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STAMPING OUT PANDEMIC & AVIAN INFLUENZA (STOP AI)

2007 PHASE I WORK PLAN

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STAMPING OUT PANDEMIC & AVIAN INFLUENZA (STOP AI)

2007 PHASE I WORK PLAN

DISCLAIMER

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STOP AI WORK PLAN

Development Alternatives, Inc. (DAI) and its partners (hereafter referred collectively as the STOP AI team) are pleased to present this work plan for the Stamping Out Pandemic and Avian Influenza (STOP AI) program. This work plan covers the initial phase of work funded by the \$3 million obligation. DAI will develop a 2007 Phase II work plan in the summer of 2007.

Program Objectives

The STOP AI program is one of USAID's vehicles for assisting the United States Government's (USG) response to the threat of avian and pandemic influenza, as outlined in the Homeland Security Council's National Strategy for Pandemic Influenza Implementation Plan. USAID supports the State Department's international efforts and established the USAID Avian and Pandemic Influenza Response Unit. The STOP AI program is one of six global contracts, grants, and cooperative agreements overseen by the USAID STOP AI Unit that complements regional and country initiatives around the world.

Our program objectives are:

1. Improved global availability of technical experts
2. Increased use of internationally-accepted practices for animal and human disease control
3. Reliable and timely logistical support services provided

Approach to Phase I

This work plan covers Phase I, or the period of work funded by USAID's initial \$3 million obligation. Our approach is to build the foundation of the program with this initial funding that will allow us to springboard into wider support once USAID commits additional funding to the program. STOP AI is also prepared to deploy experts on an as-needed basis to the field. Our work plan is designed to support our three key objectives. We will:

- Design and develop the Expert Resource Network (ERN) database that will contain worldwide technical experts (Note: USAID plans to modify the contract to eliminate this requirement)
- Develop initial training material that will support standard operating procedures (SOPs) and internationally-accepted practices
- Establish an Africa regional office in Dakar
- Coordinate commodities distribution assistance in conjunction with DELIVER
- Develop program management tools that will support the project, including a Performance Monitoring Plan, SOP topics, and other project standards
- Complete the 2007 Phase II work plan

What DAI Will Deliver in Phase I

The table below describes the Phase I deliverables.

PHASE I DELIVERABLES

Deliverable	Objective	Description
ERN Database	I	Delivery of requirements specification, design, a privacy impact assessment, and a prototype, plus recruitment of regional experts in Africa (Note: USAID plans to modify the contract to eliminate this requirement)
Training	I and 2	Delivery of an inventory of training material, a prioritized matrix of training needs, an incident management model (IMM) and associated training session design, curriculum and pilot delivery of a 2-day Orientation for US Avian Influenza experts, curriculum for a 1-week Technical Orientation for US animal and human health experts, and curriculum for a 2-week Technical Orientation and Epidemiology course for animal and human health experts in Africa
Africa Regional Office	I	Establishment of a regional office in Dakar
Logistics / Commodities Distribution Assistance (if necessary)	3	Delivery of a plan that addresses commodities, training, and distribution issues
Program Management Tools	X-Cutting	STOP AI project site, project standards (SOP topics, templates), 2007 Phase II work plan, and a Performance Monitoring Plan
2007 Phase II Work Plan	X-Cutting	A work plan based on full project funding

How Our Deliverables Support the Five Pillars of Activity

USAID defines five pillars of activity for HPAI: Preparedness and Planning, Epidemiology and Surveillance, Response, Recovery, and Communication. STOP AI deliverables in this phase due to current funding levels are focused primarily in Africa and will partially support all five pillars, although the Communication pillar is primarily addressed by AI.COMM. Activities associated with the development and operationalization of preparedness plans will be greatly expanded in Phase II and will be deployed across all geographical regions. The following table shows how our key Phase I deliverables align with the pillars.

Deliverables	Preparedness & Planning	Epidemiology & Surveillance	Response	Recovery	Communication
ERN Database	✓	✓	✓	✓*	✓*
Training – AI Orientation	✓	✓	✓	✓**	✓**
Training – IMM	✓		✓		
Logistics / Commodities	✓	✓	✓		

* In Phase II.

** Covered at a high level in the AI Orientation course.

I EXPERT RESOURCE NETWORK (ERN)

Note: The STOP AI team understands that USAID plans to place this requirement on hold indefinitely. We have written the following section to comply with the contract requirements. Once we receive the contract modification from USAID, we will remove activities 1.2 though 1.5 from the work plan.

