

***PARTNERS FOR INTERNATIONAL
EDUCATION AND TRAINING***

Contract # FAO 0000-Z-00-3075

6th QUARTER PROGRESS REPORT

PARTNERS FOR INTERNATIONAL EDUCATION AND TRAINING
Contract # FAO 0000-Z-00-3075
QUARTERLY PROGRESS REPORT
1/1/95 - 3/31/95

This report covers the sixth quarter of the contract period. Required reporting for the PTPE and EMED projects are submitted separately. Other buyin reports are included herein.

I. MANAGEMENT ACTIVITY

Accomplishments

- PIET provided FSTA with a new quarterly reporting format intended to consolidate a variety of other reports in a more coherent document. FSTA is to provide feedback on this report to determine if met this goal.
- PIET submitted a number of cost projections to FSTA for their portfolio review
- analysis of the WID/MIA funding was provided to FSTA in order to determine length of services under current obligations. New job descriptions and distribution of tasks was submitted for approval
- PIET participated in discussions of HCD draft Strategic Objectives
- E-mail systems for communications to Missions were put in place awaiting FSTA notification to Missions of policy and procedural guidelines
- A background memo on programming fee relationship to the Master Disbursing Account was prepared for FSTA
- Due to reduced numbers of EI participants, staff was reorganized and one position eliminated. Similar steps are being taken in the Asia Region as numbers for the near future decline. As Africa and the Middle East are stronger than anticipated, resources are being shifted in that direction.

Issues

- PIET is awaiting modification to change scope of WID/MIA buyin
- Despite exploring various avenues and repeated requests within AID, PIET still has not been able to access Mission Strategic Objectives and Action Plans. This hinders PIET from meeting contract requirements to orient participants to these objectives. PIET is continuing to explore ways of obtaining these papers and is working with Aguirre International.
- PIET has continuing concern regarding procurement of training and Missions' misunderstanding or disregard of appropriate procurement regulations. PIET will be asking FSTA to review its procurement policy and consider providing Missions with updated guidelines on requirements.

II. FINANCIAL/CONTRACT ACTIVITY

Accomplishments

- a bookkeeper position has been filled to strengthen the finance department in light of increased accounting needs
- Panama buyin for 1.267 million was processed
- PTPE buyin incremental funding for 7.109 million was processed
- Proposal for extension of PARTS buyin was submitted to Contracts
- Two Consolidated Financial Reports, 269, were submitted to Financial Management on project expenditures, including one for contract quarter October 1 to December 31, 1994 and one for contract quarter January 1 to March 31, 1995. See attached for reports.

Issues

- Requirements for country accounting has been added to PTPE buyin. This was done after accounting system was in place and requires a recalculation and allocation of expenses to each country. This will provide that estimates, not actual expenses will be available through April. At that point, actual expenses will be tracked against country to the degree possible. Those that cannot be tracked to a particular country will be allocated.

III. MIS ACTIVITY

Accomplishments

During this quarter, MIS was extremely involved in the calendar year 1994 participant tax process. Reprogramming is needed each year to customize all reports and forms for any changes from the previous year. MIS staff also produced all required tax forms for approximately 4800 participants, for whom some payment was made in 1994.

The participant month report was reprogrammed to create separate reports for participants funded by PIO/Ps and those funded under buy-ins. This can be printed for any buy-in for any period under the current contract.

See attached for the Participant Training Roster/Report

The adjustments to the MCI Gateway to the Internet was finally completed during this period, and e-mail to PIET offices in Central and Eastern Europe, in addition to AID in Washington and training providers throughout the U.S. was made available to all staff.

PIET then worked with Rita Evans of FSTA to change from printed cable format to cables sent by e-mail to FSTA. A review system, allowing RPMs to see and edit any outgoing cables for their region, was set up. PIET customized AID's cable macro to allow the maximum amount of information per region to save time and effort in sending cables.

Finally, new and improved anti virus software was installed to protect PiET from additional vulnerability from outside e-mail

IV. PROGRAM ACTIVITIES

Participant Caseload

The PIET proposal was based on an estimated annual core caseload of 2,300 participants - excluding buyins - of which 80 would be under the Entrepreneurs International Program. These assumptions from information provided by the RFP formed the basis of the PIET staffing and cost proposal. Preliminary figures through 3/31/95, indicate PIET had managed the programs of 5,563 participants excluding canceled trainees for core and buyins. Of these 4,717 were new starts. The core numbers for this period are 3,805 in training and 3,514 new starts. Placements pending arrival at the end of the sixth quarter were 916. The breakdown between Buyins and Core follow:

CASELOAD 10/01/93 TO 3/31/95

	IN TRAINING	NEW STARTS	PLACEMENT PENDING
CORE			
AFRICA	1,008 (63 EI)	906 (50 EI)	110
MENA	1,245 (10 EI)	1,081 (6 EI)	165
ASIA	714 (2 EI)	707 (2 EI)	19
LAC	655 (1 EI)	639 (0 EI)	19
NIS/CEE	183 (0 EI)	181 (0 EI)	2
CORE SUBTOTAL	3,805 (76 EI)	3,514 (58 EI)	315
BUYINS			
PTPE	1,162	760	417
EMED	390	262	138
PARTS	10	8	2
BARBADOS	39	37	1
NET	79	79	0
HAITI PROJECT	17	17	0

PSIP PROJECT	61	40	43
BUY IN SUBTOTAL	1,758	1,203	601
TOTAL	5,563	4,717	916

HBCU Statistical Summary

For the period of October 1, 1993 to March 31, 1995, participant training included the use of 30 HBCUs. The following chart demonstrates the percentage of participants enrolled in HBCUs. These numbers exclude canceled or unplaced participants.

	Total in Training	Total in HBCUs	Percent in HBCUs
Academic	905	131	14 %
Technical*	3,136	200	6 %
TOTAL	4,041	331	8 %

*Excludes multi-site observations and study programs

V. PROGRAM BUY-IN REPORTS

BARBADOS

Follow-on activities were conducted in Dominica by NMSU staff for Group III.

PIET is waiting to receive final reports from NMSU regarding follow-on activities before final payment is made. Previous buy-in funds were re-obligated during the quarter.

PANAMA

A buy-in to the PIET contract from USAID/Panama was officially signed on February 13, 1995. This delivery order will provide for the placement, orientation, and monitoring of approximately 100 Panamanians for short-term training in the United States.

PIET received information regarding the first two groups, made up of both the public and private sectors (50 participants) who are to be trained in environmentally sound refuse management. Twenty five of the participants will come from the private sector constituting persons interested in establishing environmentally sound small businesses that address waste management concerns. Public sector participants will come from municipal authorities.

Four institutions have been identified to provide this type of training. The eight week training

sessions will take place from May 20 - July 15, 1995. A pre-departure orientation will be conducted by PIET in Panama.

PARTS

No participants were in training during the quarter, however, AFR/PSGE/SD prepared a Scope of Work for a buy in through 9/96, which PIET received from Contracts. The new buy in will fund up to 10 more PARTS participants

PRIVATE SECTOR INITIATIVES PROJECT (PSIP)

I. Project Overview

In accordance with the buy-in to the Global Bureau's contract with PIET, the purpose of the Private Sector Initiatives Project is to provide training to participants from three of the Central Asian Republics, Kazakhstan, Kyrgyzstan, and Uzbekistan. Training for this project focuses on two of the three areas of development identified in USAID CAR's Second Annual Training Plan: economic restructuring and strengthening the social sector. PIET's role is to identify training providers for 14 courses and appropriate follow-on training for the participants after they return to their home countries. PIET will monitor all programs and conduct an on-site evaluation of each course. Approximately 280 participants will be trained under this project between April and September 1995.

The PSIP is meant to parallel the training offered under the NIS Education and Training (NET) project and PIET works cooperatively with AED/NET/CAR to facilitate all pre-departure logistics and travel arrangements. PIET staff have met with contracts officers at AED/Washington, D.C. and NET/CAR staff to discuss how to implement this project, how procedures can be streamlined, and how communication can be facilitated among the NET/CAR, USAID/CAR, and PIET/PSIP. Issues relevant to the project start-up are discussed in the "start-up problems identified and resolved" section of this report.

II. Project Status

The complex process of selecting participants caused a delay in adhering to the schedule devised in the Second Annual Training Plan. During the first three months of 1995, PIET did not receive the names of any participants for the two courses scheduled for March. These two courses were postponed until April, there are now five courses scheduled for April. Since AED has become more active on behalf of the Mission in interviewing participants for all NET and non-NET programs, the selection process has accelerated. (Add how many nominated to date).

The first group of participants for the Labor Market Analysis course has just arrived in the U.S. for training accompanied by a PIET staff member who went to Almaty, conducted part of their pre-departure orientation, and ensured that the participants arrived safely and on time at their U.S. destinations. Two other courses are scheduled to begin this month: Tax Administration and Tax Policy Reform.

To date, training providers have been selected by PIET and approved by the Mission for 11 of the 14 courses. Recommendations for two of the remaining courses, Accounting I and Business Environment I, will be sent to USAID/CAR Mission during the last week of April; those courses are slated to begin in June. Requests for proposal for the final course, Urban Land Policy, will be distributed in June, it is expected that the course will begin in late August. An additional off-the-shelf course was added to PSIP's portfolio by USAID/CAR in "Management Reform and Privatization" to be held in June.

A complete list of all courses, the dates and training providers is in Section II of this report along with the financial information. In May, PIET plans to evaluate how the follow-on component will be implemented and present this plan to USAID/ENI and the USAID/CAR.

WID Liaison Report

Activity Report of Patricia Bekele and Edie Tewelde, including Trip report for Ghana. See attached.

ISSUES REQUIRING FURTHER ATTENTION

- Status of WID-MIA Buyin

VI. RESOURCE CENTER ACTIVITIES

AWIDE Training Announcements

During this quarter the Resource Center staff began sending AWIDE course announcements to five more USAID offices in the Central and Eastern European countries; this brings the total number of CEE countries receiving AWIDE announcements to ten. Currently AWIDE brochures are sent to 92 USAID missions and offices worldwide.

During this quarter, PIET announced 300 training programs. Of this total, 105 courses were announced for the first time.

