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**ENVIRONMENTAL INFORMATION SYSTEMS AND NETWORKING
PROJECT**

(Contract No. EE-C-00-98-00001-00)

**THIRD QUARTER 2000
PROGRESS REPORT**

**Prepared by:
DevTech Systems, Inc.**

**Prepared for:
Environment and Natural Resources Division
Bureau for Europe & Eurasia
United States Agency for International Development**

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1.0 Introduction

This is the third Environmental Information Systems and Networking (EISN) Project Quarterly Report for the Year 2000. It covers project activities for the period July to September.

The report is organized into five sections including this section which introduces the project to people unfamiliar with its activities. The next three sections discuss the eight results identified in the contract providing more detailed narrative that is not found in Appendix 1. The last section discusses administrative and financial information referring to Table 1, which reports on contract financial activity.

A key element in finding solutions to the serious environmental problems in Central and Eastern Europe (CEE) and the Newly Independent States (NIS) is the sharing of environmental information. The EISN Project was created by the Environment and Natural Resources (ENR) Division of the Bureau for Europe and Eurasia (E&E) of the United States Agency for International Development (USAID) as a way to help increase the sharing of this information and help establish systems to encourage the institutionalization of information sharing. Through this contract, DevTech Systems Inc., assists USAID in ensuring that lessons learned are shared internally and throughout the region. Under the direction of ENR, EISN addresses environmental information needs of development professionals in the USAID Missions, in the E&E region, and in the United States by developing systems for managing and disseminating environmental information and providing institutional support as needed.

The EISN Project creates systems to share and publicize information within USAID Headquarters as well as raising awareness of ENR activities at the Missions and in the Region at large. EISN Project staff have facilitated and continue to facilitate this sharing of information through projects such as the creation of the Division's internal web site , managing the Regulation 216 Database, supporting the Envirodialogue website and other activities. They provide consultants for quick-response projects and other needs. Project staff also train ENR and Mission staff in the use of the information systems to ensure their day-to-day utility for USAID professionals.

EISN also facilitates the exchange of information among professionals within the region and with their counterparts in the United States through the creation of networks, thus increasing their capacity to manage and use environmental information. DevTech staff and consultants provide technical assistance to regional environmental organizations on information transfer technology and work to strengthen regional networks of environmental professionals.

2.0 Internal Information Systems

The EISN Project addresses the needs for internal information systems in Results 1 and 2. Result 1 addresses the development of internal information systems to be used by USAID staff in the performance of their duties. Result 2 focuses on having the capability to respond quickly to the needs of ENR staff. Examples of activities that satisfied these results are discussed below. A complete list of these activities is found in Appendix 1.

2.1 Result One – Internal Information System

Performance Standard over the four-year period: "Seven Field Teams connected to electronic system and have received orientation on its use"

The major activity for this quarter has been a review of the Regulation 216 Initial Environmental Evaluation (IEE) database that DevTech maintains on the ENR internal website. Staff have cross-walked the paper files with the electronic database. Only a few updates were necessary.

DevTech currently is working with Ms. Meenan on developing a complete list of project numbers. We then will use the list to determine the extent of IEEs that have been prepared versus the total number of projects. That information will be included in a report that can be used by ENR management to demonstrate active attempts to comply with the regulation.

2.2 Result Two – System for Quick Response

Performance Standard over the four-year period: "100% of staff trained"

No activities were accomplished under this task. The EISN Project has provided a computer with PowerPoint and other software programs and provided training to interested staff on how to use it. We believe at this time that the result has been satisfied.

3.0 Gathering and Sharing Information with the Public

As part of gathering and sharing environmental information in the Region, EISN performs a number of tasks related to collection and dissemination of environmental information to the public. This includes a biennial update of the *Environmental Transition Report*, engaging consultants to research priority environmental topics of interest to Division or Mission staff, publishing information electronically on web sites, and holding cross-border conferences and workshop to disseminate lessons learned.

3.1 Result Three – Transition Report

Performance Standard over the four-year period: "Two rankings (one every other year)"

DevTech undertook three activities under this result in the past quarter. The demonstration of NetWeaver using SO1.6 is being done to demonstrate to the Division an alternative method for strategic planning. The second activity developing the second cross-country index and the last activity support for the "stocktaking report" also supports management of SO1.6.

The NetWeaver activity is very exciting since it provides the Division with a different approach to developing and measuring strategic plans. This activity was developed as a result of a demonstration of the software system that DevTech organized. If the results of the work currently being done are promising, it potentially can be applied throughout the Agency.

The cross-country index will be completed in October. A draft was submitted in September but lacked information on trade. This information became available in mid-

October and will be incorporated into the report. DevTech currently is prepared to do a "final" transition report next year should it be requested.

