

PART 1
OF THE
FIRST ANNUAL REPORT
OF THE
JOHNS HOPKINS PROGRAM FOR INTERNATIONAL
EDUCATION IN GYNECOLOGY AND OBSTETRICS
(JHPIEGO)

July 1, 1974 - June 30, 1975

GRANT AID/pha-G-1064

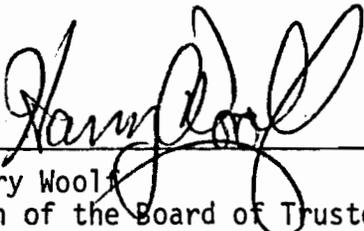
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OF THE
JOHNS HOPKINS PROGRAM FOR INTERNATIONAL EDUCATION
IN GYNECOLOGY AND OBSTETRICS (JHPIEGO CORPORATION)

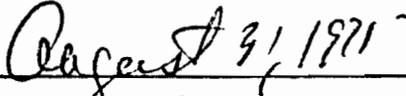
JULY 1, 1974 - JUNE 30, 1975

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- PART I----- The JHPIEGO Corporation,
Summary of Activities,
Annual Operating and Fiscal Report
- PART II----- Detailed Exposition of Program
Activities (Descriptive Report of
FY '75 Operations; Major Policy
and Operating Changes; Unresolved
Problems; Program Plans FY '76)



Dr. Harry Woolf
Chairman of the Board of Trustees
and President of the JHPIEGO Corporation



August 31, 1975

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OF THE
FIRST ANNUAL REPORT
OF THE
JHPIEGO CORPORATION

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THE JHPIEGO CORPORATION

Background

World-wide, the level of consciousness and concern for human welfare and development continues to grow. Unprecedented demographic changes and rising social economic aspirations are in tension; and there are political ideological differences of opinion among countries on the approach and the means for meeting their respective demographic and socio-economic challenges.

Medicine, with its extraordinary achievements in reducing mortality and morbidity, has played a historical role in influencing population trends. The medical profession must now meet the demands of today's world to improve the quality of life by extending improved health care so that it meets community needs within the context of the community's particular socio-economic and cultural requirements.

Universities and medical educational institutions have a responsibility to apply their intellectual resources to develop new institutional models which go beyond education, training and research, and can deal nationally and internationally, with these problems. The development and dissemination of knowledge are not enough; institutions must have the capability to influence the application of this knowledge so that it reaches those who need the care.

The JHPIEGO Corporation is an institution which reflects this philosophy. Established in April 1974, under the laws of the State of Maryland, as a nonprofit University affiliated Corporation, it received from the Agency for International Development, in fiscal year 1974, \$3,887,000 and in fiscal year 1975, \$600,000 to support a Program for International Education in Gynecology and Obstetrics (PIEGO).

The Program for International Education in Gynecology and Obstetrics (PIEGO) and the JHPIEGO Corporation are the direct outgrowth of a Johns Hopkins Study carried out in 1973 under the direction of Dr. Harry Wolf, through the support of a \$1.4 million planning year grant from A.I.D. (Grant AID/CM/pha-G-73-34). Because the need was critical, especially in developing countries, to improve reproductive health, the University was asked to determine whether it was feasible, and if so, to create a new institutional educational organization to teach and to equip OB/GYN professionals around the world to use advanced techniques in their specialty, with special reference to fertility management.

The eleven countries survey revealed:

There was a need within these countries to advance, internationally, the level of the OB/GYN specialty for the benefit of their populations.

Gynecologists and Obstetricians and other properly qualified professionals needed to raise their scientific and technical capabilities, particularly in connection with fertility management.

The international community of Obstetricians and Gynecologists endorsed the need for such a program and would support an international educational effort which had this objective.

Sufficient professional resources existed within a number of countries to identify them as potential centers for advanced training in obstetrics and gynecology.

A number of institutions wanted to participate in the program as training centers.

A nucleus of physicians within these countries was qualified to advance the level of the specialty and a sizeable number of physicians was eligible for such training.

The results of the study were presented in December 1973, to a Committee of International Experts and the Johns Hopkins University Advisory Committee; the committees jointly recommended that steps be initiated to design the structure and develop the by-laws of a university-affiliated corporation which could organize and implement a Program for International Education in Gynecology and Obstetrics (PIEGO).

This program would be carried out on a cooperative institution to institution basis and its purpose would be to advance medical knowledge and its application, particularly in developing countries, to health problems which relate to the human reproductive systems.

A Concept in Need of a Structure

PIEGO's goal was to improve the reproductive health of the world's populations. What were the best means for achieving this goal? Too often, American educational programs for foreign students have tended to be "one shot" endeavors. Too many times, an individual from a developing country has been brought up to a sophisticated level in his field only to return home and be unable to use what he has learned because of a lack of interest, funds or physical facilities. How would this program avoid the experiences of the past?

Certain program principles were established:

- The program had to be a collaborative international undertaking.
- The educational program would make available the knowledge, skills and techniques found effective in the detection, diagnoses, treatment and

prevention of reproductive health problems.

- The post-graduate education experience would be intensive but relatively short.
- Training would be carried out through an international network of cooperating institutions. There would be several categories of cooperating institutions. These would be: The Training Centers, usually university based in the departments of obstetrics and gynecology; Service Delivery Clinics, established at the respective home facilities of Fellows upon returning home after being trained at Training Centers; Service Centers, established within developing countries to deliver needed services for a hospital, geographic area or a community in a subspecialty of gynecology and obstetrics.
- Fellows would be selected from developing countries for training at the Training Centers. Each Fellow would have the administrative backing of his home institution for this training.
- The process for the selection of Fellows would give consideration to priority needs of countries and the effective organizational diffusion within countries.
- The special requirements of the trainees would be considered. Attention would be given to the curricula of teaching institutions. Flexible training and curricula models sensitive to regional, national and local requirements would be developed.
- At the completion of a Fellow's training at a Training Center, equipment would be supplied to the home institutions so that the individual trained could apply acquired techniques when he returned home and could train other professionals.

- A mechanism for continuing contact with graduates at their home institutions would become an integral part of the program to maintain contemporary thought and practice in the field of acquired knowledge. Field Teams would make follow-up visits to assure proper application of the skills and their replication and diffusion by other professionals.
- Information would be disseminated to graduates and clinics on current techniques and technology.
- The educational program would also include visits by Field Training Teams to provide on-the-spot training in developing countries to establish Service Centers in urban and rural areas. In addition to training, appropriate equipment would be provided.
- Applied research could be pursued as appropriate to improve the diagnoses and treatment of female disorders.

Design of the JHPIEGO Corporation

To make this institutional health initiative work, the JHPIEGO Corporation was designed to provide not only leadership in education, training and research, but to serve as a management vehicle for the mobilization of resources, channeling funds and equipment contributed by various agencies to the network of cooperating institutions participating in the program. The Corporation ensures for fund raising and for international cooperation, the specialized excellence associated with The Johns Hopkins University and it facilitates responsible management of donor contributions.

It is important to note that the Corporation has the capability to mobilize the support and participation of the international leadership and to reflect the

leadership's views in its policies and operations. Through its program of grant assistance and the provision of equipment, it provides to participating institutions the support they need without infringing upon the integrity and the autonomy of these training and service institutions.

The affairs of the JHPIEGO Corporation are managed by a Board of Trustees. At the present time, the Corporation has two major organizational components. The Office of the President and the Secretariat. It is anticipated that in the future the Corporation will establish other major organizational components, in addition to the Secretariat, to carry out other programs falling within the scope of its Articles of Incorporation.

The President is the Chief Executive Officer of the Corporation and his office establishes administrative and program policies and practices; is authorized to solicit from private and public sources grant support upon which the Corporation is totally dependent; and channels funds to participating institutions in the United States and abroad. An International Council of Experts appointed by the President of JHPIEGO provides program and policy advice and assistance.

The Secretary General heads up the Secretariat, which implements program policy and carries out its operational functions. A Council of Associates made up of a representative from each of the cooperating institutions serves as the advisory body to the Secretary General. The Treasurer, who is the third key officer of the Corporation, has charge and custody and is responsible for all the funds and securities of the Corporation.

The Secretariat is made up of units which reflect program functions; the Office of the Secretary General, Education and Field Training, Admissions, Equipment, Field Trials and History and Evaluation. These units with the supporting services of Management Resources serve the cooperating institutions.

SUMMARY OF ACTIVITIES

Trustees and Officers

The Corporation became operative on July 1, 1974 after receiving the initial grant from the Agency for International Development.

Dr. Harry Woolf, Provost of The Johns Hopkins University, was named by Dr. Steven Muller, the University's President, to serve as the Chairman of the Board of Trustees and as the President of the JHPIEGO Corporation. Other members of the JHPIEGO Board of Trustees include: Dr. Russell H. Morgan, the retiring Vice President for Health Division and Dean of the School of Medicine of The Johns Hopkins University, and Dr. Theodore M. King, Director of the Department of Gynecology and Obstetrics.

Recently the size of the Board has been increased and Dr. Muller has appointed Dr. Janet B. Hardy, Dean of Continuing Education of The Johns Hopkins Medical Institutions, to serve as the fourth Trustees.

Dr. Howard W. Jones, Jr., one of the leading architects of the Program for International Education in Gynecology and Obstetrics, is the Secretary General; Mr. Robert C. Bowie, Vice President for Business Management of The Johns Hopkins University, is the Treasurer of the Corporation.

The Board of Trustees has met on two occasions since the initial meeting of the Incorporators and Trustees of the JHPIEGO Corporation on April 23, 1974.

At the December 16, 1974 Meeting of the Board, the Secretary General reported on the status of PIEGO activities; the role of the Council of Associates was made formal; the size of the International Council was established and the Trustees discussed plans for seeking donor support.

The Annual Meeting of the Board of Trustees was held on May 14, 1975. Dr. Harry Woolf and Dr. Theodore M. King were re-elected to serve respectively as Chairman and Secretary for another year. The Board voted to re-elect Dr. Woolf as the President of the JHPIEGO Corporation. Mr. Bowie, the Treasurer of the Corporation, reported on the Program and Budget Review which was conducted on May 9, 1975, by Dr. Gerald Winfield at The Agency for International Development in Washington. The Trustees approved the designation of the Council of Associates to serve as the Equipment Committee to approve the use of new items of equipment in the program and the establishment of Ad Hoc Committees comprised of experts to draw up the specifications for items of equipment. The Trustees adopted a policy to permit each cooperating center to follow its own personnel, travel, and leave policies and practices except as modified by the language of the general provision of subgrants.

The President was authorized to establish the rates of subsistence to be paid to Fellows.

Directives and Delegations of Authority

To assure responsible program and administrative management, the operating administrative principles and policies of the JHPIEGO Corporation are set forth in a series of Directives issued to all staff members by the President of the Corporation. The Directives which have been issued to date are to be found under Appendix I, Part I of this report. Those authorities which the President has delegated have also been set forth in writing.

Management Resources of The Johns Hopkins University - Agreement P-1

On August 6, 1974, the JHPIEGO Corporation entered into an agreement with The Johns Hopkins University for the use of their Management Resources, which include such major elements of essential management services and systems as fiscal,

personnel, procurement, and integrated computerized management information systems. The Corporation has agreed to reimburse the University for expenditures authorized by the Corporation which was made by the University on behalf of the Corporation. Items, for which the University has been requested to expend funds on behalf of the Corporation, include all Central costs and costs for equipment and warehousing. For providing these services and resources, the JHPIEGO Corporation reimburses the University for indirect costs as determined by the Negotiated Agreement between The Johns Hopkins University and the Department of Health Education and Welfare. The University issues a monthly computerized statement which furnishes the Corporation with the status of encumbrances and expenditures for each allotment covered by this agreement.

