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9. ABSTRACT This is a report on a project with the purpose of establishing population/family planning information and education as an integral part of home economics, and other related professional activities extended to rural populations in selected developing countries. The report provides basic information on office and field based staff operation, site project inspections, project long range planning meeting, establishment of country advisory committees, development of country work plans, the home economics network, dissemination of resource materials and the LINK newsletter, and in country projects. During the reporting period the project has given major support to field activities in the eight Tier I countries: Panama, Korea, the Philippines, Thailand, Nepal, Ghana, Jamaica, and Sierra Leone. The report addressed the following project objectives: provision of strong and effective home office and field management; broadening and strengthening the LDC home economics leadership base and host country support; development of specific criteria and guidelines which will assert the basis and extent to which project support would be made available; and country specific adaptations, utilization, and follow-up activities related to available curricular, training and audio-visual materials, teaching aids and methodologies. The discussion of the objectives incorporates the specific recommendations of the A.I.D. Evaluation Report and correlates them to progress made by the project. The progress of the project toward the five year plan is described. Projections for the remainder of the FY 78 funding are given. financial statement for FY 78 is provided. The appendices include: organizational chart, country advisory committees, report of planning meeting, project information system, guidelines for country advisory committees, and organizational requests for project materials

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American Home Economics Association
INTERNATIONAL FAMILY PLANNING PROJECT

REPORT OF PROJECT PROGRESS

October, 1977 - May, 1978

Contract No. AID/pha-C-1178

The American Home Economics Association
1010 Massachusetts Avenue, N.
Washington, D.C. 20036

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PROGRESS REPORT

AHEA-AID/pha-C-1178

INTRODUCTION AND BACKGROUND

The International Family Planning Project of the American Home Economics Association was initiated through a contract with the Agency for International Development for the purpose of integrating family planning/population education into existing home economics programs. The initial contract period was 1972-1977.

Funding for the project was extended by AID, effective September 30, 1977 for a one year period. During this "transition" year, specific attention was to be given to the recommendations of the AID Evaluation Report¹ carried out under Contract No. AID/csd-3623.

Project Purpose

The purpose of this project is the establishment of population/family planning information and education as an integral part of home economics, and other related professional activities extended to rural populations in selected developing countries.

Purpose of the Report

This report is submitted in conjunction with the terms of the present contract (AID/pha-C-1178) requiring a "project progress report at eight months", which covers the period from October 1977 through May, 1978.

The report provides basic information on office and field-based staff operations, on-site project inspections, project long-range planning meeting, establishment of country advisory committees, development of country work plans, the home economics network, dissemination of resource materials and the LINK newsletter, and in-country projects.

During the current year, the project has given major support to field activities in the eight "Tier I" countries as recommended by the Evaluation Report.

On Report on Family Planning Promotion Through Home Economics. Agency for International Development: Office of Population, Washington, D.C., January, 1977.

Organization of the Report

Part I of this report will address the following project objectives as stated in the Contract Schedule, Statement of Work, Article I of AID Contract AID/pha-C-1178:

- A. Provision of strong and effective home office and field management through increase in contractor's headquarters professional staff.
- B. Broadening and strengthening the LDC home economics leadership base and host country support for project objectives
- C. The development of specific criteria and guidelines which will assert the basis and extent to which project support would be made available to selected LDCs
- D. Country-specific adaptation, utilization, and follow-up activities related to available curricular, training and audio-visual materials, teaching aids and methodologies.

The discussion of the objectives will incorporate the specific recommendations of the AID Evaluation Report and correlate them progress made by the project through May 1978.

Part II describes the progress of the Project toward the five-year plan. Part III gives projections for the remainder of the FY 78 funding. The report of FY 78 financial statement is provided in Part IV. Part V contains Appendices.

PART I: PROJECT OBJECTIVES

A. Provision of strong and effective home office and field management through increase in Contractor's headquarters professional staff

Recommendation: Increase AHEA headquarters staff to include five full time highly qualified professionals.

Following the hiring of a project director effective September 30, 1977, action was taken to implement this recommendation. The home office staff was strengthened through the recruitment and hiring of a deputy director with qualifications that complemented those of the director. AID and AHEA approved the hiring of:

Miss Bonnie Birker, Deputy Director, effective December 28, 1977.

The project had previously had on staff very highly qualified persons who could hold regional positions and offer very strong leadership in the field. Approval was granted for the following professionals:

Miss Patchanee Natpracha, effective October 1977
Regional Assistant Director-Asia
Mrs. Pamela Greene, effective January 1978
Regional Assistant Director-America
Mrs. Betty Williams, effective October 1977
Liaison Officer, Paris.

Although country coordinators are not listed in the contract as key personnel, the following listing of coordinator positions is included to indicate the strength of the project in eight emphasis countries.

Country coordinators that had been approved under the previous contract were recommended for continuation with recommendations of other coordinators to complete the field staff for the eight emphasis countries:

PANAMA -- Miss Maria Villarreal
approved effective October 1, 1977

KOREA -- Dr. Sumi Mo
approved effective October 1, 1977

PHILIPPINES -- Dr. Aurora Corpuz
Dr. Amparo Rigor
approved effective October 1, 1977

THAILAND -- Mrs. Pintip BULLOONSOON
Mrs. Srinuan Komolavanij
approved effective October 1, 1977

NEPAL -- Miss Shashi Maya Shrestha
approved effective May 1, 1978

GHANA -- Mrs. Florence Sai
approval pending

JAMAICA -- to be appointed

SIERRA LEONE²

One position provided for in the current year contract has not been filled -- that of Assistant Director for the Central America/Caribbean region. Figure 1, in Appendix A, depicts the organizational structure of the project.

B. Broadening and strengthening the IDC home economics leadership base and host country support for project objectives

Recommendation: Establishment of country advisory committees.

The concept of advisory committees in each emphasis IDC to link home economics and related activities within countries has been successfully achieved. The purpose and definition of country advisory committees was fully communicated during the on-site inspections. Responses from country coordinators indicate that country advisory committees and/or executive committees to country home economics associations have been established in Jamaica, Panama, Sierra Leone, Ghana, Nepal, Thailand, Philippines and Korea. See Appendix B for listing of members and positions they hold.

Recommendation: Increase substantially the number of home economists actively involved in the project and the size of the target audience.

During January and February 1978, an on-site project inspection was made by the project director. Personal contacts were established with home economists in nine countries with the purpose of motivating increased outreach efforts and increased numbers of home economists participating in the project. An increased number of home economists are employed in influential policy making positions within their country. Consequently, they are able to involve more home economists at the non-formal extension level and/or the formal

²Mrs. Pamela Greene paid as country coordinator from October 1 - December 31, 1977; appointed as Africa Region Assistant Director -- effective January 1, 1978.

school level.

Recommendation: USAID population officer involved in project with liaison with local home economists.

Entrance interviews with the AID Mission Officers in each country were made with the primary purpose of re-establishing project awareness and improved liaison between the AID Mission, and the project/local home economics network. Prior to making the country inspections, letters and project information were sent to 79 USAID Mission Population Officers in selected developing countries.

Through this process, it was felt that groundwork was further developed for greater project facilitation by home economists, expanding earlier efforts of the previous AHEA contract (AID-csd-3623).