The total number of 1995 courses announced to date is 1215. Of that total number, 498 were announced for the first time and 48 are being held at HBCUs. All three of these totals surpass the previous record for total courses announced in a year, which had been set at 1177 in 1994. In comparison, in 1991, the total of all courses announced - both previously announced and new - was 520. This year the new courses alone will top that number. With one more quarter of announcements left for 1995 courses, Missions have already received more course brochures than in any previous year, allowing them to identify the most appropriate course for their participants.

Mission and USAID/Washington Research Assistance

On January 3, Jerry Martin from PIET's Budapest office asked the resource center staff to research procurement training and provide the results of that research to all of the PIET offices in Central and Eastern Europe. On January 20th a full memorandum, explaining what procurement training is, why it is important for public sector officials and which training providers offer this training, was sent to all of the PIET offices as requested.

On January 17, the PIET field office in Poland requested a listing of all of the business magazines to which PIET subscribes. This list was passed to Kris Aulenbach for forwarding to the Warsaw office on January 19.

On February 8, the USAID Mission in Windhoek, Namibia requested a listing of all courses in management, financial management, human resource management and international management. A full list of all of courses in those fields that PIET has in its database, over 300 courses total, was sent via diplomatic pouch to the Mission on February 9 and an in-depth description of five appropriate courses was faxed and cabled to the Mission on that same day. The Mission then followed up on February 11, asking for more course information in other fields. The response to this was faxed, cabled and pouched to the Mission on February 12.

On March 14 the PIET office in Bucharest, Romania requested information on programs in neo-natal nursing. As there were not any scheduled off-the-shelf courses in this topic, on March 16 the Resource Center staff provided a listing of training providers who could tailor training in this field, including a national neo-natal nursing association based in Washington, D.C. This organization, NAACOG, could arrange a tailored training program around its annual conference.

On March 16, USAID Albania requested Women in Development training capabilities. PIET responded March 17 with a list of institutions offering scheduled, off-the-shelf courses.

New/Upgraded Resources and Services

During this quarter Mark Drajem conducted a survey of staff use of the short course search, an easy to use database program that allows staff to search for off-the-shelf training courses from their computers. The purpose of this survey was to upgrade the program as necessary to meet staff needs. As a result of this survey, minor changes and adjustments were made and a training for staff on how to best use the database program was conducted at the February program meeting. As a result of these changes and the training, staff can more easily match participant training requests with the most appropriate courses.

Barbara Kearney, the Resource Assistant at the 1990 office, designed a system to improve access to trade show and conference material. This material is used frequently by the Entrepreneurs International staff. Under the new system, all trade show and conference brochures are in a separate filing system divided by 156 subject categories. These categories parallel the ones used for the field of study files. Barbara also read, classified, labeled and filed approximately 600 trade show and conference brochures.

Business consultants regularly provide Entrepreneurs International (EI) participants with executive "business briefings." The Resource Center obtained the services of six new consultants during this quarter. This was accomplished by reviewing written materials, contacting the consultants, explaining the EI program, screening for applicability to the program, and solidifying the financial arrangements. All information on business briefings was then compiled into a standard format and put into a binder for easy use by program staff.

Resource Center staff met with each geographic region of PIET during the quarter to explain the procedures for visitor meetings. Visitor meetings involve training providers coming to PIET to present their training capabilities. PIET receives hundreds of requests for meetings like these each year, and in order to ensure that this presentation process works well for both PIET and training providers, a standard procedure, organized by the Resource Center staff, has been in place for the past six years.

Resource Center staff tested a new idea of lending themselves out to one programming person for two hours to help them identify potential resources. The idea of this test was to help program staff broaden their understanding of resources available and for Resource Center staff to learn more about programming needs. This activity will likely become an ongoing one.

During this quarter, the Resource Center staff and the Management of Information Systems staff combined to install a CD-ROM on the computer network. This CD, entitled, *Eleven Million Business*, allows program staff to find the address, telephone number and contact person for eleven million businesses. This CD was provided free to PIET and has been an enormous help for programming needs.

Visitor Meetings

In this quarter staff met with seventeen different training providers in official, coordinated visitor meetings. From these meetings staff were able to learn about new training providers and to reestablish relationships with institutions they have worked with in the past.

On January 9 PIET staff met with Phil Anderson and Matthew Johnson from Caledonia Associates, a Bethesda based firm that arranges tailored training for individuals or groups in financial management, banking, organizational development and accounting. Caledonia Associates arranged many on-the-job training experiences for PIET placed participants in 1994.

On February 7 PIET staff met with Esther Puentes and Miguel Valenciano from the Interface Network, a Seattle based firm that tailors training in marketing, community development, training of trainers, post-traumatic stress rehabilitation and education administration.

On February 8 PIET staff met with James Macinko from the George Washington Center for International Health in Washington, D.C. This center arranged one tailored training program for a group of Egyptian public health officials in 1994. Their short-term, tailored training capabilities include hospital administration, maternal and child health, health care economic analysis and local health center operation.

On February 8 staff met with Karen Damian from Ferris State University in Big Rapids, Michigan. Ferris State has coordinated many tailored training programs for PIET in fields such as: allied health care, pharmacology, manufacturing, industrial management, construction and the management of technology.

On February 9 staff met with Peter Grothe from the Monterey Institute of International Studies in Monterey, California. Dr. Grothe explained the many graduate degrees at Monterey appropriate to international students. Monterey is considering beginning non-degree, tailored training programs in the future.

On February 15 staff met with Richard Skinger from the Council for International Visitors of Newport, Rhode Island. Their capabilities include: tourism, natural resource management, agriculture, gems and jewelry, urban and regional planning and small business development. They do not charge fees for programming.

On February 14 staff met with Leah Newell from the Mississippi Consortium for International Development. PIET has worked with this consortium of HBCUs for many tailored and off-the-shelf courses in fields such as: financial management for NGOs, democratization, economic development and women in leadership.

On February 22 staff met with David Woodward and Linda VerNooy from the American Cultural Exchange. ACE has coordinated many individualized training courses and study tours for PIET placed participants in nearly any field of training requested.

On February 24 staff met with Lisa Gaines from the Office of International Cooperation and Development at Oregon State University. This office coordinates all of non-degree training offered by Oregon State. Their programs focus primarily on natural resource management.

On February 28 Mark Drajem met with Allen Harthorn from the Agribusiness Institute at California State University, Chico. This institute has coordinated many tailored training programs, including the fields of agroecology, cooperatives management, kiwi growing and harvesting, sustainable agriculture, water management, and NGO financial officer training.

On March 2, Mark Drajem met with James Bedont and Ralph Powell from the Power Engineering program at Penn State University. They offer the intensive, two month long, program entitled "The Advanced School of Power Engineering." They also tailor training in many power related fields.

On March 7 staff met with Brian Bolter from the University of Nevada at Reno. Brian has coordinated many low cost, high quality tailored training programs in law, mining, city planning, waste water management, hospitality management and agriculture.

On March 16 staff met with two Councils of International Visitors: Robert Howard from the Institute of International Education in Houston and Marsie Cate from the Santa Fe Council on International Relations. The Houston CIV had many resources in banking, energy, port management, and health care. The Santa Fe CIV had many resources in native american affairs, conflict resolution, large animal raising, economic development and the environment.

On March 20 staff met with Lene Cole and Patricia Williams for the International Visitors Center of Greater Cincinnati. This CIV has worked extensively with the Entrepreneurs International programs in fields such as: marketing research, advertising, minority business development and banking.

On March 28 staff met with Marshall Sokul from the International Institute of Business Technologies, a Vienna, Virginia based training firm. PIET has worked with Marshall for business briefings for participants in the Entrepreneurs International program and for on-the-job training the fields of financial management, the roles of government in a private economy, business development and how the U.S. conducts trade, joint ventures and investment.

VII. TRAVEL, MEETINGS, CONFERENCE ATTENDANCE

In January, Vivian Awumey, Program Officer for EI/ROW attended a conference entitled "Sources of Enterprise Funding for Africa", sponsored by the American Bar Association.

In February, Jennifer Maylone, Senior Program Assistant for EI/ROW, attended the " Energy Summit on African Aid", sponsored by the Constituency for Africa.

In March, Lisa Fanning, Program Assistant for MENA Region, attended the National Association for Equal Opportunity in Higher Education (NAFEO) conference in Washington, DC. Issues raised at the meeting stemmed from current affirmative action debates in Congress, and the impact on AID disbursement of monies.

On March 17, a NAFSA Regional Workshop entitled "J-1 Visa Regulations" was held at the University of Delaware. Bruce Gaston, Matt Hochbruekner, Julie Urban, Randy Blandin and Chris Kuhn attended.

CAMPUS VISIT REPORTS

See attachment for reports.

CURRENT STAFF OF PIET

See attached list for current personnel.

