

 **BASICS**
TRIP REPORT

**Preparatory Meeting for the Regional
Francophone Training Management Workshop**

***BASICS is a USAID-Financed Project Administered by
The Partnership for Child Health Care, Inc.***



Academy for Educational Development (AED)

John Snow, Inc. (JSI)

Management Sciences for Health (MSH)

1600 Wilson Boulevard, Suite 300; Arlington, VA, 22209; USA

PW-ABW-161

**PREPARATORY MEETING FOR
THE REGIONAL FRANCOPHONE TRAINING
MANAGEMENT WORKSHOP**

March 16 to 20, 1995

Paultre P. Desrosiers

**BASICS Technical Directive: 000 FA 53 015
USAID Contract Number: HRN-6006-C-00-3031-00**

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ACRONYMS

BASICS	Basic Support for Institutionalizing Child Survival Project
F&A	Finance and Administration Division
FY	Fiscal Year
HQ	Headquarters (BASICS/Washington)
ICM	Integrated Case Management
MA	Massachusetts
MSH	Management Sciences for Health
TOT	Training of Trainers

I. EXECUTIVE SUMMARY

BASICS Training Coordinator Dr. Paultre P. Desrosiers, traveled to Boston, MA from March 16, to 20, 1995 to meet with MSH Director of Management Training, Stephen Reimann and Course Manager, Marianne DiMascio regarding the Francophone Africa regional training management workshop.

This visit was a follow-up to the January 12, 1995 meeting that was held at BASICS HQ between Steve Reimann, Patricia Taylor BASICS' deputy director for Operations, and Paultre Desrosiers, where both parties had expressed the possibility of a collaborative effort for the realization of the regional management workshop in Dakar, Senegal. The decision to collaborate with MSH was based on the fact that their training section had already planned to organize a training management workshop in Dakar, Senegal at or about the same time that BASICS had planned.

The following topics were discussed at the meeting:

- a. MSH's role in the planning and implementation of the workshop;
- b. The content areas of the training;
- c. Recruitment and selection of participants;
- d. Training costs;
- e. Logistics and coordination of the workshop; and
- f. Certificate of participation.

Follow-up Actions

MSH will send BASICS a letter of understanding and a tentative budget for the workshop. Dana Inerfeld, BASICS program assistant, will contact F&A about the administrative implication(s) in negotiating a contract with a partner company (MSH) and get the necessary procedural forms. Desrosiers will meet with Inerfeld to prepare a final budget for the workshop (including airfare/tuition/per diem for participants and BASICS staff). Desrosiers will meet with the regional office staff in Dakar to discuss the workshop plan. Desrosiers will confirm the dates to meet with the MSH course director to work on the content of the modules (three days maximum). A meeting will be set with the BASICS Evaluation Division to discuss the development of an instrument for the evaluation of the workshop. A final presentation will be made to the ICM working group and the managerial staff.

II. TRIP PURPOSE AND ACTIVITIES

BASICS Training Coordinator Dr. Paultre P. Desrosiers, traveled to Boston, MA from March 16, to 17, 1995 to meet with MSH Director of Management Training Stephen Reimann, and Course Manager Marianne DiMascio regarding the Francophone Africa regional training management workshop. The principle focus of the visit was to officially organize the participation of MSH in the development of the regional training workshop. Additional activities included reviewing the MSH training manuals and making suggestions regarding possible modifications to the content of the MSH training modules.

III. BACKGROUND

This visit was a follow-up to the January 12, 1995 meeting that was held at BASICS HQ between Steve Reimann, BASICS Deputy Director for Operations Patricia Taylor, and Paultre Desrosiers during which both parties expressed the possibility of a collaborative effort for the realization of the regional management workshop in Dakar. The decision to collaborate with MSH was based on the fact that their training section had already planned to organize a training management workshop in Dakar at or about the same time that BASICS has planned to do the same. BASICS approached MSH to avoid any duplication of activity and to facilitate the coordination of services to the same target audience.