The STOP AI team of Information, Communications, and Technology (ICT) experts (STOP AI ICT Team) will work collaboratively with all parties to quickly design and develop ERN, recognizing the urgent need to identify and track experts and their availability. The STOP AI ICT team will follow best practices in IT software development and move at an accelerated pace through the software development life cycle which consists of several stages: requirements definition/needs assessment; design; development; test; go-live/production; and ongoing support and maintenance.

Prior to launching ERN, STOP AI will update USAID on recruitment results by country including the total number of experts identified and the types of expertise these individuals provide. We will use our STOP AI Collaboration Site (see section 5.3 below) to track experts and organizations before ERN launches. We will track expert’s name, category (e.g., veterinarian, physician), skills (e.g., poultry specialist, microbiologist, epidemiologist), citizenship, region, geographical experience, donor experience, and language skills.

1.1 ERN Requirements Definition

In the Requirements Definition phase, the STOP AI team will gather the functional, technical, operational, security, performance, and business requirements that the ERN system must fulfill in Phase I, soliciting input from all STOP AI team members as well as from USAID and key organizations such as USDA and FAO. These requirements provide the scope of work for the STOP AI ICT team and inform the design and implementation of the ERN system. They also reveal business and data management processes and rules that will need to be established and enforced or supported by the ERN system.

ERN REQUIREMENTS DEFINITION ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Gather and document functional, technical, operational, security, performance, and business requirements	Completed High Level Requirements Document	Completed May 1

1.2 ERN Privacy Issues

The Electronic Government Act of 2002 requires that agencies conduct a Privacy Impact Assessment (PIA) as they develop information technology (IT) systems that collect, maintain, and disseminate personally-identifiable information. We will complete a PIA for ERN, work with our CTO to ensure that the Chief Information Officer (CIO) reviews the PIA, and develop an OMB clearance package that covers a system of records notice and Paperwork Reduction Act requirements that USAID can publish

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on its Web site and in the Federal Register. If required, we will help USAID respond to any questions that OMB passes back based on the public comment period. The objective of this task is to receive OMB clearance so that we can launch ERN.

ERN PRIVACY ISSUES ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Assess privacy	Privacy Impact Assessment	Completed May 31
Develop OMB clearance package	Clearance package, Federal Register notice, and responses to OMB “passback” questions	Completed July 13

1.3 ERN Design

In the Design stage, the STOP AI ICT Team will translate the high level requirements into more detailed specifications of the required functionality. These serve as specifications to the ICT specialists who will do the actual software development, and the specifications will be submitted to USAID/IRM for approval.

ERN DESIGN ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Prepare and submit specifications for IRM approval	IRM document	Completed June 1

1.4 ERN Development

In the Development stage, the STOP AI ICT Team is programming the actual ERN application, developing web pages, building the physical database, and programming the business logic. At the completion of this stage, the different components of ERN will be ready to integrate and test. (Note: timeline assumes that development cannot begin until the privacy review period of 60 days is concluded).

ERN DEVELOPMENT ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Develop the ERN application including web pages, database, business logic, email alerts, reports.	Initial version of the application ready for integration testing by the STOP AI ICT Team	Completed September 14

1.5 ERN Testing and Release of Version 1

In this stage, the STOP AI ICT team will integrate the code it has developed and perform integration or “end-to-end” testing as well as other technical tests. The larger STOP AI team will have an opportunity to test the functionality of ERN. At the end of this stage, the STOP AI team and USAID will review the status of the system and make a “go/no-go” decision to go live with “Release Candidate 1”, the first version of ERN.

ERN TESTING AND RELEASE ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Go Live with ERN Release Candidate 1	ERN accessible on the web by authorized users	Completed October 9

1.6 Africa Regional Recruitment

During the first months of the project, the STOP AI team will focus on identifying regional experts in Africa by building on established relationships and capitalizing on worldwide STOP AI team presence. The STOP AI team has identified key individual experts and network organizations in Africa. These initial names and organizations will be compiled and STOP AI partners will follow-up with experts, associations and organizations to expand the initial roster of experts and identify candidates for the planned STOP AI training at the end of August.

The proposed Regional Coordinator for STOP AI activities in Africa will continue this network building of African organizations. STOP AI partners will contact those individuals and organizations with whom they have existing relationships to request names. Information will be compiled by the Manager of the Expert Resource Network.

AFRICA REGIONAL RECRUITMENT ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Identify Africa region experts	List of 20 Africa region experts; list of known US and EU experts; and list of relevant organizations by country	Completed August 30

2 TRAINING

In Phase I, STOP AI will focus on assessing current AI training resources available and identifying gaps to be filled, developing and piloting three orientation courses, developing and piloting as part of the orientation course an Incident Management Model for AI preparedness planning and outbreak response management, and developing standard operating procedures (SOP) where directed by USAID.

