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# Environmental Policy and Technology Project

Contract No. CCN-0003-Q-00-3165

## **LOGISTICAL SUPPORT SYSTEM REPORT** Moscow Regional Office

by Tatyana Morskaya and Alexander Canovas - August 1996  
Delivery Order 10, Field Support Task 1.4

Prepared for:  
**U.S. Agency for International Development**  
Office of Environment and Health, Moscow

Prepared by:  
Regional Field Office, Moscow, Russia  
Environmental Policy and Technology Project  
A USAID Project Consortium Led by CH2M HILL

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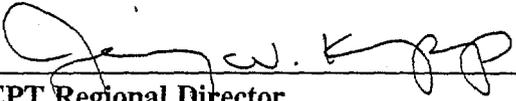
**Environmental Policy and Technology  
Project Regional Field Office / Moscow**

(Managed by CH2M HILL)

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This report was done as part of Field Support Task 1 of Delivery Order 10.

This report has been reviewed for content and approved for distribution.

  
\_\_\_\_\_  
EPT Regional Director

13 Aug. 1996  
\_\_\_\_\_  
Date

# EPT Project Logistical Support System<sup>1</sup>

The success or failure of a project often depends on the ability to effectively provide needed support in an efficient and timely manner. Over the course of this project, the EPT Project Moscow office has developed a smooth and effective logistical support system based on the definition of *logistics* as "the efficient movement of people and materials." The following outline will describe the various aspects of logistical support as they pertain to our project. They will be broken down into two main parts: 1) Human Logistics, and 2) Materials Logistics.

## Section 1 Human Logistics

Considering the fact that the Moscow Regional Office is a coordination center for EPT Project travel to and throughout the Russian Federation, and in some cases other countries of the CIS, Moscow often acts as a hub between the EPT/Washington office, the USAID Mission in Moscow, CH2M Hill Company, and the various EPT Project sites throughout the Russian Federation. The goal of the Moscow office is to provide a smooth and seemingly effortless coordination of all of this travel. Although there are many obstacles to carrying it out, most travelers report that this coordination appeared effortless, which attests to the success of the Moscow office in achieving that goal.

The process is in reality rather complicated. In order to provide all of the necessary conditions for a successful TDY trip, a complex series of steps must be followed. A detailed description of these procedures is outlined below.

### 1.1 Required Steps for Preparation of a TDY Trip

The EPT/Moscow office receives notification of a forthcoming TDY trip from the EPT/Washington office.

This information usually consists of the following:

- Request for Approval for International Travel
- Country Clearance Request
- Travel Schedule/Itinerary
- Emergency Locator Information

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<sup>1</sup> This document meets the deliverables requirement for DO #10, Field Support Task 1.4: provide a 10-page report describing an effective logistical system. This report is designed to be updated at regular intervals as the Project's logistical support system is refined to meet new needs and better address ongoing demands.

Upon receiving this information, logistical support is required in several areas.

### *1.1.1 The USAID Mission*

- i) International Travel Requests and Country Clearance Requests are reviewed by the EPT Project Regional Director. If he agrees with the travel plans, the requests are submitted to the USAID Mission for approval.
- ii) The Moscow office also requests VAT (Value Added Tax) Exemption Letters from the USAID Mission for CH2M Hill employees and other subcontractors. These letters are used when paying for hotel accommodations and purchasing transportation tickets, and provide the best ruble rates normally charged to citizens of the Russian Federation.

### *1.1.2 Visa Support*

In order to enable foreign citizens to travel to the Russian Federation, in most cases, visas must be obtained. The EPT/Moscow office arranges for single and multiple entry visas, depending on the nature of the work to be done, and the frequency and duration of the individual's stay in the Russian Federation.

- i) As soon as an individual's plans for travel to the Russian Federation are confirmed, EPT/Washington sends notification to the Moscow office, along with copies of the traveler's passport and other pertinent documents, of the intent of the individual to travel.
- ii) Once these have been received in Moscow, the Logistics Manager initiates the process for obtaining a visa. To do this, the Logistics Manager drafts a letter to the chairman of CIHATA (Commission for International Humanitarian and Technical Assistance under the government of the Russian Federation), which is our sponsoring organization, to request visa support. The letter details the traveler's personal information, and must be approved and signed by the Regional Director before submitting it to CIHATA. The procedure for a single-entry visa differs from that for a multi-entry visa.
- iii) For a single-entry visa, CIHATA provides EPT/Moscow with a letter of invitation which is then sent to the EPT/Washington office. The EPT/Washington office either sends the traveler, or someone with all the traveler's pertinent documents including the letter, to the Russian embassy to receive the visa, which is usually good for no more than three months. Single-entry visas may sometimes be extended provided ample notice is given.
- iv) For a multi-entry visa, CIHATA applies to the Ministry of Foreign Affairs, which in turn sends a cable to the Russian embassy or consulate closest to the location of the person traveling. The local Russian embassy/consulate requires at least three weeks to process the information, not counting the time needed by CIHATA to prepare the request. In all, at least a month should be allowed for this process. If all is well, the traveler, or someone with the traveller's

documents, can simply go to the embassy/consulate to pick up the multi-entry visa. In most cases, multi-entry visas are good for one year and are not renewable or extendable.