Subsequent communications received from most of the countries indicate that more frequent contacts are occurring between the country AID Mission offices and the project/local home economics network, specifically in Ghana, Thailand and Sierra Leone, and the stage set for improved effectiveness in Jamaica.

At the March 1978 Project Planning Meeting,³ representatives of AID/W Office of Population and its geographic regional bureaus were invited to share information about the regions that might be beneficial to the project and the host countries. As a result of interaction with the AID regional bureaus, communication was re-established in relation to project developments and activities. Assistance from the bureaus was offered to facilitate programming through the country missions.

The development of specific criteria and guidelines which will assert the basis and the extent to which project support would be made available to selected LDCs

Procedures are in the process of being developed for determining new country project readiness and potential Tier I countries. These will become part of a project manual being developed, and which will be completed during the FY 78 funding year.

During the March 1978 Project Planning Meeting, part of the discussion focused on an analysis of factors of success in LDCs. It was determined that project progress seemed to correlate most with the following factors:

³Summary Report of Project Planning Meeting held March 5-17, 1978, in Washington, D.C., appears as Appendix C, p. 25.

country environment suitable for carrying out project work in home economics/family planning

government policy and interest reflected in statements of support by government leaders

reasonable budget support by country government agencies that implement project related goals

effectiveness of governmental and private agency staff in Ministries of (a) Education, (b) Agriculture, (c) Community Development

extent to which home economics program networks exist in universities, colleges, high schools and junior high schools and as part of agriculture extension or community development systems available for field outreach work

strong country home economics association which supports project

status of home economics within country

home economics leadership and commitment to involvement in family planning/population education

strength and effectiveness of home economics in both formal and non-formal programs

- existence of other on-going family planning activities

As a result these factors will be given substantial weight in the development of the specific criteria and guidelines for asserting the basis and extent to which project support will be made available to LDCs.

D. Country-specific adaptation, utilization, and follow-up activities related to available curricular, training and audio-visual materials, teaching aids and methodologies

Recommendation: New methods and materials in use by home economics teachers and extension workers for conveying family planning and population information and education to students and adults in urban and rural communities.

During the on-site project inspection and the March, 1978 Project Planning Meeting, the importance of adapting and utilizing

materials developed under the previous contract was discussed. In countries where English is not the primary language, translation will be essential for country use of extant and proposed project materials. Proposals for materials adaptation have been encouraged.

Recommendation: Insure that prototype materials developed by Iowa State University and the East-West Center be made available to all extension personnel.

In the final stages of the previous contract, three very significant sets of educational materials were completed and published. The contract ended prior to the distribution of these materials to the LDCs. One of the short-term barriers to effective dissemination of these materials, particularly the Working with Villagers kit and the Sourcebook for Teachers, was that the materials were delivered unassembled to the AHEA headquarters, where there was limited space for storage and assembly. The total number of cartons of publications shipped was over 100 pieces. At intermittent intervals, individuals have been hired to assemble the kits to respond to requests for these materials.

Shipments of all materials, however, have been sent to most of the emphasis countries. Particular emphasis has been given to dissemination of Working with Villagers kits to home economics extension units.

Translation of these materials from English to the primary language of the country is essential in making the materials available and usable within the countries. Several proposals for materials have translations been presented, to be completed in FY 78, and in the proposed five-year country plans.

A problem in relation to the dissemination of project materials is the cost of shipping materials to international audiences. Even prior to the increase in international air postage rates the cost was becoming prohibitive. Increased funding will be necessary to facilitate this aspect of project work.

Recommendation: Maintain and seek additional contacts with other local, national, and international organizations for exchanges of materials and information.

Contacts have been made with International Family Planning Project, Food and Agriculture Organization and other United Nations agencies for greater dissemination of project materials. Copies of Working with Villagers were exchanged with IFPP for copies of Meeting the People, which were sent to each network member. Arrangements have been made

with the Social Development Branch of the United Nations to secure copies of Social Welfare Content in Family Planning for network members.

It is deemed important by the headquarters staff to supply field contacts in the eight emphasis countries with varieties of significant publications which would assist the delivery of family planning/population education information.

PART II: DESCRIPTION OF PROJECT PROGRESS TOWARD FIVE-YEAR PLANS

Action to date towards development and submission of the country work plans and the comprehensive five-year proposal is detailed below in relation to the contract provisions.

- A. Expansion of rural outreach training and education programs at the village level, and in concentrated urban settlements

In order to promote the expansion of family planning education programs in rural outreach training and in concentrated urban settlements, several initial steps will be major items in the first and second years of the five-year proposal as well as the current year's activities. Dissemination of prototype materials and translation and adaptation sessions are planned in order to have appropriate materials available; (Thailand and Panama have translation activities already underway). Intense training with follow-up sessions will follow. In order to facilitate in-country training in 1978, a training matrix will be developed as a guide for awareness sessions for leaders and a variety of training for village level outreach workers and educators. Also as recommended in the AID Evaluation Report, a project reporting system has been incorporated into country activities in order to record, document and provide data for follow-up of increased numbers of home economists and audiences reached by project activities.

- B. Increased emphasis on in-school and out-of-school activities focusing on adolescent fertility issues and problems

During the March Planning Meeting, issues and problems of adolescent fertility, as they are a part of training and educational activities, were discussed and included as a major objective for the five-year plan. Country plans have included a variety of proposed activities aimed for this audience (especially in Jamaica, Panama and Sierra Leone). Headquarters staff participated on May 15 in the AID Workshop on Adolescent Fertility.⁴ The June LINK will include a supplement focusing on adolescent fertility.

- C. Short-term funding of LDCs or regional program coordinators in each emphasis country

Two full time regional assistant directors have been hired; Patchanee Natpracha (October 1, 1977) for Asia and Pamela Greene, (January 1, 1978) for Africa (previously Pamela Greene was retained as Coordinator for Africa). The Latin America/Caribbean regional assistant director position remains to be filled.

The five previous country coordinators were retained. As a result of the recent on-site inspection, each field staff person

"Adolescent Fertility Workshop." May 15, 1978. Sponsored by Agency for International Development, Washington, D.C.

was visited, and job competencies and responsibilities of these individuals were reviewed. The Jamaica coordinator position remains to be filled.

The coordination and facilitation of country activities will expedite the implementation of goals of the Project, and provide the impetus for strengthening host country management for the time when project funds are discontinued.

D. Assistance in development of project record-keeping and evaluation procedures⁵

Headquarters staff have attended an evaluation workshop for PVO's sponsored by New TransCentury⁶ and a two-week AID seminar on Project Design/Evaluation and Project Documentation⁷.

Existing reporting forms were reviewed and suggestions made in the March Planning Meeting. Subsequently, the project information system has been re-designed, and its structure disseminated to regional assistant directors and coordinators. Also, guidelines and the forms for the new reporting system as well as other pertinent job-related information will be assembled into a staff handbook. This compilation should facilitate staff reporting and accountability for project activities at country, regional and headquarter levels; as well as be a useful tool for orientation and training of additional field staff from new countries, as they are added throughout the five years.