2.1 Inventory of Training Material and Development of Training Matrix

In order to identify the key skill areas in surveillance, epidemiology, planning and preparedness, outbreak response, and re-infection prevention and recovery for specific target audiences, STOP AI will inventory and compile existing training resources. The inventory will be built by collecting training materials from both project, interagency, and international partners.

The interview process and the resulting inventory of training materials will provide a basis for creating a training matrix that will specify critical functional and skill areas for each phase of preparedness, response, and recovery for specific target audiences from various disciplines. The completed training

inventory will also serve as a reference library and will be a valuable resource in developing SOPs for use in the field in Phase II of the project.

INVENTORY OF TRAINING MATERIAL ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Inventory of Training Resources	Comprehensive collection of existing training materials on AI for various audiences	Initial inventory completed by June 30
Training Matrix	Framework that lays out critical skill areas and identifies which skill areas are needed by specific training audiences	Initial matrix framework established by July 15

2.2 STOP AI Orientation for US Avian Influenza Experts

This 2 ½ day orientation would be developed to meet the needs of US-based Avian Influenza experts prior to deployment. From a technical standpoint, these experts possess the capacity to be deployed immediately. However, they lack the necessary corollary knowledge necessary for deployment, for example, working within the USAID context, administrative procedures for consulting, etc. The purpose of this orientation is to prepare them to function effectively in the host country government environment and ensure that they have the proper tools and knowledge needed for a STOP AI field assignment.

The course curriculum will be developed by August, and the course will be piloted early in Washington, DC for up to a total of 20 avian influenza experts (both animal and human health disciplines) from the US.

By the end of the course, participants will be able to:

- Operate in the host country government environment and as a member of the STOP AI project
- Use GIS to support surveillance and outbreak response,
- Describe the Incident Management Model,
- Advise on OIE stamp out procedures,
- Follow logistical and administrative procedures for consulting under STOP AI, and
- Adhere to and advise on protective measures for the public and response workers to minimize the risk of infection and/or spread of H5N1 HPAI.

STOP AI ORIENTATION FOR US AVIAN INFLUENZA EXPERTS

Activities	Outputs / Deliverables	Timeline
Design course curriculum	Trainer’s manual, presentation slides, and participant workbook	Completed by August 15
Pilot delivery of course	Up to 20 US Avian Influenza experts ready for deployment	Completed by September 30

2.3 Avian Influenza Technical Orientation for US Experts

This one-week course would be developed to meet the orientation and technical training needs of US-based animal and human health experts who do not have experience with Avian Influenza. Completion of the course will prepare participants to be deployed to provide AI-specific technical assistance in the field, preferably in partnership with an expert with previous AI experience. Individual evaluation of each candidate will be required to determine whether they are adequately skilled for solo deployment.

The course curriculum will be developed in Phase I of the project, and the course will be piloted early in Phase II in Washington, DC for approximately 15 animal health experts and 5 human health experts from the US.

By the end of the course, participants will be able to:

- Describe the essential characteristics of the H5N1 HPAI virus,
- Identify gaps in an existing National AI Preparedness and Response Plan,
- Define biosecurity and recommend protective measures the public and response workers can implement to minimize the risk of infection and/or spread of H5N1 HPAI,
- Identify AI outbreak investigation principles for animal or human health,
- Describe the Incident Management Model,
- Implement OIE stamp out procedures: quarantine, zoning, depopulation, disposal, and disinfection (veterinary participants only),
- Describe appropriate measures for Phase 3 human health surveillance in areas where poultry HPAI outbreaks are occurring (human health participants only),
- Use GIS to support surveillance and outbreak response,
- Operate in the host country government environment and as a member of the STOP AI project, and
- Follow logistical and administrative procedures for consulting under STOP AI.

AVIAN INFLUENZA TECHNICAL ORIENTATION FOR US EXPERTS

Activities	Outputs / Deliverables	Timeline
Design course curriculum	Trainer’s manual, presentation slides, and participant workbook	Completed by September 30 (course piloted in October)

2.4 Avian Influenza Technical Orientation and Epidemiology / Outbreak Investigations Course for Regional Technical Experts

The first week of this course will provide a technical orientation for animal and human health experts based in the field. The second week of training will focus on epidemiology and surveillance for animal health experts only. Completion of this course will prepare participants to be deployed on a STOP AI assignment *in partnership with an expert with previous AI experience for on the job training and mentoring.*

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The course curriculum will be developed in Phase I of the project, and the course will be piloted early in Phase II in Dakar, Senegal for approximately 15 animal health experts and 5 human health experts from throughout the Africa Bureau region.