- v) In the case of a multi-entry visa, upon its expiration, a completely new visa must be granted. In cases where a visa has expired, or will expire before the completion of a person's task, a special exit-only visa may be obtained, but is usually good for only a few days beyond the original expiration date, and requires that person to exit the country and obtain a new valid visa. There is no restriction on obtaining a new visa while holding a current valid one. There have been occasions when a person, knowing that his/her visa will expire before the end of his/her tour of duty, has initiated the process for a new visa. In these cases, the new visa, usually obtained by proxy in Washington, can be couriered to the person in the Russian Federation, who then exits at the nearest point of entry and immediately re-enters the country on the new visa.
- vi) For those travelers staying in hotels, their visa will be registered when they check in. For others, the Moscow office Logistics Manager will submit a request to register to the individual's sponsoring organization. The sponsoring organization, in turn, provides a letter to the EPT/Moscow office, which it then submits to OVIR (Office of Visas and Registration). This process usually requires a few days and payment of a registration fee, but does not require the presence of the individual.

### **1.1.3 Hotel Reservations**

In most cases, travelers to the Russian Federation require that accommodations be arranged for their trip. The Moscow Logistics Manager makes every effort to take into account the preferences and convenience of the traveler by booking hotels as close to the office or other work location as possible. The process is fairly straight forward.

- i) Once an expected trip has been confirmed, the Moscow Logistics Manager contacts the hotel (specific hotels may be booked upon request) and reserves accommodations for the necessary period.
- ii) The Logistics Manager obtains a written confirmation from the hotel and faxes this to EPT/Washington, who supplies it to the traveler.
- iii) Usually, the VAT exemption letter, obtained in advance from USAID, is submitted to the hotel in order to guarantee the government rate (which must not exceed \$188 per night).
- iv) The Logistics Manager notifies EPT/Washington of the hotel name to confirm that the reservation has been made and to provide that information to the traveler.

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## 1.2 In-country Support

The goal of the EPT/Moscow office is to minimize the burden for the TDY traveler, allowing him/her to concentrate fully on the task at hand. The Logistics Manager's responsibility extends to local staff, as well as traveling TDY'ers. Some of the specific areas of support are described below.

- i) The Moscow Logistics Manager takes responsibility for contacting the various EPT Project sites to confirm the arrivals of expected travelers and coordinating the logistics at those sites. This may include providing personal information on the traveler, itineraries, and special requests.
- ii) Often, the Moscow office is required to book or confirm travel reservations by air or rail to and from the Russian Federation, as well as travel within it. The Moscow Logistics Manager has developed a strong rapport with various local travel agencies and governmental organizations, and this has facilitated travel coordination.
- iii) Travelers and local staff often require the services of drivers. The Logistics Manager coordinates all driver services for Project activities in Moscow. This includes meeting and delivering travelers to the various airports and train stations; providing local transportation for TDY'ers; and coordinating general driver services for the Moscow office (meetings, local procurement and supplies purchasing, document couriers, etc.).
- iv) For all new-comers to the Russian Federation, the Moscow office provides a welcome package, which includes a brief introductory letter, important local contact information, some local general interest information, and any specific documents pertaining to the traveler's task. For all TDY'ers, the Logistics Manager makes sure that a Style Sheet is provided (describing requirements for the trip report that must be submitted upon completion of the TDY).
- v) For ex-pats living and working in the Russian Federation, the Logistics Manager arranges for the registration of their visas and passports in order to legalize their residency.
- vi) The Moscow Logistics Manager also offers advice and provides support for leisure activities for traveling TDY'ers. This does not fall under the Logistics Manager's obligations, but rather is provided as an extra service to help make any travel to the Russian Federation a little more enjoyable.

## 1.3 Documentation and Forms

In order to facilitate the tracking and coordination of the many activities of the Logistics Manager, several forms have been developed. They are listed below with a short description of their function. Examples of most of these forms have been attached to this report.

### **1.3.1 Internal Travel Log**

This form was developed to help keep track of the location of TDY'ers while they are in-country and to help plan any necessary logistical support they may require.

### **1.3.2 External Travel Log**

This form was created to keep track of scheduled trips to and from the Russian Federation. It allows for a quick visual reference to plan driver support for airport pick-ups and drop-offs, as well as confirming tickets and accommodations.

### **1.3.3 Control Check List**

This control check list was developed to help make sure that none of the necessary steps or documentation in the TDY travel process are forgotten.