Control of Funds

Funds which have been set aside for training programs such as those carried out by International, National and Regional Centers in the U.S. and overseas are not included in this agreement. These funds are supervised by the Treasurer of the Corporation. Information on the status of the Corporation's assets and liabilities from all sources is supplied each month to the Treasurer by the Automatic Data Processing Company.

Fellows and Training Centers

Four major cooperating training centers formerly supported by AID, are carrying out in cooperation with the Program for International Education in Gynecology and Obstetrics post-graduate courses in Advanced Techniques for the Management of Fertility (ATMF). The Centers are located at The Johns Hopkins University, Washington University, University of Pittsburgh and the American University of Beirut.

In late FY '75, the JHPIEGO Corporation made sub-grants totalling \$1,595,963 to cover the costs of each of these institutions through May and June of 1976.

Centralized Admissions

In 1973 during the period of the Planning Grant, the University organized Interim Admissions and Equipment Units. These Units are now part of the Corporation's Secretariat. The Admissions Unit has played a significant role in the numbers of Fellows who have been trained at the Centers. Fellows trained at these four Centers since July 1972 now total (325). To avoid duplication of effort and to maximize the use of available training slots, the Admissions Unit serves as the central admissions office for the cooperating institutions. All applications for training from candidates and their institutions are received and processed by this Unit. A Selection Committee, with representation from each Training Center, meets quarterly to evaluate and assign applicants. A record of the history of the training experience of each Fellow is maintained which includes the evaluation and recommendation made by the training institution.

The Provision of Equipment

The provision of equipment and spare parts to the home facilities of the Fellows and to Service Centers and Clinics are essential elements in the delivery of health services. The designation and specifications for the equipment used in the program are determined by an Equipment Committee. The Equipment to be given to the Fellow's home facility is designated by the Director of the Training Center and is based on the performance of the Fellow during his period of training. This recommendation is reviewed by the Secretary General who makes the authorization as appropriate.

Experience shows that between 70% and 75% of those trained have been considered eligible by the Centers to use the more sophisticated fertility management laparoscopic technique.

The Provision of Equipment (continued)

The JHPIEGO Corporation through a contractual arrangement with the Brethren Service Center has a capability for inspecting, storing, warehousing, and delivering overseas the equipment purchased for the recipient institutions. The provision of spare parts and the training of personnel in overseas facilities in maintenance are part of this capability.

Equipment purchased since September 1973 includes 249 laparoscopes, 150 vacuum aspirators, 150 aspiration accessory kits, 374 less sophisticated fertility management equipment kits and a supply of spare parts.

SEPTEMBER 1973 THROUGH JUNE 1975

	LAPAROSCOPE	VACUUM ASPIRATOR	ASPIRATION ACCESSORY KIT	GRADUATION GIFT (KITS I & VI AND KIT VII)
PURCHASED	249	150	150	374
SHIPPED	103	97	96	106
ASSIGNED	88	53	54	127
UNASSIGNED	58	0	0	141

(Note: This chart does not reflect equipment purchased and furnished prior to September 1973. This chart reflects only the equipment purchased from funds in Grant AID/CM/pha-G-73-34 which were designated for this purpose.)

Review of Technology

Review of the scientific program is ongoing. The program remains alert to the status of present and new technology; training in mini-laparotomy, is now being incorporated in the program. Failures in technology are recorded; results of field tests of new techniques are being evaluated including the Falope Ring Applicator.

Field Training and Follow-up Visits

Field Training is an essential element of the educational program. Follow-up visits are made by Field Training Teams to the home facilities of eligible Fellows who have graduated from Training Centers to determine their ability to apply acquired techniques under the local logistical conditions of their facilities. Seminars and discussion groups are held to alert interested and qualified local professionals about advanced technology. Field teams also train obstetricians and gynecologists at other facilities according to the requirements of the physical circumstances of the different cultures and geographic areas. Training teams are made up of faculty, consultants and former graduates of the centers. As the supply of Fellows who have graduated from the Major Training Centers increases they will be used in increasing numbers in follow-up visits in their geographic regions. Team visits are coordinated and are now being financed by the Field Training Unit of the Secretariat under administrative policies established by the Corporation. Delivery of equipment coincides with the visits of the teams to assure and encourage proper use and replication of use by others.

A total of 159 physicians in 65 countries have received field training visits since April 1972; 115 clinics have been established in these countries.

Doctors Visited and Clinics Established

<u>Geographic Region</u>	<u>Number of Doctors</u>	<u>Clinics</u>
South East Asia	55	39
Near East & West Asia	38	26
Central America & West Indies	33	20
South America	28	25
Africa	<u>5</u>	<u>5</u>
	159	115

A total of 96 Fellows who have graduated from the Centers are still to be visited.

A sizeable percentage of these Fellows have not been visited because (1) local conditions have resulted in AID's withholding permission to ship equipment or to send field teams and (2) import licenses for equipment have not been issued by the local government.

Education

Dr. Clyde L. Randall, Secretary Treasurer of the American Board of Obstetricians and Gynecologists and Executive Officer of the Medical School of the State University of New York at Buffalo, joined the staff as Director of Education on March 1, 1975.

Flexibility to meet changing needs in post-graduate education was made an essential element of the program design. New training designs for curricula and Centers are formulated. For many of the developing countries, their participation often dictates that the advanced techniques in the management of fertility be placed in a broader health context.

The basic concept of highly personalized instruction in certain essential technical skills, as developed during the conduct of the ATMF courses, continue to be emphasized as the major component of the educational program for each trainee to prepare him to provide clinical services and instruction to other professionals.

A didactic course which includes basis demography, contemporary reproductive physiology and modern methodologies of fertility management is an effective means being employed to provide essential orientation for educational leaders whose influence and support are needed so that others may provide services in their respective communities.

Curricula of Training Centers

The clinical and educational facilities as well as the facilities of the four training Centers have cooperated effectively in the conduct of the A.T.M.F. programs. The courses in Advanced Training in Fertility Management conducted at the four Training Centers vary somewhat in emphasis and approach.

Dr. Theodore M. King, Director of The Johns Hopkins Center, considers an important part of the Hopkins approach is an examination at the outset to determine the overall OB/GYN knowledge of participating Fellows and their attitudes on Fertility Management techniques before introducing the Fellows to the didactic and clinical aspects of the course. Dr. John C. Cutler and Dr. Leonard E. Lafe direct the Center at the University of Pittsburgh in collaboration with the Western Pennsylvania Hospital. The program is two weeks longer than those of the other Centers and it places heavier emphasis than the other Centers on public health. Field trips to surrounding rural areas are included in the program to demonstrate the various types and levels of health care offered in American communities.

At Washington University of St. Louis, Dr. Arpad I. Csapo, who heads up that Center, believes the program should not be limited to a single method of training -- and feels that on-the-spot training sessions by field teams broaden the impact of the program. Efforts to encourage research have also been made part of curriculum design.

The American University of Beirut, Lebanon, began offering courses last September. The Center offers courses exclusively to candidates from the Arab World. The Director of that Center is Samir N. Hajj, M.D.

The Centers have the capability to adopt new PIEGO educational approaches and have participated in the design of special programs. This is provided for in

their subgrants through the role of the Council of Associates which is made up of the Directors of the Centers.

Mexican Program

In Mexico, with recent changes in their laws, there was a need for a special program for Mexican physicians in key positions. Two sessions of a special two week course, conducted in Spanish, were developed. The eighteen Mexican physicians who attended these sessions, were nominated by leaders in the Mexican Ministry of Health, The University of Mexico, and the Mexican Social Security System. The program included one week of didactic and a second week of clinical work.

The Johns Hopkins University hosted the first session; The University of Pittsburgh, the second. During the second week of each session, participants were divided among the three U.S. Training Centers.

Korea Program

In Korea a three phase program has been designed to meet national needs. A one week didactic program was held in Seoul for 119 Korean physicians in May 1975. An Educational Committee, made up of the Chairmen of the Departments of Obstetrics and Gynecology from five universities in Seoul, selected the physicians to be trained. Beginning in the Fall of 1975 clinical training will be conducted for the 119 physicians in clinical centers at the five universities. During the third phase the faculties of these universities will also conduct follow-up training visits at the home institutions of these physicians after they have completed their clinical training.

Costa Rica Program

A clinical training center is being established in Costa Rica at Hospital Mexico in San Jose to train Central American physicians. The first phase of this program is being carried out at the PIEGO Training Centers in the United States.

Other Proposed Program Initiatives

In Pakistan the USAID Mission has asked JHPIEGO to establish a training program similar to the Korean model. Other initiatives include the possibility of establishing a Mediterranean Center and expanding the program into areas which would include countries within Africa and Latin America; Indonesia and India.

Conference of Arab Nations

A Conference of Arab Nations sponsored by JHPIEGO and hosted by the World Health Organization will be held in Geneva in November 1975, to influence the participation of these countries in the program. Professors of gynecology and obstetrics from these countries will participate and the program format will include basic demography, contemporary reproductive physiology and modern methodology of fertility management.

History and Evaluation

The JHPIEGO Corporation is developing an in-house evaluation capability which permits ongoing modification in PIEGO program activities to optimize their impact. It will also provide a historical record of the program.

The objectives of the evaluation effort are:

(1) to evaluate the extent to which the "purposes" of the program are being achieved, including an assessment of some of the factors which reduce or increase achievement of these "purposes"; (2) to evaluate specific PIEGO program efforts by considering factors which reduce or increase "success" in terms of recruitment of fellows, selection of fellows, and training of fellows. Essential to these objectives is (3) the development of a system of data retrieval for describing the status of the program periodically and for selection of relevant "populations" for particular analytic studies.

Most training programs place emphasis on the diffusion of service and training by

individuals; the PIEGO program assumes that services and training are likely to be facilitated when appropriate institutional efforts are formalized, i.e., when relatively autonomous centers for reproductive health are established for providing services and training on a continuing basis. Therefore, whether the PIEGO program is achieving its purposes depends not only upon the extent to which those who successfully complete training programs subsequently provide services and train others to perform these services, but also upon the extent they are able to "institutionalize" these activities within their country. The evaluation effort will encompass both an assessment of consequences of the program and of the operation of the program. Attention to the latter, often neglected in evaluation studies, is useful for indicating where modification of an ongoing program may be considered.

JHPIEGO CORPORATION

DIRECTIVE NO. 1

See Distribution

From: Dr. Harry Woolf
President of JHPIEGO Corporation



Re: Guidelines on Procurement under Grant AID/CM/pha-G-73-34, as amended
and Grant AID/pha-G-1064

The following guidelines are to be followed in accordance with the provisions of referenced grants when implementing (1) procurement, warehousing and the delivery of equipment under Section H of the JHPIEGO Program and (2) general procurement. (This memo does not address grants to Participating Centers.)

I. Procurement of Equipment and Spare Parts under Section H of Program

A. Procurements made during period July 1, 1974 - June 30, 1975

1. All purchases made for the above items during the period July 1, 1974 through June 30, 1975 will be charged to Grant AID/CM/pha-G-73-34.
2. Purchases will be made whenever possible through GSA. Purchases not made through GSA should be adequately documented giving the reason why the purchase is not being made through this source.
3. If purchases are not made through GSA, competitive bidding is required and the geographic source requirements must also be met.
4. If competitive bidding and the geographic source requirements are met procurement transactions under \$50,000 may be made without the prior approval of the A.I.D. Grant Officer. (This privilege is not to be abused by breaking down the transactions into a series of under \$50,000 purchases.)

If, however, neither one of the requirements is met, prior approval of the A.I.D. Grant Officer is required.