By the end of the orientation portion of the course (the first week), participants will be able to:

- Describe the essential characteristics of the H5NI HPAI virus,
- Identify gaps in an existing National AI Preparedness and Response Plan,
- Define biosecurity and recommend protective measures the public and response workers can implement to minimize the risk of infection and/or spread of H5NI HPAI,
- Identify AI outbreak investigation principles for animal or human health,
- Describe the Incident Management Model,
- Implement OIE stamp out procedures: quarantine, zoning, depopulation, disposal, and disinfection (veterinary participants only),
- Describe appropriate measures for Phase 3 human health case management and clinical care (human health participants only), and
- Operate in the USAID environment and as a member of the STOP AI project.

By the end of the epidemiology / outbreak investigation course (the second week), which will be attended by animal health experts only, participants will be able to:

- Receive basic veterinary epidemiology / outbreak investigations instructions
- Describe and recommend procedures for surveillance prior to, during, and after an outbreak,
- Properly collect, process, ship (in-country and internationally), and field test clinical samples,
- Implement biosafety measures during sample collection,
- Describe and execute a variety of sample analysis methods,
- Pack and transport samples domestically and internationally,
- Use GIS to support outbreak investigations,
- Demonstrate techniques for facilitating interactive learning,
- Conduct USAID commodities training, and
- Assist in the conduct of table-top simulations.

Both weeks of the course will be operationally focused and will include hands-on activities in which participants will use the USAID commodity kits for PPE, Diagnosis, and Decontamination. The epidemiology portion of the course will include a wet-lab component.

AVIAN INFLUENZA TECHNICAL ORIENTATION FOR FIELD RECRUITS AND EPIDEMIOLOGY COURSE

Activities	Outputs / Deliverables	Timeline
Design course curriculum	Trainer's manual, presentation slides, and participant workbook	Completed September 30 (course to be piloted in Africa in November)

2.5 Incident Management Model (IMM)

One of STOP AI's program objectives is to increase the use of internationally-accepted practices for animal and human disease control. To this end, STOP AI proposes to develop an Incident Management

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Model (IMM), focused on AI and based on the guiding principles of the Incident Command System (ICS). The ICS was developed by the U.S. Forestry Service in the 1970s after a series of wildfires in California that resulted in many deaths and widespread property damage. Lack of coordination and communication, and inadequate management of the incident, reduced the effectiveness of the multiple agencies responding to the disaster. The resulting ICS provides a coordinated and standardized management system that could be used in a variety of situations, most especially in emergencies.

The IMM will be focused on AI and will provide a generic incident management system for countries to adapt and use as a tool in the development of national AI preparedness plans. It will enhance the in-country capacity to organize the response to and manage incidents. In addition, training on the IMM will be given to STOP AI international, regional and local experts as part of the STOP AI orientation course. This training will enhance local and regional capacities to manage effectively AI outbreaks. Enhanced local and regional capacities will also complement rapid response efforts provided by the international community in response to emergency AI outbreaks.

INCIDENT MANAGEMENT MODEL ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Develop IMM framework	IMM drafted	Completed by June 8
Review and comments by IMM Working Group	Revised IMM	Completed by June 15
Review by USAID AI technical team	IMM approved by USAID AI technical team	Completed by June 21
Input USIAD AI technical team comments and review by COP	Revised IMM	Completed by June 25
Review and approval by USAID CTO	IMM approved	Completed by June 29
Design IMM training for August orientation course	IMM training slides, materials, and simulation prepared	Completed by July 31
Incorporate IMM training into pilot AI orientation	IMM incorporated into AI orientation training course	Completed by August 31

2.6 AI Commodity Training

STOP AI will provide training on the use of USAID-supplied commodities: (1) PPE, (2) decontamination, and (3) laboratory rapid test kits and sample collection. In addition, IATA certification training of laboratory personnel can be provided when needed. The training in AI commodities can be given directly to field teams to support the veterinary response or in the classroom targeted to veterinary response backups and human medical personnel. STOP AI will train the current modules through the end of August, and then work with USAID to update the modules in September. The STOP AI team understands that this activity is dependant on needs and requests from the field, and will look to the USAID CTO to work with regional bureaus to identify the countries where we will conduct trainings.

AI COMMODITY TRAINING ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Train existing AI commodity modules	One set of AI commodity trainings in up to 2 countries	Conducted as required July - August
Train updated AI commodity modules	One set of AI commodity trainings in up to 2 countries	Beginning in September

2.7 Standard Operating Procedures

The STOP AI team will coordinate with the CTO and submit subsequent statements of work for developing Standard Operating Procedures. The SOPs will be operational standards for developing nations that incorporate USDA guidelines and FAO and OIE principles. The STOP AI team will coordinate with the CTO to obtain USDA feedback and comments on the draft SOPs before finalizing them.