### **1.3.4 Welcome to Moscow**

Considering that for many TDY'ers, a trip to the Russian Federation may be their first, the Moscow office has compiled a set of welcoming materials to help make a short stay as comfortable and productive as possible. The package includes a greeting letter, a short list of services available locally, some suggestions for site-seeing, shopping, and eating establishments, and finally, a conversion table listing clothing sizes, metric and temperature equivalents.

### **1.3.5 Arrivals and Departures Schedule**

This form is similar to the External and Internal Travel forms, but concentrates solely on logistical support for the arrival or departure of TDY'ers, as opposed to their locations and itineraries. Specifically, it acts as a reminder to schedule ticket purchases, confirmations, and other preparatory actions.

### **1.3.6 Request for VAT Exemption Letter**

This is the official form that must be submitted to USAID in order to request a special VAT exemption letter. The letter, which must be requested for each individual, provides exemption from value added taxes when presented to most hotels, and occasionally when purchasing airfare. Although the contention of the Project is that all project related activity should be exempt from taxes, unfortunately, not all Russian enterprises honor the letter. The EPT/Moscow office makes an effort to deal only with those that do.

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### *1.3.7 Request for Approval of International Travel*

This form is used to request approval from USAID for a specific person to be granted to travel to the Russian Federation on project related business. This ensures that any travel financed by USAID is in support of USAID projects.

### *1.3.8 Airport Pick-ups and Drop-offs Schedule*

This form has been created to help schedule the actual driver assignments for airport pick-ups and drop-offs. It helps to plan the number of drivers that may be needed any given day, as well as helping visually organize and combine trips to maximize driver efficiency.

## Section 2

### Materials Logistics

The EPT Project, as an integral part of its workplan, requires the procurement and transportation of substantial quantities of equipment and supplies. The Moscow Regional Office acts as the main coordination center for this procurement, as well as for the shipping of these equipment and supplies. The Moscow office Logistics Manager understands that, in order for the equipment and other items to be of maximum effectiveness, they need to be provided as early in the project as possible. Consequently, he does everything in his power to minimize any delays.

Since a significant portion of the Project budget is allocated to procurement, it is imperative that we avoid additional taxes and duties which could amount, in some cases, to an additional 40 percent or more of the cost of the items. The Project must operate under the bilateral agreement for the provision of humanitarian aid and technical assistance, which should free the Project from such taxes and duties. However, the vast majority of Russian entities, both governmental and private, refuse to honor the agreement, as well as any other exemption from duties and taxes. Consequently, the Moscow office has turned to the USAID General Services Office in helping with coordination of shipments and customs clearances. Thanks to their help in this area, the Moscow office, and the Project in general, has been able to avoid paying additional duties and taxes, thereby saving a significant amount in the cost of procurement.

Apart from the exemption issue, there are numerous difficulties in dealing with transportation and shipping to, as well as within, the Russian Federation. As an emerging market economy, many of the services we take for granted in the West are not available here. It is important to remember that all transportation within Russia was, until very recently, state-owned and run. Much of the organizational infrastructure of that period is still in place, which hinders efficient logistical support. Although many western and domestic shipping companies have been established in Russia during the last few years, very few of them can provide the level of reliability that is necessary for effective planning and the timely transportation of goods. Examples of some of the problems include the lack of cost effective insurance of shipments and the inability of any shipping companies to

guarantee shipping time tables, since, in most cases, they depend completely on the whims of the airport cargo handlers. Even those that claim to have all the necessary "connections" to expedite an order are not able to make firm commitments.

Tax exemptions and reliability of service problems notwithstanding, the EPT/Moscow office has been able to successfully provide an effective system of coordinating the shipment and forwarding of procured items. The Moscow office staff has experience in dealing with these obstacles and has learned to plan around them. It has established connections with several shipping companies, as well as found alternative methods for the transportation of goods. Detailed descriptions of the main areas of the materials logistics system, which is currently being used by the Moscow office, are outlined below.

## 2.1 Procurement

The procurement process begins with the preliminary procurement lists compiled in the workplan, which establish a rough time table for providing the necessary equipment and supplies to the various sites and for the various project tasks. The EPT/Moscow office, with support from the EPT/Washington office, is responsible for providing a mechanism to source, acquire, and ship the various items necessary to implement the workplan. Rather than describing the rules for procurement as they are governed by the FAR (Federal Acquisition Regulations) and USAID regulations (particularly since they are already laid out in detail in the EPT Project Policies and Procedures Manual), this report will outline how the EPT/Moscow office implements these regulations in order to meet procurement needs.