In addition to data collected through regular staff reports, specific guidelines and forms for planning and reporting country activities are being instituted. These will fit into a comprehensive evaluation scheme along with special surveys, and an update of the Holt study,⁸ which should provide extensive and continuous internal evaluation of the project.

Records will also provide baseline data and pertinent information on participants of Project activities for periodic follow-up as recommended in the AID Evaluation Report.

⁵ See Appendix D, p. 30.

⁶ "Evaluation as a Field Management Tool." Sponsored by New TransCentury Foundation, January 24-25, 1978., New York City,

⁷ "Program Design and Evaluation Seminar." April 10-14, 1978 and "Program Documentation Seminar", April 18-19, 1978. Sponsored by Agency for International Development, Washington, D.C.

⁸ Holt, Barbara A., International Family Planning Project Participant Follow-up Survey. Washington, D.C.: American Home Economics Association, 1976.

E. Assistance in establishing or expanding home economics Advisory Committees in each emphasis LDC

Plans for the country advisory committees were initiated in January, 1978 and field staff have established these committees in the eight project emphasis countries.

The March planning group proposed criteria and guidelines for the composition and functions of committees.⁹ Proposed country plans from the committee work in Sierra Leone and Thailand were also presented.

Country advisory committees have been meeting and have planned and coordinated activities as well as provided linkages for current activities and future directions of the project in Thailand, Nepal, Sierra Leone, Philippines, Jamaica, Panama, Korea and Ghana.

As part of the advisory committee concept, home economics associations have been involved in working with the country coordinators to set up the committees, in selecting their key representatives for the committees, and in working as sub-committees in some countries.

F. Strengthened International Home Economics Network through close support of the IFHE¹⁰ in the form of training and educational materials and continuation of part-time liaison officer, who continues to support the strengthening and expansion of IFHE and to seek international support and collaboration in achieving project objectives.

The international network, through liaison with IFHE, has been strengthened by intensive efforts of the project liaison officer. For example, the liaison officer coordinated and reported through IFHE, in collaboration with Unesco, the Malaysia Workshop held October 30-November 11, 1977 at Fraser's Hill. The workshop, entitled, "Effective Integration of Population and Home Economics Communications", was attended by home economists and communications experts from nine countries.

Additional project in-put included a \$3,500 sub-contract with IFHE for the participation of IFHE executive staff in the Malaysia Workshop and the printing of the Conference Report,¹¹

⁹ See Appendix E , p. 43.

¹⁰ International Federation for Home Economics (IFHE)

¹¹ IFHE Bulletin. International Federation for Home Economics, March, 1978. Boulogne, France.

Planned for November 1978 will be a similar IFHE/UNESCO-sponsored conference for Africa; this conference will be coordinated by the Africa Regional Assistant Director.

As a result of the workshop sessions and IFHE's involvement and sponsorship (via the International Family Planning Project sub-contract), there is a stronger link being established with home economists in developing countries involved in population activities. Follow-up plans will continue to strengthen the network. Consultations with IFHE headquarters staff in Paris led to discussions of the coordination and planning of future events.

Activities that included the IFHE-sponsored training, project director's project inspection in key countries, and the efforts of the project liaison officer have resulted in expansion of the project's network, maintaining communication, and promoting participation in project activities in LDCs.

- G. Continuation and expansion of the AHEA Project newsletter, The LINK, to strengthen dissemination of family planning information on teaching methods, sharing of project experiences and to encourage the use of this publication by LDC home economists as the voice of LDC project experiences.

The LINK was published in December 1977 and March 1978, and disseminated to an expanded network list of 98 home economists, and 535 organizations and individuals from which requests were received.

Enclosed with the March LINK was a publication list promoting the dissemination of project publications. With the June edition of the LINK, there will be a special supplement on adolescent fertility.

As a result of LINK's voice for project experiences many organizations¹² have subsequently requested information about the project or featured some project materials in their publications which include:

People, by International Planned Parenthood Federation

Women's International Network News, private source

¹² Organizations are listed in Appendix F, p. 46.

Soundings, by World Neighbors

Directory of Population-Related Community, by World Population Society

Development as If Women Mattered, by New TransCentury and Overseas Council for Development.

- H. Adapt, publish and utilize existing information, education and training materials.

In order to utilize existing information, education and training materials, translations and adaptations for specific countries have been the first step. Translations that are underway are the Working with Villagers kit in Spanish and Thai; Sourcebook for Teachers in Thai and the Resource Handbooks in Spanish.

Copies of Sourcebook for Teachers, Resource Handbooks I and II and Working with Villagers materials have been distributed to developing country home economists and to cooperating international organizations and AID missions to promote their use for training and wide dissemination.

Country advisory committees have reviewed existing materials and requested needed project materials in their five year plans. As a result of the country advisory committees' work, the project can better plan and assist in the development and adaptation of country-specific materials.

- I. Broadened and strengthened LDC government and non-government leadership support and involvement in family planning and population activities through the participation of agriculture extension agents, rural and community development workers, and other agencies and personnel who have access to LDC families and students, especially in rural areas.

Country Advisory Committees, as described previously, include many government and organizational leaders representing Ministries of Agriculture, Education, Rural Development, and Health; Family Planning Associations, Planned Parenthood; Universities; and U.N. and other International agencies.

- J: Extensive use of non-government channels such as Mothers' Clubs, YWCAs/YMCAs, 4-H Clubs, youth organizations and others concerned with the improvement of family life and community welfare.

During the on-site inspection of the project, discussions were held with country coordinators and country advisory committees

regarding maximum cooperation with private organizations and their activities in the country. Three of the country Advisory Committees have included representatives of women's organizations, YWCA and youth organizations. As a result of joint planning by the committee for 1978 country activities and the five-year plans, over half of the emphasis countries have included program activities that will be coordinated with youth organizations, Mothers' Clubs, women's groups and other community persons.

PART III: PROJECTED PLANS FOR CURRENT FUNDING YEAR

During the period remaining in the current year contract, June to September 29, 1978, project activities will include these features:

1. Headquarters staff will continue to coordinate and encourage host country implementation of project goals and objectives.
2. The quarterly newsletter, LINK, will continue to promote communication between countries and regions and provide information on current home economics/family planning issues and other publications.
3. Headquarters staff is in the process of developing a training module for use in Project countries which will provide for consistency in training programs.
4. Submission of funding proposal for five-year plan to AID.
5. Assessments of five-year plans that have been received from Thailand, Nepal, Sierra Leone. Correspondence indicates that plans from Jamaica, Ghana, Korea, Philippines and Panama are in progress.
6. Project staff consultation/representation at major international meetings --

Consultant to U.N. Centre for Women in Development
Teheran, Iran -- Asia Assistant Director

Consultant to East-West Communication Institute
Workshop on Evaluation, Jakarta, Indonesia --
Asia Assistant Director

Paper presented for U.N. Social Development Branch
Workshop, Manila, Philippines -- Country Coordinator for Philippines (Written by Paris Liaison Officer)

IFHE Council Meeting, Sligo, Ireland -- Africa
Assistant Director

UNESCO/IFHE Africa Regional Workshop for home economists and communicators -- Coordinated by Africa
Assistant Director.