AI COMMODITY TRAINING ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Submit statements of work for SOPs to CTO for approval	SOP SOWs and subsequently developed procedures	Through September 31

3.0 REGIONAL OFFICES

The STOP AI team will establish four regional offices over the life of the program.

3.1 Establishment of Africa Regional Office

During Phase I, the STOP AI team will establish staff presence and secure an Africa regional office in Dakar. We will identify a suitable office, equip it, and with the Mission identify contacts and work with key governments and organizations to identify training gaps.

As we are looking for office space, we will investigate opportunities for partnering with other AI projects that are located in Dakar in order to realize efficiencies on office space and logistics.

ESTABLISHMENT OF AFRICA REGIONAL OFFICE ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Establish Africa region presence	Staff presence established	Completed July 31
Secure office space	Equipped Africa region office	Completed July 31

4.0 LOGISTICS

USAID has asked STOP AI to work in coordination with DELIVER to provide certain aspects of logistics support and to be able to assist countries receiving USAID commodities with developing commodity distribution plans.

4.1 Commodities Distribution Assistance

The STOP AI team will coordinate closely with USAID to understand how our program is expected to coordinate logistics support with DELIVER in selected countries. Based on USAID guidance and

coordination with DELIVER, STOP AI will work in selected countries to ensure the appropriate distribution to end users and that systems are in place to track and store the commodities. STOP AI will implement the mechanisms DELIVER develops as a joint exercise.

COMMODITIES DISTRIBUTION ASSISTANCE ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Commodity distribution support in selected countries	Coordinated logistics deliveries based on USAID instruction	Ongoing

4.2 Internal Logistics Management

The STOP AI team will support deployed field teams as requested by USAID. The STOP AI team has the capacity to provide up to five staff for each team. Each team will have a designated STOP AI backstop who will help plan travel and country clearances and visas; procure and assign equipment such as laptops and GIS gear to experts going to the field; and coordinate with DAI’s corporate office to secure contracts and coordinate finance and administration at local sites. Each deployed team will include a logistical support staff member on the ground.

COMMODITIES DISTRIBUTION ASSISTANCE ACTIVITIES

Activities	Outputs / Deliverables	Timeline
Support field teams	Backstopping and logistics support to field teams	Ongoing

5.0 PROGRAM MANAGEMENT

The STOP AI project office will coordinate with the Cognizant Technical Officer (CTO) to ensure that this work plan achieves the program objectives of improving the global availability of technical experts, increasing the use of internationally-accepted practices for animal and human disease control, and providing reliable and timely logistical support services. This section of the work plan outlines the core program management tasks that will support work planning, the delivery of technical services, and the dissemination of knowledge.

5.1 Project Management and Administration

The STOP AI team will use this work plan to actively manage program activities, scheduling, resource allocation, and deliverable development. The Chief of Party will set the program’s strategic direction and ensure its technical quality, and the Operations Manager will oversee the day-to-day project management activities. Monthly team meetings will bring Washington, DC-based personnel together for face-to-face collaboration, with out-of-town personnel participating by conference call.

PROJECT MANAGEMENT AND ADMINISTRATION ACTIVITIES

Activities	Outputs / Deliverables	Timeline
CTO Coordination	Scheduled and ad hoc meetings with CTO	Ongoing
Activity Management	Technical direction from CoP and Operations Manager	Ongoing
Financial Management	Subcontractor obligations and monthly invoices to USAID	Monthly
Subcontractor Management	Management of subcontracts and Scopes of Work	Ongoing
Weekly Conference Calls	Weekly 30 to 60 minute calls to update full STOP AI team	Weekly
Monthly Team Meetings	Monthly in-person meetings to plan major activities	Monthly
Quality Assurance	Senior quality reviews	As needed

5.2 Project Standards Maintenance

The STOP AI project office will develop and maintain guidance and templates that will facilitate the rapid development and deployment of standard operating procedures (SOPs) and training to the field. The standards will help make knowledge documentation consistent, thereby increasing the repeatability and enhancing the usability of products. The project standards will be documented and maintained on the STOP AI team’s SharePoint site.

