

PA-ABX-672

PERU TRIP REPORT

SECOND WORKSHOP ON CONTRACEPTIVE LOGISTICS MANAGEMENT

FINAL REPORT
José Carlos Mariátegui Region
Tacna and Moquegua Sub-region

March 27-30, 1995

David Papworth, John Snow, Inc.
Lori de Ravello, CDC
Oscar Trocino, Directorate General of Reproductive Health, Mexico
Carlos Gutiérrez Ramos, PRISMA
Leonardo León, PRISMA



Family Planning
Logistics Management
Project

FPLM

1616 N. Fort Myer Drive
11th Floor
Arlington, Virginia 22209 USA
Tel: (703) 528-7474
Telex: 272896 JSIW UR
Fax: (703) 528-7480



TABLE OF CONTENTS

	page
I. SUMMARY OF WORKSHOP	1
II. RECOMMENDATIONS	3
III. BACKGROUND	5
IV. ACTIVITIES AND ACHIEVEMENTS	6

ANNEXES:

- A. General and Specific Objectives of Workshop
- B. List of Participants
- C. Workshop Agenda
- D. Results and Final Evaluation
- E. Conclusions and Recommendations from Group
- F. Form for the Report on Movement of Family Planning Products (IMI)
- G. Administrative Report : Logistics Workshop

I. SUMMARY OF WORKSHOP

As part of the activities in support of the Ministry of Health's (MINSA) National Family Planning Program, a Workshop was held on contraceptives logistics management for program coordinators and/or assistants in the subregions of Tacna and Moquegua. The purpose of the Workshop was "to provide the participants with methodology, knowledge and basic tools in Logistics Management so that they can effectively manage and administer MINSA's logistics system" (Annex A).

A total of 29 participants were in attendance: 24 people including family planning coordinators and assistants from the Tacna and Moquegua sub-regions, 4 officials from MINSA's Central Level and 1 representative from the PVO PRISMA (Annex B).

The workshop was led by three instructors: Mr. David Papworth (JSI/FPLM), Mrs. Lori de Ravello (CDC) and Mr. Oscar Trocino from Mexico's Directorate General of Reproductive Health; they conducted all the sessions according to the established agenda (Annex C). There was also support from MINSA and PRISMA technical staff, and PRISMA handled the administrative tasks.

It is important to note that the event included the participation of Central Level authorities from MINSA and USAID at both the opening and closing sessions.

All the material designed by JSI/FPLM, MINSA, PRISMA and CDC for the trainers and participants was reproduced by PRISMA a few days before the workshop took place. The workshop was held at the Hotel Exclusive, located in Miraflores, Lima, from March 27 to 30, 1995. The subjects dealt with during the workshop were:

- Introduction to Contraceptive Logistics
- Introduction to Logistics Management Information Systems (LMIS).
- Determining Supply Status.
- Maximum Minimum Inventory Control System, and calculation of the "Amount to Request/Deliver."
- Storage Conditions.
- Forecasting.

The results of the evaluation by the 24 participants from the Tacna and Moquegua regions can be summarized as follows:

- The workshop met its goals of broadening knowledge and providing the participants with logistics tools.
- The methodologies and techniques used were rated as appropriate (21) (3 participants felt they were too basic).
- The length of the Workshop was considered appropriate by the majority of the participants. However, some felt that it was very short (5) or very long (2).
- Administrative arrangements were generally satisfactory.
- All the participants indicated that they are prepared to perform their work better and demonstrated their interest in putting the knowledge they obtained into practice.

A more detailed breakdown of the evaluation results appears in Annex D.

The workshop was designed so that all the participants would become fully knowledgeable about the logistics process and the methodology for preparing and managing information. To achieve this, there were exercises prepared using actual data based on the monthly reports provided by the Tacna sub-region.

During the analysis of the data provided by the Tacna sub-region, the participants noted inconsistencies in record-keeping and could also verify their negative effect on the interpretation of data and the process of making administrative decisions.

All the subjects were handled in a clear way and captured the interest of the participants. Particular attention was given to subjects related to the Logistics Management Information System, Supply Status, maximum-minimum inventory control and forecasting. The handling of practical cases or exercises was useful in achieving better understanding.

