

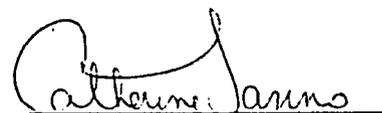
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ATLANTIC RESOURCES CORPORATION

A.I.D. Office of Health
Research and Development Bureau
Support Services & Technical Assistance
MACHEALTH

Project No. 936-6004.35
Contract No. DPE-5929-C-00-0049-00

Progress Report
July 1, - September 30, 1993


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Project Manager

This reporting period covers July 1 through September 30, 1993. Activities during this quarter focused on the work of technical consultants who conducted assessments in Vietnam and Brazil for the Orphans and Displaced Children's Fund and programmatic support to the Office of Health as budgetary and contractual deadlines loomed before the end of the fiscal year. Buy-in reports, active project lists and almost daily updates of priority lists were prepared, reviewed and distributed. Other accomplishments included the evolution of the travel database to a more user friendly format, the publication of the Office of Health newsletter, increased graphic and e-mail support.

In order to provide more accurate information to plan quarterly travel, the travel database was revised with input from a number of users. Changes included the addition of a field for the date trip reports were submitted. The capacity to sort in any category and the creation of reports by region and country was provided. Conversion of the database from Paradox to Lotus took place in an effort to make the document accessible to the Office of Health on the most widely-available system. When the travel database was first designed, it was for limited use with only one printed report requested on an as-needed basis. With the expansion of the database's function to provide comprehensive travel information, from planned to completed travel, a more user-friendly system was needed. This transition was accomplished smoothly. The goal was to provide as much information as necessary without duplicating data entry efforts on anyone's part from the traveller to the data entry clerk.

Technical Assistance

Consultants travelled to Brazil and Vietnam during this period. Mr. George Coleman travelled to Brazil from July 16 to August 3, 1993 as part of 3 member team that looked at the problem of street children in Brazil. The team helped define a proposed project to improve living conditions and enhance basic human rights of children in Brazil specifically in the Northeast region of the country. The Mission is following up on the team's recommendations and other trips are anticipated.

Mr. Emmett Turner was part of a 2 member team that travelled to Vietnam August 17 through September 11, 1993. The visit was to review the project status of current grantees including their relationship to the host government. In addition to interviewing the PVOs and their constituents, the team also spoke with government representatives for their first hand impressions of the projects. Specific recommendations were made regarding each of the 3 PVO's and the report was distributed to all concerned for follow-up.

Another consultant, Mr. Gary Barker, travelled to Brazil on June 23, 1993 to evaluate a number of proposed street children projects. Working with an USAID intern, Mr. Barker provided general recommendations that included promoting collaborative efforts among existing NGOs, providing services, especially preventive, for "working youths" versus those living in the street. In choosing an appropriate PVO for the project, Mr. Barker recommended choosing those with broad experience and

specific street children expertise should be chosen. Lastly, project areas that need to be emphasized include: reproductive health, drug abuse prevention, income generation and vocational training.

Ms. Gail Kostinko continued her work as an ARC consultant throughout the reporting period. She was charged with assessing existing information resources within the Office of Health, current and anticipated informational needs and recommending steps to be taken to improve the acquisition, storage, retrieval and maintenance of Office of Health information systems. Both interviews and review of the existing literature are to be used as sources. The projected completion date is November 1993.

Publications and Reports

The summer issue of the *Health Herald* was completed on July 6 with a print run of 450 copies. The issue highlighted the CCCD conference held in Senegal March 29 - April 2, 1993 on Africa's Progress in Child Survival. Other articles included "Preventing HIV Infection in Women in Africa" which discussed the work of the International Center for Research on Women and "TAACS (technical advisors in AIDS and Child Survival) in Africa." The next issue is projected for November 1993.

Plans for the Office of Health *Directory* were postponed pending USAID's upcoming reorganization. Some updates to the current edition, now on the RADIUS computer system were requested. We updated the list of telephone numbers, names and room numbers of new staff and deleted completed projects. In preparation for USAID's exhibitor's booth at the APHA convention this year, a brochure describing the TAACS program was updated and printed.

Implementation Support

In the area of management information systems, ARC has taken the lead as the primary liaison between the Office of Health, IRM and its contractors and cooperators in establishing e-mail links. Applications were completed, test runs executed and problems were solved on a case by case basis.

Information and Communications

The Health Sector Council met on August 5, 1993; ARC provided assistance in announcing the meeting, planning its logistics, taking notes, and distributing the minutes. The HSC meets quarterly.

In addition, mailing lists were updated for overseas HPN officers, Missions Directors and AID/W personnel. These lists are used to distribute many Office of Health publications. Lists are updated on a monthly basis using the Frontlines

newsletter as well as cables.