5. Each procurement transaction for equipment and spare parts in the amount of \$50,000 and above (except when purchased through GSA) will require the prior approval of the A.I.D. Grant Officer.

6. The A.I.D. Project Manager (or his representative) will be represented on the Equipment Committee for the selection of equipment to be used in the program.
7. With respect to AID/CM/pha-G-73-34, while legally the conditions of the Helm's Amendment do not apply to the use of funds under this grant, the new A.I.D. policy does apply. Under this policy equipment which is purchased solely for doing abortions for family planning cannot be procured or distributed; this means mini-suction procurement. Equipment, however, for operating rooms and clinics capable of performing a number of functions may be procured.*¹
8. All procurement requests are to be authorized by the Secretary General.

B. Procurements made from July 1, 1975 onward

1. All purchases for equipment and spare parts under Section H of the Program from July 1, 1975 onward will be charged to the grant for the JHPIEGO Corporation AID/pha-G-1064.
2. Items 2 through 6 set forth in A above are applicable.
3. The restrictions on the use of funds cited under Attachment A Page 7 paragraph I and page 16 paragraph 20B [(1) through (4)] of grant AID/pha-G-1064 are to be adhered to.
4. All procurement requests are to be authorized by the Secretary General as in A. 8. above.

II. Shipment and Freight Charges from July 1, 1974 onward

All such charges are to be made against the grant for the JHPIEGO Corporation AID/pha-G-1064.

III. Costs for the New Windsor (Brethren Service Center) Subcontract July 1, 1974 - December 31, 1974

This subcontract has been extended from June 29, 1974 through December 31, 1974 under Grant AID/CM/pha-G-73-34. Costs connected with the subcontract are to be made against AID/CM/pha-G-73-34.

(It is anticipated that during this period we will renegotiate this agreement under the grant for the JHPIEGO Corporation.)

*¹ The language used in this paragraph was dictated over the phone by Dr. Gerald Winfield, A.I.D. Project Manager.

IV. Procurement - General (Office equipment, supplies, services, etc.)
July 1, 1974 onward

All procurement in this category will be charged to the grant for the JHPIEGO Corporation in accordance with its provisions (Grant AID/pha-G-1064) including the limitations under Attachment A page 16 paragraph 20B /1 through 7/.

Please note that although procurement transactions for equipment and supplies under \$5,000 which meet geographic source requirements do not require prior approval of the A.I.D. Grant Officer, competitive bidding, whenever possible, should be adhered to. The purchase of furniture, office equipment, rugs, draperies, file cabinets, dictating equipment, typewriters, etc. should be done competitively. If not, there must be strong documentation approved by a responsible Officer of the Corporation for not obtaining competitive bids.

Although A.I.D. has given us more latitude with respect to procurement than existed in our earlier grant, responsible management dictates that we exercise these privileges judiciously to avoid disallowances and refunds.

Policy statements concerning other provisions of the grant will be issued in the future. These will include guidelines on (1) grants to sub-centers, (2) personnel and leave, (3) travel, and (4) report requirements.

Mr. Robert C. Bowie
Dr. Howard W. Jones, Jr.
Dr. Theodore M. King
Dr. Gerald Winfield

Mr. Henry Cox
Mr. Charles Burch
Mr. Dale Clapper
Mr. Alfred Ashton
Mr. Lawrence Tanner

19 July 1974

JHPIEGO CORPORATION

DIRECTIVE NO. 2

See Distribution

From: Dr. Harry Woolf
President of JHPIEGO Corporation *HWW*

Re: Operating Principles for the JHPIEGO Corporation

In accordance with the authority vested in me as Chairman of the Board of Trustees and as President of the JHPIEGO Corporation, the Program for International Education in Gynecology and Obstetrics shall be carried out in accordance with the following operating principles.

- I. The President, as Chief Executive Officer of the Corporation, responsible to the Board of Trustees for the administration of the Corporation's business and affairs shall establish the Corporation's administrative, fiscal and operational procedures and policies for the implementation of the Program for International Education in Gynecology and Obstetrics (PIEGO).
- II. The Secretary General in the implementation of PIEGO will be accountable to the President for adherence to these administrative, fiscal and operational procedures and policies including requirements established by funding agencies.
- III. The Administrator of the Resource Management Branch in assisting the Secretary General in the administrative, fiscal and operational aspects of PIEGO will be responsible for assuring and certifying to the President and Treasurer of the Corporation that the policies and procedures of the Corporation including the requirements on the use of funds stipulated by the funding agencies are met.
- IV. The Secretary General is hereby delegated the authority to sign the following documents:
 1. Purchase orders, purchase requests and materials and/or services transfer forms
 2. Personnel requisitions and personnel payroll form 200's
 3. Time and attendance reports and leave requests
 4. Travel advance requests and travel expense reports
 5. Postage and miscellaneous expense requests
 6. Budget change request forms (B-6) and Budget Expenditure Transfer Forms (B-14)
 7. Certification for payments

- V. The Secretary General may redelegate these authorities except for the following:
1. Purchase orders and certification for payment for the procurement of equipment in connection with Section H of the program.
 2. Certification for payment for bills related to the warehousing and transportation of the equipment.
 3. Selection of source for the placement of all procurement referred to in Directive No. 1.
 4. The selection of key personnel of PIEGO.

Such redelegations of authority will be submitted to the President for his approval prior to their being made final.

- VI. The Administrator in assisting the Secretary General will be responsible for establishing the records, files and controls needed to assure the adequate control and the availability of all pertinent data and information for control, review and/or audit of the fiscal, personnel, leave and procurement (including sub-grants or other subordinate agreements) aspects of the program.

The Administrator will avail himself of the management and administrative resources of The Johns Hopkins University and will develop the above records and controls to coordinate with the University's systems and services.

- VIII. The Administrator in working with the available management and administrative resources in implementing procurement, personnel and other requests will assure that they are carried out in accordance with the requirements of the funding agencies and the Corporation.

- IX. The Administrator through the Secretary General will compile the financial data and expenditure information and provide this to the Treasurer of the Corporation for the reports required.

1. Under the by-laws, the JHPIEGO Corporation and (2) those required under the agreements or grants with the funding agencies.

- X. The Administrator will send an information copy of all transactions (procurement, personnel, correspondence, etc.) to the Office of the President.

- XI. All publications, printed materials and exhibits produced by PIEGO are to be reviewed by the President of the JHPIEGO Corporation before being made final.

- XII. The travel policies and practices of the JHPIEGO Corporation for purposes of reimbursement, unless otherwise revised by the Corporation, will conform with those established by The Johns Hopkins University, a copy of which is attached to this directive. Reimbursement for costs connected with official travel will be

made on a reasonable actual cost basis for travel performed in the United States; for international travel per diem rather than reimbursement for actual expenses may be authorized. Your attention is directed to the conditions governing the reimbursement of these travel costs as outlined in the memorandum, "Reimbursement of Travel Costs Under Federal Grants and Contracts," dated January 10, 1968, which sets forth the travel policy of The Johns Hopkins University which is referred to in this paragraph.

Travel expenses which are reimbursed by A.I.D. funds are to be governed also by the provisions of Section 8, "Travel and Transportation" of Attachment A of Grant No. AID/pha-G-1064. Included among these provisions are the requirements for the use of United States flag carriers and less-than-first class transportation by air. The Grant also requires that the written approval of the cognizant technical office of A.I.D. be obtained prior to the performance of any international travel.

Mr. Robert C. Bowie
Dr. Howard W. Jones, Jr.
Dr. Theodore M. King
Dr. Gerald Winfield

Mr. Henry Cox
Mr. Charles Burch
Mr. Dale Clapper
Mr. Alfred Ashton
Mr. Lawrence Tanner

30 July 1974

JHPIEGO CORPORATION

DIRECTIVE NO. 2 - AMENDMENT NO. 1

See Distribution

FROM: Dr. Harry Woolf
President of JHPIEGO Corporation

H/W

RE : Operating Principles for the JHPIEGO Corporation

Directive No. 2 is amended to eliminate item 2 under Paragraph V to permit the Secretary General to redelegate the authority for the "Certification of payment for bills related to the warehousing and transportation of the equipment."

Dr. Howard W. Jones, Jr.
Mr. Robert C. Bowie
Dr. Gerald Winfield
Mr. Henry Cox

Mr. Dale Clapper
Mr. Alfred Ashton
Mr. Lawrence Tanner

August 30, 1974

JHPIEGO CORPORATION

DIRECTIVE NO. 3

See Distribution

From: Dr. Harry Woolf
President of JHPIEGO Corporation *HW*

Re: Travel Procedures

Attached is a copy of the travel procedures "Travel Advance and Expense Reporting Policies and Procedures" issued August 23, 1974 by The Johns Hopkins University to be effective September 3, 1974.

Effective September 3, 1974, the JHPIEGO Corporation will follow the policies and procedures outlined therein, in lieu of "Reimbursement of Travel Costs Under Federal Grants and Contracts" dated January 10, 1968 which is referred to in Article XII of Directive #2, all other provisions of Article XII remain unchanged.

Mr. Robert C. Bowie
Dr. Howard W. Jones, Jr.
Dr. Theodore M. King
Dr. Gerald Winfield
Mr. Henry Cox
Mr. Charles Burch
Mr. Alfred Ashton
Mr. Lawrence Tanner

HW/sp

C 0112

THE JOHNS HOPKINS UNIVERSITY
OFFICE OF THE
VICE PRESIDENT FOR BUSINESS MANAGEMENT

Budgeting and Accounting Policies and Procedures Manual
Section H-1

Subject: Travel Advance and Expense Reporting Policies and Procedures
Date Issued: August 23, 1974
Date Effective: September 3, 1974

I. PURPOSE

It is the policy of the University to reimburse faculty and staff for approved travel and transportation expenses incurred in the conduct of the business of the University.

Faculty and staff who receive reimbursements and allowances for expenses for travel and transportation in connection with fulfilling their responsibilities to The Johns Hopkins University must make a full accounting to the University.

These policies and procedures are effective for all travel and transportation expense reimbursement regardless of the source of funds, although reimbursement from a grant or contract may impose additional terms. Questions regarding the terms of grants should be directed to the appropriate business office and to the Office of Sponsored Research Administration for contracts.

II. TRAVEL ADVANCES

Advances may be obtained by faculty and staff for travel costs to be incurred while on University business, which will be reimbursed by the University. Advances may be obtained by the traveler submitting a Travel Advance Request (form C-211) to the Office of the Controller at least five days before the check is needed. The amount of the advance should be as close an approximation of of the actual expenses as possible, less any expenses that will be charged separately through a travel agency, credit card, etc. The travel advance request must be authorized by a principal investigator, department chairman, office head, dean, vice president or president, as appropriate.

All travel advances are charged to an advance account. No encumbrances or charges are made against any expenditure budgets until the travel expense report is completed and processed. In order to maintain a high degree of accuracy

in expenditure statements and other accounting records, travel advances should be repaid immediately if travel plans are cancelled, or cleared within one week of the end of the trip by submitting a Travel Expense Report (form C-79).

No additional travel advances will be made until a previous advance has been cleared.

III. REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES

A. Domestic Travel

Domestic travel is defined as travel within the United States, or between the United States and Guam, American Samoa, Puerto Rico, the Virgin Islands, the Canal Zone, the Trust Territory of the Pacific Islands and Canada. However, if the travel is to be paid from an agency that defines domestic travel differently, that agency's definition will apply.

All travel and transportation expenses must be itemized using the Travel Expense Report form. Receipts, paid bills or similar evidence must be attached to the expense report to support:

- a. All expenditures for lodging, regardless of the amount.
- b. All expenditures for travel, e. g., air, rail, bus, automobile rental, etc., where ticket copies are commonly available.
- c. All other expenditures of \$25.00 or more per event.
- d. Other expenditures of less than \$25.00, if available.