As in the case of earlier workshops, the final day included a discussion of operational aspects, and the Central Level, the participants from Tacna-Moquegua and PRISMA agreed to implement the max-min system at each territorial, as well as other concepts learned during the workshop. Annex E presents the list of commitments agreed to by the various levels and institutions that participated in the workshop.

It is anticipated that implementation of what was learned will lead to improvements in contraceptives logistics management for the benefit of the national program. In addition, the recommendations and later follow-up must be considered in order to eliminate problems related to the lack of consistency in data on consumption and balances, inventory management, and requests/shipments that are over- or underestimated.

II. RECOMMENDATIONS

Based on all the work done with the personnel from the Tacna and Moquegua subregions and the information gathered during the diagnostic visit to the priority regions, it is possible to establish a series of recommendations that reaffirm many of the recommendations already proposed in previous reports.

- A. Extend the development and conduct of these Workshops on Contraceptives Logistics to all regions in the country, as part of the process of strengthening logistics management in the public sector. Thus concepts, methodology, processes and procedures will be consistent throughout the sector.
- B. Define and formalize an implementation plan for putting into practice everything learned during the workshop, i.e., generation of data, procedures and analysis of data.
 - Review and update kardex cards at the various levels that handle contraceptives. Emphasize that this procedure must be continuous for each operation.
 - Perform quarterly physical inventories; reconcile them with the kardex information and report on balances (and adjustments, if any) to the respective administrative levels: UTES, Subregions, Regions and central level.
 - Monitor and analyze consumption data.
 - Perform continuous monitoring of contraceptives in terms of the number of months of supply on hand.

- Calculate quarterly requests, based on the suggested levels of 6 months maximum and 3 months minimum for the UTES and 3 months maximum and 1 month minimum for the C.S. and P.S. using the methodology learned.
- C. Create a Logistics Procedures Manual in order to standardize and institutionalize the program's logistics process and guarantee continuity in processes, irrespective of any changes/movements in personnel.
 - D. Make official the use of the form for the Report on Movement of Products (IMI), as a basic instrument for gathering and consolidating the logistics information from the National Family Planning Program (Annex F).
 - E. A Workplan should be prepared to introduce the handling of the form and the logistics system at each of the country's Health Subregions. This recommendation is compatible with the first recommendation included here.
 - F. To make them operational, define clearly the pertinent administrative procedures so that the information will flow continuously and systematically from the service levels (P.S., C.S. and hospitals) to the central level.
 - G. Standardize the flow of information/reports, so that it follows the same flow as the distribution of contraceptives, in order to keep all personnel involved informed of the logistics process.
 - H. Improve/strengthen MINSA's supervision of the Regions and Subregions and regional and subregional supervision of the hospitals, C.S. and P.S.; to this end, they should use a logistics supervision guide designed for this purpose.

Those directly in charge of implementation are the Program Coordinators at the level of the Hospital/UTES and assistant coordinators, with administrative/decision-making support from the Regional Coordinator, the Program Director and the officials at MINSA's Central Level who are responsible for the National Program.

Carrying out these recommendations will have technical support from PRISMA and, depending on allocation of funds by USAID/Peru for the FPLM III project, will also have technical support from FPLM.

III. BACKGROUND

This was the Third Contraceptives Logistics Workshop as part of the support for the Ministry of Health being provided in the country within the framework of the Family Planning Implementation Plan for Peru (PFPIP).

The first Workshop was held in Lima for the Chavín Region in August 1994, the second in Puno for the Puno Subregion of the José Carlos Mariátegui Region in November 1994.

Prior to the development of the workshops, it should be remembered that around April of 1994, with the participation of representatives from MINSA, FPLM/JSI and PRISMA, a diagnosis was made of the state of logistics in the José Carlos Mariátegui Region and specifically in the subregions of Tacna and Moguegua. This diagnosis allowed us to identify the following:

- Deficiencies in storage conditions.
- Lower levels not participating in the process of scheduling requirements.
- Allocation from the central level, based on planning at the beginning of each year.
- No standardization of logistics data concepts and records.
- Limited feedback and little logistics supervision.
- Training needed in aspects of logistics.

Given the need to strengthen contraceptives logistics in the public sector, the aim is to use these workshops as the basis for initiating implementation of a logistics system that will allow for appropriate flow of products required by the family planning program.

