

INSTITUTIONAL STRENGTHENING GRANT

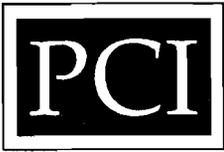
FAO-0801-G-00-3017-00 OF 8/19/1993

PROGRESS REPORT FOR THE PERIOD: OCTOBER - DECEMBER OF 1993

During the period 9/1/93 - 12/31/93, the following activities were undertaken.

- a) Commodity Status Report/Recipient Status Report for the U.S. fiscal year 93 prepared by PCI/Bolivia was extensively reviewed. Additional guidelines were issued to PCI/Bolivia in this regard.
- b) PCI/San Diego developed an "in-house" operational Title II procedure manual (primarily incorporating pertinent extracts from the U.S. Government documents like Hand Book # 9 and Regulation 11) to be used as an additional guide by the foreign service national staff of PCI/Bolivia. This document, written in English, will be further refined during the time of our on-site visit to Bolivia in 1994. Each section will be explained to the concerned staff in Spanish (using a translator). If this guide book is found suitable and acceptable, PCI may translate the document into Spanish for the future use of field implementors.
- c) Though travel arrangements were approved for an on-site technical assistance to PCI/Bolivia (to be undertaken by the PCI/Headquarters' Food Aid Manager and Bolivia Program Officer) in the early part of January, the field schedule had to be deferred to March, 1994 at the request of PCI/Bolivia office.
- d) The Operations Committee of the Board of Directors of PCI met in the early part of December, 1993 as scheduled and "food aid management" was one of the topics discussed. The Board unanimously recommended that PCI should explore possibilities to extend Title II food commodity support in other eligible countries where PCI has on-going health related activities.
- e) During the eighteen weeks of grant duration, PCI initiated steps to strengthen the institutional capability of Headquarters personnel, principally the Program Officer for Bolivia who is now actively associated in the day-to-day administration of the food aid program.
- f) In view of the new project activities (over and above the FFW) programmed for U.S. fiscal year 94, guidelines were issued to PCI/Bolivia for appropriate field monitoring.
- g) Maintained regular contact and consultations with the Food Aid Management (FAM) on PL 480 Title II food aid issues. Received and reviewed FAM's Generally Accepted Commodity Accountability Principles (GACAP).
- h) Received and promulgated food aid articles, guidelines, technical information etc. for program use.

- i) Participated in reviews of food aid matters relating to the Food Aid Advisory Committee
- j) Planned and finalized with USAID/Bolivia arrangements for the Internal Review of the Title II program there.
- k) With the expertise of the Food Aid Manager, several PCI/San Diego Headquarters personnel will be trained in the upcoming quarter. This will include staffers from Program and Finance departments.
- l) Due to the static political situation in Haiti, PCI could not explore the possibility of extending food aid programming there. In view of the continued political strife in Haiti, PCI will review the situation in the upcoming quarter.
- m) PCI's accounting system is maintained on "calendar" year basis (i.e. January thru December). Currently, we are in the midst of finalizing our annual accounts for 1993. We, therefore, visualize slight delay in compilation of financial data for the period ending 12/31/93. However, the requested details (as outlined in the grant document) will be transmitted by mid February, 1994.



**Project
Concern**
INTERNATIONAL®

January 26, 1994

Mr. Jaime Correa,
Development Program Division,
Office of Food for Peace,
Bureau of Food and Humanitarian Assistance,
U.S. Agency for International Development,
320 Twenty-First Street, N.W.
Washington D.C. 20523

Sub: Grant # FAO-0801-G-00-3017-00

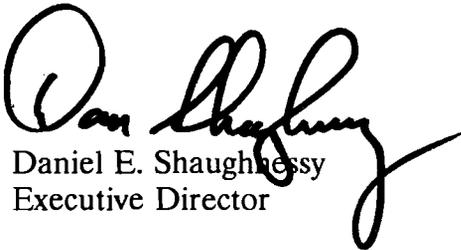
Dear Mr. Correa:

In accordance with the terms and conditions of PCI's Institutional Strengthening Grant, we enclose herewith two copies of the Progress Report for the period ending 12/31/93.

As stated in the Progress report, our financial report for the period ending 12/31/93 will be transmitted by mid February, 1994.

If you require any additional information, please do not hesitate to contact me.

Sincerely,



Daniel E. Shaughnessy
Executive Director

Copies to:

- ✓ i) A.I.D. POL/CDIE/DI Washington D.C. 20523-1802 (2 copies)
- ii) A.I.D. Office of Financial Management, FA/FM/CMPD/DCB, Room 700, SA-2, Washington D.C. 20523-0209
- iii) Mr. James A. Jeckell, Grant Officer, Chief FAO Branch, Office of Procurement, A.I.D. 320 Twenty-First Street N.W. Washington D.C. 20523.

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