1. Transportation

Faculty and staff members are expected to travel by the most direct, economical and expeditious means of transportation consistent with the objectives of the trip.

- a. Air travel - all air travel will be restricted to coach, tourist and other economy plans when available. An explanation of the use of first class accommodations must accompany the travel expense report.
- b. Automobile rentals - the use of rental cars is limited to situations where commercial transportation facilities either are not available or their use is impractical. The use of compact cars should be considered. The University has a 20% discount agreement with Hertz. Many other rental firms will allow commercial discounts if requested by the faculty or staff member.

- c. Personal automobiles - the use of a personal automobile on University business will be reimbursed at the rate of 15¢ per mile plus bridge, tunnel, highway tolls and parking fees. Reimbursement for the use of a personal car in inter-city travel is limited to an amount equal to (a) air travel tourist - if available, or (b) railroad travel plus meals, if available, or (c) bus travel, plus meals. No additional allowances are provided for car expenses of any kind.
- d. Taxis or limousines are allowed between terminals and hotels or places of business, between hotel and place of business, between home or office and terminal. Personal cars may be used for travel to and from airports. However, the total cost, including parking, must not exceed taxi fare.

2. Meals and Lodging.

It is the University's policy to reimburse an individual traveling on University business for his actual expenses, but not including personal expenses. Although maximum reimbursement limits will not normally be imposed, it is expected that those traveling on University business will use discretion in keeping costs to reasonable levels.

3. Other Cost

- a. Travel costs of dependents are not allowed without prior approval.
- b. Visa costs are reimbursable.
- c. Telephone tolls or calls for University business, but not personal calls, are reimbursable.
- d. Registration fees are reimbursable. Receipts are necessary.
- e. Traveler's checks fees are reimbursable.
- f. Personal expenses such as entertainment and Trip Life Insurance individually purchased are nonreimbursable. The University provides \$100,000 of accidental death and dismemberment insurance to all full time faculty and professional staff members while traveling for the University, subject to the specific terms and conditions of the insurance policy. The University provides \$50,000 of such coverage for non-professional staff.

- g. Reasonable and necessary expenses for laundry may be approved for trips which exceed one week.

B. Foreign Travel

For international trips only, the Divisional budget officer may authorize payment on the basis of a per diem allowance rather than a reimbursement of food and lodging expenses. In such instances, rates should be compatible with those provided for specific localities in the Standardized Regulations for government civilian employees traveling in foreign areas, issued by the Department of State.

THE JOHNS HOPKINS UNIVERSITY

Interoffice Travel Advance and Expense Reporting Policies and Procedures

Travel advances are made by personnel in the Office of the Controller to individuals who will incur travel costs while on University business, upon receipt of a travel advance request, with proper authorization signatures. A chronological record will be maintained, based upon the date the traveler indicates he will return. If the advance has not been cleared two weeks after the expected date of return, the memo (Exhibit A) will be sent to the traveler. A follow up copy will be filed for four weeks after date of return. If the advance has not been cleared at the end of four weeks, the copy of the memorandum will be sent to the appropriate divisional business office for action. While the advance is not cleared, the Controller's Office will maintain a monthly follow up directly to the divisional business office.

"EXHIBIT A"

MEMORANDUM

TO:

FROM:

SUBJECT: TRAVEL ADVANCE

According to our records, a travel advance was issued to you.

DATE OF ADVANCE _____

DATES OF TRAVEL _____

AMOUNT OF ADVANCE _____

As of this date we have no record of the advance being cleared.

Won't you please either submit a travel expense report to clear the advance or, if the trip was cancelled for any reason, please send us your check for the amount of the advance?

Thank you very much.

JHPIEGO CORPORATION

DIRECTIVE NO. 4

TO : ALL STAFF MEMBERS

FROM: Harry Woolf, Ph.D.
President of the JHPIEGO Corporation

HW

The JHPIEGO Corporation has been in existence for several months and the experience of this period suggests that it is now timely to set forth in writing both the philosophical and operational principles of this institution as it was perceived and as it was designed to function.

In 1973 when the Johns Hopkins University agreed to accept the AID planning year grant it did so with a provision that the project, although OB/GYN oriented, be directed by the Provost of the University. The University saw in this project a unique opportunity to develop a model that could be responsive to educational and service delivery needs and provide a vehicle for responsible program and fiscal management.

The JHPIEGO Corporation evolved from this perception and the University and its Board of Trustees look to it as a model for institutional development. The AID grant for the Program for International Education in Gynecology and Obstetrics has been made to the JHPIEGO Corporation; receipt of other donor support will be predicated on the integrity of this corporate entity.

As Chairman of the Board of Trustees and as the President of the JHPIEGO Corporation, I am taking this opportunity to advise each employee of the realities of this corporate entity and to point out that I will expect each of you, in implementing your responsibilities, to carry these out in accordance with the policies and authorities established by the JHPIEGO Corporation.

The following information sets forth the operational relationship between the Office of the President of the Corporation and the Secretariat.

The Program for International Education in Gynecology and Obstetrics (PIEGO) is an integral part of the JHPIEGO Corporation which has prime responsibility for this program. The JHPIEGO Corporation has two major organizational units; namely, The Office of the President and The Secretariat. The Office of the President establishes program and administrative policies and practices. The Secretariat implements the program in accordance with these established policies and recommends to the Office of the President new and improved programs and administrative policies.

These defined areas of responsibility are consistent with the authorities set forth in basic documents which established the Corporation and these are described in the program for grant support.

Board of Trustees manages the JHPIEGO Corporation (Ref: Articles of Incorporation, By Laws and Program Description AID/Grant 1064 Sec. E).

President of the Corporation is the Chief Executive Officer, elected by and responsible to the Board of Trustees for the Administration of the Corporation Business and Affairs (Ref: By Laws and Program Description AID/Grant 1064, Sec. E).

Secretary-General heads up the Secretariat, implements established policy and carries out its operational functions (Ref: Program Description AID/Grant 1064, Sec. E).

Treasurer has custody and is responsible for the funds and securities of the Corporation (Ref: By Laws and AID/Grant 1064, Sec. E).

I have issued and will continue to issue a series of Directives which set forth operating principles under which the Secretariat will function. I have also delegated to the Secretariat and approved the redelegation of authority for certain specific actions. I request that each of you review the contents of all the preceding Directives (Directive No. 1, Directive No. 2, Amendment No. 1 to Directive No. 2, Directive No. 3 and letters of redelegation of authority) and that you adhere to the requirements of the authorities contained therein.

I wish to point out that included among the authorities which the Secretariat does not have are the following

- (1) Authority to approve any program function not provided for in the grant and/or Articles of Incorporation.
- (2) Authority to deviate from the procurement guidelines set forth in Directive No. 1.

- (3) Authority to initiate changes in grant documents directly with granting agencies.
- (4) Authority to negotiate sub-grants and sub-agreements.
- (5) Authority to sign checks or draw upon Letters of Credit.
- (6) Authority to convene the Board of Trustees.

The Office of the President is to be kept informed of all the activities of the Secretariat. The Secretariat is required to send directly to the Assistant to the President

For Appropriate Action

- (1) Proposals and recommendations complete with staff work for the adoption of new or revised program policies or practices or changes in basic documents. Proposals and recommendations should include as appropriate background information, necessary research and supportive documentation and procedures.
- (2) Copies of all proposed publications and exhibits.

For Information

- (1) Continuation of the Monthly Activities report from the Equipment Unit and the Admissions Unit (which were previously required by planning year grant).
- (2) Copies of all trip reports, correspondence, minutes of meetings, and personnel and procurement transactions.
- (3) Reports of adverse vital events.

I know I can depend upon your compliance with these instructions.

CC: Dr. Gerald Winfield
Dr. John Edlefsen
Mr. Lawrence Tanner
Mr. Alfred Ashton

October 30, 1974

JHPIEGO Corporation

Johns Hopkins Program for International Education in Gynecology and Obstetrics

Officers
Harry Wolf, MD
President
Howard W. Jones, Jr., MD
Secretary General
Robert C. Bowie
Treasurer

Board of Trustees
Harry Wolf, MD
Chairman
Howard W. Jones, Jr., MD
Vice-Chairman
Robert C. Bowie, MD
Secretary

May 15, 1975

Directive Number 5

TO: All Staff Members and PIEGO Cooperating Centers

FROM: Harry Wolf, President *HW*

SUBJECT: Subsistence to be paid to Fellows trained at Cooperating PIEGO Training Centers

The following schedule shall be followed in connection with the payment of subsistence to Fellows by the Cooperating Training Centers.

United States - The maximum subsistence rate which a Center may pay in the United States will be \$25.00 a day less the amount which the Center may have paid for the Fellow's room.

Beirut - The maximum subsistence rate which may be paid in Beirut will be \$22.50 a day less the amount which the Center may have paid for the Fellow's room.

Other Overseas Sites - For new Cooperating Centers supported by the JHPIEGO Corporation at sites outside of the United States, the daily rate of subsistence will be established by the President based on local practices within each country.

HW:fc

cc: Secretariat and Centers
Mr. Robert C. Bowie
Ms. Charlotte G. Ellis
Dr. Gerald Winfield
Dr. John Edlefsen
Mr. Lawrence Tanner
Mr. Richard Hufnail

JHPIEGO Corporation

Johns Hopkins Program for International Education in Gynecology and Obstetrics

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President
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Board of Trustees

Harry W. Wolf, Ph.D.
President
Robert C. Bowie, M.D.
Secretary
Richard M. Young, M.D.
Secretary

June 17, 1975

Directive Number 6

TO: All Staff Members
FROM: Harry Woolf, President *HW*
SUBJECT: Allowable Travel Costs - Grant AID/pha-G-1064

Effective May 30, 1975 reimbursement, from funds in subject grant, for actual travel expenses both in the United States and Overseas may not exceed the amount allowable under the Federal Travel Regulations and/or the Standardized Regulations (Government Civilian Foreign Areas).

This Directive modifies Directive No. 3 and is based on a recent amendment to our grant (Letter of Amendment No. 2) by A.I.D. which makes the following provision:

"A.I.D. will reimburse the Grantee under this Grant for the actual travel costs and travel allowances for travel in the United States and International travel in accordance with the established policy of the Grantee, provided however, that such reimbursement shall not exceed the amount allowable under the Federal Travel Regulations and/or the Standardized Regulations (Government Civilians Foreign Areas)."

HW:fc

cc: Secretariat
Mr. Robert C. Bowie
Ms. Charlotte G. Ellis
Dr. Gerald Winfield
Dr. John Edlefsen
Mr. Lawrence Tanner
Mr. Richard Hufnail



Johns Hopkins International Project for Advanced Education in Gynecology and Obstetrics

Harry Wolff, Ph.D.
Project Director
and Provost of the University

16 August 1974

Howard W. Jones, Jr., M.D.
Chairman
Advisory Committee
and Professor of Gynecology
and Obstetrics

M E M O R A N D U M

TO: Dr. Harry Wolff, President, JHPIEGO Corporation
FROM: Dr. Howard W. Jones, Jr., Secretary-General, JHPIEGO
RE: REDELEGATION OF AUTHORITY

Pursuant to the provisions of Paragraph V of Directive No. 2, dated July 30, 1974, entitled "Operating Principles for the JHPIEGO Corporation", I request your concurrence in the redelegation to Henry B. Cox, Administrator of PIEGO, of my signing authority relative to the documents enumerated in Paragraph IV, 1 through 7.