7. Collaboration with other population-related agencies for co-sponsorship of projects --

· UNESCO/IFHE follow-up to the November 1977 Malaysia Workshop of home economists and communicators

· Possible follow-up of UNESCO/IFHE Africa Regional Workshop for home economists and communicators (Sierra Leone).

B. Project activities which have been approved for funding or are in pending status for the following emphasis countries:

Country	Activity	Proposed Date
PANAMA	Spanish Translation of <u>Resource Handbook I and II</u>	June-Sept. 1978
	Pre-service Training Projects	June-Sept. 1978
	Integration of Family Planning in Rural Development Activities	May-Aug. 1978
JAMAICA	Pre-service Teacher Training Seminar	June 22-24, 1978
	In-service Teacher Seminar & Follow-on Project	July 7-8, 1978
	Family Living/Population Education for Home Economics Officers	July 3-7, 1978
SIERRA LEONE	Research Study: Problems Related to Sexually Transmitted Diseases & Pregnancy	July-Dec. 1978
	Child Development Project	Sept. 11-15, 1978
THAILAND	Translation and adaptation of Educational Materials:	May-July 1978
	<u>Working with Villagers' Trainer's Manual</u>	
	<u>Sourcebook for Teachers</u>	

PART IV: FINANCIAL STATEMENT

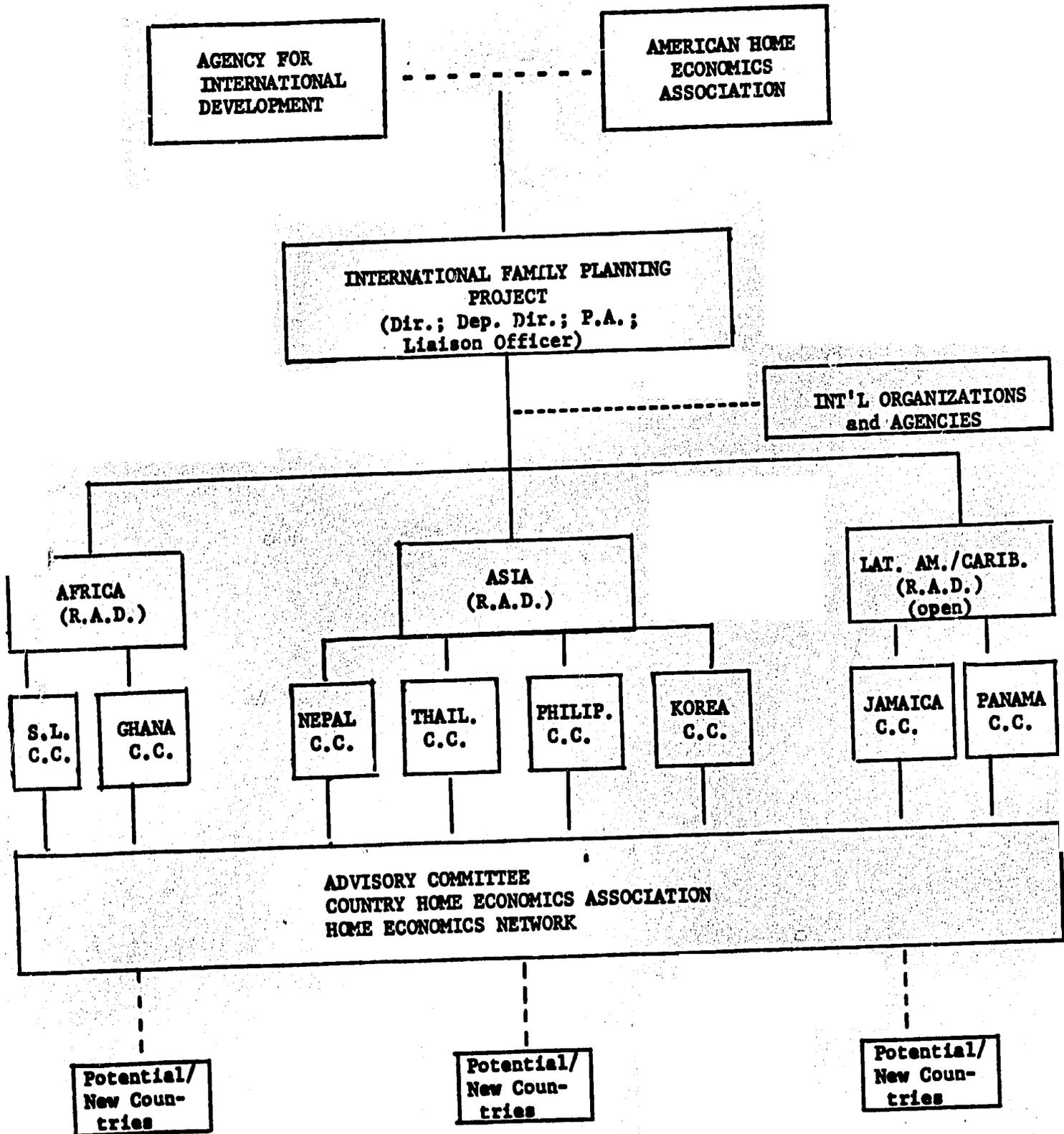
FINANCIAL STATEMENT

September 30, 1977 - May 31, 1978

CATEGORY	TOTAL BUDGET AMOUNT 1977-1978	EXPENSES FOR TIME PERIOD	BALANCE FOR 1978
	\$	\$	\$
1- Salaries & Wages	104,047.00	56,763.00	47,284.00
2- Fringe Benefits	12,485.00	5,074.85	7,410.15
3- Consultants	16,600.00	6,398.55	10,201.45
4- Travel & Per Diem	32,035.00	16,732.19	15,302.81
5- Materials & Supplies	15,000.00	1,992.65	13,007.35
6- Participant Training	46,200.00	13,150.00	33,050.00
7- Subcontracts	3,500.00	3,500.00	---
8- Direct Costs	15,000.00	5,936.41	9,063.59
9- Overhead	104,047.00	56,763.00	47,284.00
GRAND TOTALS	\$ 348,914.00	\$ 162,810.65	\$ 186,103.35

A P P E N D I X A

AHEA/AID PROJECT ORGANIZATIONAL CHART



C.C. = Country Coordinator
R.A.D. = Regional Assistant Director

A P P E N D I X B

LIST OF ADVISORY COMMITTEES

THAILAND

Dr. Suvanee Satayapa, M.D
Dr. Boonlert Leawprapai

Dr. Nipon Tepavan
Dr. vitoon O-santanon
Dr. Chaleo Buripakdi
Dr. Kowit Vorapipat
Dr. Pote Boonruang
Dr. Pairat Decharin
Dr. Suporn Sripahon
Mr. Meechai Veravaitaya
Mr. Jantane Santabutr
Miss Yaovalak Rachpatyaki
Prof. Khun Chuanchom Chantarapaoraya
Dr. Taweerat Tanakom

Mrs. Srinuan Komolavanich
Mrs. Pintip Boriboonsook
Mrs. Samanta Tangpon
Miss Patchanee Natpracha

Mr. G.C. Clark

Miss M. Crowley
Mr. J.L. Mercado
Mr. M.J.T. McCann
Mr. Vernon R. Scott
Dr. Sook Bang
Dr. Leonardo de la Cruz