***PARTNERS FOR INTERNATIONAL
EDUCATION AND TRAINING***

***Contract # FAO 0000-Z-00-3075
QUARTERLY PROGRESS REPORT***

01/01/95 - 3/31/94

ATTACHMENT 1

FINANCE REPORT

The African-American Institute
 CONSOLIDATED REPORT CONTRACT No. FAO-0000-2-00-3075
 Contract Period: September 29, 1993 - September 28, 1995
 Financial Report: October 1, 1994 - December 31, 1994

Line Item	Approved Contract Consolidated Budget 10/1/93 - 9/30/95	Expenditures 10/1/93 - 12/31/93	Expenditures 1/1/94 - 3/31/94	Expenditures 4/1/94 - 6/30/94	Revised Expenditures 7/1/94-9/30/94	Revised Total Expenditures 10/1/93 - 9/30/94	Expenditures 10/1/94-12/31/94	Total Expenditures 10/1/93 - 12/31/94	Budget Balance Remaining at 12/31/94
Participant's Costs / P/O/P Funded Core		\$2,289,852	\$5,185,268	\$7,881,485	\$7,628,925	\$22,963,530	\$7,069,944	\$30,033,474	
Participant's Costs / P/O/T Funded Buy-ins		273,753	574,555	1,136,371	2,341,968	4,326,647	1,959,115	6,285,762	
Total Participant Costs	\$88,000,000	2,563,605	8,739,823	9,017,856	9,968,893	27,290,177	9,029,059	36,319,236	\$28,680,764
Core Administrative Costs:									
Salaries	3,180,995	661,428	570,429	(51,052)	368,870	1,549,675	326,781	1,876,436	1,304,559
Fringe Benefits	879,979	101,379	136,061	113,159	60,998	411,597	91,036	502,633	377,346
Subcontract / Consultant	1,078,310	16,512	11,145	342,824	118,234	486,715	118,548	603,263	473,047
Expendable Supplies	138,173	13,883	27,970	(14,848)	102,505	129,512	8,542	138,054	119
Nonexpendable Equipment	100,000	750	91,854	36,449	(14,230)	114,823	0	114,823	(14,823)
Travel and Per Diem	297,079	20,213	25,841	648	(8,172)	38,328	14,062	52,390	244,689
Other Direct Costs	1,062,358	138,737	186,907	192,102	(25,492)	492,254	145,528	637,780	424,576
Indirect Costs	1,293,944	496,368	170,523	990	(33,705)	634,196	119,654	753,850	540,094
G & A	378,424	0	0	213,377	34,553	247,930	39,971	287,901	90,523
Core Administrative Costs	8,497,280	1,449,290	1,220,530	833,649	601,661	4,105,030	882,160	4,987,139	3,440,130
Delivery Order Administrative Costs	25,294,150	347,529	550,291	544,357	932,488	2,374,663	889,645	3,264,308	22,029,842
Total Administrative Costs	33,791,410	1,796,819	1,770,821	1,378,006	1,534,047	6,479,693	1,751,745	8,231,438	25,469,972
TOTAL CONTRACT COSTS	\$88,701,410	\$4,360,424	\$7,510,644	\$10,395,862	\$11,502,940	\$33,769,870	\$10,780,804	\$44,550,674	\$54,150,736

THE AFRICAN-AMERICAN INSTITUTE
 CONSOLIDATED REPORT CONTRACT NO. FAO-0000-Z-00-3075
 CONTRACT PERIOD: September 29, 1993 - September 28, 1995
 FINANCIAL REPORT: January 1, 1995 - March 31, 1995

Approved Contract Consolidated Budget 1991/93-95/95	EXPENDITURES									Budget Balance Remaining at 03/31/94
	10/01/93- 12/31/93	01/01/94- 03/31/94	04/01/94- 06/30/94	07/01/94- 09/30/94	10/01/93- 09/30/94	10/01/94- 12/31/94	01/01/95 03/31/95	10/01/93- 03/31/96		
Participant Costs-PIOTP Funded Core	\$2,289,852	\$5,185,268	\$7,881,485	\$7,626,925	\$22,983,530	\$7,089,944	\$4,300,011	\$34,333,485		
Participant Costs-PIOTP Funded Buy-ins	273,753	574,555	1,138,371	2,341,068	4,328,647	1,959,115	1,072,973	7,358,735		
TOTAL PARTICIPANT COSTS	\$2,563,605	5,759,823	9,019,856	9,967,993	27,312,177	9,049,059	5,372,984	41,692,220		\$23,307,780
CORE ADMINISTRATIVE COSTS:										
SALARIES	3,180,995	681,428	570,429	(51,052)	368,870	1,549,875	326,781	297,298	2,173,734	1,007,261
FRINGE BENEFITS	879,979	101,379	136,081	113,159	60,998	411,597	91,036	83,957	588,590	283,389
SUBCONTRACT/CONSULTANT/TEMPORARY	1,076,310	16,512	11,145	342,824	118,234	486,715	116,548	140,878	744,141	332,169
EXPENDABLE SUPPLIES	138,173	13,883	27,970	(14,848)	102,505	129,512	8,542	20,472	158,526	(20,353)
NONEXPENDABLE EQUIPMENT	100,000	750	91,854	38,449	(14,230)	114,823	0	29,048	143,871	(43,871)
TRAVEL AND PER DIEM	297,079	20,213	25,641	648	(8,172)	38,328	14,062	(11,704)	40,886	258,393
OTHER DIRECT COSTS	1,062,356	138,737	188,907	192,102	(25,492)	492,254	145,528	98,439	736,219	328,137
INDIRECT COSTS	1,293,844	498,388	170,523	990	(33,705)	634,196	119,654	144,936	898,786	395,158
G&A	378,424	0	0	213,377	34,553	247,930	39,971	34,128	322,027	58,397
TOTAL CORE ADMINISTRATIVE COSTS	8,407,260	1,449,290	1,220,530	833,849	601,581	4,105,030	862,100	837,450	5,804,580	2,802,680
DELIVERY ORDER ADMINISTRATIVE COSTS	25,294,150	347,529	550,291	544,357	932,486	2,374,683	889,645	1,207,439	4,471,747	20,822,403
TOTAL ADMINISTRATIVE COSTS	33,701,410	1,796,819	1,770,821	1,378,006	1,534,047	6,479,683	1,751,745	2,044,889	10,276,327	23,425,083
TOTAL CONTRACT COSTS	\$96,265,015	\$4,300,424	\$7,510,644	\$10,395,862	\$11,502,940	\$33,769,870	\$10,780,804	\$7,417,873	\$51,968,547	\$46,732,863

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QUARTERLY PROGRESS REPORT***

01/01/95 - 03/31/94

ATTACHMENT 2

**QUARTERLY ACTIVITY REPORT FOR
WID / MIA**

**PATRICIA BEKELE, WID ADVISOR
EDIE TEWELDE, PROGRAM ASSISTANT**

PROGRAM OFFICER ACTIVITY REPORT

As part of my activity, I have attended a regular Participant Program division meeting.

Sent letter to Missions on their 1994 HBCU ratings.

Updated the Mission Directors listing.

Answer telephone questions and give guidance to callers on HBCU matters.

Continued to participate in the HCD Strategic Planning meetings\ held at least once a week

Attended Nafeo conference held in March at the Hilton Hotel

Ron Grosz of G/HCD/, Alfred Brown of the Centech Group are working in checking and updating the information currently available on the Internate (MOLIS) Minority on line Information Service System.

Attended workshops and seminars on Health and Environment given by PHN division

Gave a presentation to G/HCD on HBCU AID funding procedures

Sent results of survey done by Coker Smith Associates Inc. to most of the Historically Black Colleges and Universities as training providers for International Development

Attended and participated in the Research Grant Program for HBCU's with David Rakes G/HCD work shop presented at Marriott Crystal City

Continue to supply information for contractors HBCU's and Missions on all questions regarding HBCUs

Currently working with John Jessup and Valerie Smith to identify and research courses offered in Spanish in the United States and Puerto Rico

I have also been helping with office coverage and light work where I sit due to inevitable work demand and situations at the office

April 14, 1995

MEMORANDUM

TO: Pamela McCloud, Executive Director
Partners for International Education and Training (PIET)

FROM: Patricia Bekele, Special Interest Advisor 

SUBJECT: Activity Report: January 1 - March 31, 1995

Itemized below are activities, beyond standard office procedures, which I engaged in during this reporting period.

Provision of technical assistance to National Council of Negro Women (NCNW)

Meetings with National Council of Negro Women (NCNW)

Teleconference with group of women entrepreneurs in Philadelphia

Technical assistance to African Development Foundation

Consultation with Constituency for Africa

Researched Canadian business community

Participation in debriefing on USAID/Ghana's Trade and Investment Program (TIP) and its compliance with gender variables

Participation in presentation by Canada Development Agency on their Structural Adjustment and Gender in Africa (SAGA) project

Facilitated US National Planning Committee (USNPC) meetings -
January/February/March

Meeting with Trade Officer, Embassy of Ghana

Meeting with Dawn Liberi, former Deputy Mission Director, USAID/Ghana

Meeting with PRE/CTIS

Participation in roundtable luncheon with South African parliamentarians

Coordination of mass mailing for women's trade fair

Assistance to Program Officer in preparing HBCU data for report to White

House Office on HBCU Initiatives

Contribution to a meeting of USAID's FGM (female genital mutilation) Working Group

Consultation with NMogosi (SAfrica)

Provision of technical assistance to Program Officer concerning HBCUs

Participation in meeting with Mission Director, USAID/Niger

Facilitation of four meetings of the US National Planning Committee for women's trade fair

Preparation of draft proposal for fundraising

Consultation with City of East Orange

Communication with Canada International Development Agency, WID Office

Meeting with DC Office of International Business

Meeting with Howard University, International Affairs Center

Meetings with African-American Institute, Trade and Investment Program

Gather information and arrange travel/appointments for trade fair planning

Presentation for AAI Business Luncheon Seminar Series

Meeting with Center for Economic Growth, Trade and Investment Program

Provided technical assistance to Program Officer in work plan review, and information gathering on Hispanic-serving institutions

Technical assistance to US-Africa Chamber of Commerce

TDY to Ghana for women's trade fair planning (report appended)

Full briefing on TDY to DDiamond and MChatman

Technical assistance to United Negro College Fund (UNCF)

Meeting with PMcCloud re: contract status

Meeting with DDiamond and MChatman on redirection of duties

Meeting with 21st Century Africa

Meeting with PRE/PEDS/POWER

Meetings with Maryland International Division and Maryland International Center

Briefing to AFR/RSSA on Ghana TDY and on women's trade fair

Teleconference with DHagan on women's trade fair

Technical assistance to USAID/Senegal team member

Meeting with DC Office of International Business

Meeting with JBrown, AFR/SG

Technical assistance via African Ambassadors' Wives Association to visiting business woman

Consultation with State/AFR/EA

Consultation with AWED and Winrock International, AWLAE

Consultation for 21st Century Africa

Meeting with US National Planning Committee, Sub-committee on Strategic Direction

Technical support to ENI/EDB/SB

TRIP REPORT

Patricia Bekele, Special Interest Advisor

I. ITLNERARY:

February 21 and February 24 - March 6, 1995: Accra, Ghana

II. PURPOSE

This trip was made to gather and exchange information on the status of planning in Africa and in the US for the First All African and North American Women's Trade Fair and Exhibition, slated in Accra, Ghana for 22-30 June, 1995.