It is understood that this redelegation of authority will not extend to Items 1 through 4 in Paragraph V. With reference to Item 4, Paragraph V, Mr. Cox will clear with me the hiring of secretarial and other personnel for the PIEGO staff not falling in the category of "key personnel".

With respect to Paragraph V, Item 3, I am assuming that Mr. Cox may be authorized to handle, in consultation with me as needed, all aspects of the procurement of office equipment, furnishings, supplies, services, etc. (Paragraph IV of Directive No. 1, dated July 19, 1974). Such procurement will be carried out in accordance with A.I.D. regulations and JHPIEGO policy as set forth in Directive No. 1.

- cc: Mr. Robert C. Bowie
- Dr. Theodore M. King
- Dr. Gerald Winfield
- Mr. Charles Burch
- Mr. Dale Clapper
- Mr. Alfred Ashton
- Mr. Lawrence Tanner

August 30, 1974

MEMORANDUM

TO: Dr. Harry Woolf, President, JHPIEGO Corporation
FROM: Dr. Howard W. Jones, Jr., Secretary-General, JHPIEGO
RE: Redelelegation of Authority

In further reference to my memorandum of August 16, 1974, on the above subject, I would like your concurrence in the additional redelegation to Henry B. Cox, Administrator of PIEGO, of my certification authority for payment of bills related to the warehousing and transportation of the medical equipment in connection with Section H of the JHPIEGO program.

This latter authority is referred to in Paragraph V.2. of Directive No. 2, dated July 30, 1974, entitled "Operating Principles for the JHPIEGO Corporation". As stipulated in the aforementioned paragraph, I will retain the authority relating to the selection of source and the certification for payment for the procurement of such equipment.

cc: Ms. Charlotte Ellis

THE JHPIECO CORPORATION
The Johns Hopkins University
Garland Hall
Baltimore, Maryland 21213

October 30, 1974

MEMORANDUM

TO ALL EMPLOYEES OF THE JHPIECO CORPORATION

FROM: Harry Woolf, Ph.D.
President

This memorandum is to inform all employees of the JHPIECO Corporation that I will be visiting the Peoples Republic of China between November 1 through November 25. I have designated Mr. Robert C. Bowie to serve during my absence as the Acting President of the JHPIECO Corporation with the right to exercise all the authorities vested in that office.

CC: Dr. Gerald Winfield
Dr. John Edelen
Lawrence Tanner
Alfred Ashton
Charles Quantt

JHPIECO CORPORATION

September 13, 1974

TO : Dr. Howard W. Jones, Jr.

FROM: Dr. Harry Woolf

RE : Redlegation of Authority - AID/pha-G-1064 AID/pha-G073-34

This memorandum approves in writing the redelegation of your signing authority to Henry B. Cox for those documents and actions recommended in your memoranda to me dated August 16, 1974 and August 30, 1974.

The redelegation of authority to Mr. Cox to sign documents enunciated in Paragraph IV, 1 through 7 in Directive No. 2 is effective as of August 16, 1974. This redelegation does not extend to items 1, 3 and 4 in Paragraph V.

Effective as of August 30, 1974, Mr. Cox has the authority to certify for payment bills related to warehousing and transportation of equipment. Directive No. 2 was amended as of August 30, 1974 to provide for this redelegation of authority.

CC: Mr. Robert C. Bowie
Dr. Gerald Winfield
Mr. Henry Cox
Mr. Dale Clepper
Mr. Alfred Ashton
Mr. Lawrence Tanner

CGE:lf

JHPIEGO Corporation

Johns Hopkins Program for International Education in Gynecology and Obstetrics

Officers

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President
Dr. H. H. Morgan, MD
Member
Theodore M. King, MD
Secretary

June 17, 1975

TO: All Cooperating PIEGO Training Centers

FROM: Charlotte G. Ellis *CGL*
Assistant to the President

The Board of Trustees met on May 14, 1975 and agreed to the establishment by the President of the JHPIEGO Corporation of the schedule for subsistence rates for those trained at the Cooperating PIEGO Centers under the terms of their respective subgrants with the JHPIEGO Corporation.

The rates established by the President of the JHPIEGO Corporation are as follows:

United States - The maximum subsistence rate which a Center may pay in the United States will be \$25.00 a day less the amount which the Center may have paid for the Fellow's room.

Beirut - The maximum subsistence rate which may be paid in Beirut will be \$22.50 a day less the amount which the Center may have paid for the Fellow's room.

Other Overseas Sites - For new Cooperating Centers supported by the JHPIEGO Corporation at sites outside of the United States, the daily rate of subsistence will be established by the President based on local practices within each country.

Distribution -

Dr. Theodore M. King, Johns Hopkins University
Mr. Charles Burch, Johns Hopkins University
Dr. John C. Cutler, University of Pittsburgh
Mr. Paul Solyan, University of Pittsburgh
Dr. Leonard E. Laufe, University of Pittsburgh
Dr. Arpad I. Csapo, Washington University
Dr. Linda S. Wilson, Washington University
Mr. Samuel B. Kirkwood, University of Beirut

Dr. Samir N. Hajj, University of Beirut
Ms. Mary Bajada, University of Beirut (New York)
Dr. Harry Woolf, JHPIEGO
Mr. Robert C. Bowie, JHPIEGO
Dr. Howard W. Jones, Jr., JHPIEGO
Mr. Henry Cox, JHPIEGO
Mrs. Ann Wurzberger, JHPIEGO
Dr. Gerald Winfield, A.I.D.
Dr. John Edlefsen, A.I.D.
Mr. Lawrence Tanner, A.I.D.
Mr. Richard Hufnail, Johns Hopkins University

CGE:fc

June 27, 1975

MEMORANDUM

TO: Henry B. Cox

FROM: Charlotte G. Ellis

Please forward this authority to the Centers to travel Fellows to Hawaii and Denver. I have cleared it with Dr. Edlefsen and Larry Tanner.

Send both copies not only to the Project Directors but also to the Office of Sponsored Research for each University.

Thanks.

CGE:fc
attachment

OM/POP/IIA. Mr. Lawrence Turner

January 8, 1975

IIA/POP/II, John Edlfsen

Participation of AEF Fellows in seminars on "Solutions to the Population Problem" at the University of Colorado Medical Center, Denver.

Dr. Winfield and I have discussed the proposal made in Henry Cox's recent letter to you regarding the above subject and I have discussed the matter with Mr. Cox and Ms. Wurzberger of JHMECO and with Dr. Moulding. In addition I have reviewed the course content at the three AEF training centers in the U. S. (i.e. Johns Hopkins, Wash. Univ., St. Louis, and U. of Pittsburgh) and have read the F.P.I.A. funding document (FPIA-07) which supports the seminars at Denver via AID/osi 3209.

This review prompts the following recommendations:

1. That AEF Fellows who are scheduled to be trained, or who have successfully completed training, at the University of Pittsburgh/West Pennsylvania Hospital not be invited to attend the Denver seminars (with the exception of those Fellows to whom commitments have already been made to attend the seminar scheduled for February 17-22, 1975). This exclusion of U. of Pittsburgh Fellows derives from the fact that the course at Pittsburgh is presently six weeks in duration and includes course material similar to that offered at Denver.
2. That A.T.M.F. Fellows who are scheduled to be trained, or who have successfully completed training, at Johns Hopkins or Wash. Univ., St. Louis not be given blanket invitations to attend the Denver seminars but be selected to do so on a case by case basis with preference given to those who have teaching and/or population/family planning program management responsibilities.
3. Inasmuch as the F.P.I.A. funding document for Dr. Moulding's seminars gives him the authority to pay the travel and per diem costs of all those persons who attend, the best procedure may be for his office to reimburse each AEF center for any additional travel costs incurred as a result of such attendance. However, the accounting offices at each AEF Center may prefer that they absorb the travel costs in order to simplify the bookkeeping. It is immaterial to IIA/POP/II as to which procedure is followed as long as the three centers are in agreement. Dr. Moulding's office will of course, pay per diem costs for each AEF Fellow while attending the seminars in Denver.

cc: Dr. Edward Jones - JHMECO
Mr. Henry Cox - JHMECO

June 27, 1975

TO: Johns Hopkins University
Washington University
University of Pittsburgh

FROM: Harry Woolf, President
JHPIEGO Corporation

This memorandum provides the approval required in Attachment A, page 6 of each subgrant for the Cooperating PIEGO Training Centers to authorize at their discretion those Fellows/Trainees, when the Centers wish to route for further training to (1) the course conducted by Dr. Ron Pion at Kapiolani Hospital, University of Hawaii, and (2) the seminars on "Solutions of the Population Problem" at the University of Colorado Medical Center, Denver subject to the following limitations:

- (a) Fellows/Trainees who are routed to Hawaii shall be from countries in Asia as far west as India and Pakistan.
- (b) Fellows/Trainees attending the regular training programs at the University of Pittsburgh are not eligible for the Denver program.
- (c) Washington University and Johns Hopkins University shall follow the procedures set forth in a memorandum dated January 15, 1975 to ATMF Training Centers from Ms. Ann Wurtzberger for the training of Fellows/Trainees in Denver. Your attention is also directed to the memorandum dated January 8, 1975 from Dr. John Edlefsen to Mr. Lawrence Tanner (copy attached).

HW:fc
attachment

cc: Dr. John Edlefsen
Mr. Lawrence Tanner

JHPIEGO Corporation

Johns Hopkins Program for International Education in Gynecology and Obstetrics

Office
Harry W. Jones, Jr., M.D.
President
Howard W. Jones, Jr., M.D.
Secretary
Robert C. Bowie
President

Board of Trustees
Harry W. Jones, Jr., M.D.
President
Robert C. Bowie, M.D.
Secretary
Howard W. Jones, Jr., M.D.
Secretary

July 28, 1975

MEMORANDUM

TO: All Employees of the JHPIEGO Corporation
FROM: Harry Woolf, President *HW*

This memorandum is to inform all employees of the JHPIEGO Corporation that I will be on vacation during the month of August.

I have designated Mr. Robert C. Bowie to serve during my absence as the Acting President of the JHPIEGO Corporation, with the right to exercise all the authorities vested in that office.

HW:fc

cc: Mr. Robert C. Bowie
Dr. Howard W. Jones, Jr.
All Employees of the Secretariat
Dr. Gerald Winfield
Dr. John Edlefsen
Mr. Lawrence Tanner
Mr. Charles Quandt
Mr. Richard Hufnail



Program for International Education
in Gynecology and Obstetrics

A Program of the JHPIEGO Corporation

Dr. [unclear], Ph.D.
[unclear]
Edward W. Jones, Jr., M.D.
Secretary General
Henry B. Cox
[unclear]

July 28, 1975

MEMORANDUM

TO: Ms. Charlotte G. Ellis

FROM: Henry B. Cox *HBC*

SUBJECT: Subsistence Rates for Physicians Participating in Central American Conference

This will confirm your telephone conversation this morning with Dr. Randall concerning the queries we have received from the St. Louis and Pittsburgh ATMF training centers concerning the daily subsistence rates for participants in the forthcoming two-week courses for Central Americans scheduled for September, 1975.

These Centers have informed us that in the case of this training course it would not be reasonable for them to operate on the basis of the currently established subsistence rate of not more than \$25; minus the amount the Center pays for the Fellow's room (Cf. Your memorandum to All Cooperating PIEGO Training Centers, dated June 17, 1975). The reason for this is that the advantageous housing rates previously available to them for ATMF trainees was based upon room occupancy of four to six weeks' duration whereas the rate for a two weeks' occupancy is a minimum of \$22 or \$23. (Incidentally, in the case of JHU, PIEGO is no longer entitled to use the reasonable facilities at Reed Hall for less than one month in the absence of a special contract with the hospital.)