PROJECT STANDARDS MAINTENANCE ACTIVITIES

Activities	Outputs / Deliverables	Timeline
STOP AI Standard Operating Procedures Guidance	Guidelines for SOP development; SOP template	Completed by May 31
ERN Database Guidance	Policies and procedures for using ERN, including privacy and recruitment	Completed by June 15 (Note: this activity is on hold pending a contract modification)
Training Module Standards	Standard training module components and templates	Completed by July 13
Communications Guidance	Representation guidance for the STOP AI project; procedures and guidelines	Completed by May 31
Trip Reports	Template for documenting temporary duty (TDY)	Completed by May 31
Branding	Compliance with USAID and project branding guidelines	Completed by May 31
Other Project Templates	Meeting minutes template, best practice / lessons learned, budget template, standard scope of work, and general cost information on 20 priority countries	Completed by May 31

5.3 STOP AI Collaboration Web Site

The STOP AI team will establish a platform for its internal collaboration space. During Phase I, the STOP AI site will be secured and only available to the STOP AI team. It will contain key documents and knowledge, up-to-date news feeds on avian influenza, contact lists, and other valuable information that supports the team’s activities. This collaboration space implementation effort will be included in the IRM approval process, which is required by USAID’s Automated Directives System (ADS).

STOP AI COLLABORATION SITE ACTIVITIES

Activities	Outputs / Deliverables	Timeline
STOP AI Collaborative Site	Secure Web-based collaboration space	Completed by April 27
Managed content, maintenance, and administration	Up-to-date knowledge accessible on the Web in the collaboration space	Ongoing

5.4 2007 Phase II Work Plan

The STOP AI team will develop the 2007 Phase II work plan based on full program funding and submit it to the CTO for review and approval. The 2007 Phase II work plan will lay out the full scope of our work, discuss our ability to surge to support unanticipated requests, and identify key milestones over the life of the project.

2007 PHASE II STOP AI WORK PLAN ACTIVITIES

Activities	Outputs / Deliverables	Timeline
2007 Phase II Work Plan	The Work Plan	Completed 40 days after the next incremental obligation

5.5 Performance Monitoring Plan

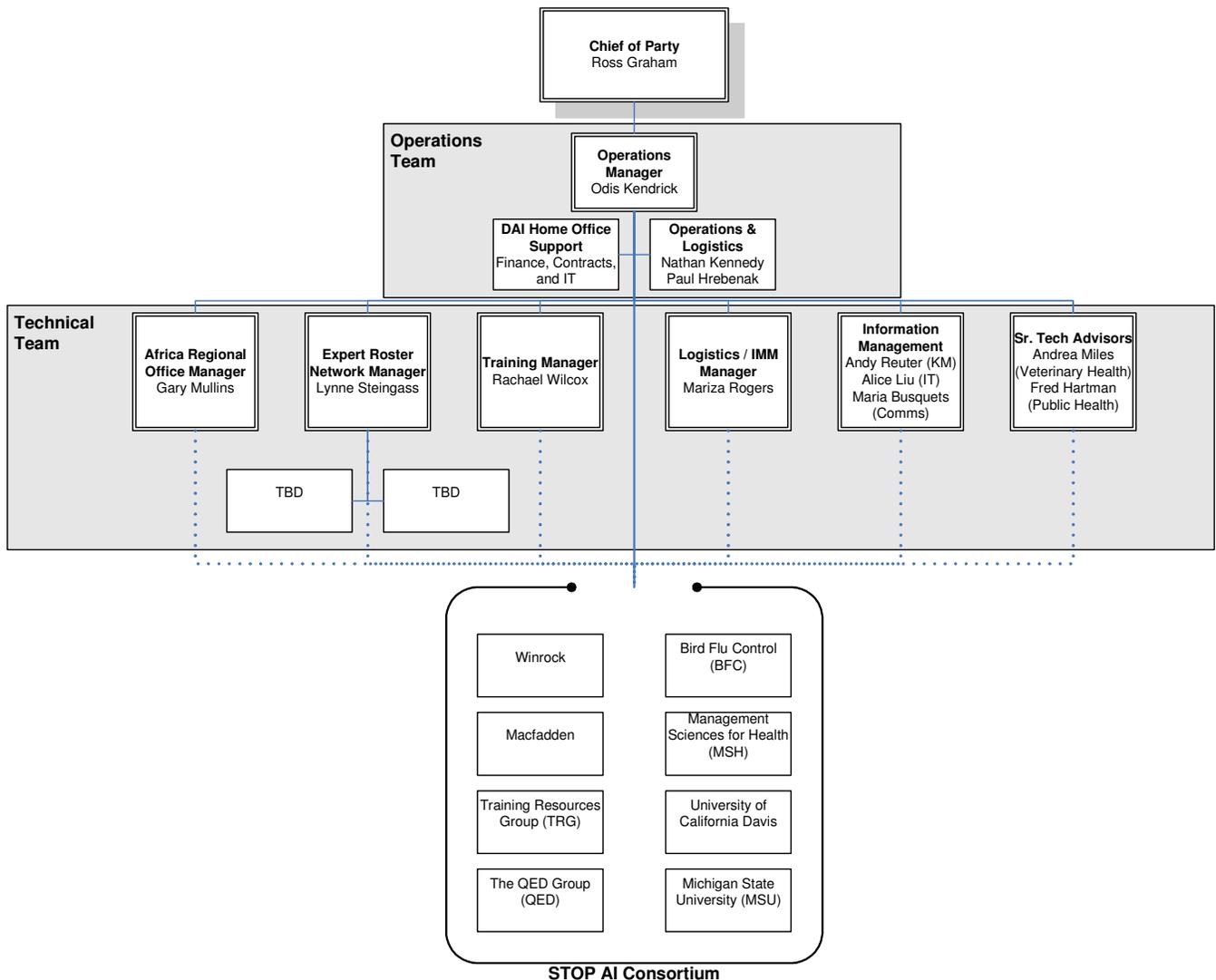
The STOP AI team developed an initial performance measurement plan (PMP), which is detailed in the Performance Measurement (M&E) section of this work plan. During the initial work plan period, we will focus our reporting activity on reporting quarterly accruals to the Avian Influenza Monitoring, Evaluation, and Budget Analysis system (AIMEBA) so USAID can meet its quarterly reporting requirements. In addition, we will collect the key project data that will be used to produce periodic M&E reports, as outlined in the PMP.