III. PRIMARY CONTACTS

Lucia Quachey, President, Ghana Association of Women Entrepreneurs (GAWE); Denise Rollins, PDO and WID, USAID/Ghana; Teetee Weisel, Commercial Officer, American Embassy - Ghana; Peter Weisel, TDP, USAID/Ghana; Edward Tarpinian, International Executive Service Corps (IESC); Nick Robertson, USIS - Ghana; Julia Anokye, Industrial Promotion Officer, Ministry of Trade and Industry; The Honorable Emma Mitchell, Minister of Trade; Marjorie Abdin, Ghana Federation of Business and Professional Women; Members, Ghana Association of Women Entrepreneurs

IV. ACTIVITIES AND PRODUCTS

Conducted numerous meetings - formal and informal - to (a) gauge the level of support from the donor community and the Government of Ghana toward this activity; (b) solicit written endorsements of same; (c) preview planning and facilities for this event; (d) discuss with the GAWE Planning Committee, USAID, IESC and others the current status of preparations for a June 1995 event.

The outcome of meetings is the postponement of the trade fair to allow greater time for proper planning, fund raising and related preparations for a successful event, as reflected in, and underscored by, the attached cable received from the US Embassy/Ghana. Detail of meetings is also appended.

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**Report of Meeting with Lucia Quachey (GAWE)
Saturday, February 25, 1995**

I arrived in Accra, Ghana, West Africa, on **Saturday, February 25, 1995**. After establishing myself at the Novotel Hotel, I began making contact with USAID and GAWE representatives to inform them of my arrival, and to determine the schedule of appointments arranged for me.

Mrs. Lucia Quachey, President of the Ghana Association of Women Entrepreneurs (GAWE), came to my hotel to greet me, and escorted me to her home. There we discussed planning efforts since Mrs. Quachey broke personal communication with me last November (1994).

Mrs. Quachey expressed her disappointment at having Mrs. Rawlings, First Lady of Ghana, involved with trade fair planning due allegedly to her questionable motives for her interest, and her alleged desire to have 31 December Movement take control of the planning. Nevertheless, Mrs. Quachey acknowledged that it is important for the wife of the President to be aware of this event for the purpose of lending her support to it. This point, I indicated, was the principal purpose in introducing plans for this event to the First Lady, with the concurrence of several sources, including the Embassy of Ghana in Washington, DC.

Concerning the USNPC request for endorsement letters, Mrs. Quachey presented me with a letter sent by the UN Undersecretary General for ECA to the African heads of state. The letter emphasizes the importance of their support under Resolution 736 (XXVII) of the ECA Conference of Ministers on "Women and Their Access to Resources in the 1990's". The letter supports the activities of the African Federation of Women Entrepreneurs (AFWE). It preceded a letter, previously provided to the US National Planning Committee, regarding approval by ECA of an AFWE Executive Council Meeting, held in Addis Ababa, Ethiopia in January, 1995, concerning the women's trade fair. Quachey remarked that Ms. Emma Mitchell, the Minister of Trade and Industry, was also preparing a letter endorsing GAWE's planning efforts for the trade fair, and that it may be available for me to carry back to the States with me.

Mrs. Quachey, in response to my questions regarding meeting agendas and appointments, remarked that I will have an opportunity to meet with the GAWE Planning Committee, as did Selma Edwards. [Edwards, a colleague on the US National Planning Committee, whose presence in Ghana was to overlap with my travel to conduct mutual business, was unable to remain in Ghana awaiting my delayed arrival due to other commitments on her schedule]. She also advised me that there would be a press conference on Tuesday, and that I should prepare remarks addressing the purpose of my visit.

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Report of Meeting with Denise Rollins and Teetee Weisel

Sunday, February 26, 1995

I had brunch with Ms. Denise Rollins, PDO and WID Advisor for USAID/Ghana, and Ms. Teetee Weisel, Commercial Officer, US Embassy/Ghana. Ms. Rollins indicated that she would be leaving that evening for a one month, family vacation (Istanbul-Detroit-Washington, DC). Time permitting, she stated she might see me in Washington to discuss the outcome of my visit.

Preliminary Discussion

Rollins and Weisel inquired about the status of the Agency-wide reorganization, and the high volume of repeated requests from various parts of the Agency for information.

Rollins offered examples of what, in the field, appears to be a lack of coordination in Washington as a result of the reorganization activities: (a) technical assistance from AFR/SD for primary education which was nearly "forced" onto the Mission despite their indications of no need for one year; (b) the WID Office being unresponsive to needs requests, as well as Mission inputs to REDSO/East on development of a business women's association pilot, using Ghana as one country in the sample (POWER project).

Rollins indicated that inputs were not acknowledged. Further, she felt no need for formation anew of groups that already exist through AFWE (African Federation of Women Entrepreneurs) and the Federation of Business and Professional Women's Associations. Weisel underscored Rollins' statements. Bekele concurred, offering background to early discussions with WID, AMEX and REDSO/East WID in Washington, DC last fall. My suggestion to perform institutional strengthening with AFWE and GAWA was not acknowledged. As follow up, I have only recently learned of Project Manager(s) for POWER - Monica McKnight and Grant Morrills -and have an appointment upon my return to (a) ask for funds for the trade fair, and, (b) promote use of GBPFW and AFWE in a pilot study.

Trade Fair Progress and Planning

Among the trade fair planning points Ms. Rollins shared are the following:

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1. Ms. Rollins is far more involved at this point than she intended to be. This is not a USAID activity, although it enjoys USAID support. The new direction being taken by the **Mission is to support private sector initiatives** to see how well they are able to stand on their own now that substantial time and money have been invested by USAID and other donors in strengthening them to this point.

Ms. Rollins, and Ms. Weisel, have participated in some of the GAWE Planning Committee meetings as observers, and to demonstrate their support to this initiative. They have repeatedly attempted to advise Mrs. Quachey about how to proceed with planning, but find her to be headstrong and unwilling to delegate responsibility to others. They believe the potential for this event is worthy, but recognize the real need on the part of Mrs. Quachey as President, and of GAWE as an organization, to receive ongoing guidance in this endeavor as they do not have the experience or know-how, despite their denial of this fact, to manage preparations without major input. An on-the-ground consultant working with GAWE would be ideal; but, the consultant must be strong enough, in their view, to take a stand with Mrs. Quachey, and, GAWE must successfully raise funds in order to pay for a consultant.

Rollins has also assisted by hosting at her home a fashion show fundraiser for GAWE.

2. Mrs. Quachey is determined that this effort will bear fruit. She has the **interest and support of many in both the business and government sectors**. However, because of her strong personality, Mrs. Quachey has alienated some who might otherwise lend strong human resource support to her. Rollins and Weisel believe there are some influential people Quachey should have consulted before ever saying anything publicly. For example, she did not discuss planning with the "Godmother of WID" in Ghana, Esther Oclu, a powerful, 80 year old woman for whom Quachey worked for 15 years.

According to Rollins, Quachey has overtaken every office lending support, to include IESC (International Executive Service Corps), beyond their intentions. She has been urged to garner more support from her government. Quachey, however, has not known to ask the "right questions"

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of the Minister of Trade by way of gaining assistance. For example, the GAWE budget originally contained the cost of the trade fair grounds (International Trade Fair Centre); a simple, direct request to the Minister eliminated this burden from GAWE, but took a good deal of prompting and encouragement for Mrs. Quachey to approach the Minister.

The Government of Ghana is concerned that this event be planned for properly with outside assistance, particularly inasmuch as they do not want another failure behind Panafest. Rollins explained that there is real concern that a failure on the heels of Panafest would be disastrous. Ghanaian vendors went into debt preparing inventory for Panafest, and "no one" came from the US due to poor publicity and planning. She cautioned Quachey about this to no avail. Moreover, the Minister of Trade is particularly keen to ensure that women be seen in this effort as capable and professional in carrying out such an undertaking.

3. The **workshop agenda** which was provided to the US National Planning Committee was conceived and prepared solely by Mrs. Quachey, according to Ms. Rollins, in her effort to appease the Committee's requests for information. Ms. Rollins had offered to review and edit, and to discuss timing, for workshops with Mrs. Quachey. However, when Mrs. Quachey appeared at Ms. Rollins' office, she had completed everything without Rollins' input.

What of **translation services**? Weisel says there are some available, but will, of course, need to be paid for. What of a **conference management team** to handle logistics during the trade fair? Chuckling, Rollins said that GAWE will do it. Explaining that there are consultants available, she and Weisel stated that Quachey doesn't have the money to pay anyone and will place the responsibility on GAWE members.

4. Rollins and Weisel expressed their belief that this trade fair could be successful with **additional planning time**. Rollins and Wiesel concur that moving the date back to November, or better yet June 1996, could only aid preparations and planning. They felt encouraged by Selma Edwards' "success" in persuading Mrs. Quachey to consider moving the date to November 1995, a major accomplishment by anyone to date. The additional time would allow for more organized planning as well as decisive

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fundraising.

Mrs. Quachey, they assured me, has submitted budget requests to several sources. However, because of the time of submission, she does not yet know whether favorable consideration is being given to funding. USAID has earmarked, but not released, \$75,000, with contingencies. Quachey has asked for more money from USAID, but Mission Director Barbara Sandoval has said no. Initially, the Mission was prepared to earmark \$150,000 for GAWE. They halved it when they thought that WID matching funds might be available. When they received word that no WID funds are available, it was too late to change the earmark.

5. Concerning the **numbers of participants** for the trade fair, Weisel and Rollins are interested in the numbers from Africa and from the US. Quachey has remarked that "they'll come" when asked how many people are coming from the various countries.

Concerning US participation, Bekele pointed to the GAWE meeting minutes. The minutes note that there will be 100 American exhibitors and 600 investors, buyers and others. I stated that, while there is tremendous interest across the US and we are receiving requests for additional information from the 7,000 save the dates we mailed, I don't believe there is a way to meet those numbers, certainly not between now and June 1995.

Weisel asked who our **target audience** is. I explained the "shift" - from Quachey's promotion toward large companies to our identification of micro to small companies based on the GAWE member profiles (showed to them as they laughed at the paucity of information). I indicated the problem of operating with different sets of expectations and the critical need to define or adjust expectations so that both groups - US and Ghanaian- can work smoothly together.