The Administrator requires the last activity under this result, the stocktaking report. DevTech provided the initial draft of country write-ups based on available documentary information. ENR staff will modify the write-ups and DevTech will provide whatever additional support is needed to finalize the document in late October or early November.

3.2 Result Four – Share Lessons across ENI Borders

Performance Standard over the four-year period: "Four events"

A total of eight activities were performed under this result. They can be grouped into annual conference-related activities, preparation of new handout materials, initiation of an annual report, and support of workshops. Some example activities are discussed below.

Activity surrounding the EcoLinks Conference included the submission of the Final Report and its posting on the internal EcoLinks internal site and the start of planning for the next annual conference. A decision was made to focus the upcoming conference on the Tech Reps when it was discovered that the Grants Program staff would be meeting in September. Planning for the conference which is expected to be held in March or early April continues.

Because the brochure is more than two years old and in need of another print run a decision was made to print a new brochure in the second quarter. In order to conserve costs, another vendor was identified and brought in during this quarter. A final design was approved by the EcoLinks Partners in September and will be submitted for approval in the first week of October.

DevTech supported two workshops this quarter, which helped to meet the requirements of sharing lessons across borders. Both of them were organized by CENN. One workshop discussed Aarhus convention issues among several Caucasus countries and the other focused on wetland management. This completes DevTech's current obligations with CENN under this contract.

A last example of activities under this result is the initiation of planning for a second (annual) web conference. DevTech is using a number of lessons learned from the first conference and streamlining the approach to this one. We anticipate that the conference will be held in February or March of 2001.

All of these activities are actively supporting the spirit of the result-- that of "sharing lessons" across borders.

3.3 Result Five – Demand Driven Consultants

Performance Standard over the four-year period: "two research projects per year"

A total of eight activities were performed during this quarter. They ranged from providing a Russian-speaking translator on one day's notice, to providing consultants to review a risk assessment, develop an environmental assessment (EA) training program, and financial expertise for Stability Pact environmental projects. Work started or

accomplished in-house included assisting with planning an EA training program in Georgia, providing support in the development of the R4 for the Division, preparing a paper on economic and environmental models, and scanning approximately 120 photos for an electronic photo archive. Brief examples of these activities are discussed below.

DevTech identified a consultant to review a risk assessment document that had been developed by another contractor. The subsequent report, which DevTech staff contributed to, was used to determine that continued funding of the project was not of interest.

DevTech staff worked with staff from ENR in planning logistics for a proposed EA training to be held in Tbilisi. Mr. Atchue was scheduled to assist in the actual training but the training has been put on hold.

This result initially was intended to reflect assistance provided by external consultants. Because we have been increasing our in-house technical activities DevTech now includes activities carried out by project staff here also.

4.0 Improving Outreach and Networking

For the three tasks in this area, the EISN Project is tasked with publicizing USAID environmental work in the Region to mainstream media outlets in the US, raising awareness within USAID of ENR activities, and facilitating information sharing in the region. The Project also is working to improve the capacity of regional NGOs to utilize and share information. Finally, EISN also has supported the creation of electronic networks among environmental professionals within the region and between regional organizations and environmental professionals in the US.

4.1 Result Six – Case Studies and Other Materials Published in U.S. & Through Electronic and Published Media

Performance Standard over the four-year period: "18 to 20 case studies produced per year for the last three years of the contract"

Four activities were accomplished under this result. They included an analysis of Tech Rep activities from the start-up of the EcoLinks Program, submission of a case study report on economic investment and measurement of its effects, a promotional article on a non-governmental organization working in the NIS, and a study of the usefulness of US high tech drinking water treatment technologies.

4.2 Result Seven – Information Training

Performance Standard over the four-year period: "Four (regional) organizations"

The performance standard has been met for this activity. DevTech is continuing to work in this result. We currently are working with NetDefender to develop and implement a strategic plan to use Outlook by the Division staff. We expect to present the plan in the fourth quarter.

4.3 Result Eight – Creating Networks

Performance Standard over the four-year period: "Five networks"

Four activities were initiated or completed under this result during this quarter and one continues on hold. They included moving the EcoLinks server, initiating revision of the EcoLinks website, updating the ENR website and continuing support to the CENN list serve. Examples of these activities are discussed below.

EcoLinks website development activity took up much effort during this quarter. DevTech identified a new subcontractor to provide support for design and implementation of the updated site at considerable savings over the original provider. The site design was approved by the EcoLinks partners in mid-September and the site will be active by the third week of October.

The move of the EcoLinks server to our new office location did not go as smoothly as planned. Because of some technical problems the site was down for a total of five days as opposed to the planned two days. The site now is currently up and has suffered no further upsets.

DevTech continues to support the CENN list-server. Given our understanding of the Division's current thrust we do not anticipate continuing funding after the end of the contract year.