M&E AND REPORTING ACTIVITIES

Activities	Outputs / Deliverables	Timeline
AIMEBA Data Reporting	Monthly accruals entered into AIMEBA	Quarterly
Performance Monitoring Plan	Approved PMP	Completed by July 15

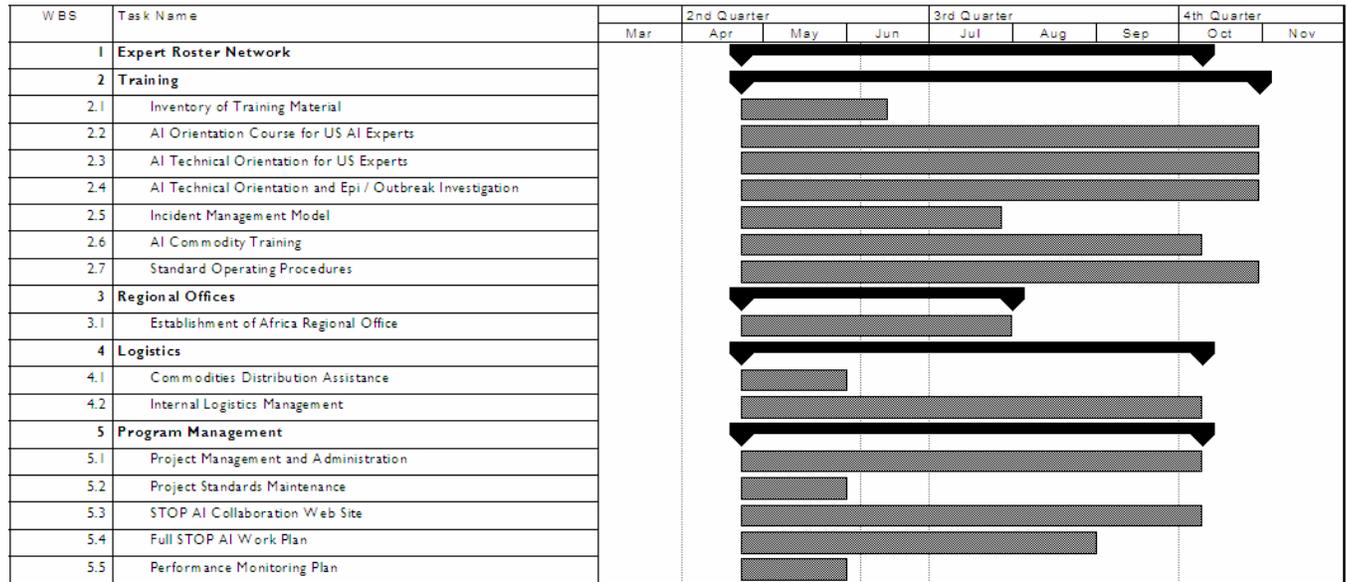
STAFFING PLAN

The following diagram depicts the STOP AI team and reporting relationships. Ross Graham, the Chief of Party, will oversee the project. Odis Kendrick, the Operations Manager, will oversee program operations, including managing all subcontractor relationships. The STOP AI technical team will be led by Africa Regional Office Manager Gary Mullins; ERN Manager Lynne Steingass; Training Manager Rachael Wilcox, Logistics / IMM Manager Mariza Rogers; the Information Management team of Andy Reuter (Knowledge Management), Alice Liu (IT), and Maria Busquets (Communications); and Senior Technical Advisors Andrea Miles (Veterinary Health) and Fred Hartman (Public Health). Each technical team manager will leverage the full capabilities of the STOP AI Consortium (Winrock, Macfadden, Training Resources Group, The QED Group, Bird Flu Control, Management Sciences for Health, the University of California Davis, and Michigan State University).



GANTT CHART

The following Gantt chart shows our work breakdown structure and the anticipated performance and delivery dates of the Phase I work plan.



PERFORMANCE MONITORING PLAN

The table on the following page contains a list of illustrative quantitative and qualitative indicators that the STOP AI team could use to track the impact of work against program objectives. All of the following indicators are illustrative. The STOP AI team will coordinate with USAID during Phase I to finalize the indicators. (Note: USAID plans to modify the contract to eliminate the ERN requirement. This will change the source of some of the indicators we collect.)

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Performance Monitoring Plan - STOP AI		
	Quantitative Indicator	Qualitative Indicator
Objective 1: Improved global availability of technical experts		
Output 1: Trained regional experts	Number of people trained in Avian and Pandemic Influenza-related knowledge and skills with USG funds	Types of specialties trained (e.g., epidemiologists, virologists, pathologists, etc.)
	Number of experts trained by technical areas (e.g., surveillance, culling, etc)	
Output 2: Worldwide expert network	Number of regional experts identified and recruited	
	The number of new regional experts added by technical categories	
Output 3: Deployed technical assistance	Number of ERN technical experts fielded	
Output 4: Broad range of AI training available for technical experts	Number of STOP AI training modules developed	Types of STOP AI technical modules developed
Output 5: AI training delivered	Number of STOP AI training modules delivered, by topic and region	
Output 6: More effective regional experts		Qualitative "success stories" documented from recipients of STOP AI-funded training
Result: Increased number of regional experts available to address HPAI H5N1 outbreaks		