IV. DISCUSSIONS

The following topics were discussed at the meeting:

1. MSH's Role in the Planning and Implementation of the Workshop

Since MSH had planned to conduct the course in Dakar from October 23, to November 17, 1995, and had already prepared the modules for their course, they will certainly play an important role in the development of the training program. MSH was willing to use their contacts in the field (MSH bilateral family planning project) and their trainers to facilitate the training activities. The MSH course has already been held several times in English and French, and is advertised in the MSH training catalog.

2. Reviewing the Content Areas of the Training

MSH agreed to the following minor course tailoring to address BASICS' special concerns. The original objective was to strengthen the skills of the managers and supervisors of health programs whose responsibilities include the management of training programs or activities, but who are not necessarily the actual trainers. BASICS' suggestion to MSH was that MSH reorganize their modules in such a way that participants will learn each topic such as management of the training function, training in the strategic context, training program design, evaluation of training programs in block times, and the delivery of training programs (TOT), separately.

3. Recruitment and Selection of Participants

MSH was planning to accept 24 participants, a number which might be considered too excessive. Although there are no strict rules on how many participants should be enrolled in a workshop, it is, however, advisable not to have more than 15 participants (maximum) if everyone is to participate. BASICS will select three participants through its country advisors in Niger, Senegal, Mali, and Guinea. The criteria for the selection of each participant will be left to the discretion of BASICS regional office.

4. Training Costs

This activity and the funding for it are included in the ICM working group's financial planning for FY 2. A total \$150,930 has been approved by BASICS' management for the organization of this workshop. BASICS originally had planned to use a portion of this fund to negotiate a contract with MSH for the organization of the workshop, but during our discussions, it was agreed that BASICS would, instead, sponsor a number of participants, preferably from the BASICS countries. Tuition fee for each participant is \$3,950, which covers course fee and materials, but excludes accommodations, meals, and incidental expenses. BASICS will pay the course fee, per diem, and travel expenses for participants coming from neighboring countries. (See Appendix A)

5. Logistics and Coordination of Workshop

The coordination of the workshop will be shared by both parties. MSH will, however, be responsible for negotiating a contract for hotel accommodations in Dakar, workshop location, field trips, and other logistical issues within Senegal. Inerfeld will be traveling with Desrosiers to Senegal and will be responsible for the administrative work. (See Appendix B) The BASICS regional office in Dakar will also participate in the organization of the workshop.

6. Certificate of Participation

BASICS will provide a special course attendance certificate for the BASICS sponsored participants in addition to the standard MSH course certificate.

V. FOLLOW UP ACTIONS

1. MSH will send a letter of understanding and a tentative budget for the workshop. (Reimann)
2. Contact F&A about the administrative implication(s) in negotiating a contract with a partner company (MSH) and get the necessary procedural forms for the management of the fund for participants' per diem. (Inerfeld)

3. Prepare a final budget for the workshop (including airfare/tuition/per diem for both participants and BASICS' staff). (Desrosiers/Inerfeld)
4. Meet with the regional office staff in Dakar to discuss the workshop plan. (Desrosiers)
5. Choose dates to meet with Marianne DiMascio to work on the content of the modules. (Desrosiers/DiMascio)
6. Set up a meeting with the Evaluation Division to discuss the development of an evaluation instrument for the workshop. (Kleinau/Desrosiers/Inerfeld)
7. A final presentation will be made to the ICM working group and the managerial staff.

APPENDICES

APPENDIX A

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FAX NO: 703-312-6900

May 4, 1995

Number of pages this transmission: 1

MANAGEMENT SCIENCES FOR HEALTH
400 Centre Street
Newton, MA 02158
Telephone: 617-527-9202
FAX: 617-965-2208

To: **Paultre DesRosiers, BASICS**

From: **Marianne DiMascio, Management Training** *Marianne*

I am writing to you to further clarify the role we hope you will play in the *Managing Successful Training Programs* Course in Dakar from October 23 to November 17, 1995.

As the course will likely reach its limit of 24 participants, we feel there is a need for a third trainer for the entire course. The role of this trainer would be to fully collaborate with the Course Directors on course design, session design and implementation, and an ongoing evaluation of the sessions and the course. It is our understanding that you will be in Dakar for the entire course and would be available to assume the role of trainer during that time. If agreed upon, it is understood that all costs relating to your involvement in the course will be paid by BASICS.