6. Rollins asked **what USAID/W is doing**. I explained that G/HCD/FSTA (former OIT) has allowed staff time for me (full time) and Rita Evans (1/4 - 1/2 time), telephones, and mailings. Because of severe budget problems, exacerbated by the reorganization exercises, the office can no longer support my efforts (eg no travel budget for even local travel; contract ending in May or June instead of September).

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I've been encouraged to seek support elsewhere in the Agency in addition to the Committee's need to raise funds in the private sector. To date, no AID/W office has provided support - staff, in kind, or financial, but I will continue to make the effort. (I later told Rollins of my approach to CIDA/Ottawa, and their strong interest).

7. I discussed the difficulties in getting commitments from USG agencies as well as private sponsors due to our inability to present any written commitments - **letters of endorsement**, stipulations of who has responsibility (and culpability) for what in the planning and implementation of the trade fair. Rollins indicated that she, too, has discussed this with Quachey; no one seems to be able to help her understand the importance of this planning essential - but offered that she is in the process of getting something written from the Ministry of Trade and Industry (but doesn't have anything written stating the Ministry's payment for the grounds and facilities).

8. Promotions/Publicity

Rollins prepared a **letter** for Quachey's signature to go out to **all AFR Mission Directors**. She doesn't know whether the Missions have since acted in response to the call to raise business delegations. I remarked on letter from ILO/Ethiopia. Quachey told Denise about that as well, but ILO must get money from USAID to send their group. (Quachey, prior night, stated that the Ethiopian Association of Women Entrepreneurs (EAWE) also was to approach USAID).

Weisel, upon receiving a copy of the talking points and background prepared and distributed by the US National Planning Committee, asked whether she can extract info to place on the **National Trade Databank**.
Yes.

I asked whether they are aware of the **press conference** planned by Quachey? Yes. Rollins remarked that she's glad she'll be on leave. Weisel remarked that Quachey unsuccessfully tried to involve her on that committee. Rollins had persuaded Dawn Liberi (former Deputy Mission Director) into the launching speech, and wrote it for her. I said Quachey is passing it out as a demonstration of USAID's support. Rollins gave her

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permission to Quacney to do so because USAID does support it. However, we must be clear that this is NOT a USAID activity.

These very concerns have not only hampered getting business commitments, but also have caused in-fighting in the US Committee. I remarked that we conducted a critical meeting to determine whether to stop all work on planning. When the committee consensus was to move ahead, we passed the point of withdrawal. Unfortunately, the full committee has still not put forth the effort required to pull everything together for June. We must therefore reorganize and strategize, expanding the committee. Also, we have reservations about some groups Quacney is trying to put into play, eg US-Africa Chamber of Commerce, Harlem Third World Trade Institute.

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**Meeting at Ministry of Trade and Industry
with Ms. Julia Anokye, Industrial Promotions Officer***

Monday, February 27, 1995

Background

Ms. Anokye *previously worked with 31st December Women's Movement under the leadership of Mrs. Nana Konadu Agyeman Rawlings, and, in her present capacity, is working directly with the Planning Committee of the Ghana Association of Women Entrepreneurs as an advisor. As Industrial Promotions Officer in the Ministry of Trade and Industry, she is at the pulse of communications with the Minister herself.

This meeting was a precursor to the meeting with Ms. Emma Mitchell, Minister of Trade. Preliminary conversation was wide-ranging and punctuated with Lucia Quachey's expressions of consternation and displeasure at a number of items involved in planning activities (eg, not knowing how many American companies will participate, not having US company profiles, not having letters of endorsement from US government agencies and private sector organizations). Gradually, conversation became more free-flowing and frank.

(1) Business Profile Information

Mrs. Quachey objected to the request/suggestion by the US National Planning Committee that company information be provided. She remarked that she has provided profile information on GAWE members which is more than adequate for us to know that they are legitimate companies. I explained to Mrs. Quachey that more substantive information on even a few companies may better enable a match with US companies for the purpose of pre-negotiations which culminate, hopefully, in signing of deals at the trade fair. Ms. Anokye acknowledged that this is precisely what should occur even prior to the trade fair. Somewhat defensively, Mrs. Quachey remarked that she has provided every information we have asked for, but that the USNPC has not reciprocated.

Noting my understanding of the reasons for the reluctance of business people in Ghana freely providing information on their corporate status, I referenced the Department of Commerce inventory sheet (previously provided to GAWE, and used here (attached) to illustrate to Ms. Anokye the type of business information requested of businesses supported on DOC-sponsored trade missions. Explaining that US companies of the type

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forthcoming from the initiating side. In cooperation, the US Committee can then readily obtain written support from all those areas which are already aligned to do so. Ms. Anokye acknowledged the point.

(3) US Company Profiles/ Numbers Participating

I acknowledged the importance of GAWE receiving information similar to that being asked for, underscoring our commitment to provide such information. However, I explained that we have not yet received firm commitments of participation from US companies, although many have expressed interest. The reason for lack of commitment at present rests with the fact that the US Committee has been unable to provide follow up information to the initial mailing of 7,000 save the date flyers due to delays in receiving information from GAWE.

I emphasized for Ms. Anokye the efforts of the US Committee to date, and the broad interest in the idea of the women's trade fair. Adequate information to publicize widely, solicit funds, and to confirm attendance through correspondence and telephone calls, however, is the underpinning of the public relations effort. Without the necessary information, which the US Committee has been awaiting since October 1994, we can do little more.

Anokye affirmed the need for clear and open communication on both sides, and the ready response to information needs. She affirmed that she will work closely with GAWE to provide them the level of support they need to be responsive. I reiterated the US Committee's intent to reciprocate with information in the spirit of cooperation.

**Report of Meeting
with International Executive Service Corps (IESC)**

Mr. Edward Tarpinian, Country Director

Tuesday, February 28, 1995

Background

Mr. Tarpinian is an experienced corporate owner and manager (textile manufacturing). Well travelled, he has also worked as a consultant with the World Bank, and has lived in 43 countries during his career. He is particularly knowledgeable about East and West Africa.

In Ghana for two years, Mr. Tarpinian serves as the Country Director of the International Executive Service Corps, an AID-assisted organization, managing a permanent staff of nine and scores of volunteer executives who serve short-term assignments throughout Ghana.

Summary

Tarpinian is presently assisting the Ghana Association of Women Entrepreneurs (GAWE) in their planning efforts for the First All African and North American Women's Trade Fair and Exhibition. He provides office support services as needed (typing, fax, phone, meeting space), and also advises GAWE as its various committees proceed in planning the aforementioned event.

Tarpinian confirms that GAWE is a credible, professional organization. Its members are hardworking business people who are committed to achieving success - individual and collective. Concerning the trade fair, they have made great strides.

GAWE faces some major constraints, however.

- (a) GAWE's major constraint is **financial**. The original budget prepared by GAWE assumed their financial responsibility for payment of the trade fair site (\$100,000) and for booth construction for all exhibitors from Africa. Tarpinian has convinced Mrs. Quachey that these line items should be eliminated, thereby reducing the budget, and the amount of money they

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must raise to be viable. In fact, the Minister of Trade and Industry has agreed to pay for the trade fair site. Booth construction is the responsibility of the individual exhibitors.

While USAID/Ghana has earmarked \$75,000 for GAWE's operating budget, GAWE must raise an additional \$150,000 from three other sources within a 15-20 day period in order to USAID to release the funds for use. Further, if and when these funds are released, they are to be channeled through IESC, rather than to GAWE directly, to ensure that GAWE continues to accept the advisory support from IESC while IESC accounts for expenditures against this earmark.

- (b) African **registrations** to date have not been promising for success in June 1995, according to Tarpinian. In December/January, his office DHL'd 1,000 applications to prospective exhibitors from Africa. To date, only 1 form has been returned. Even the businesses in Ghana alone - considering GAWE's membership of some 250 companies - should have returned their forms, in his opinion.
- (c) GAWE needs hands-on guidance in planning because they do not have the **event management** experience required for this activity. Nor do they openly admit to the need for help in the face of realizing their need for support. Hence, they rely heavily on IESC, beyond Tarpinian's original, intended level of involvement.

Mr. Tarpinian believes in the idea of the trade fair, and in GAWE's ability as an organization to spearhead an event like this. He therefore remains willing to continue working with GAWE on this, and other, activities because of his confidence in their organizational strengths.

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**Meeting with Ministry of Trade and Industry
Government of Ghana**

The Honorable Emma Mitchell, Minister of Trade

Wednesday, March 1, 1995

Present: E Mitchell, LQuachey, PBekele, EAnfom

The purpose of this meeting, by appearances, was threefold: (a) to pay a courtesy call to the Minister as a follow up to the press conference (held the previous day); (b) to introduce the Co-Chair of the US National Planning Committee; and, (c) to air some level of (re) assurances to both sides that planning is moving forward.

Mrs. Quachey presided. In sum, her main points follow:

- (1) An update briefing of progress in planning for the trade fair

The press conference, originally scheduled for last week, was held on Tuesday, February 28, 1995 (see Ghana Times article attached). Mrs. Quachey explained that while another member of the US National Planning Committee was here last week, my flight delay and her prior schedule, precluded both participating in the rescheduled press conference.

- (2) Lead in to a reporting of US National Planning Committee activities.*

Mrs. Quachey directed the Minister's attention toward me with the presumed intention of engaging her in a question-answer exchange. However, Quachey at once continued her statement before the Minister or I could speak; she remarked that the US Committee has awaited letters from the Ministry to have assurances that the Government of Ghana supports this activity. Further, that, while Ghanaians do not operate in this manner, but rather on trust, this expectation has created delays. Only at this point was I able to state that, because Americans operate on written indications of terms of performance and accountability, both government and private sector interests seek out this and similar endorsements. Yet, those interested in and working on this project believe in and support it through our efforts. Unfortunately, the fact that we have been unable to present written endorsements as a part of our efforts to raise operating funds has hindered

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our ability to do the extensive work needed to make this event, from the North America side, the success it deserves to be.

Minister Mitchell, acknowledging both sides, expressed her understanding, stating that perhaps Ghanaians can learn from this point. Asking when I am scheduled to depart, she stated she would try to have the letter for me to carry with me. She then directed Mrs. Quachey to speak with her Undersecretary to work out the matter of the trade fair grounds (ie, Ministry paying the cost of space). Ms. Mitchell then engaged in some light discussion of her visit to Columbus, Ohio, where she met with Ron Brown - who didn't know of trade fair but felt that some officials under him did (a query), and also met with Mr. Daniel Hagan (Commercial Officer, Embassy of Ghana - Washington, DC). I replied by stating that we have talked, and have met each other travelling to the same events, each with the mission of promoting the trade fair.