Mr. Sa-ne Ratanajir
Mrs. Lowan Patanaru

Rural Health Division, Dept. of Health
Population & Social Research Institute,
Mahidol University
Population Institute, Chulalongkorn Univ.
Ramatibodi Hospital
Srinakarinviroj University
Technical Dept., Ministry of Education
Faculty of Agriculture, Kasetsart Univ.
Operation Division, Community Development Dept.
Executive Director, PPAT
Director, CBFPS
National Women's Council
National Economic & Social Development Board
Chairman, THEA
Director, Better Family Living Through Community
Food & Nutrition Development Programme
Vocational Education Department
Country Coordinator, AHEA-IFPP
DTEC
Regional Assistant Director, AHEA International
Family Planning Project
Rural Institutions Officer for Agricultural
Education Extension & Rural Youth
Regional Home Economics & Programme Officer
Consultant, Population Programme
International Relations Officer for Asia
Project Officer (Population) USAID/Bangkok
Chief, Fertility & Family Planning, ESCAP
Regional Advisor in Population Education
UNESCO
Asia Foundation
USAID/Bangkok

PHILIPPINES

Ms. Elinore Alzate
Professor Matilde Guzman
Mrs. Flora Berino

Ms. Naomi Capinpin

Ms. Margarita de la Paz
Dr. Nestor Santiago
Dr. Irma Apelo
Dr. Tito Contado
Ms. Julie Benedicto
Ms. Flora Eufemio

Mrs. Flora Lansang,

Ms. Pat Cera
Dr. Eliseo Pajaro

Home Economics Teacher
University Professor
Chief, Bureau of Agricultural Extension,
Home Economics Division
Community/Rural Development, Dept. of
Agrarian Reform
Nutritionist
Health Professional, Univ. Health Service
Family Planning Association of the Philippines
Agriculture, Univ. of the Philippines
College of Home Economics Foundation, Inc.
Social Welfare/Social Affairs, Division of
Child and Family Welfare, Dept. of Social
Services & Development
Youth Program/Community Development, Institute
of Social Work & Community Development
Dept. of Education and Culture
University of the Philippine

SIERRA LEONE

Mr. Arnold Gordon

Mrs. Vida Conger-Thompson

Miss Q. J. Jarrett

Mrs. Alberta Wright

Dr. Belmont Williams

Mrs. Eva Richards

Mrs. Enid O'Reilly-Wright

Mrs. Admira Davies

Mrs. Agnes Labor

Miss Ellaline Roy-Macauley

Mrs. T.A. Lucan

Dr. Septimus W. George

Mr. Akie Wilson

Mr. Connaught R.

Principal Information Officer, Ministry of
Information and Broadcasting

Fieldwork Supervisor, Planned Parenthood
Association of Sierra Leone

Atg. Senior Education Officer-Home Economic
Ministry of Education

President, Sierra Leone Home Economics Assoc.

Deputy Chief Medical Officer, Ministry of Health

Senior Development & Planning Officer, Ministry
of Development

Principal, YWCA Vocational Institute

Social Development Officer-Field Supervision

Ministry of Social Welfare & Rural Development

Head, Dept. of Home Economics, Milton Margai
Teachers College

Atg. Head, Home Economics Dept., Njala Univ.
College

Curriculum Development Coordinator, Institute
of Education

Medical Officer, MCH Services, Ministry of Health

Assist. Curriculum Development Officer, Insti-
tute of Education

Programme Officer, USAID/Sierra Leone

PANAMA

Miss Maria de los S. Villal

Mrs. Clelia Gilbert

Mrs. Zulema Jimenez

Mrs. Isolda Jaen

Miss Elia Vasquez

Country Coordinator, AHEA International

Family Planning Project, Depart. of

Home Economics, Universidad de Panama

Escuela de Educacion para el Hogar, Univ

sidad de Panama

Supervisor, Vocational Education, Minist

of Education

Director of Training, Department of Rura

Development

Nutritionist

NEPAL

Mr. C. Gurung

Mr. Ram Narayan Shrest

Dr. Kokila Daiday

Mrs. Chandra Kiran

Representative

Representative

Representative

Population Officer

Member Secretary of Central Coordinating Committee
(include coordinating committee on family plan-
ning and Women's activities)

Ministry of Home and Panchayat

Deputy Chief of EP-MCH, Ministry of Health

Regional Education Directorate

Nepal Family Planning Associati

UNFPA, Nepal

UNICEF, Nepal

USAID/Nepal

Representative
Representative
Chairman
Miss Shashi Maya Shrestha

College of Humanities and Social Science
World Education
Nepal Home Science Association
AHEA-IFPP Country Coordinator

KOREA

Mr. Jae Joon Kim

Mr. Shee Teh Kim

OR

Ms. Dong Eun Pa

Kuk Bum Shin

Mr. Kwang Sun Suh

OR

Mr. Giles Ryan

Mr. Soong Kyu Chun

Dr. Ki Yul Lee

Mrs Myung Uk Chang

Dr. Sumi Mo

Mr. Kuk Jin Kim

Chief, Material Development Division, Korean
Institute for Family Planning (KIFP)
Training Division Director, PPFK

Director, Information and Publications,
PPFK

Executive Director, Central Office for
Population Education Programme, COPEP
Director, Integrated Program of Day Care
CARE Mission in Korea (CARE)

CARE Mission in Korea

Chief, Dept. of Rural Family Living Improve-
ment, Office of Rural Development

President of Korean Home Economics Association
Professor, Seoul National University; Korean
team leader of Taiwan International F.P.

Workshop sponsored by AHEA-IFPP in 1973

Korea Program Coordinator, AHEA-IFPP

Chief, The Ministry of Internal Affairs
Section of Evaluation; Division of New
Village Development

JAMAICA

Dr. Thelma Stewart

Mrs. Alma Smith

Miss Cynthia Evans (retired)

Mrs. Julia Allen

Miss Ivy White

Assistant Chief Education Officer, Ministry of
Education

Head, Home Economics Department, Mico College
Home Economics Education Officer, Ministry of
Education

President, Jamaican Home Economics Association
Vice Principal, Shortwood Teachers' College

APPENDIX C

SUMMARY REPORT
OF STAFF PLANNING MEETING

International Family Planning Project

March 5 - 17, 1978

The AHEA International Family Planning Project held a Planning Meeting for headquarters staff and some field staff in Washington, D.C., March 5-17, 1978.

The objective for the meeting was to specifically coordinate and develop guidelines for:

- a. the five-year plan of work and funding proposal
- b. analysis of country-specific plans
- c. evaluation and reporting procedures and projections for the future
- d. assessing new countries entering the project
- e. follow-up on training, behavior changes and methods of participants, etc.
- f. future research potential of the project.

This was the first meeting held under the new contract where new headquarters staff met with project field staff. The group included: the project director, deputy director, project liaison officer, two regional assistant directors and three country coordinators. (See attached listing of specific participants and guests). The efforts of this workshop were essential for field input in order to begin the Project's five-year plan -- based on country-specific plans.