- i) As a particular task is developed, the procurement requirements are honed and refined until a specific list of items to accomplish that task is created. Once the list is established, the procurement process follows the steps as they are outlined in the EPT Project Policies and Procedures Manual.
- ii) After the list has gone through the process of meeting all the USAID requirements (submittal of RFPs, bidding, Project management and USAID approvals, and purchasing), the items must be delivered to their intended implementation site.
- iii) If the procurement was done in Washington, DC, the marking and labeling of the shipping packaging is also done there. When Moscow does the procurement, the labeling is done in Moscow. The equipment itself is labeled, tagged and entered into inventory at the final destination, once its satisfactory condition after shipping is confirmed.
- iv) For smaller items and expendable supplies and services, most of the procurement is done in Moscow. The Logistics Manager monitors the office supply levels and replenishes them as needed. Specific items and those exceeding \$200 may be requested in writing and must be approved by the Finance Director in writing.
- v) Procurement records and vendor information files are maintained by the Logistics Manager.

## 2.2 Shipping and Handling

Due to ever-changing customs legislation and regulations in the Russian Federation, it is crucial that any shipments sent from abroad be carefully coordinated in order to minimize complications and delays upon arrival in Russia. As is mentioned above, the Moscow office has been working very closely with the USAID General Services Office for customs clearance of shipment from the States. Until the GSO and EPT/Moscow were able to arrive at an optimum method of consigning and addressing the shipments, there were some difficulties in clearing customs. After a few trial shipments, however, the process for coordinating these shipments was refined and currently works very efficiently.

- i) In the case of items shipped from the US, the EPT/Washington office must arrange for shipping with a local US freight carrier. The decision whether to ship by air or by sea depends on the urgency of the shipment and cost considerations.
- ii) Once the carrier and method are decided upon, the EPT/Washington office notifies the EPT/Moscow office of the carrier, the expected date of arrival, and the exact consignee information, as well as the waybill number. If a shipment is sent directly to a project site other than Moscow, this information should be provided directly to that site. In this case, however, information of the shipment should be supplied also to the Moscow office, so that Moscow can track the shipment and maintain a complete record of overall procurement status in parallel with the EPT/Washington office.
- iii) As soon as a waybill is available from the shipper, the Washington office faxes to the Moscow office both the waybill and the shipping invoice, including declared values of the items, weight, and number of pieces in the shipment. All pertinent information regarding the specific tasks or project numbers to which a particular shipment should be allocated must also be supplied by Washington.
- iv) Once the Moscow office has the shipment information, it must notify the USAID GSO, so that they know when to expect the shipment and have time to plan for its clearance. The Logistics Manager supplies the GSO with a request for administrative support (see attachment) and a copy of the waybill, which should include the number of pieces, their weight, and the declared value of the shipment.
- v) When the shipment arrives, the GSO usually contacts the Moscow Logistics Manager with this information and may request funds to handle any incidental costs connected with clearing the shipment. The notice gives the Logistics Manager time to plan or implement any further actions, such as forwarding or storage arrangements.
- vi) Once the shipment is cleared, the Logistics Manager takes responsibility for seeing it through to its final destination. This includes notifying the destination site of the shipment's content, designation, and expected arrival date. The Logistics Manager handles all negotiations and arrangements with the local

shipper or forwarder, as well as payment terms, down to the submittal of the shipping invoices for payment.

## 2.3 Monitoring and Tracking

In order to maintain an accurate picture of the status of Project procurement, it is necessary to keep careful records of all stages of the procurement process from the initial workplan procurement schedule to the actual shipping manifests, as well as all related correspondence with the Washington office, various vendors, and shipping companies. Measures the Moscow office has established to facilitate the task of monitoring and tracking are outlined below.

- i) The Moscow Logistics Manager maintains detailed files on shipments. These include:
  - Original shipping manifests
  - Customs clearance documentation
  - Itemized invoices (declared value of items)
  - Shipping vendor correspondence
  - Vendor payment documentation
  - Confirmation of receipt of shipment
- ii) The Moscow Logistics Manager prepares a manifest (Confirmation of Receipt of Shipment) listing the actual equipment being shipped. Usually he sends it along with the shipment, if possible; otherwise, it is transmitted separately. Once the shipment has been received by the destination project field site, the local Site Manager signs that he has received the items listed, and returns a copy to the Moscow office Logistics Manager to be filed.
- iii) To help track and inform staff of the status of procurement for a particular sub-project, the Moscow Logistics Manager has developed a table, which lists the planned procurement (grouped, where possible by task) and indicates the main stages of the procurement process. The table lists both completed items and those pending, and is distributed to the Regional and Finance Directors, as well as to individual sub-project managers and other relevant individuals. This table is a recent development and has been used primarily in monitoring the Russian Far East procurement process. However, similar tables will be created for all EPT Project sub-projects, as well as an overall project-wide summary table.
- iv) The following forms, which are used to aid in the process of monitoring and tracking, are attached:

- Shipping Information Form
- USAID Request for Administrative Support Form
- Confirmation of Receipt of Shipment
- Procurement Status Table

### Section 3 Summary

The Moscow office Logistics Managers make every effort to maximize the efficiency of the movement of people and materials. Because we are working in a fairly volatile environment, the logistical system had to be designed to respond to changing laws, regulations, and social conditions. The procedures described above provide a systematic process that allows enough flexibility to adjust to these changing conditions.