Design of Projects and Programs

The Office of Health conducted a day long retreat on August 3, 1993. ARC was asked to facilitate the meeting which was held off-site. In addition to providing notes, follow-up meetings were planned and requested documentation was also distributed.

ARC has often responded to requests from Office of Health travellers for current information that might be taken to Missions onsite visits. To anticipate these requests, a marketing package was developed that provides some core information, e.g. the Office Directory, the latest newsletter and ISTI country profiles, but is also tailored to the specific country being visited. A search of the database is conducted to find out when the latest trip took place and that report, if appropriate, is included in the package. It is hoped that maps, other country specific information, facts and figures will also become a part of the package that can be left at post or returned to Washington.

As the number of urgent actions accumulated towards the end of the fiscal year, ARC helped to prioritize the Office of Health funding actions. This priority list was updated on a weekly basis. The utility of the list led to discussions about how it could be useful on an continuing basis to track all Office of Health program actions. Next quarter, it is anticipated that discussions will see action on the development of this tracking system on a more permanent basis.

Program Meetings were held, with ARC handling logistics as well as participating, for some Divisions in the work required. Passwords for the PMIS system were applied for and received allowing ARC to enter data formerly required of POA's. The buy-in list also became of importance during this period as the deadline for getting them in was strictly adhered to. The list was amended daily. The consultant to the program unit was also especially busy during this time as funding actions were put into order and reviewed for content.

Over 70 graphic representations were completed: charts, graphs, organizational charts, slides and overheads.

Management Information Systems

On September 9, 1993 a meeting took place with R&D/H/HSD, Bob Emrey, and ARC staff: Martha Paschal, Sandy Jenkins and Cathy Savino to discuss transferring e-mail duties from one ARC staff member to another. Discussions centered around how the advent of Internet will effect the Office of Health e-mail system, moving the Office of Health system from MCI Mail to AT&T and reviewing the status of each contractor. Plans for the next quarter include learning the Internet system and facilitating training for those interested in instruction.

Work has continued in establishing the links between Office of Health CTO and their contractors and cooperative agreement principal investigators (collectively referred to as cooperators). Applications to get on the e-mail system are first generated by requests from the CTO and cooperators then establish accounts with a private media company. IRM is informed of progress with each cooperator culminating in their assignment of a USAID address. It is then tested is done through ARC; software incompatibilities have been the most persistent problem .

Support Staff Assistance

Monthly Reports were submitted for July, August, September by Sandy Jenkins, the Administrative Services Coordinator. Organizing efforts in the support services area have included the collection of all travellers itineraries within the reception area. A projected absence calendar and a fax log of both incoming and outgoing faxes are maintained.

In the area of Budget Information and Contract Issues, the eighth modification to the contract was received in August. The rental lease which expired in September of 1993 was negotiated and it is anticipated that with the current extension, the lease will be renewed until May 31, 1994. ARC requested and received a list of all its deliverables on file with them. Any discrepancies were addressed and the completed list of all documents were distributed. The active Project list was maintained. This list of all Office of Health projects and subprojects provides important reference information including project numbers, dates and completion dates as well as the assigned Office of Health CTO.

Personnel actions during this reporting period include 3 one year reviews, 3 three month reviews and one resignation.

In the next quarter, planned events include the staffing of the USAID exhibit booth at the American Public Health Association Convention in San Francisco in October, 1993. With the end of the fiscal year, a overall closing of the books will include finalizing the many lists that have been created to track funds, for instance the buy-in list, the priority list, the OYB spreadsheet. New tracking systems for the next fiscal year will also be created pending a review of what worked and what did not in this years system.

**FINANCIAL STATUS AS OF 9/30/93
OFFICE OF HEALTH
DPE-5929-C-00-0049-00**

CATEGORY	TOTAL BUDGET	BILLED TO DATE	PERCENTAGE BILLED	TOTAL REMAINING
1. Direct Labor	665,544	658,150	99%	7,394
2. Overhead	326,353	323,025	99%	3,328
3. Other				
Consultants	363,622	326,366	90%	37,256
Travel	100,628	92,774	92%	7,854
Equipment	85,000	62,585	74%	22,415
Office Rental	196,869	195,129	99%	1,740
Other direct *	117,298	\$111,542	95%	5,756
Total Other	863,417	788,662	91%	74,755
4. Subtotal (1,2,3)	1,855,314	1,769,837	95%	85,477
5. G&A	278,297	265,475	95%	12,822
6. Fee	138,829	126,517	91%	12,312
7. GRAND TOTAL	2,272,440	2,161,829	95%	110,611

* includes:

Delivery	\$7,719
Equipment rental	\$340
Insurance	\$3,300
Maint./repair	\$21,918
Meetings	\$261
Photocopies	\$6,131
Postage	\$978
Recruiting	\$1,300
Supplies	\$44,099
Telephone	\$24,434
Travel (local)	\$1,173
Training	\$150
TOTAL	\$111,542

5