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THE COORDINATION OF MEDICAL COMMITTEES

QUARTERLY NARRATIVE REPORT

PESHAWAR, PAKISTAN

OCTOBER 1, 1991 - DECEMBER 31, 1991

PREPARED BY

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OFFICE ADMINISTRATOR

Summary of Progress

During this quarter The Coordination of Medical Committees (CMC) completed the Monitoring and Evaluation Missions of Health Workers and Clinics in Rural Afghanistan.

On October 16, 1991 the Board of CMC met and decided to close the organization due to lack of project activity and declining interest on the part of the sponsors.

Completed Activities

The monitoring teams returned to Peshawar the end of September and preparation of their report (Monitoring and Evaluation Missions of Health Workers and Clinics in Rural Afghanistan) started in October. Each team wrote a narrative report describing their activities, including initial objectives, chronological list of facilities visited, a brief assessment of each facility, information concerning private practitioners, and photographs. Summary tables were prepared for each province showing the information gathered for each clinic and summary tables were prepared listing the condensed scores for the HWs skills.

The completed report was reproduced and distributed to CMC members December 18, 1991. In addition reports were given to The World Health Organization and is available to any one interested in the data gathered.

October 16, 1991 the Board of CMC met and made the decision to close CMC due to lack of project activity and declining interest on the part of the sponsors. The following chronological steps and events occurred during the quarter with the closure of CMC taking place on December 18, 1991.

Formal notification letters were sent to Mr. Jean Lan, UNICEF, Col (Retd.) Mohammad Akbar Khan (landlord), Mr. Douglas Palmer, USAID Health Development Officer, Maj (Retd.) Imtiaz Ul Haque, Executive Vice President, Security & Management Services, on October 21, 1991.

Two board meetings were held in November and a close out plan was developed and implemented.

Below is CMC's close out plan.

Fixed Assets

1. The CMC Board proposed to WHO that it take over its health information system. WHO expressed interest in doing so, but requested the entire "system", including all data on paper or disk, a computer and monitor, computer table and chair, maps, etc. This was

done.

2. All papers pertaining to WHO or UNHCR was returned to those organizations.
3. All administrative documents was transferred to USAID via IRC.
4. The vehicle was donated by UNICEF and was returned to UNICEF.
5. All equipment, furniture, etc., was given to CMC member organizations based on their written requests. Items requested by more than one organization were allocated based on a drawing. CMC developed forms officially transferring the materials from CMC to members.
6. CMC had a list of the items not requested by any member. CMC selected a few Afghan NGOs which were invited to select these materials. NGOs invited by the Board were Afghan OB/GYN Hospital, Koh-I-Noor Foundation, MMC, and Balouch Afghan Dental Clinic. Three out of the four Afghan NGOs that were selected returned requests for items from CMC's inventory and received them. MMC made no request.
7. Members chose the materials they wished from the library and the remaining materials were donated to the ACBAR Library.

Liquid Assets

1. The "Details of Financial Position", attached, show the best estimates regarding disbursements and distribution. The final figures will vary slightly from this information as they will include a) December actual expenditure and b) MTA's payment of Rs. 10,000 to CMC to take over the telephone line. CMC made all payments, insofar as possible, detailed in items a through f of the attached "Details..." by December 12, 1991. As many bills as possible were paid prior to the audit on December 13-14. These payments included refunds to members for the dues they have already paid for the period January to June 1992. IRC did not contribute any funds for this period. On December 13 and 14, independent auditors verified all disbursements for the period July through the date of the audit and verified the calculations for disbursements made to members and IRC.
2. A final board meeting was held December 18, reviewed close-out procedures and the audit report, initiated payment to the auditors, and reviewed the status of the close-out process.

3. CMC will transfer the remaining funds in its bank accounts into its Grindlay's account. CMC will retain \$1000 of CMC funds in its Grindlay's bank account for contingencies. These funds will be administered after December 20 by two members of the CMC Board of Directors. On March 31, 1992, these Board members will render the account to the members informally, distributing remaining funds by check to members and IRC according to their original proportional contribution to the CMC budget and returning unspent funds to WHO if necessary.
4. A sum of \$10,000 has been transmitted by WHO to cover its project costs but these funds have not yet been received. When they reach the CMC account, CMC will be reimbursed the amount it "lent" to the WHO project. The CMC account signatories will distribute this amount by check among the CMC members and IRC on the basis of their proportional contribution to the CMC budget.

The above plan was carried out and The Coordination of Medical Committees closed December 18, 1991.

COORDINATION OF MEDICAL COMMITTEES

DETAILS OF FINANCIAL POSITION

Estimated Disbursements and Distribution

For the month of November/December 1991 -

a)	Balance as per Financial Report - October 31, 1991		\$29,641
b)	Expenditures on account of WHO as of October 31, 1991 - Refundable to CMC		\$1,827
	Balance available:		\$31,468
c)	Expenditures:		
	- Actual for November 1991	\$3,302	
	- Estimated for December 1991		
	(Including Severance Pay/Audit Fee)	\$5,660	\$8,962
	Balance available after expenditures:		\$22,506
d)	Maintenance of Escrow Account		\$1,000
	Balance available for distribution:		\$21,506
e)	Refund of membership dues for Jan-June 1992:		
	- MSH	\$2,650	
	- SCA	\$2,650	
	- MCI	\$1,800	
	- NCA	\$900	
	- MTA	\$900	
	- MSF	\$900	\$9,800
	Balance available for equal distribution:		\$11,706
f)	Refund to donors' for other grants:		
	- IRC for the year 1990-91	\$84	
	- NAC	\$7	\$91
g) *	Final distribution on the basis of contribution:		\$11,615
	- IRC	\$12,500	\$6,511
	- MSH	\$2,650	\$1,380
	- SCA	\$2,650	\$1,380
	- MCI	\$1,800	\$937
	- NCA	\$900	\$469
	- MTA	\$900	\$469
	- MSF	\$900	\$469
		\$22,300	\$11,615
			\$11,615
			nil

* This money should be distributed when \$10,000 from WHO are received.