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ENVIRONMENTAL POLICY AND TECHNOLOGY PROJECT/Moscow, Russia  
 INTERNAL-TRAVEL LOG  
 Prepared 7/8/96

NAME	DESTINATION	Feb-96	Mar-96	Apr-96	May-96	Jun-96	Jul-96
Peter Niederberger	Novokuznetsk	5-9 Feb					
V. Karpenko	Moscow	18-23 Feb					
Jerry Knapp	Vladivostok	19-24 Feb					
Olga Panfilova	Vladivostok	19-24 Feb					
Irina Niederberger	Novokuznetsk	18-23 Feb					
Peter Niederberger	Novokuznetsk	18-23 Feb					
Kevin Stupay	Vladivostok	17-24 Feb					
Tatiana Eifimova (ABDC)	Moscow	19-25 Feb					
Carolyn Marks	Vladivostok/Khab.	22-Feb	1-Mar				
Kevin Stupay	Vladivostok		3-8 Mar				
Olga Denisenko	Vladivostok		9-20 Mar				
Ann Rubin	Vladivostok		9-20 Mar				
Peter Niederberger	Novokuznetsk		11-15 Mar				
Irina Niederberger	Novokuznetsk		18-22 Mar				
Peter Niederberger	Novokuznetsk		18-22 Mar				
Dean Stepanek	Moscow		26-29 Mar				
Natasha Donets	Moscow		26-29 Mar				
Miron Kupchik	Moscow		22-27 Mar				
Irina Niederberger	Novokuznetsk		27-31 Mar				
Vasiliy Karpenko	Moscow			8-18 Apr			
Peter Niederberger	Novokuznetsk			7-13 Apr			
Ann Rubin	Novosib / NVK			16-24 Apr			
Irina Niederberger	Novokuznetsk			16-24 Apr			
Dennis Whelan	Novokuznetsk			17-20 Apr			
Peter Niederberger	Novokuznetsk				13-18 May		
Irina Niederberger	Novokuznetsk				14-18 May		
Kevin Stupay	Vladivostok				14-21 May		
Ann Rubin	Vladivostok				20-31 May		
Olga Denisenko	Vladivostok				21-31 May		
Elizabeth Sadova	Vladivostok				21-31 May		
Carolyn Marks	Irkutsk				28-31 May		
Ksenia Menshova	Irkutsk				28-31 May		
Irina Niederberger	Novokuznetsk				29-May	5-Jun	
Peter Niederberger	Novokuznetsk				29-31 May		
Dennis Whelan	Irkutsk					6-12 Jun	
Olga Panfilova	Novokuznetsk					5-8 Jun	
Jerry Knapp	Novokuznetsk					5-8 Jun	
Julia Zemlyanaya	Moscow					8-14 Jun	
Ann Rubin	Novokuznetsk					23-Jun	3-Jul
Peter Niederberger	Novokuznetsk					25-28 Jun	
Irina Niederberger	Novokuznetsk					25-28 Jun	
Olga Panfilova	St. Petersburg						3-6 Jul
Olga Denissenko	St. Petersburg						3-6 Jul
Peter Niederberger	St. Petersburg					28-Jun	8-Jul
Irina Niederberger	St. Petersburg					28-Jun	8-Jul
Dennis Whelan	Irkutsk						9-17 Jul
I. Kovrigin	Irkutsk						9-17 Jul

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Environmental Policy And Technology Project / Moscow  
Russia