The full schedule for the workshop included concerns and issues of the Project as a whole as well as in specific countries; strategy planning; dialogue with AID officials; discussion of implications of AID's directions; work sessions on Advisory Committees, country work plans, five-year plan framework and objectives, reporting system, evaluation and Research. The final session focussed on implementation plans for the current year's activities. The project director held individual conferences with each of the field staff persons to review their positions and responsibilities, difficulties, and project plans for the coming year in their country/area/scope of assignment. Also included for group discussion throughout the two weeks were the following topics which the group suggested: discussion of level of funding for continuation of Project; staffing responsibilities; relation of Project to countries' national development plans; follow-up/follow-on strategies and development (criteria, expected action, contracts); graduate countries; potential emphasis countries; publications and training materials (dissemination, translation) and cooperation and collaboration with other organizations.

Key Presentations and Recommendations of the Work Group Included:

Position of AHEA

Dr. Kinsey Green, Executive Director of AHEA re-emphasized the important thrusts of the Project in terms of home economists and AHEA to 1) increase the proportion of AID money to developing countries activities, 2) the unique perspective of Home Economists with Family Planning because of their philosophy and unique ability, and 3) the importance of women.

Position of AID

Seven key personnel from AID who met with the planning group during one session indicated much interest in the future of the project. The Agency's New Directions Policy was discussed. Additional discussion included the role of home economists in reaching adolescents and the potential for needed programming in that area. Regional Bureau representatives offered their assistance and support for coordinating Project activities as well as future expansion plans with the AID mission offices in specific countries/regions.

Project Goal and Objectives

The Project goal was viewed as viable after considerable discussion by the group: "To strengthen and institutionalize the integration of population education/family planning into home economics for the improvement of family welfare through formal and non-formal education systems in selected developing countries."

Major objectives discussed included:

- 1) strengthen the ability of home economists to work in integrated population education/family planning programs which function through regular home economics channels;
- 2) extend project activities into other countries where climate for success is favorable;
- 3) lend special support to regional and in-country project activities that bring new approaches and emphases to adolescent problems, nutrition education, family dynamics, sex education, and increased involvement of women in the development process;
- 4) encourage increased cooperation between home economists and other population-oriented agencies in order to reinforce and expand the integrated home economics approach;
- 5) build in-country organization, leadership and support for implementing home economics/population programs;
- 6) support the strengthening of IFHE as official non-governmental organization;

initiate research that will test the validity of concepts taught for the specific country and evaluation that will assess past and present effectiveness of the Proj

Methods were recommended for implementation of each objective.

Five Year Plan

A framework was proposed in which the country plans could be described in terms of overall country project as well as specific programs. The framework included the following items:

- 1) brief statement of country situation and role of population efforts in country;
- 2) historical perspective of home economics;
- 3) analysis and assessment of country needs;
- 4) overall objectives with justification;
- 5) target groups;
- 6) list of specific project by category
- 7) priorities;
- 8) timetable;
- 9) assessment of resources and estimate of budget

Advisory Committees

Recommendations for Guidelines of establishing advisory committees included the functions: developing awareness of contribution of home economics to population/family welfare programs; cooperative planning among agencies; examining and identifying priorities for programs with home economics/family planning components; reviewing, evaluating and assisting with follow-up; and expedite the institutionalization of activities into regular governmental programs. The country committees would meet at least twice a year and the country coordinator would have the responsibility for ensuring continuing activity of the committee in carrying out the functions. Composition of the country advisory committee would include 7-15 policy-level persons representing host government agencies (planning bodies related to home economics, family planning, education, agriculture, rural/community development, etc.); non-government groups (church, women's groups, higher education, youth groups, and home economics associations); donor agencies (AID, UN) and other individuals (i.e., key home economists).

Criteria for Potential Emphasis Countries

The group suggested that the following factors are important for a successful emphasis country:

- 1) strong and effective home economics programs in the country in both formal and informal education;
- 2) good home economics leadership and commitment to involvement in family planning/population education;
- 3) unity among home economists of the country;
- 4) recognized status of home economics within the country;
- 5) favorable country climate in relation to family planning;
- 6) existence of other on-going family planning activities; and
- 7) a strong home economics association which backs the Project.

The group also reviewed and supported the criteria and listing for Tier I, Tier II and Tier III countries as recommended in AID papers. It was suggested that the terminology of "tier" not be used, but rather "potential emphasis countries" and "new countries".

Evaluation and Research

With the input of consultant, Dr. Mary Heltsley, the group examined steps in the evaluation process, how to determine topics and levels of evaluation -- especially in relation to the balance of knowledge with risk and uncertainty. The functions of using evaluation for feedback to make changes and techniques of integrating it into existing programs and avoiding tools which would be inappropriate for field use, were discussed. The proposed evaluation tool will assess country status and progress in the areas of curriculum and program revision; training resources; network; cooperation with other agencies; public information; home economics Associations and emphasis areas.

The group concluded that stronger research component should be built into the new five-year funding proposal. Regional workshops to assist in the formulation of research topics, research assistance from researchers among various home economics programs and/or U.S. home economists; and a mechanism for obtaining research information from a retrieval system to use in planning activities were among the suggestions made.

Focus on Adolescents

Among the concerns of the planning group which were discussed extensively were current social problems relating to adolescents and families. Innovative plans to focus on these issues were included in the five-year objectives. An additional resource which was reviewed by the group was the "Dilemma Game" presented by Dr. Margaret Feldman, HEW. The tool for teaching teenagers decision-making and facing dilemma in regards to sexuality and birth control in problem-solving situations was considered for adaptation as a prototype for project countries.

International Family Planning Project

PLANNING MEETING

March 6-17, 1971

PARTICIPANTS

AHEA/PROJECT CONSULTANTS

Mrs. Florence Sai
M-197
Accra, GHANA

*Miss Shashi Maya Shreatha
Assistant Director
Regional Education Directorate
Bagbazar
Kathmandu, NEPAL

Miss Maria de los S. Villarreal
Head, Department of Home
Economics
Facultad de Agronomia
Universidad de Panama
Panama City, PANAMA

Miss E. Ivy White
Assistant Principal
Shortwood Teachers' College
Shortwood Road
Kingston 8, JAMAICA

Dr. Mary Heltsley, Professor
Department of Family Environment
48 LeBaron Hall
Iowa State University
Ames, Iowa 50011

AID PARTICIPANTS/OBSERVERS

Mr. Morrie K. Blumberg, Chief
Near East Division
Office of Population
DS/POP/NE
RPE 312
Agency for International Development
Washington, D.C. 20523

Dr. Mary Cunningham
Bureau for Private and Development
Cooperation
Room 4942, New State
Agency for International Development
Washington, D.C. 20523

Mr. Louis Gardella, Chief
DS/POP/Africa Division
RPE 314
Agency for International Development
Washington, D.C. 20523

Mr. John Paul James
DS/POP/Latin America Division
RPE 316
Agency for International Development
Washington, D.C. 20523

Mr. Robert L. Linton, Chief
DS/POP/Asia Division
RPE 311
Agency for International Development
Washington, D.C. 20523

Mr. Sander Levin, Assistant Admin
Development Service Bureau
Room 3932
Department of State
Agency for International Development
Washington, D.C. 20523