In this context, the intent is to introduce and make official the use of the IMI form, making it possible to consolidate and standardize the monthly figure for consumption and movement of contraceptives at the level of the service establishments (P.S., C.S. and Hospitals) as well as at administrative levels (UTES, Subregion and Region). In this way, it will be possible to systematize the information needed to monitor the development of the program and to make the orders and deliveries of contraceptives that the establishments require to satisfy demand.

Generally, given the F.P. Program's need to improve the use and handling of appropriate records and procedures for logistics management, the proposal to conduct a workshop as a start in the process of improvement was accepted by MINSA and USAID-Peru and, therefore, this activity was developed.

IV. ACTIVITIES AND ACHIEVEMENTS

A. Preparation of Workshop

Taking into account the experience of previous workshops with respect to design and content, those in charge at FPLM made the changes necessary in the Training Guide and in each module in line with the needs of the Tacna and Moquegua subregions.

To supplement the theoretical sessions, a series of exercises was designed based on the actual data for the period June to December, 1994; these data were provided by the Tacna Subregion and contributed to the participants' ease of understanding.

As at previous workshops, this workshop was designed to provide training in a practical, hands-on way. All the sessions provided general as well as specific information on the subjects mentioned in Section I of this report.

After the four working days of the workshop and based on the results from the course evaluation, it could clearly be seen that the participants took up the course content with great interest and committed themselves to carrying out all the recommendations that they themselves suggested, in order to contribute to the development of a single logistics system for all the UTEs and regions, and thus to achieve more efficient logistics management.

B. Upcoming Logistics Workshops

According to the schedule, the next Contraceptives Logistics Workshop will be conducted for the Libertadores Huari region, as the Chavín y José Carlos Mariátegui regions have already been covered. It would be advisable to hold the next Workshop in the city of Lima, given the greater availability of resources (communications, hotels, etc.). The extent of FPLM/JSI's participation in this workshop has yet to be defined, given that FPLM/JSI's current contract expires in December 1995. The workshop is tentatively scheduled for November.

c. Coordination Meetings

A coordinating meeting was held at USAID, with the participation of María Angélica Borneck, David Papworth and Carlos Gutiérrez; the meeting dealt with the future activities of John Snow, Inc. in Peru.

John Snow, Inc. is scheduled to conduct, with a tentative date of August, an impact evaluation of the workshops conducted in the José Carlos Mariátegui and Chavín regions.

In upcoming weeks, PRISMA will submit a series of specific work proposals to be carried out with the support of John Snow, Inc. as part of the overall G/PHN/POP assistance provided to Peru through the Family Planning Implementation Plan (PFPIP) in Peru and FPLM's technical-financial support for PRISMA's activities under Subproject V. The activities to be proposed are as follows:

- Follow-up on implementation of the agreements and recommendations from the regional workshops held in the Chavín and José Carlos Mariátegui regions.
- Assessment of the contraceptive supply system in the Libertadores Huari Region.
- Evaluation of the primary and secondary distribution of supplies, in order to improve the flow of supplies and the availability of contraceptives.

Regarding future activities in the area of logistics, all parties have discussed the need to extend the workshops on logistics management to regions throughout the nation in order to cover the entire public sector. This process would directly involve the FPLM III Project and PRISMA, working together as in the past, and is dependent upon many factors (including the timing and scope of the FPLM III and the Mission's allocation of Field Support funds for such a plan).

ANNEX A
WORKSHOP OBJECTIVES

SECOND WORKSHOP ON CONTRACEPTIVE LOGISTICS MANAGEMENT

MINISTRY OF HEALTH
NATIONAL PROGRAM FOR REPRODUCTIVE HEALTH

MARCH 27-30, 1995
LIMA, PERU

GENERAL OBJECTIVE:

To provide the participants with methodology, knowledge and basic tools in Logistics Management so that they can effectively manage and administer MINSA's logistics system.

SPECIFIC OBJECTIVES:

Upon completion of the workshop, the participants will be able to:

1. Correctly complete and consolidate the Report on Movement of Family Planning Products - IMI
2. Train lower levels how to complete the IMI correctly.
3. Recognize and apply the standards for delivery of products to users.
4. Estimate their annual requirements for products, based on consumption data according to MINSA standards.
5. Evaluate and determine supply status at each level, in terms of months of inventory.
6. Allocate the amounts needed to maintain the established levels of products.
7. Review and analyze the reports and the sources of information related to balances, entries, outlays and consumption of products.
8. Cite the basic guidelines for the proper storage of products.
9. Define the actions to be followed in putting into practice what was learned at the workshop.