TRAVEL LOG - US to RUSSIA

Individuals and Teams

Prepared 7/8/96

Jerry Knapp	Moscow	Lon.7-17	XXXXXXXX	XXXXXXXX	29 Jun	USA			
Ann Rubin	Moscow		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Inna Niederberger	Moscow / NVK		XXXXXXXX	XXXXXXXX	XXXXXXXX	16-25 Jun	XXXXXXX		
Peter Niederberger	Moscow / NVK		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Dennis Whelan	Moscow		XXXXXXXX	XXXXXXXX	17 May-31 Jun	USA	XXXXXXXX		
Kevin Stupay	Moscow		XXXXXXXX	XXXXXXXX	XXXXXXXX	14-Jun	13 Jul	USA	
Dean Stepanek	Vladivostok	29-Mar	4Apr	USA	XXXXXXXX	XXXXXXXX	XXXXXXXX		
Natasha Donets	Vladivostok	29-Mar	4Apr	USA	XXXXXXXX	XXXXXXXX	XXXXXXXX		
Carolyn Marks	Moscow		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Kenneth Powers	Khabarovsk		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
D. Smith	Khabarovsk		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
W. Schlosser+ family	Khabarovsk		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
		Mar.96	Apr.96	May-96	Jun-96	Jul-96	Aug-96		
	Novokuznetsk	16 Mar.							
	Moscow	16-17 Mar							
Robert Metzger	Vladivostok	20-Mar	12-Apr						
Daniel Gessler	Moscow	23-25 Mar							
	Novokuznetsk	25-Mar	13-Apr						
	Moscow		13-14 Apr						
Johannes Gessler	Moscow	23-25 Mar							
	Novokuznetsk	25-Mar	13-Apr						
	Moscow		13-14 Apr						
Charles Schmidt	Moscow								
	Novokuznetsk	3-Mar							
	Moscow	3-Mar							
D. Raitak	Moscow								
	Novokuznetsk	1-Mar							
	Moscow	1-Mar							
Karthi Gajendran	Moscow	3-7 Mar							
Daryl Beardsley	Ekaterinbourg	3-14 Mar							
	Moscow	14-16 Mar							
Randy Hoffman	Moscow	28-Mar	4-Apr						
	Novokuznetsk		5-19 Apr						
	Moscow		19-27 Apr						
Sergei Sheveiko	Moscow		9-18 Apr						
	Vladivostok		19-Apr	13-May					
	Moscow		13-16 May						
William Merrill	Vladivostok		25-Apr	17-May					
Robert Metzger	Vladivostok		23-May	21-Jun					
Timothy Bechtold	Vladivostok		19-24 May						
Clarke Thomas	Vladivostok		23-31 May						
David Baumgartner	Vladivostok			6-Jun	5-Jul				
William Merrill	Vladivostok			16-24 Jun					
Nickolas Engalichev	Vladivostok			22-Jun	13-Jul				
Sergei Sheveiko	Vladivostok			25-Jun	23-Jul				
Earle Wright	Moscow			17-Jun					
	Novokuznetsk			18-27 Jun					
	Moscow			27-30 Jun					
Isaian Geilman	St. Petersburg				3-7 Jul				
	Moscow				7-9 Jul				
	Irkutsk				10-17 Jul				





**Environmental Policy and Technology  
Project Regional Field Office / Moscow**

(Managed by CH2M HILL)

June 4, 1996.

Dr. Alison Sartonov  
Acting Contract Officer Technical Representative  
U.S. Agency for International Development  
Regional Office of Environment and Health  
Moscow, Russia

**SUBJECT:** Request for Approval for International Travel

The following overseas trip is planned for the individual identified below:

PURPOSE OF TRIP	NAME	DESTINATIONS		DATES OF TRAVEL	
		FROM	TO	FROM	TO

Please approve the above international travel as required by the subject contract in the space below.

Sincerely,

Jerry W. Knapp  
Regional Director  
Environmental Policy and Technology Project

**Approved:** \_\_\_\_\_  
Contracting Officer's Technical Representative

**Not Approved:** \_\_\_\_\_  
Contracting Officer's Technical Representative

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Arrivals and Departures

Date	Name	Arr/Dep	To/From	Airport	Flt #	Pickup Time	Flight Time	Comments
11/9	Soler-Safa	Dep	US	SVOII	DL 31	10:00	13:15	Igor
11/10	Pellek	Dep	US	DVO	DL 61	5:30	8:20	Tverskaya - Yatsina
11/10	Whelan & Sartonov	Dep	NVK	DVO		7:00	10:00	Home - Igor
11/10	Higgins & Erickson	Arr	NVK	DVO	210	8:25		Tverskaya - Igor
11/11	Higgins	Dep	US	SVOII	LH3212	4:30	7:00	Tverskaya - Shakhov
11/11	Erickson	Dep	US	SVOII	DL 61	6:00	8:20	Tverskaya - Yatsina
11/11	Dembowsky	-	-	-	-	12:00		Sightseeing - Igor
11/11	DeLong	Arr	VILN	SVOI	SU186	12:20		Aerostar - Red hill
11/12	Hoffman & Nelson	Arr	US	SVOII	LH 3190	13:35		Aerostar - Igor (delayed)
11/12	Dembowsky, Gaffen	Dep	NVK	DVO		7:00	10:00	Tverskaya - Sazonkin
11/13	Hoffman, Nelson	Dep	NVK	DVO	210	7:00	10:00	Aerostar - Igor
11/13	Volkova, Prokochenko	Arr	NVK	DVO	210	8:25		Kurskiy vokzal - Igor
11/13	Rubin	Dep	NVK	DVO	211	19:00	22:00	Home - Yatsina
11/15	Young	Arr	NVK	DVO		20:25		Home
11/16	Sheveiko	Arr	VLAD	SVOI		16:20		Budapest -
11/17	Dembowsky	Arr	NVK	DVO	210	8:25		Yatsina
11/17	Gaffen	Arr	NVK	DVO	210	8:25		S. Shakhov
11/17	Dembowsky	Dep	US	SVOII	AU		15:55	Yatsina
11/17	Gaffen	Dep	US	SVOII	BA 2881		15:15	S. Shakhov
11/17	Engalichev, Karpenko	Arr	VLAD	SVOI	117	17:45		Budapest - Shidlovski
11/17	Kleimenov	Arr	NVK	DVO	212	20:25		Pallace - Igor
11/18	Saladin	Dep	US	SVOII	DL61	6:00	8:20	Tverskaya - Igor
11/18	Whelan & Sartonov	Arr	NVK	DVO			8:25	Home - Igor
11/19	Kullaya Knapp	Dep	US	SVOII				Home - Yatsina
11/20	Matushkin, Prokofiev	Dep	VLAD	SVOI	TA	19:00	22:50	M. Aeroport, Telmann statue