Dr. R. T. Ravenholt, Director
Office of Population
Agency for International
Development
Washington, D.C. 20523

Mr. Russell J. Swenson, AID/W
Project Monitor
DS/POP/IE
Agency for International
Development
Washington, D.C. 20523

Dr. Gerald Winfield, Chief
DS/POP/IE
RPE 214
Agency for International
Development
Washington, D.C. 20523

AHEA PERSONNEL

Dr. Kinsey B. Green
Executive Director
American Home Economics Association
2010 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Mrs. Margaret McCullough
Associate Executive Director
AHEA

Dr. Gladys Gary Vaughn
Unit Administrator
Research and Development Unit
AHEA

Miss Helen Strow, International
Program Specialist
AHEA

Dr. Harold Feldman, Visiting Scholar
Center for the Family
AHEA

Dr. Pat Tripple, Visiting Scholar
Executive Office
AHEA

Dr. Keith McFarland, Visiting
Scholar
AHEA

Ms. Georgia Lakaytis, Director
Public Relations Department
AHEA

Ms. Barbara Warden, Director
Public Affairs
AHEA

AHEA/AID PROJECT STAFF

Dr. Elizabeth W. Brabble, Director
AHEA/AID International Family Planning
Project

Miss Bonnie E. Birker, Deputy Director
AHEA/AID International Family Planning
Project

Mrs. Pamela Greene, Regional
Assistant Director - Africa
AHEA/AID International Family Planning
Project
P.O. Box 414
Freetown, SIERRA LEONE

Miss Patchanee Natpracha, Regional
Assistant Director - Asia
AHEA/AID International Family
Planning Project
132 Mompaw Lane
Patipat Road, Samsen Nai
Bangkok 4, THAILAND

Mrs. Betty Williams, Liaison Office
AHEA/AID International Family
Planning Project
16 Villa Said
75116 Paris, FRANCE

Mrs. Patricia Poston, Progr.
Assistant
AHEA/AID International Family
Planning Project

* Invitation sent; unable to attend planning meeting

A P P E N D I X D

COUNTRY WORK PLAN

Outline for specific project proposals in five-year plans

- I. Title
- II. Justification (Relationship to overall objectives)
- III. Goal/Objectives of Activity
- IV. Target Group(s) (describe profiles and numbers)
- V. Responsible agency, groups and persons. Include addresses.
- VI. Plan for implementation, including details on areas of emphasis, scope of work, as well as evaluation indices
- VII. Time Table
- VIII. Plans for evaluation
- IX. Resources Needed
 - In-country
 - Human
 - Material
 - Money

AHEA funding required
Other funding required
- X. Detailed budget

FRAMEWORK FOR COUNTRY WORK PLAN

I. BACKGROUND INFORMATION

- A. Give a brief statement of country situation and its role in family planning/population efforts which include population size, growth rate, government's policy on population, and a brief description of other major programs in population/family planning.
- B. Include a brief historical perspective of home economists in the country and in the family planning project:
- Number of home economists
 - Types of positions held by home economists in the country
 - Are home economists organized? How? Name of Home Economics or Home Science Association.
 - Relation and length of membership in IFHE
 - Description of involvement of Home Economics/Home Science Association with International Family Planning Project
 - Description of involvement of Advisory Committee with AHEA Family Planning Project.
- C. Assessment and analysis of country needs/problems
- State specific needs of your country
 - Give justification of project's involvement through analysis and assessment of country's needs
 - Indicate any problems envisioned

II. SCOPE OF WORK

- A. State country goal(s) on basis of country's needs.
- B. List specific objectives.
- C. List possible projects over the five years, based on country needs. (Develop specific outline for each project using Form _____).
- D. Specific target populations that program is directed toward and justification for selection of groups (conditions and characteristics).
- Include plans for reaching these groups
 - Include means of evaluating effectiveness
- E. Implementation Strategy

Priority listing for implementation of all project
Timetable for implementation

Established target dates (beginning
tentative termination date
evaluation schedule

Assessment of resources for planned project:

- Estimate of five-year budget with year-to-year breakdown which includes possible contribution of local and outside agencies:
 - designate group(s) or person(s) responsible for carrying out activity
 - collaborating agencies contributions
 - materials and supplies
 - facilities and equipment
 - travel
 - evaluation procedures cost

G. Evaluation

- Describe expected results
- Plans for evaluation of projects in relation to five-year goals and specific objectives
- Method of evaluation to be used for each project
- Cost of evaluation as mentioned under D above

III. PERSPECTIVES FOR INSTITUTIONALIZATION OF PROGRAM

(How will five-year program lead into country's institutionalized program?)

- What does institutionalization of family planning/home economics programs mean in your country?
- Describe expected impact of this five-year program in your country
- Target dates of expected institutionalization in your country.

INTERNATIONAL FAMILY PLANNING PROJECT

MONTHLY INFORMATION REPORT

Name: _____

Position: _____

Country: _____

Month/Year: _____

Date	Description of Work or Task	Time Spent	TOTAL NUMBER OF CONTACTS												
			1	2	3	4	5	6	7	8	9	10	11	12	

KEY -- Types of Contacts

- | | | |
|------------------------------------------------|---------------------------------|-----------------------------|
| 1. Home Economics Administrators | 5. C.D./Extension Field Workers | 9. Villagers |
| 2. Home Economics Teachers | 6. Organizations/Agencies | 10. Youth/Teens |
| 3. Home Economics Students | 7. Government Official | 11. Others (Please Specify) |
| 4. C.D./Extension Supervisors & Administrators | 8. Community Leaders | 12. |

HOW TO COMPLETE MONTHLY INFORMATION REPORT

1. Complete ALL information at top of page

Name
Position
Country
Month and Year

2. Description of work or task

Fill in date
Give brief description of task; list each task on separate line.
Specify number of hours (or fractions) spent.

3. Total number of contacts

Refer to KEY of TYPES OF CONTACTS and indicate in corresponding numbered column, the number of each type of contacts. (This may mean numbers in more than one column for a given task.)

4. The forms are carboned in triplicate, when completed:

- a. Send original copy and expense statement for month to Project Director by the 3rd of the following month.
- b. Send one copy to Regional Assistant Director.
- c. Keep one copy for your files.

NOTE: It is important that this form be completed monthly as a means of feedback to project-input as well as providing evidence of accountability for project existence.

This report form should show actual activities, amount of time spent and number and type of contacts made by project staff as a part of our Project Information System.

GUIDELINES FOR ACTIVITY PROPOSAL FORM

1. GOAL

The goal is the overall, macro idea; the longer range perspective. The goal statement should be reflected in the country work plan.

2. OBJECTIVE (s)

These statements should be the specific actions for achieving the goal.

3. DATES TO BE HELD (include beginning and ending dates)

4. LOCATION: Should include country and local geographic location and facility.

5. POTENTIAL PARTICIPANTS: Describe types and numbers of representatives you want to attend the meeting.

6. CONDITIONS FOR SELECTION OF PARTICIPANTS: Describe any conditions of qualification, experience, etc. which you might consider in selections and expectations for follow-up or follow-on.

7. OBSERVERS: Give name, address and title of desired representatives of local, country and international organizations, neighboring country home economists, communicators; other key persons. (If this information is unknown at the time of submission of this plan, please indicate in future correspondence.)

