1,098	1,255	3,137
General Expenses	225	315	360	900
Fiscal Administration	275	385	440	1,100
Communications	575	805	920	2,300
Meeting Room Rental	0	1,000	0	1,000
Total Direct	12,051	32,124	15,581	59,756
Indirect (12%)	1,446	3,855	1,870	7,171
Total Amount	13,497	35,979	17,451	66,927