FAX TRANSMITTAL

TO:		FAX:
FROM: Alexander Canovas	CC:	DATE: 3 June, 1996
SUBJECT: Shipment Information		PGS: 1

SHIPMENT INFORMATION

Destination:			
Mode of Shipment:		Required Delivery Date:	
Contents Description:			
Volume Description:			
Number of Pieces:		Weight (in Kgs):	

CONSIGNEE:

Name of Consignee:			Phone:		
Address:					
Expeditor:		Local Delivery:		Insurance:	
Additional Comments:					

**REQUEST FOR ADMINISTRATIVE SUPPORT FOR CONTRACTOR/GRANTEE**

TO: Executive Officer, USAID/Moscow DATE: \_\_\_\_\_

FROM: Chief of Party, \_\_\_\_\_

Please arrange the following administrative support for my employee:

Name: \_\_\_\_\_

Citizenship: \_\_\_\_\_ American \_\_\_\_\_ Other

Employed in Russia: From \_\_\_\_\_ to \_\_\_\_\_

Where hired: \_\_\_\_\_ U.S. \_\_\_\_\_ Other off-shore \_\_\_\_\_ Russia

- Russia House (Change Building) ID card
- Guest membership in American Embassy Community Association (AECA)
- Registration in Embassy Personnel Office
- Registration with Consulate General's American Citizen Services branch
- Tax/Duty exemption letter: \_\_\_\_\_ English \_\_\_\_\_ Russian  
(detail specific exemption requirements in space below)
- Logistical support form Statistica/other (specify in space below):

**OR**

Please provide the following support services for my organization:

- Customs clearances (describe shipment in space below and attach AWB or OB/L)
- Vehicle registration assistance (provide vehicle details in space below)

Details (as required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLEARANCES:**

