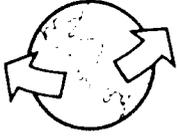


# PROEXAG II



EXPORT INDUSTRY TECHNOLOGY SUPPORT PROJECT (AGRICULTURAL COMPONENT)

TRIP REPORT: AGRITRADE AND PROJECT SUPERVISORY VISIT  
TO GUATEMALA CITY

Assignment Number: ST-137

PREPARED BY:

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THROUGH

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(Contract AID No. 596-0165-C-00-1296-00)

UNDER THE AUSPICES OF:

United States Agency for International Development (USAID)  
Regional Office for Central American Programs (ROCAP)  
Guatemala City, Guatemala

December 1992

## EXITOS TRIP REPORT

DIANE BEJARANO

### I. DATES AND DESTINATION:

December 4 - 15. To Guatemala City.

II. PURPOSE OF TRAVEL: To attend AGRITRADE, participate in PROEXAG's internal team retreat, and carry out an internal audit of administrative project documents and reports.

### III. PERSONS CONTACTED:

Bruce Brower  
Rick Clark  
Aracely de Taracena  
Margaret Luttmann

### IV. ACCOMPLISHMENTS AND OBSERVATIONS:

Saturday, December 5. It was a short and uneventful trip to Guatemala City. After checking in at the hotel I attended the opening reception for AGRITRADE at the Camino Real. The reception was well attended. At the reception it was with great pleasure I had the opportunity to meet GREXPAN's technical coordinator, Marcos Moreno and president, Ricardo Koyner. I also met Jodean Bens from UFFVA. We had tried many times to get together, but scheduling a time to meet was virtually impossible.

Sunday, December 6. Early in the morning I registered for AGRITRADE and attended the opening breakfast at the Camino Real. I had the opportunity to sit and talk with Wes and Shirley Kline. It was beneficial to have had the opportunity to meet Wes, since we've been working together on getting FHIA all the brambleberry planting material for the varietal trials.

Later in the afternoon, I went to see the GREXPAN and APENN exhibitions. The booths were well designed and represented. While visiting the APENN booth, I met Johanna Fiallos and James Johnson.

I attended the cultural evening at the Convento Capuchinas in Antigua but felt it was a bit of a let down. The convent is a lovely historic site, but the live entertainment was not appropriate and the cocktails and snacks served too late. It was quite embarrassing to see participants lunging for the snacks. The AGRITRADE participants who arrived late did not miss too much.

Monday, December 7. The AGRITRADE seminar I attended was Karen Caplan's "The Role of the Exporter in the Decade of the '90s" followed by a walk through the exposition. Later in the afternoon I accompanied guest speaker, Karen Caplan, to Antigua. In the evening I attended the reception at the Ambassador's residence.

Tuesday, December 8. I took the morning hours to stop in the PROEXAG office and discuss the next days work plans with Margaret Luttmann and follow-up on the previous day's faxes from the Miami office. I accompanied Bruce Brower, Ricardo Frohmader and Karen Caplan to the luncheon and field tour in Antigua. I was most impressed with the rose farm we visited and the special luncheon provided. I met Alan Davis from Produce Reporter's Blue Book at the luncheon and sat with Richard Katz, Esq. from Miami. Again, it was beneficial to have had an opportunity to sit and talk about their work done in Central America under the PROEXAG II contract.

As AGRITRADE V came to an end many contacts were made and great expectations were expressed as AGRITRADE VI's planning committee organize for the 1993 regional event. I was lucky to have arrived early for the closing event. If it had been a concert, it would have sold out tickets at the door.

Wednesday, December 9. As planned I went to the PROEXAG office to meet with Bruce Brower, John Lamb and later with Nancy Tucker to discuss current budget and LOE monitors, and PMA/UFFVAs participation under the core contract.

In addition to the administrative issues discussed, an idea was raised on how the project could disseminate information that PMA has in its library. But of more interest and perhaps even worth testing is sending information from "south to north". That is, collect information on specific commodities, statistics, from the Central American growers along with receivers' information and make it available to PMA members. This would enable PMA to show its members that Central America has a lot of products to offer.

Thursday, December 10. Team internal retreat began at 8:30am and covered 13 points including technical and administrative matters. Notes were taken by Sonia de Larroando and will be distributed accordingly. While I attended the meeting, I asked Annie to go through the files and find the original receipts for rent paid on the office and Mark Gaskell's housing. During our discussion of the project's budget, we noted that Chemonics had not increased the obligated dollar amount as described in amendment 4 dated August 1992.

Friday, December 11. I met with Rick Clark and asked that he arrange a meeting for me to see Aracely de Taracena to discuss administrative status of the GREMIAL buy-in. While waiting for Aracely I was introduced to Dina Way. Again, another familiar name and now a face to match!

Saturday, December 12. I worked with Margaret Luttmann to design the level of effort monitor. As discussed and agreed with Margaret the Miami office will forward on a regular basis copies of short-term advisor's time sheets. This will enable Margaret to match LOE used with what appears in the monthly invoices. I also developed and completed the subcontractor budget monitors. During my review of the files I discovered that March 1992's invoice submitted was perhaps incomplete.

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Sunday, December 13. Day of rest.

Monday, December 14. We pulled together all short termers' technical and trip reports to do an inventory of what was in the files and what has been processed and re-distributed. In addition, I reviewed the housing files for the long termers.

Tuesday, December 15. Before departing to Miami, I trained Annie and Kathy to use the home office software developed for processing expense reports. Now all expense reports whether processed in Washington, Miami and Guatemala will be in the same format.

V. FOLLOW-UP REQUIRED:

o I noticed while working on the subcontractor budget monitors that our file copy of the March 92 (invoice #06) was incomplete. Upon returning to the Miami office I will send a copy of March 1992 to Margaret for a cross check with ROCAP.

o While working on the level of effort monitor, we found it difficult to determine which assignment the short term consultant was billing in the monthly invoices. To better monitor the level of effort by assignment, we will be sending back-ups to Margaret. The back-up will be a copy of the payroll request and approved time sheet. Both documents clearly show the name of consultant, assignment number and description, daily rate, number of days billed and total amount to be billed.

o To better monitor the level of effort for the local professionals, we have decided that the field office needs to keep a copy of all time sheets on file by person. I will send copies of all time sheets in the next pouch to the field office.

o Send Bruce Brower a copy budget monitor on a monthly basis.

o Send copies of the subcontractors' budget monitors to AGRIDEC, InterAmericas, PMA and UFFVA. In the case of PMA and UFFVA, I will be sending them a copy of the budget monitors on disk with instructions so they can each monitor their own budgets.

o Forward a copy of amendment 4 to the home office accounting department and ask that obligated dollar amount be increased accordingly.

o Develop a technical and trip report monitor. The monitor will then be used to compare what reports are missing or need to be distributed.