Annex B

LIST OF PARTICIPANTS AND INSTRUCTORS

CONTRACEPTIVES LOGISTICS WORKSHOP
TACNA-MOQUEGUA REGION
MARCH 27-30, 1995

LIST OF PARTICIPANTS

***** TACNA *****

	NAMES	PROVINCE
1.	NERY ALVARADO AMONES, OBST.	BASADRE
2.	LUZMILA TARAPA PARIHUANA, STOR.	BASADRE
3.	NERY RAFAEL BERNABE, OBST.	CANDARAVE
4.	RENE MANCILLA SANCHEZ, STOR.	CANDARAVE
5.	GLADYS CUNO TACUSI, OBST.	TARATA
6.	ROSA SANGA MAMANI, OBST.	TARATA
7.	IRENE PACHECO VARGAS, OBST.	TACNA
8.	JORGE HUANCA VIZARRO, STOR.	TACNA
9.	GLORIA MONROY CARDENAS, COORD.	TACNA

***** MOQUEGUA *****

1.	DR. ANDRES CHIPANA CUTIPA	MOQUEGUA
2.	MRS. BEATRIZ FARJE LAYME	MOQUEGUA
3.	DR. JORGE MAXIMO CRISPIN MERCADO	CALACOA
4.	DR. JORGE LUIS CATAORA MAMANI	PUQUINA
5.	DR. GERARDO DAVID CALDERON ESCOBEDO	UBINAS
6.	DR. WALTER HERMES BARRIONUEVO PIZARRO	ILO
7.	TECH. ISABEL ROMERO ACAHUANA	ILO
8.	OBST. HILDA ELIZABETH GUEVARA GOMEZ	MOQUEGUA
9.	OBST. ELIANA PAUCA SANCHEZ	ZAMEGA
10.	OBST. SABINA EDITH DEL CARPIO AZUERO	CALACOA
11.	OBST. YANET MAXIMINA NEYRA RAMOS	ILO
12.	OBST. SOSIMA ROSA BEATRIZ SOTOMAYOR FLORES	OMATE
13.	OBST. LEONA CHALCO CASTRO	UBINAS

MINISTRY OF HEALTH:

Rosario Huapaya Abregú
Lizabeth Ruiz Palacios
Dr. Julio Aguilar Franco
Dr. Hugo Oblitas Baldarrago

PRISMA.

Mr. José Uceda Guerrero

PRESENTERS

JOHN SNOW, INC./FPLM Project:

David A. Papworth
Lori de Ravello
Oscar Trocino

WORKSHOP ADMINISTRATION

PRISMA:

Carlos Gutiérrez Ramos
Leonardo León Infantes
Maritza Cabanillas Vilchez
Ana Sifuentes Olaechea

Annex C
WORKSHOP AGENDA

AGENDA
SECOND WORKSHOP ON CONTRACEPTIVES LOGISTICS
MARCH 27-30, 1995
LIMA, PERU

MONDAY, MARCH 27

Opening
Icebreaker
Expectations, Objectives, Agenda, Administrative Matters
Coffee
Introduction to Logistics
Lunch
Introduction to Logistics
Coffee
Introduction to SIAL

TUESDAY, MARCH 28

Introduction to SIAL
Coffee
Availability of Contraceptives
Lunch
System for Control of Maximum and Minimum Inventories
Coffee
System for Control of Maximum and Minimum Inventories

WEDNESDAY, MARCH 29

Storage Conditions
Coffee
Estimating Requirements
Lunch
Estimating Requirements
Coffee
Estimating Requirements

THURSDAY, MARCH 30

Estimating Requirements
Coffee
Estimating Requirements
Lunch
Next Steps to Follow
Coffee
Evaluation, Closing

Annex D

RESULTS OF FINAL EVALUATION

- * *The presenters used simple and practical language, facilitating comprehension.*
- * *More exercises should be done.*
- * *Some confusion was noted among technical personnel; for all of them this was new knowledge.*
- * *Work with more exact data, particularly in estimating annual consumption.*