Lucia Quachey raised the concerns surrounding Panafest, to engage brief discussion about the importance of not repeating similar mistakes. The Minister concurred as I highlighted, by Hagan's words, a part of the problem - not sending out publicity flyers (allowing me to offer the save the date mailing of 7,000 for the women's trade fair). I remarked that we should be certain to proceed carefully to avoid projecting the wrong image for the benefit of all involved. The Minister concurred, understanding what this means for export promotion, trade and industry, and for Ghana, let alone for women.

- (3) The Minister offered that if we need any assistance from her office, or others, that she is willing to work with us.

We all exchanged courtesies and concluded this meeting cordially.

*While in the waiting room, Lucia Quachey conducted a monologue on what we should not discuss with the Minister, namely, the change in the dates for the trade fair, and the details of the difficulties both sides are encountering with planning and communications.

Events of the Day

Thursday, March 2, 1995

I held a morning meeting with **Nick Robertson, USIS**. USIS is also familiar with GAWE, and, in fact, is proposing support to the organization through an institutional strengthening grant, if awarded.

Robertson confirmed what others in the donor community had stated previously about GAWE. It is a credible, viable organization of professional business women. GAWE has the potential to become a strong, influential organization in the private sector. However, its weaknesses at present pertain to managerial, organizational and advocacy issues. If strengthened in these areas, he believes GAWE will become quite influential in business affairs over the next few years.

I also met with **Teetee Weisel and Peter Freund, Commercial Office, American Embassy**. I briefed them on the outcome of the Tuesday press conference and GAWE committee meeting, as well as the meeting with the Minister of Trade. I shared with them the concerns raised among those with whom I've met, to include members of GAWE, and the ongoing belief that the women's trade fair concept is viable, but requires support. They were appreciative of the information, affirmed their commitment to provide advice to GAWE, and also expressed doubts about the practicality of the June 1995 dates for the fair.

I later in the afternoon met with **Marjorie Abdin**, a member of the Ghana Federation of Business and Professional Women. She is aware of preparations for the trade fair, and intends, as do many of her organization's members, to participate. She expressed reservations, however, about how well organized planning in Ghana is to date based upon information available to her through her business associates, and also based on her past, personal contact with Lucia Quachey. She indicates that Quachey is quite headstrong and "bullish" in pursuing her ideas without regard to delegation of duties to her membership. For this reason alone, members of the business community interested in the trade fair are watchful of how planning proceeds, according to Abdin.

As a matter of personal interest, she provided me a tour of her store and of her factory to offer some insights on the manufacturing sector in Ghana.

Report of
Events of the Day
Friday, March 3, 1995

I met with **Mr. David Logan**, a local entrepreneur introduced to me by Mr. Tarpinian, who escorted me to visit several "factories" -- textiles, pottery, basketry, and rattan furniture -- as well as to tour the International Trade Fair Centre. This provided me an opportunity to gain a better perspective of operations in and around Accra which were not directly accorded me by GAWE. I also did a driving tour of University of Legon, and had the opportunity to meet several senior level students - Ghanaian and others, with whom I later met to discuss issues casually.

I attended a GAWE Planning Committee meeting which was held at the home of **Mrs. Bonnie Brown, wife of the US Ambassador to Ghana**. The core committee members, myself and Edward Tarpinian discussed fund raising activities with which Mrs. Brown is helping. She intends to host a reception at her home for the purpose of introducing key GAWE Committee members to the principal "movers and shakers" in the ex-patriate community of diplomats and business people. GAWE, in turn, is encouraged to follow up to solicit additional funding support for the trade fair.

Events of the Day

Saturday, March 4, 1995

After a day spent touring Accra and visiting the Art Center, I met with **Salma Salifu**, GAWE member. We discussed trade fair planning, and then toured her factory. She that evening hosted me for dinner.

Events of the Day

Sunday, March 5, 1995

I met with **Peter Weisel, USAID/Ghana** . He offered his views on the status of planning, his program's position on supporting, financially and morally, this activity, and shared his concerns about perceived weaknesses in the planning structure at this stage. We compared notes, and I offered him insights to the problems facing the US National Planning Committee as well, to include organizational weaknesses which require support. We agreed to maintain contact and exchange information as appropriate.

I then held a two hour meeting with **Joanna Nelson, Gilda Nelson, and Ginatu Doe** . They, too, discussed their views on trade fair planning, and their respective roles in carrying out certain duties. They provided similar information on GAWE member activities elsewhere in the country, and encouraged ongoing support for this activity.

They showed me samples of their products for the purpose of demonstrating the quality of products resulting from lessons learned in Entrepreneurs International programs in which they participated. They are providing guidance and training to colleagues to achieve similar quality standards and packaging for their respective goods.

After their departure, I was notified by Ghana Airways that my flight would depart this day instead of Monday. I cancelled other appointments arranged for the balance of the day, and prepared for departure.

Events of the Day

Tuesday, March 7, 1995

Arriving in Washington after an "indirect flight", I attended a scheduled meeting of the **US National Planning Committee**. I provided a briefing report on my trip, explaining that, based on meetings and agreements reached, the trade fair has been postponed until 1996 to allow for better preparations both in Ghana and in the US. I encouraged committee members to renew, in writing, their ongoing support and commitment, and made recommendations for reorganization and strategizing. I suggested that members maintain the planning momentum vis-a-vis fundraising rather than starting over, as some sponsors had come forward.

The committee agreed to address strategic issues in committee and report out at the next, regular meeting. Those who opted not to continue with this effort through 1996 expressed their intentions; all others agreed to commit in writing, detailing exactly what contributions they intend to make.

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INFO AFPE-02 WID-01 AAG-01 AFSD-05 AFWA-04
/019 A4 LW 17/1458Z

INFO LOG-00 AF-00 TEDE-00 /002W
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R 171035Z MAR 95
FM AMEMBASSY ACCRA
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AIDAC

✓ USAID/W FOR HCD/FSTA: PBEKELE AND REVANS.
AFR/WA: MJUNE, R&D. WID: LYCETTE

E. O. 12356: N/A

SUBJECT: FIRST ALL AFRICAN AND NORTH AMERICAN WOMEN'S
TRADE SHOW AND EXHIBITION OF EXPORTABLE PRODUCTS AND
SERVICES

REF: (A) 94 STATE 320963 (B) 94 ACCRA 10781

1. THE PRINCIPALS IN GHANA INVOLVED IN ORGANIZING THE
SUBJECT TRADE FAIR MET THE WEEK OF FEBRUARY 27 IN ACCRA TO
REVIEW PROGRESS TO DATE AND DISCUSS WHEN THE FAIR MIGHT
TAKE PLACE. AMONG THOSE PRESENT WAS PATRICIA BEKELE,
OIT/AFR/WA.

2. IT WAS CONCLUDED THAT, GIVEN THE CONSIDERABLE AMOUNT
OF ORGANIZATION AND PREPARATION YET TO BE DONE, THE FAIR
COULD NOT REALISTICALLY TAKE PLACE IN 1995. THE
ORGANIZERS WILL CONTINUE THEIR EFFORTS WITH A REVISED
TARGET OF MID-1996 TO LAUNCH THE FAIR.

3. USAID/GHANA CONTINUES TO SUPPORT THE IN-COUNTRY
ACTIVITIES OF GAWE. BROWN

P. BEKELE

UNCLASSIFIED

40

***PARTNERS FOR INTERNATIONAL
EDUCATION AND TRAINING***

***Contract # FAO 0000-Z-00-3075
QUARTERLY PROGRESS REPORT***

01/01/94 -03/31/94

ATTACHMENT 3

CAMPUS VISIT REPORTS

CAMPUS VISIT REPORTS

During the Months January, February and March, the following Campuses were visited. Individual Reports follow.

Attended By	University
Andrea Matsui	Johns Hopkins University, Baltimore, Maryland
Sabrina Faber	Marymount University Arlington, Virginia
Christopher Kagy Randy Blandin	Howard University Washington, DC
Shubhda Soni	Bowie State University Bowie, Maryland



PARTNERS FOR INTERNATIONAL EDUCATION AND TRAINING
under contract to the
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
PARTICIPANT TRAINING PROGRAM

Campus Visit Report
Johns Hopkins University
Baltimore, Maryland
February 3, 1995

Johns Hopkins University is located in Baltimore, Maryland. Matt McMahon, Program Officer, Asia Region, and myself visited JHU's School of Hygiene and Public Health. Our visit focused on academic programs at the SHPH and therefore, the following may be of little interest to programmers interested in other fields.

International Admissions

Linda Myers, Director of Admissions, coordinates the admission process for the MPH, Master's and Ph.D. programs for the School of Hygiene and Public Health. However, she is more involved with the MPH admission process.

MPH Program

The MPH program is a school-wide degree program where applicants are admitted by the School of Hygiene and Public Health as opposed to individual departments. However, students are assigned to a specific department where they are also assigned an academic advisor. The MPH program is an 11-month program and does not require a thesis or provide for research training.

The GRE is not required for applicants who hold a higher degree. The TOEFL score is also not required for applicants who have had training in English. For those applicants who have not had training in English, a TOEFL of 550 is required. Ms. Myers indicated that there is some flexibility in admitting applicants with lower TOEFL scores.

The statement of purpose/objectives is the more important application document. Reviewers look for good English skills and interest and work in the field of public health. While applications go through a review committee, the admissions office may assist in assessing the applicant's qualifications.

Master's and Ph.D. Programs

For the Master's and Ph.D. programs, applications are sent directly to each department for review. GRE scores are required, although for a Master's, the department can decide to waive the score. For a Ph.D. program, the GRE is required even for

applicants who hold an MD degree. The statement of purpose/objectives is also the most critical document among the application materials submitted. For the Ph.D. program, reviewers look for a research plan or focus as well as the ability to conduct research.

Ms. Myers indicated that applications must be submitted by the deadline and strongly encouraged early applications.