Objective 2: Increased use of internationally-accepted practices for animal and human disease control		
Output 1: Expanded worldwide AI knowledge	Number of people who have seen or heard a USG-funded Avian and/or Pandemic Influenza-related message	Most common channels through which people received the Avian and/or Pandemic Influenza-related message
	Number of standard operating procedures developed	Types of SOP developed
	Number of communications products developed	Types of communication products developed
	Number of users accessing Web site	Most common information requested, viewed, downloaded
	Number of success stories	Types of success stories documented
	Number of study tours conducted	Types of technical issues/areas covered in study tours
	Number of inter-country AI networks created / supported	Types of technical supported provided to inter-country STOP AI networks
Output 2: Improved enabling environment	Number of policies changed based on STOP AI SOPs	Types/or level of policy change - national, sub-national, local levels
Output 3: Increased planning capacity	Number of national emergency plans improved with USG support	Most common changes in national emergency plans
Output 4: Increased preparedness capacity	Number of host country institutions with improved preparedness and planning capacity	Types of institutions engaged in preparedness planning
		Types of host countries' institutional improvements
Output 5: Increased surveillance capacity	Number of host country institutions with improved surveillance capacity	
Output 6: Increased response capacity	Number of host country institutions with improved response capacity	Types of response capacity improvements
Output 7: Emergency response assistance	Number of instances where STOP AI is called upon to support other USG "emergency response" activities	Types of technical support services requested from STOP AI
Output 8: More effective animal and disease control		Qualitative "success stories" documented from recipients of STOP AI funds
Result: Increased country capacity to address HPAI H5N1 outbreaks		
Objective 3: Reliable and timely logistical support services provided		
Output 1: Increased supplies to high-risk countries	Number of USG-provided PPE kits delivered to requesting country	Types or categories of services provided by country/region
	Number of USG-provided diagnostic kits delivered to requesting country	
	Number of other AI-related supplies delivered to requesting country	Types of other AI-related supplies delivered to requesting countries
	Number of host country institutions and organizations receiving logistic support and supplies	Types of institutions/organizations receiving services by country
	Value of pharmaceuticals and health commodities purchased by USG-assisted governmental entities through DELIVER	
Result: Increased logistical distribution of supplies to address HPAI H5N1 outbreaks		
Other Performance Data		
	Accrued expenditures for PP1 AI preparedness and response plans	

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