4. *The time devoted to the workshop was:*

VERY SHORT	ADEQUATE	VERY LONG
5	17	2

5. *Administrative arrangements (site, meals, etc.) were:*

UNSATISFACTORY	SATISFACTORY	EXCELLENT
2	21	1

COMMENTS

- * *Better food.*
- * *Space somewhat limited.*

6. *In your opinion, to what extent has the workshop prepared you to perform your work with respect to contraceptives logistics?*

NOT AT ALL	A LITTLE	ADEQUATELY	VERY WELL
---	---	15	9

COMMENTS

- * *I will be able to do more technical work.*
- * *I will achieve correct storage, stock and distribution.*
- * *Improve the quality of care.*

7. *Now that the workshop is over, to what extent do you feel secure and confident about your ability to evaluate SIAL forms?*

- *No confidence at all.*
- 1 *Unsure, but I'll try.*
- 17 *I could identify large problems in the forms, and with help, make recommendations.*
- 6 *I could evaluate SIAL forms easily and make recommendations without any help.*

8. *How confident are you of your ability to determine the number of months of inventory available for a product?*

- *I can't calculate the months of inventory available.*
- *I can estimate the months of inventory with help.*

- 1 I can do the calculations to determine the months of inventory available without help, but I can't teach someone else to do it.
- 23 I can teach someone else to calculate the months of inventory available.
9. Do you feel that you know how to estimate future contraceptive requirements?
- No
- 5 Yes, I could estimate the requirements with help.
- 18 Yes, I can estimate the requirements without help.
- 1 No answer.
10. How much confidence do you have in your ability to calculate the averages for amounts distributed to users and the months of inventory available with respect to each contraceptive method?
- No confidence.
- With difficulty, but I would try to calculate them.
- 6 I can calculate, with help, the correct amounts to order.
- 17 I can calculate easily and without help the correct amounts to order.
- 1 No answer.
11. How much confidence do you have in your ability to calculate the amounts to be ordered using the maximum-minimum inventory control procedures?
- No confidence at all.
- With difficulty, but I would try to determine the amounts to order.
- 6 I can calculate, with help, the correct amounts to order.
- 17 I can calculate easily and without help the correct amounts to order.
- 1 No answer.
12. How do you evaluate your ability to analyze the SIAL data?
- I'm not sure what I'm supposed to look for in the SIAL data.
- I can identify some key indicators that the managers can use and I can recognize some in the SIAL data.
- 9 With help, I can analyze a SIAL form, using the data contained in the form to identify problems easily and make recommendations to improve the operation of the logistics system.
- 14 I can analyze a SIAL form without help using the data contained in the form to identify problems easily and make recommendations to improve the operation of the logistics system.
- 1 No answer.

13. *Finally, please tell us how, in your opinion, we could improve this workshop on logistics administration. We would appreciate your being specific in your answer.*

COMMENTS

- * *Work the exercises with real and precise data.*
- * *Form working groups with a facilitator.*
- * *Conduct a follow-up evaluation.*
- * *More practical exercises.*

ANNEX E
CONCLUSIONS AND RECOMMENDATIONS FROM GROUP

MINISTRY OF HEALTH
 FAMILY PLANNING PROGRAM
 SECOND WORKSHOP ON CONTRACEPTIVES LOGISTICS
 TACNA AND MOQUEGUA

MARCH 27 - 30, 1995
 LIMA, PERU

CONCLUSIONS AND RECOMMENDATIONS

IN CHARGE	ACTIVITY	PERIOD
MINSA CENTRAL LEVEL	<ul style="list-style-type: none"> - Coordinate with the regions on supply of Kardex cards for the Family Planning Coordinators. - Request help from PRISMA, if needed, for the provision of Kardex cards. 	APRIL
TACNA AND MOQUEGUA Coordinator	<ul style="list-style-type: none"> - Perform a physical inventory for all levels. - Complete the June IMI taking into account the data from the May Physical Inventory. - Complete the IMI for the establishments level, during the first week of each month - At the subregional level, complete the IMI every month - Repeat completion of the IMI at the establishments level as of May 15, 1995. - Utilize the Kardex - Request regional level to supply Kardex cards 	05/31/95 JUNE 8th of each mo. 20th of each mo. before 05/15/95 MAY APRIL/MAY
PRISMA Logistics	<ul style="list-style-type: none"> - Support with reproduction and mailing of the IMI forms to the subregions. - Ensure that mailings reach Moquegua-ILO directly through Cruz del Sur. - PRISMA should communicate by fax or phone with those in charge of the subregions and with the person in charge at ILO. 	AS OF 04/15/95 At each distribution At each distribution