8. PLANNING COMMITTEE MEMBERS AND TITLE: Indicate office held on committee, i.e. Chairman, Secretary, etc.

9. ADDITIONAL PERSONNEL NEEDED: Describe needs for local and/or international consultants, headquarters staff and/or regional assistant director. (Include recommendation of person wanted or type of person needed.)

10. TIME SCHEDULE STRATEGY: Describe strategy for implementation; include steps and deadlines leading up to (and through) actual activity; list activities to be undertaken.

11. MATERIALS NEEDED FROM AHEA HEADQUARTERS: Describe any materials, i.e., books, filmstrips, publications, etc., needed for activity.

12. MATERIALS/EQUIPMENT TO BE PROVIDED LOCALLY: Describe local input related to materials, equipment, supplies and facilities.

13. BUDGET: Describe each item in detail under appropriate sub-headings and in terms of monetary value (in local currency).

Categories of expenses, i.e.

transportation
secretarial services
materials, supplies
printing, duplication
facilities/meeting rooms
meals/room
group transportation
correspondence/communication

14. EXPECTED OUTCOMES: Describe expected results of project activity in terms of benefit to the country.
15. EVALUATION AND FOLLOW-UP PLANS: Describe methods/techniques and indicators to be used in measuring the results or substance of the project activity and the next steps for follow-on. (Include places where follow-on may occur).
16. COMMENTS: Use this space for questions for clarification or other comments.

American Home Economics Association
INTERNATIONAL FAMILY PLANNING PROJECT

ACTIVITY PROPOSAL FORM

TYPE OF ACTIVITY _____

TITLE _____

HOST AGENCY _____

1) JUSTIFICATION:

2) OBJECTIVE (s)

3) DATES TO BE HELD

4) LOCATION

FORM _____

5) POTENTIAL PARTICIPANTS

6) CONDITIONS FOR SELECTION OF PARTICIPANTS

7) OBSERVERS

8) PLANNING COMMITTEE MEMBERS AND TITLES

9) ADDITIONAL PERSONNEL NEEDED

10) TIME SCHEDULE STRATEGY

11) MATERIALS NEEDED FROM AHEA-INTERNATIONAL FAMILY PLANNING PROJECT

12) MATERIALS/EQUIPMENT TO BE PROVIDED LOCALLY

13) BUDGET

AHEA-International Family Planning Project (describe each item in detail/cost)

Other Agency/Organization Contributions

Local (In-Country) Contributions

14) EXPECTED OUTCOMES

15) EVALUATION AND FOLLOW-UP PLANS

16) OTHER COMMENTS

Person responsible for receiving and administering the funds: _____

Date: _____

Person with major responsibility for activity: _____

Name of Country Coordinator: _____

A P P E N D I X E

WORKING PAPERS

GUIDELINES FOR ESTABLISHING ADVISORY COMMITTEES IN LDCs.

Functions of Advisory Committees

An ad hoc group. Among its functions may be:

1. Develop awareness of contribution of home economics to population family welfare programs.
2. Cooperative planning among agencies.
3. Examine and identify priorities for programs with home economics/family planning components.
4. Review, evaluate and assist with follow-up.
5. Work for institutionalization of activities into regular governmental programs.

Procedures for working with advisory committees will of necessity vary from country to country. It is recommended that the committee meets at least twice a year. The coordinator has responsibility for ensuring continuing activity of the committee in carrying out above functions.

GOAL

Work for institutionalization of activities into regular governmental programmes.

COMPOSITION

Number 7-15 -- depending on country

Among the group from which representatives may be made: policy-level persons who will represent:

1. Host Government Agencies
 - a. Planning body
 - b. Related to home economics/family planning activities (e.g. health, education, agriculture, rural/community development, family planning)
2. Non-Government

Church, women's groups, higher education, youth groups, home economics associations
3. Donor Agencies

AID, U.N.
4. Other Individuals

home economics teachers--who have specific contributions to make

Network Members

ISSUE: Involvement of network

HOW OFTEN: Not less than twice per year

CONVENER: Chairperson

Rapporteur

Secretary

} depends on country

APPENDIX E

ORGANIZATIONAL REQUESTS FOR PROJECT MATERIALS

FOR LINK, RESOURCE CATALOG, ETC.

International Planned Parenthood Federation and East & Southeast Asia and Oceania
Region, Kuala Lumpur, Malaysia
Research Triangle Institute, Office for International Programs, North Carolina
UNESCO
AID/Bissau (Guinea)
AID/Pakistan
John Hopkins Program for International Education in Gynecology & Obstetrics
Clearinghouse on Development Communication
UNESCO Office for Education in Asia, Bangkok, Thailand
Planned Parenthood Federation of America
IPPF, London, England
WHO, Africa Region
ACTION Library
Environmental Education Center
Margaret Sanger Center, Library, New York
UNICEF and WFP (World Food Program), Paris
Fundacion General Mediterranea, Madrid
Institute of Development Studies, Library, University of Sussex, Brighton, London
Zero Population Growth, Washington, D.C.
Family Planning International Assistance, New York
Training Center for Economic Development, CENDEC, Brasil
Mennonite Central Committee, Dacca, Bangladesh
UNESCO, Education Office, Santiago, Chile
WHO, Africa Region, Zambia

FOR WORKING WITH VILLAGERS

Helena Oppong, Ghana
FAO, Rome, Italy
Helen Martins, International Planned Parenthood Federation, London, England
AID/Bangladesh
AID/Malaysia
Population Planning Officer, Ministry of Integrated Rural Development Progra
Dacca, Bangladesh
UNICEF, Library, Sri Lanka
NFE Information Center, Michigan State University
UNICEF, New York
Resource Centre for Non-formal Education, Madras, India
CIACOP, Jose Blanche, San Jose, Costa Rica
Save the Children Federation, Ms. Marian Levy, Westport, Connecticut
International Communications Institute, Edmonton, Canada
IWY Tribune Project, New York
AID Education Officers
Social Development Division, United Nations, New York
Research Coordinator, Charles Ausherman, Jakarta, Indonesia
MJ Enterprises, Wilmette, Illinois
World Bank, Population Projects Department (to Hong Kong)
Academy for Education Development Programs in Guatemala--for Basis Rural
Education Project
Ghana National Family Planning Organization

PUBLICATIONS TO OTHER COUNTRIES (other than "Working With Villagers")

Library, Population Studies Programme, University of Malaysia, Kuala Lumpur,
Malaysia

Library, Central Electrochemical Research Institute, Tamil Nadu, India

University College of Swaziland

College of Arts, Science and Technology, Kingston, Jamaica

Grace Buthelezi, Soweto, South Africa

Ministry of Agriculture and Forestry, Entebbe, Uganda

Ministry of Education, Youth Affairs and Cooperative, Roseau, Dominica

Angelica G. de Villagran, Escuela Normal para Maestras de Educacion pa
el Hogar, Guatemala City, Guatemala

Integrated Family Life Education Project, Addis Ababa, Ethiopia

Association for the Aged, Dacca, Bangladesh

Un evangelized Fields Mission, Sentani, Indonesia

University de Rwanda