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Quarterly Progress Report

for Editorial and Publications Support to the
Center for Development Information and Evaluation
U.S. Agency for International Development

April through June 2001

Contract Number AEP-0085-C-00-6025-00
Conwal Incorporated Job Number 139.001

Submitted to

U.S. Agency for International Development
Center for Development Information and Evaluation
Washington

Submitted by

Conwal Incorporated
6858 Old Dominion Road
McLean, Virginia 22101

29 June 2001

Center for Development Information and Evaluation
U.S. Agency for International Development
Ronald Reagan Building
1300 Pennsylvania Avenue
Washington, D.C. 20523

Reference: Contract Number AEP-0085-C-00-6025-00
Conwal Incorporated Job Number 139.001

In conformance with the reporting requirements of the above-referenced contract, the following progress report of Conwal's activities covers the period April, May, and June 2001.

If you have any questions or concerns please call me at (202) 661-5812.

Sincerely,

A handwritten signature in black ink that reads "Ross Bankson". The signature is written in a cursive style with a long horizontal line extending to the right.

ROSS BANKSON
Project Director

**U.S. Agency for International Development
Center for Development Information and
Evaluation
Quarterly Progress Report**

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Contract Number AEP-0085-C-00-6025-00
Conwal Incorporated Job Number 139.001**

Summary

During the months of April, May, and June 2001, Conwal staff performed the following:

Task	Number of Tasks Performed
■ Started new publications/task orders	5
■ Edited, reviewed, revised, put into desktop	6
■ Submitted for printing/duplicating (but not yet returned)	9
■ Completed/distributed/canceled	3

The following tables detail the information supplied above.



Received and distributed,
or sent to Webmaster



With Customer Service
or Goodway



With Conwal

Work Performed April, May, June 2001		
Task Order Number And Publication Name	Publication Series	Edits/Reviews/Revisions Desktop Publishing
C127 Women in Postconflict Societies	Synthesis No. 28	<p>April – With Susan pending final decision on whether to print as POA or post on Web as Working Paper. Susan and Jean agree to publish as POA with special preface distancing USAID from some statements contained in report. New preface added 27 April along with final changes.</p> <p>May – Delivered to Customer Service 4 May. Stephanie Teasley reports 14 May system is down and she cannot enter any jobs until 21 May.</p> <p>June – Still with Customer Service. Bob Coston reports 22 and 28 June this job has not yet been entered into system.</p>
C129 FY 2000 Performance Overview	Agency Performance Report/Performance Plan	<p>April – Hard copies with OMB, Conwal awaiting final printing instructions. On the Web 3 April. Susan gives green light for print run 9 April. Delivered to Customer Service 10 April.</p> <p>May – Customer Service delivers to Goodway 1 May. Goodway reports compatibility problems with cover and graphics files. Pricewaterhouse delivers new cover file, Conwal reformats graphics files. Disk returned to Goodway 9 May. Blueline delivered to Conwal 14 May. Conwal notices discrepancy in date on cover provided by PW. PW concurs correction in order, delivers new cover. Conwal makes cosmetic changes, sends disk back to Goodway for second blueline 21 May. Goodway delivers second blueline 29 May. Conwal delivers blueline back to Goodway 30 May with one change and request for final run.</p> <p>June – Printed and distributed 11 June.</p>
C132 Durable Partnerships	Guide	<p>April – Michael editing appendixes, Ben desktopping. Michael gives main document to Sharon 2 April. Ben, Michael, Sharon meet to discuss cover ideas. Ben completes desktop. Ross, Sharon, and Chanya review. Ben makes changes, Jean reviews. Ben creates original artwork for cover.</p> <p>May – Jean delivers final changes 14 May with instructions to print. Delivered to USAID print shop 18 May. Ben creates PDF and sends to Roger Reynolds. On the Web 25 May.</p> <p>June – Valerie Douglas receives and distributes entire print run 8 June.</p>

<p>C133 Complex Humanitarian Emergencies</p>	<p>Highlights No. 73</p>	<p>April – On hold pending word from LPA on controversial passage in text. Don returns to Conwal with final changes 2 April. Conwal delivers to Customer Service 3 April. May – Still with Customer Service. Stephanie Teasley reports 14 May the system is down and she cannot enter any jobs until 21 May. June – Still with Customer Service. Bob Coston reports 22 and 28 June this job has not yet been entered into system.</p>
<p>C134 Women in Postconflict Societies</p>	<p>Highlights No. 74</p>	<p>April – On hold pending decision regarding status of POA Synthesis (C127). May – Decision is made to go ahead with this job. Susan and Jean continue to review. June – Jean returns with final changes. Delivered to Customer Service 8 June. Bob Coston reports 22 and 28 June this job has not yet been entered into system.</p>
<p>C137 July 2001 Newsletter</p>	<p>Newsletter</p>	<p>April – In process. May – Eight stories written, edited, and submitted for review. June – Joe returns six stories with final changes. Ben desktops. Gerry, Joe, and Jean review, give go-ahead for printing. Delivered to Customer Service 8 June. Bob Coston reports this job has been delivered to Goodway 27 June.</p>
<p>C138 Cross-Sectoral Linkages</p>	<p>Synthesis No. 29</p>	<p>April – With Hal for review. Hal gives to Gerry, Susan, and Jean. May – With Gerry, Susan, and Jean for review. Gerry, Susan, and Jean make changes, give to Michael for editing. June – Michael edits. Ben and Hal discuss cover ideas 13 June. Michael delivers to Hal 14 June. Hal returns 19 June. Ben desktops 20 June. Michael and Hal make changes. Conwal makes 75 copies 25 June and delivers for summer seminar. Michael and Hal still reviewing print version, Ben working on cover.</p>
<p>C139 Urban Pollution: Czech Republic</p>	<p>Impact Evaluation</p>	<p>April – Assigned 3 April. Ross edits. Steve reviews and returns with comments 20 April. Ben desktops. Ross makes changes. Steve reviews further. May – Steve makes final changes. Jean reviews, returns with final changes and instructions to print. Delivered to Customer Service 31 May. June – Susan retrieves from Customer Service 11 June for review.</p>
<p>C140 Urban Pollution: India</p>	<p>Impact Evaluation</p>	<p>April – Assigned 4 April. Ross edits. Ben desktops. May – Ross gives to Don 3 May for review. Ross and Don discuss changes 17 and 18 May. Don returns with final changes. Jean reviews, returns with final changes and instructions to print. Delivered to Customer Service 31 May. June – Susan retrieves from Customer Service 11 June for review.</p>

C141 Durable Partnerships	Promotional Material	April — Assigned 10 April. Michael writes 17 April. Ben creates PDF for Web. May — With Ben pending completion of guide (C132). Ben sends to Webmaster, posted on the Web 25 May.
C142 Durable Partnerships	Guide Reprint	June — Valerie Douglas requests second printing 5 June. Susan suggests using USAID print shop paper supply for this run. Requisition submitted to print shop 12 June. Bob Coston reports there is adequate supply of colored paper for appendixes, orders green stock for cover. Printing begins 25 June.
C143 Efficient Capital Markets	Synthesis Reprint	May — Joe requests second printing. Conwal makes inquiry with Goodway regarding status of negatives from original printing. June — Sid Weatherford at Goodway reports cover is still in hard drive of their system 12 June, but he will need new disk for insides. Ben makes light edit and cosmetic changes to original file, delivers new disk to Customer Service 19 June.