Below is a list of responsibilities for the course co-trainer:

1. Act as co-trainer for duration of course.
2. Assist in the preparation and implementation of all sessions and lead sessions as appropriate and as agreed with Course Directors.
3. Work with Management Training Program staff in Boston on a date to be arranged to finalize course design and prepare teaching materials.
4. Collect relevant materials and prepare training notes for the sessions as agreed with Course Directors.
5. Facilitate groups as needed during the course.
6. Evaluate the course with Management Training staff and participate with them in making recommendations for future courses.

Please indicate *in writing* if you will be available during the four weeks to perform the above duties. Feel free to call me if you have any questions. Thank you.

RECEIVED

FAX NO: 703-312-6900

May 4, 1995

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MANAGEMENT SCIENCES FOR HEALTH
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To: Dana Inerfeld cc: Pauline DesRosiers
From: Marianne DiMascio *Marianne*

Thanks for your call about the Managing Training Course in Dakar. It is our understanding that you will be in Dakar for the duration of the course and will be able to assist with course logistics for that period. Jennifer Webster, from the Management Training Program, will travel to Dakar also and will be primarily responsible for coordinating logistics. It is foreseen that the two of you will work together to ensure that the course runs smoothly and that administrative details are taken care of. It is our understanding that all costs relating to your involvement in Dakar will be paid by BASICS.

Below is an illustrative list of tasks for which you may be responsible. Some of the tasks may be handled before your and Jennifer's arrival by a local counterpart.

- Arrange for airport pickups and drop-offs
- Plan and conduct participant orientation
- Set up arrangements for check cashing at local bank; ensure that participant banking needs are met
- Ensure that all course documents (participant binder, handouts, overheads) are prepared and ready for distribution when requested by trainers; keep organized file of all materials
- Ensure that training room is set up and that all breaks and group meals are arranged
- Communicate daily with Course Directors and follow up on requests
- Handle participants' requests regarding administrative/logistical matters related to participation in the course
- Organize and coordinate site visits and social activities in accordance with course budget; accompany participants on activities as requested by Course Director
- Provide secretarial/word processing/photocopying support to trainers and participants as needed, including typing course documents, participant reports, certificates, address lists, etc
- Participate in compilation of final report
- Carry out other activities as needed or as requested by Course Director

In addition to these responsibilities, it is understood that you will be responsible for all matters related to BASICS participants such as sorting out per diem, confirming travel arrangements, and other specific requests they may have.

In the months leading up to the course and during the course, we will discuss and determine how to coordinate the work that you and Jennifer will be doing in Dakar. Please call me if you have any questions. Thank you.

RECEIVED

ESTIMATED BUDGET
FRANCOPHONE REGIONAL TRAINING MANAGEMENT WORKSHOP

	QUANTITY	RATE	TOTAL
I. STAFF LOE			
Paultre Desrosiers	45	\$332	\$14,940
Dana Inerfeld	40	\$86	\$3,440
Subtotal, Staff LOE			\$18,380
II. TRAVEL, TRANSPORTATION AND PER DIEM			
3 RT Washington/Boston/Washington	3	\$500	\$1,500
2 RT Washington/Dakar/Washington	2	\$3,500	\$7,000
3 RT Bamako/Dakar/Bamako	3	\$500	\$1,500
3 RT Conakry/Dakar/Conakry	3	\$500	\$1,500
3 RT Niamey/Dakar/Niamey	3	\$1,000	\$3,000
Miscellaneous Travel:			
Local travel/transportation (Senegal)	1	\$1,000	\$1,000
Local travel/transportation (Boston)	1	\$300	\$300
Per Diem:			
'6 days Boston M&IE @ \$38/day (Desrosiers)	6	\$38	\$228
34 days Dakar per diem @\$127/day (Desrosiers)	34	\$127	\$4,318
34 days Dakar per diem @\$127/day (Inerfeld)	34	\$127	\$4,318
30 days Dakar per diem @\$127/day (Senegalese)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Senegalese)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Senegalese)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Malian)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Malian)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Malian)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Guinean)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Guinean)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Guinean)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Nigerien)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Nigerien)	30	\$127	\$3,810
30 days Dakar per diem @\$127/day (Nigerien)	30	\$127	\$3,810
Subtotal, Travel, Transportation and Per Diem			\$70,384
III. OTHER DIRECT COSTS			
Tuition for Workshop	12	\$3,950	\$47,400
BASICS Promotional Material	1	\$500	\$500
Translation	1	\$1,000	\$1,000
Printing of Certificate	1	\$100	\$100
Telephone, Fax, Correspondence	1	\$250	\$250
Visas for BASICS Staff and Participants	1	\$750	\$750
Miscellaneous ODC	1	\$1,000	\$1,000
Subtotal, ODC			\$51,000
SUBTOTAL, I-III			\$139,764
IV. FEE			
@ 4% of Direct Costs			\$5,591
GRAND TOTAL			\$145,355