Challenges that face us in the future include continued updating for the ENR website and a potential to migrate the website to the USAID server. We would not recommend that until DevTech is provided access behind the Agency firewall.

5.0 Administrative Activities and Financial Information

This section discusses "housekeeping" activities that are crucial to keeping the EISN Project operating but are not included in the results *per se*. It also briefly discusses the quarterly Job Status Report and projections for the next quarter.

5.1 Administrative Activities

The major administrative activity during the quarter was the final hiring of Ms. Yassy Naficy. We continue to engage and manage consultants on a routine basis.

Currently, EISN managed consultants working on:

- ◆ Project management issues for the Stability Pact,
- ◆ Financial management issues for the Stability Pact,
- ◆ Ecofund website development, and
- ◆ Development of case studies on environmental investment.

All of this work was completed during this quarter.

5.2 Financial Information

Completion of this quarter sees the expenditure of approximately \$230,000

Table 1 provides information on this quarter's expenditures and a projection of expected costs and level of effort for the next quarter.

Table 1. Third Quarter Financial Status

EISN CONTRACT QUARTERLY FINANCIAL STATUS	
Dollars Expended This Quarter	\$229,808
Dollars Remaining	\$1,222,525
Core Hours Expended This Quarter	1687
Consultant Hours Expended (Approx.)	400
Hours Remaining (Approx.)	23,900
Average Monthly Expenditure	\$76,602
Expected Expenditure Rate	\$75,000
Estimated Months Remaining (Based on Dollars Expended.)	16
Estimated Months Remaining (Based on Hours Expended)	27

DevTech expects the core hours to increase slightly in the coming quarters as a result of the addition of MS. Naficy. We believe that we will be requested to provide approximately 30 to 40 days of new assistance in the next quarter. In addition, we will complete (or pay lagged costs) for approximately 15 days of effort.

APPENDIX 1
THIRD QUARTER RESULTS

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
	216 Compliance Website	Carl Maxwell	Yassy Naficy	Continuing	<ol style="list-style-type: none"> 1. Submitted proposal to review IEEs and Mission data for compliance assurance 2. Entered into the database IEE's from June, July and August. Filed with other IEE's. 3. Review paper files to check against database 4. Prepare report on review. 	<ol style="list-style-type: none"> 1. Approved 2. Complete 3. Complete 4. In process. (Awaiting list of all projects.)

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
No. of EISN projects completed						
	None					Result Complete

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
	NetWeaver Demonstration Activity	L. Schulze	C. Delhotal	Demonstration using SO 1.6 will be given first quarter 2001	Deliverable will be a presentation of the software design using the SO as an example.	Initial presentation of the software completed. Concurrence memo has been approved.
	Cross Country Index	L. Schulze	C. Delhotal	Index Submitted August 1, 2000	<ol style="list-style-type: none"> 1. Ranking system and analysis of changes in the index over time. 2. Used the outline for the stocktaking exercise to create country overviews. Created a rough draft of the graduation matrix per instructions from the front office 	<ol style="list-style-type: none"> 1. The report is interim. WRI and DOC data will not be available until early October. 2. Completed and sent to ENR August 31.
	Stocktaking Report	L. Schulze	C. Delhotal	October 2000	Develop draft and help finalize report	In process.

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
No. 9. Staff						
Lessons Learned						
E&E Report						
	EcoLinks Conference- March 2000	J. Butler	J. Atchue	Final July 2000	Report Complete	Report delivered in July. Posted on web site in internal.
	EcoLinks Conference 2001		S. Merkens		-Proposal drafted with possible venues and topics; -Made arrangements with Kathy Parker to help brainstorm	2001 Conference will be smaller and for Tech Reps only. Large-scale meeting plan abandoned.
	Prepare new brochure	J. Butler	S. Merkens	Proposed August 2000	Develop completely new version of the EcoLinks brochure.	Draft final version sent out week of 11Sep. Five thousand copies available week of 16October
	Annual Web Conference	L. Schulze	C. Delhotal	Conference to be held over two days in January or February, 2001	Final deliverable will be the implementation of the conference and a final report.	Concurrence approved in September. Staff has submitted tentative topics for approval.
	EcoLinks Annual Report	J. Butler	S. Merkens	Final Due end of February, 2001	Final deliverable will be a report on the first two years of EcoLinks activities.	<ol style="list-style-type: none"> 1. Drafted a table of contents for group discussion 2. Drafted a timeline to be submitted to ENR in October.