In view of the foregoing the JHPIEGO rate of \$25 per day is clearly inadequate to meet the needs of participants in short-term training such as the Central American course.

We would appreciate your authorization to use the \$33 U.S.G. domestic per diem rate for all participants in the Central American training program. Since we would like to inform the Centers and the participants by letter concerning their rate of reimbursement we would appreciate an early informal clearance, to be followed by written confirmation.

cc: Dr. Clyde L. Randall
Mrs. Julia Kelley
Mrs. Ann Wurzberger

July 31, 1975

MEMORANDUM

TO: Henry B. Cox

FROM: Robert C. Bowie
Acting President of JHPIEGO Corporation

Charlotte Ellis has brought to my attention your memorandum of July 28 concerning the subsistence rates for *Physicians* participating in the Central American Training Program.

Based on your memo and prior commitments made by the Secretariat, the JHPIEGO Corporation waives the \$25.00 subsistence rate to be paid by the United States Training Centers to Fellows in the United States and approves for the Central American Training Program only the payment of per diem as prescribed in the Federal Travel Regulations not to exceed \$33.00 a day.

Since the funds provided in the subgrants to the Centers were calculated on the basis of \$25.00 a day for the Central American Physicians, the Centers should be given the option to pay either (1) the \$25.00 subsistence rate or (2) consider the participant in a travel status and pay in accordance with the travel policies of each Center not to exceed that which is allowable under the Federal Travel Regulations.

Please send copies of this memorandum not only to the Training Centers but to their Offices of Sponsored Research.

This waiver should not be used as a precedent for other special training programs. Every effort should be made to stay within the limitations established for subsistence by the Corporation.

RCB:fc

cc: Mr. Lawrence Tanner
Dr. Gerald Winfield
Mr. Richard Hufnail

FISCAL AND PROGRAM REPORT

The JHPIEGO Corporation has set forth on the pages which follow detailed and supporting information on (1) actual expenditures between July 1, 1974 and June 30, 1975 from funds which were provided under Grant AID/pha-G-1064, and, (2) the projected financial requirements from July 1, 1975 through September 30, 1977. The actual and projected budget from July 1, 1974 through September 30, 1977 totals \$10,719,371.

The funds obligated by A.I.D. through Fiscal Year 1975 total \$4,487,000. It is requested that A.I.D. grant to the JHPIEGO Corporation, as early as possible, within the Fiscal Year 1976 a total of \$6,232,371.

Within the amount of \$6,232,371, \$2,834,811 is to cover the costs of the training program through June 30, 1976, (Centers, field training, etc.). Included in this figure of \$2,834,811 is \$2,322,815 for the four major Cooperating Training Centers. These Centers must be awarded these funds by May and June 1976 so that they will have money to carry out their programs for the next fifteen months. The balance of \$3,397,560 represents funds to cover costs from July 1, 1976 through September 30, 1977.

The budget presented is a minimal projection of program needs and has been submitted at this extremely modest level to accommodate requests of the A.I.D. technical staff. It should be pointed out that in Fiscal Year 1974, when A.I.D. made the initial grant to JHPIEGO, it was projected that operating costs would total \$10,836,665 through June 30, 1977. It should be noted that the budget being presented is \$120,000 less than the original projection and it includes -

- (1) three additional months of program operation (6/30/77 - 9/30/77)
- (2) increased procurement, warehousing, maintenance and shipping responsibilities which have been assumed at the request of A.I.D.
- (3) costs for Field Training activities not included in original program negotiations. (This also provides a savings for A.I.D. with respect to the costs of the ISTP contract which has now been liquidated by JHPIEGO's assumption of this role.)

We urge A.I.D. to consider, if at all possible, increasing the award in Fiscal Year 1976 to exceed \$6,232,371, so as to make provision for the following activities which we could not cover within the limitations recommended by A.I.D.

1. Funds for the procurement of equipment, which are not funded by PIO/C, which result from collaborative training arrangements with USAID Missions.
2. Funds for warehousing and shipping equipment and spare parts as a result of these collaborative arrangements irrespective of whether the costs for procurement are covered by PIO/C's.
3. Funds for additional equipment not covered by the Pakistan PIO/C's. (It is anticipated that fifty physicians are to be trained. Only 25 'scopes are covered in the PIO/C.)
4. Funds for additional educational materials. An inadequate amount has been placed in the budget for this category.
5. Sufficient funds for program follow-up activities which may result from the Arab Conference.
6. Funds for program initiatives in Turkey which may result from the survey.
7. Sufficient funds for ATMF programs in Latin America which may become possible within the budget period.
8. Funds to be obligated in FY '77 for the four major training centers.

It should be noted that the advance funding pattern established by A.I.D. for this project provides little flexibility for program alternatives and initiatives. We are now well into Fiscal Year 1976 and JHPIEGO has not received the funds needed to cover actual training program costs for this period. The lack of funds being provided sufficiently in advance makes it extremely difficult to negotiate agreements especially for local centers.

FINANCIAL STATEMENT

I - PROPOSED SCHEDULE OF OBLIGATIONS
By Fiscal Year

	<u>ACTUAL FUNDS OBLIGATED FY 74</u>	<u>ACTUAL FUNDS OBLIGATED FY 75</u>	<u>TOTAL OBLIGATIONS FY 74-FY 75</u>	<u>FUNDS REQUESTED FY 76</u>
Grant AID/pha G-1064	3,887,000	600,000	4,487,000	6,232,371

II - ANALYSIS OF PIPELINE

<u>Total Amount Granted to JHPIEGO FY 74-75</u>	<u>1) & 2) ACTUAL COSTS 7/1/74-6/30/75</u>	<u>1) BALANCE OF FUNDS REMAINING AS OF 6/30/75</u>	<u>2) BUDGET PROJECTED FOR 7/1/75-6/30/76</u>	<u>ADDITIONAL FUNDS NEEDED THROUGH 6/30/76</u>	<u>2) BUDGET PROJECTED FOR 7/1/76-9/30/77</u>	<u>TOTAL AMOUNTS OF FUNDS REQUESTED IN FY 76</u>
4,487,000	2,317,376	2,169,624	5,004,435	(2,834,811)	3,397,560	6,232,371

1)
Total Actual and Projected Costs 7/1/74 through 9/30/77.....10,719,371
Less Funds Granted through FY 75..... 4,487,000
Balance of Funds Needed..... 6,232,371

- 1) Summary of Expenditures (Pages 2-4)
- 2) Recap A (Page 5)
- 3) Recap B. (Pages 6-7)
- 4) Supporting Data for Recap B (Pages 8-33)
- 5) Recap C (Page 34)
- 6) Supporting Data for Recap C (Pages 35-39)
- 7) Recap D (Page 40)
- 8) Supporting Data for Recap D (Pages 41-50)

JHPIEGO CORPORATION
SUMMARY OF EXPENDITURES

AID-pha-G-1064

JULY 1, 1974 - JUNE 30, 1975

Allocation of Funds Rec'd
in FY 74 - FY 75

Expenditures (Actual)*
7/1/74 - 6/30/75

Balance Remaining
as of 6/30/75

A Central Costs and Equipment Costs

Salaries	\$ 844,029	\$ 273,140	\$ 570,889
Fringe Benefits	135,913	39,987	95,926
Supplies & Materials	25,650	14,430	11,220
Postage	4,350	2,653	1,697
Administrative Conference Costs	18,500	23,091	(4,591)
Publication, Audio-Visual Materials	7,035	7,455	(420)
Educational Materials	44,600	5,780	38,820
Manpower Service	7,761	8,160	(399)
Consultants	55,000	6,900	48,100
Travel:			
Domestic	47,000	15,376	31,624
Foreign	145,000	49,711	95,289
Field Training		5,000	(5,000)

(Continued)

JHPIEGO CORPORATION

SUMMARY OF EXPENDITURES

AID-pha-G-1064

JULY 1, 1974 - JUNE 30, 1975

Allocation of Funds Rec'd
in FY 74 - FY 75

Expenditures (Actual)*
7/1/74 - 6/30/75

Balance Remaining
as of 6/30/75

A Central Costs and Equipment Costs

Office Equipment and Furniture	\$ 27,934	\$ 26,316	\$ 1,618
Computer Costs	3,000	-0-	3,000
Freight:			
Incoming	20,000	725	19,275
Outgoing	185,200	41,097	144,103
Miscellaneous Expense	1,500	809	691
Tele. Comm.	21,400	11,160	10,240
Survey Costs	20,000	-0-	20,000
Rental of Space	40,740	12,057	28,683
Indirect Costs	231,785	76,139	155,646
Equipment	600,000	84,947	515,053
Sub Contract: Brethren S.C.	25,000	1,002	23,998

(Continued)

JHPIEGO CORPORATION
SUMMARY OF EXPENDITURES

AID-pha-G-1064

JULY 1, 1974 - JUNE 30, 1975

<u>Allocation of Funds Rec'd in FY - FY 75</u>	<u>Expenditures (Actual)* 7/1/74 - 6/30/75</u>	<u>Balance Remaining as of 6/30/75</u>
<u>A</u> Central Costs and Equipment Costs Total \$2,511,397	\$ 705,935	\$ 1,805,462
<u>B</u> Training Programs (Centers and Other Costs) Total \$1,975,603	1,595,963 (Subgrants to Centers) 15,478 (Encumbered Korean Costs)	364,162

GRAND TOTAL:

\$ 4,487,000

\$ 2,317,376

\$ 2,169,624

(Balance of Funds
unexpended as of 6/30/75)

* Expenditures include - All funds during this period which

- (1) have been expended
- (2) have been encumbered for work which occurred during the reporting period and
- (3) the total amount of the subgrants made to the four PIEGO Training Centers

During this reporting period the costs for the Korean program were charged to Central Costs. In our program projections which set forth the actual budget for the first year and projections from July 1, 1975 through September 30, 1977, we have recast these figures to appear among the Training Costs.

RECAP A

TOTAL BUDGET FOR JHPIEGO CORPORATION

by

OPERATIONAL YEARS

	ACTUAL	PROJECTED	PROJECTED	TOTALS
	<u>7/1/74-6/30/75</u>	<u>7/1/75-6/30/76</u>	<u>7/1/76-9/30/77</u>	<u>7/1/74-9/30/77</u>
1) <u>CENTRAL COSTS</u> Program Mgmt. & Dir.	501,972	1,063,269	1,290,900	2,856,141
2) <u>EQUIPMENT</u> Warehousing and Transportation	133,626	664,753	869,512	1,667,891
3) <u>TRAINING ACTIVITIES</u>	1,681,778	3,276,413	1,237,148	6,195,339
	<hr/>	<hr/>	<hr/>	<hr/>
	2,317,376	5,004,435	3,397,560	10,719,371

1) Recap B (Page 6)

2) Recap C (Page 34)

3) Recap D (Page 40)

RECAP B

JHPIEGO CORPORATIONBUDGET FOR CENTRAL COSTS

Program Direction, Management and Evaluation

By Operational Years

	<u>ACTUAL</u> <u>7/1/74</u> <u>6/30/75</u>	<u>PROJECTED</u> <u>7/1/75</u> <u>6/30/76</u>	<u>PROJECTED</u> <u>7/1/76</u> <u>9/30/77</u>	<u>TOTAL</u> <u>7/1/74</u> <u>9/30/77</u>
Salaries	\$ 266,589	\$ 485,190	\$ 652,046	\$ 1,403,825
Fringe Benefits	39,987	72,779	104,327	217,093
Consultants	2,400	9,320	12,600	24,320
Travel: Domestic	15,376	14,607	20,744	50,727
Foreign	31,332	162,070	110,443	303,845
Publications, Audiovisual Mat., Exhibit & Educational Mat.	13,235	39,610	44,774	97,619
Office Equipment & Furniture	23,354	4,569	7,203	35,126
Supplies, Materials & Postage	16,075	19,010	23,548	58,633
Telecommunications	11,033	13,716	17,683	42,432
Rental of Space	12,000	27,714	34,642	74,356
Other Direct Costs, Manpower, Administrative Costs of Conferences, Survey Costs, Computer Costs	8,945	30,150	21,500	60,595

(Continued)

RECAP B

JHPIEGO CORPORATIONBUDGET FOR CENTRAL COSTS

Program Direction, Management and Evaluation

By Operational Years

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>	TOTAL 7/1/74 <u>9/30/77</u>
Total Direct Costs:	\$ 440,326	\$ 878,735	\$ 1,049,510	\$ 2,368,581
Indirect Costs:	61,646	184,534	241,390	487,570
TOTAL:	\$ 501,972	\$ 1,063,269	\$ 1,290,900	\$ 2,856,151

Includes costs for the following JHPIEGO offices: President, Secretary-General, Admissions, Equipment, History and Evaluation, Education, Resources-Management.