Professional Conferences

Ms. Myers suggested two professional conferences for students to attend. The first is the American Public Health Meeting held in late October in Washington, D.C. The second is the National Council for International Health Conference held in Arlington, Virginia in June. The latter would probably be of more interest to international students. Announcements regarding these conferences are usually posted on bulletin boards.

Student Issues

Matt McMahon and myself met with five Nepalese students (S. Bastola, B. Dahal, B. Lamichhane, A. Pradhan, and P. Pyakuryal) and their academic advisors except for Dr. Keith West (Academic Advisor for B. Dahal) who was out of the country. Our meetings concentrated on discussion of the MPH and Master's programs and program end dates. Participants in the MPH program indicated that the coursework for the 11-month period is very intensive. The one participant in the Master's program is completing his second year and currently working on his thesis. S. Bastola, B. Lamichhane, and P. Pyakuryal should complete before their PIO/P end date of 7/2/95. A. Pradhan and B. Dahal should complete by their PIO/P end date of 8/27/95 and 9/12/95 respectively.

Contact

Please contact Ms. Linda Myers for any questions regarding admissions at the School of Hygiene and Public Health:

Ms. Linda Myers
Director of Admissions
Admissions Office
The Johns Hopkins University School of
Public Health
615 North Wolfe Street
Baltimore, Maryland 21205
Telephone: (410) 955-3543
FAX: (410) 955-0464

Prepared by Andrea Matsui, Program Assistant, Asia Region

Marymount University
Campus Visit Report
March 1994
Sabrina Faber

Background and Setting

Marymount University is situated in urban Arlington, Virginia, a mere twenty minutes drive from the nation's capital. Marymount is an independent, coeducational institution, founded by members of the Catholic Church. The main campus of Marymount is carved into a hill that abuts the Army-Navy Country Club. The university has other campuses, one near Ballston Metro Station that houses the Business School; another at Spout Run and several adult educational centers in McLean, Reston and the Pentagon.

University Size

The university enrolls approximately 4,000 students, 2,200 of these are undergraduates and 1,800 are graduate students. Classes tend not to be large (40 students in one class is considered a large class) except in the undergraduate nursing program, a popular undergraduate major. Nursing lecture courses can have about one hundred students.

Admissions Office

Mr. Charles Coe is the Director of Admissions; he is involved in the evaluation of both undergraduate and graduate applications. The Associate Graduate Director of Admissions, Ms. Julia Ruaine, handles the daily processing of graduate credentials. Both Mr. Coe and Ms. Ruaine stress the importance of receiving complete applications. The placement of two graduate PIET participants apparently piqued the irritation of the Admission representatives, as the placement was handled by the Vice President for University Advancement. The Admissions office was kept "cut-of-the-loop" until the placement was finalized and now the office is realizing that a number of credentials were not received by their office.

The Admissions evaluators will accept certified copies of transcripts and an AACRAO credential analysis work sheet. If potential students are not AID-sponsored, an evaluation completed by one of the major U.S. evaluation services is required. Additional requirements may include the SAT, GRE, GMAT, and MAT. Graduate applicants should contact departments for specifics.

For undergraduate applicants, the minimum TOEFL score is 500; for graduate applicants, the minimum TOEFL score has just been raised to 600. Marymount admissions evaluators are not willing to make exceptions to the requirement. If an applicant does have a strong academic background, Marymount will advise the applicant to complete EL courses, no guarantee is given that the students will be accepted into their prospective degree programs. Upon completion of the EL courses, an applicant may re-apply to Marymount as a degree-seeking candidate.

International Population and Services

Marymount publications indicate that there are over 85 different countries represented in the student population. On touring the campus, I met a number of international students but I believe most are undergraduates. The Admissions Office believes that the international enrollment has increased at Marymount in part as a result of the intensive English language program.

Marymount does not have an international office, and thus has no foreign student adviser. There is an international student coordinator, currently Sister Irene Cody. She serves in two capacities: an admissions evaluator for international student applications, and international student counselor once the students arrive at Marymount. One of Sister Irene Cody's hopes is that an international office will be formed as she does not have a support staff. Given my conversation with admissions, an international office does not appear to be a likely addition to the university in the near future.

Computer Facilities

Currently main campus houses four computer labs in College Hall. These labs are open until midnight and are staffed by computer science-degree seeking students as part of the university work-study program. Additionally, there are computer facilities located in Gerard Phelan Hall, a coeducational dormitory. While Marymount dormitories require card identification for entrance, the computer rooms are open twenty-four hours a day for both resident and commuter students. Computer Science courses and Nursing courses are offered in the computer laboratories, but school policy prohibits all four labs from being closed simultaneously. The laboratories did not look busy, but the tour guide reassured me that at mid-day the labs can become quite full.

Library

Situated at one of the end of the small campus is the Emerson G. Reinsch Library. The library houses a collection of more than 125,000 volumes and 1,100 journal titles. The university is also a member of the Washington Research Library Consortium which allows students borrowing privileges to all universities in Washington, DC except Georgetown University.

Campus Life

As mentioned earlier the university was founded by members of the religious order of the Sacred Heart of Mary. Originally the university accepted only women but in 1972 the first male students were admitted to the university. While male students have matriculated in increasing numbers, the ratio still remains in favor of women students. This school may be a good placement for a woman as the university stresses security on campus. Entrance into the main campus is through a security gate where students either flash their parking stickers or pay \$1.00/entrance. The university stresses the security aspects of their dormitories as well, and there are visitation policies that permit women and men from crossing floors in the

coeducational dormitory.

While the university is no longer considered Catholic it is still administered by Catholic nuns who have a residence hall on campus. The university has a number of religious outreach programs. It is possible that a resident student may feel out of touch due to the Catholic programs. It should be clear, however, that the university does not currently stress its Catholic heritage, but a chapel is the geographical focal point of the university campus.

The university sponsors a number of workshops and seminars. The PIET representative even noticed one on immigration issues for foreign students. However, exchange students have to seek these out as the international student adviser focuses on F visa students and only when they seek counseling.

International Training Capabilities

The former Vice President for University Advancement was in charge of training activities for foreigners but he is no longer with the university. The admissions office representatives could not provide a contact name for international training but assume that the current Vice President for University Advancement will still handle these requests. The Admissions Office did discuss Marymount's certificate programs in the graduate School of Business in Information Resources Management, Instructional Design, International Business and Total Quality Management as options pursued by international participants. Other graduate certificate programs are in Critical Care Nursing, Nursing Education, Nursing Administration, and a post-Master's Nurse Practitioner. Although these programs are one year in length, the same requirements exist for certificate programs, as with degree programs.

The Admissions Office did not seem to have problems with participants taking a few courses at non-degree level up to 12 credit hours. Again the same requirements exist.

M.Ed. Instructional Supervisory Curriculum

This program was a pilot degree program for both Marymount and the two students that I visited at Marymount. After approval from the Commonwealth of Virginia to offer this degree program, Marymount enacted the M.Ed. in Instructional Supervisory Curriculum to local area school administrators, principals and qualified teachers with advanced educational opportunities. According to the School of Education, from its enactment, Marymount had difficulty competing with an extension branch of the University of Virginia and Virginia Polytechnic. Enrollment per class has been less than ten students. Both of the participants that I visited stated that there are usually the same five students in the courses.

While the requirements of the program were outlined, the participants' adviser, Dr. Henry York has difficulty articulating them in letters to PIET, particularly regarding the required internship. In part, this difficulty lies in the fact that Marymount and the Commonwealth of Virginia have agreed to terminate the program after this year. Dr. York claims that the three-month internship is not like a thesis. He pointed out that in Education programs the thesis is not seen as a vital tool whereas practical training is.

Dr. York feels the strongest point of the program was the required internship. Participants are placed at a secondary school in Virginia and are required to complete a number of activities that range from weekly subject area meetings (such as for Science teachers), substitute teaching, bus and lunch duty, and attending PTA and parent-teacher (when approval is given by all parties) meetings. The student is equipped with all the necessary experiences that an administrative staff member or principal may be expected to do on a day-to-day basis. Participants are required to complete a daily log and complete two papers on their experiences.

***PARTNERS FOR INTERNATIONAL
EDUCATION AND TRAINING***

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QUARTERLY PROGRESS REPORT***

01/01/95 - 03/31/94

ATTACHMENT 4

CURRENT STAFF DIRECTORY

**PIET TELEPHONE EXTENSIONS
2000 M STREET, N.W., SUITE 650
WASHINGTON, D.C. 20036-3307**

**(202) 429-0810 (MAIN NO#) / (202) 429-8764 (FAX NO#)
1-800-223-7438**

<i>Altschul, Veronica</i>	340	<i>Kuhn, Christine</i>	365
<i>Asef-Sargent, Nadine</i>	358	<i>Lira, Connie</i>	345
<i>Blandin, Randy</i>	323	<i>Logan, Catriona</i>	354
<i>Bouldin, Susan</i>	380	<i>Mason, Clair</i>	352
<i>Bramwell, Chris</i>	350	<i>Matsui, Andrea</i>	364
<i>Brettner, Deborah</i>	355	<i>McCloud, Pamela</i>	310
<i>Burducea, Radu</i>	374	<i>McDougal, Brad</i>	373
<i>Burrell, Beatrice (Bobbie)</i>	370	<i>McMahon, Matthew</i>	362
<i>Crowl, Teri</i>	372	<i>Medina-Russell, Zoraida</i>	300
<i>Deubner, Renee</i>	331	<i>Melone, Sandra</i>	325
<i>Deheza, Alberto</i>	371	<i>Mercer, Derinda</i>	306
<i>Diby, Michiko</i>	361	<i>Midcap, Natalia</i>	376
<i>Drajem, Mark</i>	351	<i>Mitchell, Michelle</i>	338
<i>Egan, Debra</i>	320	<i>Mix, Deb</i>	381
<i>Ewald, Jennifer</i>	341	<i>Needham, Carey</i>	356
<i>Faber, Sabrina</i>	335	<i>Nekrasas, Cindy</i>	353
<i>Fanning, Lisa Ann</i>	334	<i>Parker, Vanessa</i>	305
<i>Gaston, Bruce</i>	330	<i>Parks, Rena</i>	378
<i>Gayle, Dawn</i>	322	<i>Phillips, Scott</i>	312
<i>Gillette, Lee</i>	321	<i>Rocha, Carolyn</i>	347
<i>Griffin, Shelia Ray (Temp)</i>	317	<i>Sigrist, Mark</i>	336
<i>Hollister, James</i>	375	<i>Sivilay, Vanna</i>	377
<i>Holmes, Victoria</i>	342	<i>Soni, Shubda</i>	332
<i>Jacobson, Juliette</i>	357	<i>Taha, Ezz</i>	339
<i>Kagy, Chris</i>	333	<i>Tangalos, Sofia</i>	343
<i>Kavanagh, Andy</i>	316	<i>Treleven, Laurie</i>	360
<i>Kibirige, Edward</i>	324	<i>Urban, Julie</i>	346
<i>Konte, Mouhamadou Lamine</i>	326	<i>Yu, Meeja</i>	363