ANNEX F

FORM FOR MONTHLY REPORT ON PRODUCTS

MINISTRY OF HEALTH
NATIONAL FAMILY PLANNING PROGRAM
REPORT ON MOVEMENT OF FAMILY PLANNING PRODUCTS

PERU-MINSA/intrsiat
March 27-30/95
day/month

day/month

PERIOD: FROM:

TO:

YEAR:

CODE:

REGION:

SUBREGION:

INSTITUTION:

ESTABLISHMENT:

PRODUCT	STOCK AT BEGINNING OF PERIOD	RECEIVED DURING THE PERIOD	DELIVERED TO USERS (CONSUMPTION)	ADJUSTMENTS	STOCK AT END OF PERIOD	AVERAGE MONTHLY CONSUMPTION	MONTHS OF INVENTORY AVAILABLE
I.U.D.							
ORAL							
INJECTABLE							
IMPLANT							
CONDOM							
VAGINAL T.							
OTHERS:							

OBSERVATIONS:

TOTAL OF ESTABLISHMENTS:

NO. OF ESTABLISHMENTS THAT

REPORTED THIS PERIOD:

DATE:

PREPARED BY:

22

ANNEX G
ADMINISTRATIVE REPORT

ADMINISTRATIVE REPORT

LOGISTICS WORKSHOP

This document refers to the Logistics Management Workshop held from March 27 to 30, 1995 for Ministry of Health personnel in the José Carlos Mariátegui Region, specifically for the Family Planning Coordinators with headquarters in Tacna and Moquegua.

1. Site

On this occasion, with participation from the Family Planning Coordinators in Tacna and Moquegua, the decision was made to hold the Workshop in the city of Lima.

The necessary contacts were made, requesting budgets from various hotels in Lima, and selecting the Hotel Exclusive and the Hotel Señorial. Both hotels are located in Miraflores; the first was used for the conference room and the second to house all the personnel coming from the provinces.

2. Prior Coordination

Coordination was carried out with the Ministry of Health staff at the central level in order to obtain approval for the workshop and include participation from the central level. In addition, statistical information was requested on the movement of contraceptives during recent years in the regions of Tacna and Moquegua.

There was also direct communication with the Family Planning Coordinator in Tacna and the Coordinator in Moquegua to determine the number and names of the participants. In addition, support was sought in establishing the routes of the participants for budgetary purposes.

The local USAID-Peru office was duly informed that the workshop would be held so as to avoid any duplication and ensure the attendance of the presenters.

3. Foreign Coordination

Coordination was carried out with the Family Planning Logistics Management Project (FPLM) at John Snow, Inc. so as to be able to provide what was needed to conduct the workshop such as: submission of budgets, list of participants, etc.

There was also coordination with the FPLM Colombia office in order to provide them with statistical information on contraceptives movement in Tacna and Moquegua, so that they could prepare the exercises; unfortunately, the Moquegua subregion submitted the data too late to be included.

4. *Provision of materials and equipment*

Local providers were contacted to obtain all the materials needed for the participants and presenters, ensuring the quality of each product.

The necessary audiovisual materials were also available: overhead projector, acrylic blackboard, flip chart.

5. *Personnel*

The F.P. Program Coordinators from the Tacna and Moquegua Subregions participated as well as Administrative staff from MINSA's F.P. Program and PRISMA's F.P. Project.

6. *Activities prior to the Workshop*

With all the supplies necessary and documentation provided by the FPLM/Colombia office, it was possible to prepare the documentation for the presenters and participants. Reproduction and collating was done afterwards.

7. *Housing and meals*

The Hotel Señorial had the correct number of rooms for the participants; all the rooms were comfortable and clean as required and the food was adequate.

The Hotel Exclusive, site of the workshop, provided good service for coffee breaks and lunch for all the participants.