PERSONNEL

		ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>	TOTAL <u> </u>
<u>OFFICE OF THE PRESIDENT</u>					
Assistant to the President	Ellis	(12) \$ 29,680	(12) \$ 32,054	(15) \$ 42,471	\$104,205
Secretary	Hart	(9.5) 5,494	(12) 7,842	(15) 10,550	23,886
<u>OFFICE OF THE SECRETARY GENERAL</u>					
Secretary General	Jones	(12) 45,000	(12) 48,600	(15) 65,610	159,210
Administrative Assistant	Ashworth	(3) 2,312	-0-	-0-	2,312
Secretary	Frederick	(5.5) 3,276	(6) 5,000	(7.5) 6,743	15,019
<u>OFFICE OF RESOURCES MANAGEMENT</u>					
Administrator	Cox	(11.5) 26,939	(12) 30,147	(15) 40,573	97,659
Assistant to Administrator	Wurzberger	(3) 4,031	(12) 15,432	(15) 19,675	39,138
Public Relations	Ashworth	5,809	(10) 10,000	(15) 15,000	30,809
Project Monitor	Vacancy	-0-	(11) 23,834	(15) 35,100	58,934
Budget Fiscal Officer	Rajkay	(10) 8,938	(12) 11,697	(15) 15,967	36,602
Jr. Accountant	Vacancy	-0-	(11) 11,000	(15) 15,000	26,000
Secretary I	Buitron	(4) 2,716	(12) 8,624	(14) 11,065	22,404
P.T. Assistance	Bryant	(1.25) 1,064	-0-	-0-	1,064

PERSONNEL

			<u>ACTUAL</u> <u>7/1/74</u> <u>6/30/75</u>		<u>PROJECTED</u> <u>7/1/75</u> <u>6/30/76</u>		<u>PROJECTED</u> <u>7/1/76</u> <u>9/30/77</u>	<u>TOTAL</u>
<u>OFFICE OF EDUCATION</u>								
<u>Education Division</u>								
Director Education Program	Randall	(4.5)	\$ 13,500	(12)	\$ 38,160	(15)	\$ 49,129	\$100,789
Curriculum Dvlpmnt. & Test. Off.	Vacancy		-0-	(12)	27,276	(15)	36,822	64,098
Administrative Assistant	Kelley	(7)	6,417	(12)	10,701	(15)	14,256	31,374
Area Coordinators	Arthes	(1.9)	4,500	(2.4)	6,000	(3)	8,000	18,500
"	"				6,000		9,000	15,000
"	"				5,000		6,250	11,250
"	"				5,000		6,250	11,250
"	"				5,000		6,250	11,250
"	"				5,000		6,250	11,250
Secretary II	Linthicum	(3.5)	1,878	(12)	8,000	(15)	10,700	20,578
Bi -lingual Secretary	Villacres		21	(11.5)	7,955	(15)	11,250	19,226
<u>Field Training Division</u>								
Director Field Training Unit	Davis		-0-	(2.4)	9,303	(3)	12,559	21,862
Asst. Field Training Coordinator	Logan	(6)	5,074	(12)	12,000	(15)	16,200	33,274

PERSONNEL

			ACTUAL 7/1/74 6/30/75		PROJECTED 7/1/75 6/30/76		PROJECTED 7/1/76 9/30/77	TOTAL
<u>Field Training Division (cont.)</u>								
Secretary I	Cobbs	(6)	\$ 3,793	(12)	\$ 8,792	(15)	\$ 10,243	\$ 22,828
Clerical Assistant	Hutchinson Reed (term.)		-0- 1,441	(5.7)	3,402	(7.5)	4,590	7,992 1,441
<u>OFFICE OF HISTORY & EVALUATION</u>								
Program Evaluation Director	White	(3.2)	8,973	(4.2)	13,125	(5.7)	17,718	39,816
Assistant to Director	Bright	(3.1)	8,000	(4)	11,275	(5)	15,221	34,496
Research Assistant	O'Connell	(6.4)	5,796	(12)	11,800	(15)	16,037	33,713
Secretary	Goodman	(5.9)	4,592	(5.9)	4,933	(7.5)	6,660	16,185
<u>OFFICE OF EQUIPMENT</u>								
Equipment Specialist	Clapper	(12)	19,791	(12)	22,680	(15)	30,617	73,088
Assistant to Equip. Spec.	Tinker	(2)	1,526	(12)	9,280	(15)	12,527	23,333
Maintenance Specialist	Gerstmeyer	(12)	11,200	(12)	11,200	(15)	15,120	37,520
Secretary	Lawrence	(10) (7.5)	7,067 4,147	(12)	7,152	(15)	9,655	28,021
Record Clerk	Aikaterinidis	(4.7)	2,891	(12)	7,600	(15)	10,260	20,751

PERSONNEL

			<u>ACTUAL</u> 7/1/74 <u>6/30/75</u>		<u>PROJECTED</u> 7/1/75 <u>6/30/76</u>		<u>PROJECTED</u> 7/1/76 <u>9/30/77</u>		<u>TOTAL</u>
<u>OFFICE OF ADMISSIONS</u>									
Registrar	Fitzgerald	(12)	\$ 12,515	(12)	\$ 11,124	(15)	\$ 15,017		\$ 38,656
Asst. to the Registrar	Frazier	(12)	8,208	(12)	9,720	(15)	13,121		31,049
Record Clerk	Hutchinson		-0-	(6)	3,402	(7.5)	4,590		7,992
TOTAL SALARIES			<u>\$266,589</u>		<u>\$485,190</u>		<u>\$652,046</u>		<u>\$1,403,825</u>
FRINGE BENEFITS			\$ 39,987		\$ 72,779		\$104,327		\$ 217,093

CONSULTANTS

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>	
<u>Office of the President</u>		(2) Interntl. Adv. Comm. Mtgs. 6 members/1st mtg. 12 members/2nd mtg.	1,200 <u>2,000</u>	(2) Interntl. Adv. Comm. Mtgs. 12 members/3rd mtg. 12 members/4th mtg. <u>2,400</u> <u>2,400</u>
		-0-	<u>3,000</u>	<u>4,800</u>
<u>Office of the Secretary General</u>	Preliminary administrative survey for JHPIEGO/Korea Consultants (15days)	1,500		All consultation fees to be paid by Office of Education -0-
	Falope Ring TM trng. at Pittsburgh ATMF center Dr. C. Marek (1 day)	<u>100</u>		-0-
		<u>1,600</u>		
<u>Office of Education</u>	Preliminary administrative survey for Arab Conference Dr. T. Baramki (7 days)	700	4,320	N. African Conference 7 Faculty Consult. Fees (9 days) 7,560
	CCTV Conference Demonstration Maj. B. Thompson (1 day)	<u>100</u>	720	Medit. Center Admin. Arrangements Dr. T. Baramki (2days) <u>240</u>
		<u>800</u>	<u>1,080</u>	<u>7,800</u>
			<u>6,120</u>	
TOTAL		<u>2,400</u>	<u>9,320</u>	<u>12,600</u>

TRAVEL: DOMESTIC

	<u>ACTUAL</u> 7/1/74 6/30/75		<u>PROJECTED</u> 7/1/75 6/30/76		<u>PROJECTED</u> 7/1/76 9/30/77
Selection Committee Meeting Pittsburgh - St. Louis 12 x (\$155 includes air fare and per diem) x 2 meetings	\$ 3,720	Same 12 x (\$170 includes air fare and per diem) x 2 mtgs.	\$ 4,080	Same 12 X (\$170 includes air fare and per diem) x 2 mtgs.	\$ 4,080
Joint Mtg on Fertility Mgmt. November 1974 Conference on Consultants December 1974 CCTV Conference May 1975	7,482	Conference, Field Training, Consultants, travel per diem & misc.	4,500	2 Conferences, Field Training Consultants (20 consultants travel and per diem)	9,000
Other Domestic Travel (In Staff) such as visits to U.S. centers to review curricula; to AID/Washington; to New York and other areas for donor suppo-t; to IPAVS, IPPF, PAHO, Brethren Service Center, etc.	<u>4,174</u>		<u>6,027</u>		<u>7,664</u>
Total	15,376		14,607		20,744

TRAVEL: FOREIGN

<u>ACTUAL</u> 7/1/74 6/30/75		<u>PROJECTED</u> 7/1/75 6/30/76		<u>PROJECTED</u> 7/1/76 9/30/77	
<u>JHPIEGO/Korea: Staff Travel</u>	\$15,184	<u>Internatl. Advisory Comm.</u>	\$ 63,085	<u>Internatl. Advisory Comm.</u>	\$33,977
Preliminary survey	\$3,796	(1) meeting: Staff & Consul- tants travel & per diem (Geneva)	\$13,085	(2) meetings; 22 RT & per diem for participants	
Didactic session* (Drs. Woolf, Jones, White, Bright, Mr. Cox)	11,388	Combined meeting of Committee & Ministers of Health: parti- cipant travel & per diem (Geneva)	50,000	<u>North African Conference</u>	35,808
<u>Preliminary surveys for PIEGO Programs</u>	2,441	<u>Costa Rica Center</u>	3,045	Faculty & Participant Costs \$31,240	
Mexican Conference (Dr. Randall)		To open clinical training program: Drs. Jones, Randall, Davis \$ 1,935 (3 RT @ \$465; per diem @ \$30 x 6 days each)		5 U.S. Faculty airfare @ \$1,200	
Central American Conference (Dr. Arthes x 2)		Data survey & Collection Drs. White & Bright 1,110 (2 RT @ \$465; per diem @ \$30 x 3 days each)		5 Rennes Faculty airfare @ \$800	
Costa Rica Center (Dr. Jones)		Arab Conference (General)	62,217	25 participants airfare @ \$500	
Arab Conference Site (Dr. Arthes: Naples-Bologna)		Faculty & Participant Costs 55,023		35 per diem @ 44 x 6 days Staff Costs 4,568 (Drs. Jones, Randall & Admin.) 3 RT @ \$1,200, (3) per diem @ \$44 x 6 days	
<u>Miscellaneous</u>	13,697	9 U.S. Faculty @ \$923 airfare		<u>Mediterranean Center**</u>	6,890
International Conference of Physicians & Pop. Change (Drs. Woolf, Jones, Randall)	7,628	3 AUB Faculty @ \$500 airfare		To open educ. center 3,972	
Conference on Field Trng.	798	50 participants @ \$510 airfare		Drs. Jones, Randall, Baramki (3 RT @ \$1,234, 3 per diem @ \$45 x 2 days	
Consultation with Professor Ob-Gyn in Korea's Singapore	4,055	62 per diem A \$53 x 6 days		Data survey & collection \$2,918 - Drs. White & Bright 2 RT @ \$1,234, per diem @ \$45 x 5 days	

*This includes Drs. Woolf & Jones visit to Indonesia to explore possible JHPIEGO program.