ROOMS/CENTER EXTENSIONS

<i>Small Computer Room</i>	304	<i>Resource Center</i>	309
<i>General Services Room</i>	307	<i>Computer Room</i>	314

MAILBOX DISTRIBUTION EXTENSIONS

<i>AAI EMPLOYEES</i>	224	<i>LAC REGION</i>	522
<i>ADMINISTRATIVE STAFF</i>	236	<i>MANAGEMENT TEAM</i>	626
<i>AFRICA REGION</i>	237	<i>MENA REGION</i>	636
<i>ALL STAFF</i>	255	<i>MIS GROUP</i>	647
<i>AMIDEAST EMPLOYEES</i>	264	<i>PROGRAM ASSISTANT</i>	776
<i>ASIA REGION</i>	274	<i>PSIP ASSISTANTS</i>	774
<i>ENTREPRENEURS INT'L</i>	368	<i>RESOURCES</i>	737
<i>EXECUTIVE GROUP</i>	292	<i>TAF REGION</i>	823
<i>FINANCE GROUP</i>	346	<i>WL EMPLOYEES</i>	967

PIET TELEPHONE EXTENSIONS
1990 M STREET, N.W., SUITE 310
WASHINGTON, D.C. 20036-3426
(202) 223-4291 (MAIN NO#) / (202) 223-4289 (FAX NO#)
1-800-252-7883

<i>Asandului, Milena</i>	334	<i>Hoover, Mark</i>	342
<i>Aulenbach, Kristine</i>	312	<i>Hromockyj, Diana</i>	353
<i>Awumey, Vivian</i>	348	<i>Johnson, Amy</i>	309
<i>Bartee, Margaret</i>	336	<i>Kaplan, Ellen</i>	351
<i>Beatty, Samuel</i>	322	<i>Kearney, Barbara</i>	354
<i>Bertelli, Michele</i>	320	<i>Ketcham, Laura Lee</i>	316
<i>Blake, Margaret</i>	339	<i>Loew, Jonathan</i>	328
<i>Blevins, Anita</i>	310	<i>Lyons, Jonathan</i>	344
<i>Cain, Susan</i>	318	<i>Mateescu, Halina</i>	321
<i>Campbell, Allison</i>	346	<i>Maylone, Jennifer</i>	341
<i>Carpenter, Kira</i>	345	<i>Michaud, Marcella</i>	343
<i>Coffey, Samantha</i>	326	<i>Posner-Olocco, Lisa</i>	311
<i>Coffman, Karen</i>	306	<i>Owen, Erin</i>	347
<i>Dade, Greg</i>	340	<i>Pyle, Doug</i>	323
<i>Davies, Colin</i>	335	<i>Rieckhoff, Barbara</i>	329
<i>Deutsch, Isaac</i>	337	<i>Sherer, Rebecca</i>	319
<i>Doherty, Raymond</i>	307	<i>Thongchua, Nalinee</i>	314
<i>Dubois, Deborah</i>	352	<i>Urch, Craig</i>	317
<i>Fitzgerald, Megan</i>	327	<i>Wajszczuk, Waldemar</i>	315
<i>Gordon, Tiffany</i>	300	<i>Waldstein, Rachel</i>	308
<i>Gottschling, Beth</i>	350	<i>Wishart, Jennifer</i>	313
<i>Hochbrueckner, Matthew</i>	324		

ROOMS/CENTER EXTENSIONS

<i>Resource Center</i>	354
<i>General Services</i>	325
<i>Computer Desk</i>	355

MAILBOX DISTRIBUTION EXTENSIONS

<i>ALL STAFF</i>	900	<i>MANAGEMENT TEAM</i>	907
<i>AAI EMPLOYEES</i>	901	<i>MIS STAFF</i>	908
<i>ADMINISTRATIVE STAFF</i>	902	<i>PTPE STAFF</i>	909
<i>AMIDEAST EMPLOYEES</i>	903	<i>RESOURCES</i>	910
<i>CEE STAFF</i>	904	<i>TAF EMPLOYEES</i>	911
<i>ENTREPRENEURS INT'L</i>	905	<i>WL EMPLOYEES</i>	912
<i>EMED STAFF</i>	906		

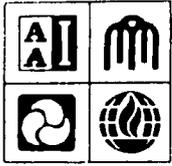
***PARTNERS FOR INTERNATIONAL
EDUCATION AND TRAINING***

***Contract # FAO 0000-Z-00-3075
QUARTERLY PROGRESS REPORT***

01/01/95 - 03/31/94

ATTACHMENT 5

PARTICIPANT TRAINING ROSTER/REPORT



PARTNERS FOR INTERNATIONAL EDUCATION AND TRAINING
under contract to the
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
PARTICIPANT TRAINING PROGRAM

Student Interview Report

Mohamed El Sayed Ali

PIO/P 263-0125.2-1-91167

MBA: Howard University

March 23, 1995

Christopher Kagy & Randy Blandin

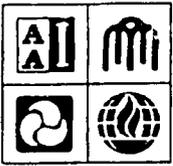
Mohamed was very happy to meet with PIET staff on his campus. He has visited the Partner's offices on several occasions, but this campus visit was the first time the tables have been turned. Mohamed was pleased to be able to show school building and the computer labs to us while we discussed his past program and future prospects. Mohamed always seemed to have a smile on his face and he was very willing to discuss all matters of his program.

Unfortunately, Mohamed has not had the benefit of continued good health during his program. He has undergone surgery for the removal of polyps from his colon and he was recently diagnosed as diabetic. There was some confusion regarding HAC coverage that almost resulted in a court appearance for Mohamed. Howard University provides health insurance to all students as a part of their tuition. Because of this, HAC initially refused to pay Mohamed's claims. He was not aware of the Howard coverage and its interrelation with HAC. These difficulties have since been sorted out but it has left Mohamed feeling rather uneasy and his health continues to weigh on his mind.

Mohamed will graduate this May with his MBA and is quite proud of this achievement. He was originally nominated for a MBA in marketing, with the stipulation that he must enroll and earn his degree from an HBCU. After beginning his degree he found out that Howard does not offer a concentration in marketing. To compensate, Mohamed has been taking marketing courses through the consortium of Washington area schools. He has found some difficulties in adjusting to the differing academic styles of the institutions but has done extremely well, maintaining a 3.72 GPA. He has requested that his wife and children be allowed to join him for the graduation ceremony so they can share in his accomplishment.

He was asked about his plans after graduation and his mood fell slightly. Because of his age and other workplace factors, Mohamed anticipates a great deal of resistance when he returns. He is concerned about his ability to practically apply the theoretical knowledge he has accumulated. Last summer, Mohamed met with General Mohamed Hussein of the Ministry of Administrative Development and spent some time discussing the possibility of practical training. Mohamed reported that the General's comments were positive and asked that a formal request be made.

The neighborhood surrounding Howard put Mohamed ill at ease. He has never felt comfortable there and, in fact, spends as little time on campus as he can. For the first year he had an apartment that was adjacent to the School of Business and he was the victim of a daytime burglary on at least one occasion. Mohamed would not recommend that any future students be placed at Howard.



PARTNERS FOR INTERNATIONAL EDUCATION AND TRAINING

under contract to the

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT PARTICIPANT TRAINING PROGRAM

February 1995
Training Site Report\Shubhda Soni
Bowie State University (HBCU)

Introduction: Established in 1895 as Baltimore Normal School, recognized as Bowie State College in 1963, and as Bowie State University (BSU) in 1989, BSU is the oldest Historically Black institution in Maryland. BSU is located on a suburban commuter campus in Bowie, Maryland - approximately 30 miles Southwest of Baltimore. The current enrollment consist of 4800 students, out of which 1655 are graduate students. There are approximately 225 international students. There is a MARC station on campus which operates on weekdays.

Graduate Admission's Office: I met with Shawna Acker, the Graduate Admission's Coordinator, who is an important resource for Program Officers since all graduate applications for International Students should be directed to her attention. The application deadlines for International students are March 15 for the Fall semester and July 15 for the Spring Semester. However, Ms. Acker mentioned that this deadline is fairly flexible and the university will consider applications received after the official deadline. Once an applicant has been accepted, she can defer her acceptance for up to one year. After the one year period is over, however, the applicant will have to reapply resubmitting all documents. The application fee, \$10, must be submitted along with an official copy of the undergraduate transcript with a notarized translation if the transcript is not in English, a financial certification and an official report of the applicant's TOEFL and TWE score. The minimum TOEFL score is 550 and the minimum score on the TWE (Test for Written English) is 4.0.

Acting Coordinator of Special Populations: Sherri Wilson's responsibilities include international students as a part of Bowie State's "special" population. How Sherri assists international students is unclear as her office has not provided orientations for international students for the past three years. She said the office is in a period of transition since the last coordinator left three years ago. A new coordinator will be appointed this year.

Computer Science (COSC) Department: In visiting BSU, I realized that much of the excitement was in COSC. Dr. Nagi Wakim has diversified the department and has involved BSU in projects affiliated with the National Science Foundation, NASA, U.S. Department of the Navy, and the U.S. Department of the Army to name a few. These projects have ranged from research to software

CONTACTS:

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(301) 464-7241, E-Mail NWAKIM@COSC.BSU.UMD.EDU

Michael Dunn, Coordinator, Training & Development Center, Graduate
School & Continuing Education, BSU, Bowie, MD 20715
(301) 464-7862, FAX (301) 464-7786