

GHANA TRIP REPORT

October 12 - 13, 1993

Population Projects Database Technical Assistance

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Project

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EXECUTIVE SUMMARY

I visited Ghana to assess and verify the reporting procedures used by the Mission for the bilateral/regional population projects in the Population Projects Database (PPD).

Objectives:

- A. To establish a good working relationship with Mission personnel who work on the yearly submission to the PPD;
- B. To verify that we are including all of the projects with population components in our reporting system;
- C. To verify the coding that is being used for population/non-population activities, for type of population activity, and for type of host institution;
- D. To find out why, for some projects, there are discrepancies between the expenditure data we received from the MACS reports and the expenditures that are shown in the Congressional Presentation; and
- E. To work out the most efficient means for each Mission to produce year-end MACS reports that can be transmitted electronically to JSI as an e-mail attachment.

BACKGROUND

In response to the Office of Population's need for detailed information on Mission expenditures, JSI developed, in cooperation with A.I.D., a system for collecting financial information from Missions with population activities. This system involves submission by Missions of their Mission Accounting and Control System (MACS) P07A reports for each fiscal year along with information which allows us to identify expenditures by host institution and type of activity. Prior to this system, data were taken directly from the Congressional Presentation (CP). In order for the Office of Population to adopt this new system, it is important to verify the information JSI is collecting. We need to be sure that we are receiving information on all population projects. We also need to verify that the activities and institutions are being coded correctly. Finally, it is important to make sure that there are no discrepancies in financial information. To accomplish these tasks, JSI compiled a list of countries to target for training. We used CP expenditure data for FY 1991, FY 1992 and FY 1993 (projected) to determine the countries with the largest expenditures in those years. Ghana was among the 12 countries that comprised 65 - 75 percent of all mission expenditures.

ACTIVITIES

My first meeting was with Charles Llewellyn, Population Officer, and Lawrence Aduonum Darko, Program Manager. I provided an introduction to the PPD, describing how the information is used, why we expanded the system to include data from the Missions, and the reason Ghana was targeted for training. Charles alerted me to the fact that project 641-0121 is non-project assistance and therefore the accounting station is USAID/Washington. The Mission will not be responsible for reporting activity levels for this project.

I met next with Hope Gander Goodwin, financial management officer. In this meeting I discussed the need to collect the MACS PO7C reports for their population projects. Hope described to me the accounting procedures that are used in Ghana and told me that Cote D'Ivoire was still the accounting station for Ghana. The Mission expects to have the MACS system up and running in time for the FY 1994 update request. Hope will be meeting with the controller in Abidjan, and have them run the MACS P07C reports for Ghana's population projects.

I met with Donald Dickerson, Project Director for the Family planning and Health Project. Futures is the institutional contractor for project 641-0118, which means there is only one expenditure line item for all of the activities that the Futures group is carrying out or subcontracting out. In FY 1992 there were no expenditures for this project, but over the life of the project total expenditures are estimated at \$7 million, of which \$4.7 million has been obligated to date. There are four basic components to this project. The first and largest are the social marketing activities carried out by the Futures Group, with estimated expenditures of \$4.8 million. Second largest is a subcontract with John Hopkins to carry out information, education and communication activities, expenditures will total approximately \$1.13 million, of which a quarter will go toward AIDS work, which will be coded as non-population. Next is a subcontract with International Science and Technology Institute (ISTI) for \$800,000 to supply an AID's laboratory advisor, again this whole amount will be coded as non-population. Lastly, is the demography component for \$300,000 which will be carried out by local institutions.

When we receive the MACS information we will send our fax to Charles and ask Donald Dickerson to break out Element 1 (Institutional Contractors) into the four categories listed above. We will then be able to track the activities and host institutions that are being carried out with one line item. If we did not process the information in this manner the Mission would have coded the institution as "multiple" and the activities as "multiple". The method I used allows us to capture information on the activities being carried out and which institutions are implementing these activities. This method of collecting information will be used for other countries that have institutional contractors.

My last meetings were with Lawrence Darko. In our meetings I discussed how to fill out our reports on mission funded activities. We started by re-coding the FY ~~1992~~ FY 1992 reports, and clarifying definitions used for activities. In this recoding process it was apparent that the "training" category was being used incorrectly. In most cases the training that was being referred to was management training, not training for service providers. The rest of activities were coded correctly. I followed up with Joanna Laryea to discuss the activities that were coded as "training" to determine the type of training that was administered.

CONCLUSIONS

My visit to Ghana was successful in meeting the objectives that I had set. The Mission staff were very cooperative and knowledgeable, and their expertise was extremely useful in fine tuning the coding process and analyzing our methods of data collection. As a result of this visit we will be making the following changes to the MACS Reporting System.

- **Revised reporting requests**, to request MACS P07C reports as of 9/30 from Hope, since Ghana will have the accounting capabilities for FY 1994. Offer assistance in transmitting their reports using the e-mail system.
- **Changes in instructions** to clarify coding procedures for the Training category.

In addition, we will be reviewing the following issues on subsequent training visits, with a goal of resolving them prior to requesting FY 1993 expenditure data.

- **Changes in activity reporting**, determine if other Missions have institutional contractors and outline the method for capturing this data by activity and institution.

ANNEX 1
PRINCIPAL CONTACTS

Charles Llewellyn, Chief, Health, Population and Nutrition Office
Lawrence Darko, Program Manager
Hope Gander Goodwin, Financial Management Officer
Donald Dickerson, Project Director, FPHP(Futures Group)
Joanna Laryea, Program Administrator