\_\_\_\_\_  
USAID/Moscow Project Officer

\_\_\_\_\_  
USAID/Moscow Executive Officer



## Progress Status of DO 11 Procurement

as of  
3 June, 1996

Ref No.	Items to be Procured	Sub-task	COTR Approved List	Final Specs Received	Procurement Office	Quotes Received	C.O.* Approved Order	Expected Delivery to RFE	Delivered	Comments
1,16	Office equipment (Vlad, Khab offices)	4	6/8/95	√	WDC/MRO	√	√	Varied	Varied	COMPLETE
2	Reforestation Equipment Irrigation/Fertilization Eqpt. & Supplies	2.2c	7/13/95	√	WDC	√	√	8/30/95	8/30/95	COMPLETE
3	Fire fighting equipment a) Fire Trucks (6 GAZ-66)	2.3	2/5/96	√	MRO	√	√	7/1/96		Contract approved. Received invoice, guaranteed 30 day delivery after payment
4	b) Computers / lightning detection software		5/17/95	√	WDC	√	√	6/20/95	8/15/95	COMPLETE
5	c) Fire fighting eqpt. (axes, shovels, etc)		5/17/95	√	WDC	√	√	6/20/95	6/20/95	COMPLETE
9	d) Portable Pumps		8/18/95		MRO	√		6/30/96		Prices quoted exceed approved budget, awaiting clarification from Khab.
9	e) Bladders		8/18/95	√	MRO	√	√	6/30/96		Forwarded invoices to WDC 5/24, awaiting payment. (Deliv. expected from stock)
9	f) Radios		8/18/95		MRO	√	√	7/31/96		Prices quoted exceed approved budget, awaiting decision from Khab.
7	Mushroom conference / non-wood prod. (dehydrators)	3.2	8/18/95	√	WDC	√	√	9/30/95	9/30/95	COMPLETE
8	Computers for PCC's	1.2	8/18/95	√	MRO	√	√	9/30/95	9/30/95	COMPLETE
10	Long Term Natural Resource Planning GIS computers & software	10	10/2/95	√	MRO/Vlad	√	√		√	COMPLETE
12	Computers for Mult. data sources; Best Practical Forestry	10, 20	12/4/95	√	MRO/Vlad	√	√	Varied	Varied	Some delivered, revised list submitted for balance
15	- Change in equipment list		4/6/96	√	MRO/Vlad	√	√	6/30/96		Awaiting confirmation of wire payment and delivery
13	Reforestation Equipment - Seed Storage	22								---
13	a) Coolers / Freezers		1/24/96	√	WDC	√		9/30/96		Bid summary received from WDC, low bid over budget, must resolve shortfall
13	b) Storage Racks		1/24/96	√	WDC	√		9/30/96		Bid summary received from WDC, low bid over budget, must resolve shortfall
13	- Seed Processing									---
13	c) Seed Sowing Equipment		1/24/96	√	WDC	√		9/30/96		Bid summary received from WDC, within budget, requires USAID approval
13	d) Potting Mix Prep. Equipment		1/24/96		WDC			11/30/96		Awaiting specs, to be purchased by WDC.
13	e) Container Sterilization Equipment		1/24/96		WDC			11/30/96		Awaiting specs, may be procured locally
13	f) Seed Processing Equipment		1/24/96		WDC			11/30/96		Awaiting specs, to be purchased by WDC
13	g) Fertilizer - Water-soluble, Chemigation Suited		1/24/96	√	MRO	√	√	5/14/96	5/27/96	COMPLETE
13	- Other									---
13	h) Greenhouses		1/24/96	√	WDC			11/30/96		Awaiting specs, to be built locally with some WDC procurement
13	i) Plastic Covering (Greenhouse Renovation)		1/24/96	√	WDC	√	√	4/15/96	4/13/96	COMPLETE

BEST AVAILABLE DOCUMENT

## Progress Status of DO 11 Procurement

Ref No.	Items to be Procured	Sub-task	COTR Approved List	Final Specs Received	Procurement Office	Quotes Received	C.O.* Approved Order	Expected Delivery to RFE	Delivered	Comments
	<b>Equipment for 8 Zapovedniks</b>	<b>23</b>								
11	a) Computer Equipment									---
	Scientific Info Center Equipment	23.1.c	10/2/95	√	MRO	√	√	5/14/96	5/27/96	COMPLETE
	Computers & Office Equip. for Administrations	23.1.a	10/2/95	√	MRO	√	√		4/8/96	COMPLETE
11	b) Patrol Vehicles (9)		10/2/95	√	MRO	√	√	3/31/96	4/20/96	COMPLETE
11	c) Patrol Vehicles (3)		10/2/95		Vlad					Awaiting specs and quotes
11	d) Uniforms		10/2/95	√	Khab	√	√	5/6/96	5/27/96	COMPLETE
11	e) Hand Radios & Radio Stations		10/2/95		Vlad			8/31/96		Awaiting specs and quotes
11	f) Snowmobiles		10/2/95		Vlad			8/31/96		Awaiting specs and quotes
11	g) Chainsaws		10/2/95		MRO			7/31/96		Awaiting specs and quotes
11	h) Fire Fighting Equipment (blowers)		10/2/95	√	MRO	√		7/31/96		Awaiting specs and quotes
11	i) Boats (inflatable, motorboats)		10/2/95	√	Vlad	√	√	5/15/96	5/15/96	Origin waiver approval submitted, USAID requests revision
11	j) Outboard motors		10/2/95	√	MRO	√				COMPLETE
11	k) TV's, VCR's, Videocameras for Ecological Awareness	23.1.e	10/2/95	√	MRO	√	√	3/31/96	4/8/96	Just received specs, collecting bids
11	l) Signs and Insignia		10/2/95		Vlad			8/31/96		COMPLETE
11	m) Procurement & Repair of Facilities		10/2/95	√	Vlad	√		8/31/96		Awaiting specs and quotes
11	n) Miscellaneous (fuel, auto repair, documentation, per diem)		10/2/95	√	Vlad	√	√	Varied	Varied	Agreement for space being negotiated
										Procured as needed
	<b>Non-timber prod. eqpt. (Forestry &amp; Community Dev.)</b>	<b>19,24</b>								
14	a) Dehydrators		3/25/96	√	Khab/MRO	√	√	5/15/96		MRO forwarded invoice to WDC 5/24 for payment
14	b) Weight Scales		3/25/96	√	WDC	√	√	5/15/96		WDC purchased - awaiting shipping
14	c) Vacuum Sealing Equipment & Bags		3/25/96	√	WDC	√	√	5/15/96		WDC purchased - awaiting shipping

\* If over \$25k, CO approval granted; if under \$25k, approval not required.

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