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
	CENN Workshops	A. Burke	Casey Delhotal	September, 2000	Two workshops: Aarhus convention workshop and Wetlands workshop	Both workshops have been completed and the final report has been submitted to DevTech.
	EcoLinks Folders and Materials	J. Butler	S. Merkens	Complete	Provide the EcoLinks program with up to date materials on the program for distribution	Folders sent out to Tech. Reps and to Grants Program.
	NGO Workshop for Caspian Project	A. Burke	S. Merkens	Conference will take place in September 2000	Purpose of attending conference is to find additional article material and assess workshop's value.	Made preparations for trip; Trip canceled

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity of Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
Technical Expertise for Short-term						
	Provide a consultant to review Caspian Risk Assessment Document	A. Burke	J. Atchue	Due July 00	A report analyzing the deficiencies of the document was submitted.	Complete
	Provide consulting expertise to prepare an Environmental Assessment (EA) Training Program	C. Maxwell	J. Atchue	To be completed in August, 2000	Provide a draft of EA Training Materials.	Draft provided 21 August. Deliverable complete.
	Assist with EA Planning in Tbilisi Georgia	M. Latif	J. Atchue	September 18-22	Assisted with planning.	Complete. Activity put on hold for now. All logistics planning completed.
	Research Paper on Economic and Environmental Models	L. Schulze	C. Delhotal	Paper will be completed in October.	Report on the interface between economics and environment.	In process
	Stability Pact Financial Expert	C. Mitchell	J. Atchue	June - July 2000	EISN contracted with a consultant to provide expert assistance in the area of financing environmental projects in upcoming Stability Pact Procurements	Consultant has provided a report and work is complete.

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
	R4 Support	L. Schulze	C. Delhotal	Complete	Provide support for development of the R4.	Complete
	Photo Scan	C. Mitchell	S. Merkens	September complete early October.	<ol style="list-style-type: none"> 1. Sort through archive of photos and scan them to categories 2. Put archive on internal ENR site for use by staff. 	<ol style="list-style-type: none"> 1. Photos have been sorted, categorized and scanned. They are now in a photo archive file on the DevTech Network. 2. Planned for 4th quarter.
	Acquired services of Russian translator	L. Schulze	J. Atchue	September 12-14	Identify and hire translator	Complete (14Sep)

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
	EcoLinks Tech Rep Activity Report	J. Butler	Y. Naficy		Analysis of Tech Rep activities to promote EcoLinks, and to identify success stories	Submitted first draft September 26.
	Environment Investment Case Studies	L. Schulze	J. Atchue	Final Report August, 2000	Report on case studies that successfully quantify environmental investment.	Final report submitted. Consultant submitted follow-on SOW for additional work. This was approved 7.5 days for the meeting.
	Survey of Water Technologies	J. Butler	J. Atchue	Final Report, August	Report on efficacy of drinking water technologies for use in CEE & NIS.	Complete.
	Survey of Wastewater Technologies	J. Butler	J. Atchue	Final Report, Third Quarter	Report on efficacy of wastewater technologies for use in CEE & NIS.	In process. Expected to be delivered in the fourth quarter.
	Promotional Article	A. Burke	S. Merkens	July 2000	Article on ISAR's Caspian NGO Program	Article has been written. Waiting for comments from Ms. Burke.

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
No information						
Training						
	Develop and implement plan for strategic use of Outlook by ENR	J. Butler	J. Atchue	Last quarter 2000.	Strategy for use of Outlook and training of staff to be able to use it effectively.	In process.

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER, 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
No. 8 Create Networks						
	EcoLinks Server	J. Butler	J. Atchue	August, 2000	Move server.	Server move complete after several days down-time.
	EcoLinks Website	J. Butler	S. Merkens	August, 2000	<ol style="list-style-type: none"> 1. Revising website look and language. 2. Becoming compliant with the ADA requirements. 	<ol style="list-style-type: none"> 1. Wrote code that will link to a news service providing environmental news. New look being developed with Net Defender. New beta version of site sent to partners for review 15Sep. 2. Completed for all sites by 18 August deadline.

**EISN PROJECT THIRD QUARTER RESULTS
JULY - SEPTEMBER 2000**

Result	Activity or Project	ENR Contact	EISN Contact	Schedule	Deliverable / Activities	Status
	E&E External Site	J. Butler	J. Atchue	Ongoing	<ol style="list-style-type: none"> 1. Final change over from ENI-environment to EE-environment. 2. Updating materials currently on the site. 	<ol style="list-style-type: none"> 1. Discussed options and hired consultant to make final change over. 2. Developed proposal of how to best manage update. Currently being reviewed by USAID. 3. Updated materials on Green Issues for Alicia Grimes (July)
	CENN List Serve	A. Burke	C. Delhotal	February, 2001	List serve disseminates information about environmental issues in the Caucasus.	<ol style="list-style-type: none"> 1. Currently 400 members receive information on a daily basis from the list serve. 2.
	EcoFunds Website	J. Butler	J. Atchue	September, 2000	Create a website for the network of environmental funds in CEE.	Project currently on hold.