APPENDIX B

BASICS

BASIC SUPPORT FOR INSTITUTIONALIZING CHILD SURVIVAL

MEMORANDUM

DATE: January 19, 1995
TO: Al Bartlett, CTO
FROM: John Yanulis
SUBJECT: ICM Workplan Review

TD#

The following is a summation of discussions and decisions made at the PY2 Workplan and Budget Review Meetings for the Integrated Case Management Workplan, held at BASICS on January 18, 1995.

Review Group:	<u>USAID</u>	<u>BASICS</u>
	Bartlett	Patterson Waldman Yanulis

PY 2 Funding:

A \$480,000 funding level for the Integrated Case Management Research and Development activities was approved for PY 2. Of that, \$217,000 was fixed costs and \$263,000 was considered additive costs coming from Core. Activities were not specified as being funded under Designated Core funding. Further discussions with the appropriate Bureaus is necessary.

PY 2 Activities:

It was recognized that activities in the technical unit's PY 2 workplan would reflect a long-term vision of those areas in which BASICS would make significant contributions to the field of child survival. What follows are the agreed upon decisions for each proposed activity in the ICM Workplan

1. ICM Preparatory Manual development -- **APPROVED UNDER CORE AS IS.**
2. Strategies for Implementing and Maintaining ICM -- Needs more thinking / Needs a serious budget. Needs a clear proposal. **NOT APPROVED.**
3. Assessment of Sequential CDD/ARI training materials -- Is Ethiopia the right place? Training from scratch anyway? What would it tell us? Is is right at this point in time? **NOT APPROVED.**

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Partners: Academy for Educational Development (AED), John Snow, Inc. (JSI)
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Phone 703-312-6800 Fax 703-312-6900

4. Field Test and Assessment of ICM Training Materials -- **APPROVED UNDER CORE AS IS.** We may want to think about moving some of the activity to the Ethiopia Delivery Order.
5. Regional Training Management Workshop -- **APPROVED UNDER CORE AS IS.** (Note that REDSO may wish to participate, and that this could be an Africa Designated Core-Funded activity)
6. Training Needs Assessment to Measure Performance Deficiencies -- **APPROVED UNDER CORE AS IS.**
7. Drug Management Training for First-Level Health Facilities -- **APPROVED UNDER CORE AS IS.**
8. Development of Medical Education materials for ICM in Indonesia -- **APPROVED IF IT'S IN THE INDONESIA WORKPLAN.** May need to add core funds to activity, including using the Designated Core Funds for Nursing Schools.
9. Evaluation of ICM's effectiveness in treating Malaria-related anemia -- **NOT APPROVED**

Budgetary Approvals

ICM WORKPLAN

Approved Activity	Fixed Costs	Additive Costs	Total Costs
ICM Prep Manual	\$ 31,000	\$37,000	68,000
Field Test of ICM Materials	\$75,000	\$43,000	\$118,000
Regional Training	\$31,000	\$120,000	\$151,000
Training Needs Assessment	\$47,000	\$34,000	\$81,000
Drug Management Training	\$17,000	\$29,000	\$48,000
Working Group Meetings/Admin	\$14,000	\$0	\$14,000
TOTAL	\$217,000	\$263,000	\$480,000