ACTUAL
7/1/74
6/30/75

Exhibit display @ World Congress 1,576
of Fertility & Sterility
(Buenos Aires)

PROJECTED
7/1/75
6/30/76

Staff Costs 7,194

Administrator airfare & per
diem (\$1,160)
Drs. Jones & Randall
(trip to include preliminary
survey @ possible Med. Ctr.)

2 RT Balto-Geneva-Morocco-Tunisia-
Algeria-Cairo-Balto. @ \$2,335
(2) Per diem: Geneva @ \$53 x 6
days
N. Africa @ \$44 x 6 days
Cairo @ \$33 x 3 days (\$6,034)

JHPIEGO/Pakistan **

Didactic session (Karachi)
(Drs. Jones, Randall, White,
Bright, Admin.)
15 RT @ \$1,760
(5) Per diem @ \$58 x 6 days

JHPIEGO/Korea

Survey & conclusion of clinical
training session (Drs. Jones,
Randall & Park 5,451
3 RT @ \$1,493
(3) Per diem A \$38 x 6 days
Data survey & collection 3,416
(Drs. White & Bright)
2 RT @ \$1,493
(2) Per diem @ \$38 x 6 days

PROJECTED
7/1/76
9/30/77

JHPIEGO/Indonesia **

Didactic session (Djakarta) 10,6
Drs. Jones, Randall, White,
Bright & Admin.
5 RT @ \$1,850
(5) per diem A \$40 x 6 days

JHPIEGO/India **

Didactic session (Bombay) 10,16
Drs. Jones, Randall, White
Bright & Admin.
5 RT @ \$1,794
(5) per diem @ \$35 x 6 days

11,836

Turkey: Survey of Med. Sch. 2,48
curricula (Ankara)
Drs. Jones & Randall
2 RT @ \$1,064
(2) per diem @ \$30 x 6 days

Miscellaneous Staff Travel 10,50

8,867

Interntl. travel for staff
of office of the President
7,500
5 trips @ \$1,500 each
Display of PIEGO exhibit
at 3 interntl. conf.
(based on prev. yr. estimate
3,000

ACTUAL
7/1/74
6/30/75

PROJECTED
7/1/75
6/30/76

PROJECTED
7/1/76
9/30/77

Miscellaneous Staff Travel \$13,020

Interntl. Travel for staff of
Office of the President
4 trips @ \$1,500 each \$6,000

3rd IPAVS Conf. (Tunis)
Drs. Jones & Randall
2 RT @ \$1,014
(2) per diem @ \$44 x 6 days
(\$264) 2,556

Display of PIEGO Exhibit
Ecuador: 1 RT @ \$650, per
diem @ \$30 x 7 days (\$210) 860
Cuba: 2 RT @ \$240, (2) per
diem @ \$30 x 6 days (\$360) 840

Promotion of ATMF program in
Paraguay & Uruguay: prelim.
survey for program in Boliva 1,260
1 RT @ \$970, per diem @ \$29
x 10 days (\$290)

Preliminary survey: Medit. 1,504
Ctr. (Dr. Baramki)
1 RT @ \$1,234, per diem @
\$270 x 6 days

TOTAL

\$31,332

\$162,070

\$110,433

**The centers indicated are just probabilities. However, costs must be included in the event these centers, or others, become a reality.

PUBLICATIONS, AUDIO-VISUAL MATERIAL,
EXHIBIT AND EDUCATIONAL MATERIAL

	<u>ACTUAL</u> 7/1/74 6/30/75	<u>PROJECTED</u> 7/1/75 6/30/76	<u>PROJECTED</u> 7/1/76 9/30/77
<u>Publications</u>			
Newsletter (8 issues) PIEGO Opinion (3 issues)	\$1,989	(1) PIEGO publication 6 issues/year (based on cost of last PIEGO- pinion issue)	(2) PIEGO publi- cations 4 issues per year \$7,400
Program announcements in medical journals	627		\$3,674
<u>Audio-Visual Materials</u>	-0-	Development of A-U library. Film on mini-lap (12.30 min est. @ \$1,000/min)	A-V library 1,562 Film production 15,000
			1,250 12,300
<u>Exhibit</u>		(1) PIEGO promotional ex- hibit (design, production, a-v content, maintenance & repair, etc.)	(2) PIEGO Exhibits Revision & main- tenance 3,000
	4,774		8,000
		Exhibit display/reg. fees, shipping, etc.	Exhibit display 2,000
<u>Educational Materials</u>			
Slides, prints, sub- scriptions, reprints, manuals for offices of Sec. Gen. and Education, including Field Trg. Div.	5,844	Teaching slides for consultant teams (100 sets)	Teaching slides for consultant teams (100 sets) 1,250
		Development of di- dactic material for education centers	Development & re- vision of didactic material for educ. centers. 10,000
		Slides, prints, sub- scriptions, reprints, manuals for offices of Sec. Gen. & Educ.)	Slides, prints, sub scriptions, reprints (for offices of Sec. Gen. & Education) 2,962
			1,000 1,000 8,000 2,436

Publications, Audio-Visual Material,
Exhibit and Educational Material (cont.)

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>
<u>Educational Materials</u>		Preparation of didactic material for Arab Conf. (supplies, printing, shipping, etc.) Est. at \$30/participant & faculty, based on Korean Conf. _____	Preparation of didactic material for N. African Conf. (supplies, printing, shipping, etc.) est. at \$40/participant & faculty <u>1,950</u>
TOTAL	\$13,235	\$39,610	\$44,774

OFFICE EQUIPMENT & FURNITURE

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/-5 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>	
Office of the President	1 Desk \$ 638		-0-	-0-
Office of the Secretary General	Furnishing 2 offices (Desks, file cabinets, typewriter, calculator) 3,432		-0-	-0-
Office of Resources Management	Furnishing 4 offices (desks, files, typewriters calculator, etc.) 7,808	2 file cabs. IBM copier rental @ \$310 per month x 9 3,210	Furnishing 2 offices for add'l staff (\$3,483) IBM copier rental at \$310/month (\$3,720)	\$7,203
Office of Education	Furnishing 4 offices (desks, files, typewriters calculator, etc.) 9,035		-0-	-0-
Office of History & Evaluation	Carpeting 307	Furnishing 1 off. (desk & files) 609		-0-
Office of Equipment	Furnishing 1 office (desk, files, type- writer, etc.) 1,738	Add'l file cabinets. 500		-0-
Office of Admissions	File cabinets 396	Add'l file cabinet 250		-0-
TOTAL	\$23,354	\$ 4,569		\$7,203

SUPPLIES, MATERIALS & POSTAGE

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>
General office supplies, postage and copying services for following offices:			
President			
Secretary General			
Resources Management			
Education			
History & Evaluation			
Equipment			
Admissions			
Total	<u>\$ 16,075*</u>	<u>\$ 19,010**</u>	<u>\$ 23,548**</u>

* Total includes leasing fees of postage meter at \$21.04/month for 3 months (Resources Management).

**Total includes: leasing fees of postage meter at \$21.04/month; supplies (paper, toner, etc.) for IBM copying machine (Resources Management)

TELECOMMUNICATIONS

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>
Share of telephone rental, long distance calls, cables for the following offices:			
President			
Secretary General			
Resources Management			
Education			
History & Evaluation			
Equipment			
Admissions			
Total	\$ 11,033	\$ 13,716*	\$ 17,683*

*Total includes rental of telex at \$71.50/month plus network access charge of \$24/month (Resources Management).

RENTAL OF SPACEOFFICE OF RESOURCES MANAGEMENT

	<u>ACTUAL</u> 7/1/74 6/30/75	<u>PROJECTED</u> 7/1/75 6/30/76	<u>PROJECTED</u> 7/1/76 9/30/77	
PIEGO Offices	\$12,000	3,185 square feet @ \$7.84 per square foot Additional two rooms needed from 1/1/76 approx. 175 square feet each	\$24,970 2,744	3,535 square feet @ \$7.84 per square foot \$34,642
TOTAL	<u>\$12,000</u>		<u>\$27,714</u>	<u>\$34,642</u>

OTHER DIRECT COSTS

	ACTUAL 7/1/74 <u>6/30/75</u>	PROJECTED 7/1/75 <u>6/30/76</u>	PROJECTED 7/1/76 <u>9/30/77</u>
<u>Computer Costs</u> Office of History & Evaluation	-0-	1,000	2,000
<u>Survey Costs</u> Office of History & Evaluation	-0-	Computer processing of survey, postage and supplies 4,000	Based on pre- vious year's experience 6,000
<u>Administrative Conference Costs</u> Office of the President Office of the Presiden	Internt'l Adv. Comm. Mtg. 809	Combined mtg. of Internt'l. Adv. Comm. & Min of Hlth. 10,000	(2) Internt'l Adv. Comm. Mtgs. 5,000
Office of Resources Management	-0-	Arab Conference 10,000 (2) 1-Day Conf. Domestic 2,000	N. Afr. Conf. 3,000 (2) 1-Day Conf. Domestic 2,500
<u>Manpower Services</u> Offices of: President, Resources- Management, Education, Admissions, Equipment	Expend. hight in first yr. due to bldg. of staff and preparation for spec programs. <u>8,136</u>	Expend. this yr. should not be as high; however, addt'l manpower will be needed for prepara- tion of spec. Conf. material. <u>3,150</u>	Based on prev. year's projec- tion: services needed for prep. of material for anticipated nat'l programs <u>3,000</u>
TOTAL	\$8,945	\$30,150	\$21,500

SUMMARY OF SUPPORTING DATA BY DIVISION

	YEAR I	YEAR II	YEAR III
<u>PERSONNEL</u>			
Office of the President	\$ 35,174	\$ 39,896	\$ 53,021
Office of the Secretary General	50,588	53,600	72,253
Office of Resources Management	49,497	110,734	152,380
Office of Education			
Education Division	26,316	124,092	164,157
Field Training Division	10,308	33,497	43,592
Office of History & Evaluation	27,361	41,213	55,636
Office of Equipment	46,622	57,912	78,179
Office of Admissions	<u>20,723</u>	<u>24,246</u>	<u>32,728</u>
TOTAL	<u>\$266,589</u>	<u>\$485,190</u>	<u>\$652,046</u>
<u>CONSULTANTS</u>			
Office of the President	-0-	3,200	4,800
Office of the Secretary General	1,600	-0-	-0-
Office of Education	<u>800</u>	<u>6,120</u>	<u>7,800</u>
	<u>\$ 2,400</u>	<u>\$ 9,320</u>	<u>\$ 12,600</u>
<u>TRAVEL</u>			
Domestic	<u>\$ 15,376</u>	<u>\$ 14,607</u>	<u>\$ 20,744</u>
Foreign	<u>31,332</u>	<u>162,070</u>	<u>110,443</u>

	YEAR I	YEAR II	YEAR III
<u>PUBLICATIONS, AUDIO-VISUAL MATERIAL EXHIBIT & EDUCATIONAL MATERIAL</u>			
Office of the President	\$ -0-	\$ -0-	\$ -0-
Office of the Secretary General (includes Periodicals)	3,096	2,086	2,500
Office of Resources Management	7,391	3,924	7,712
Office of Education	2,748	33,600	34,562
Office of History & Evaluation	-	-	-
Office of Equipment	-	-	-
Office of Admissions	-	-	-
TOTAL	<u>\$13,235</u>	<u>\$ 39,610</u>	<u>\$ 44,774</u>
<u>OFFICE EQUIPMENT</u>			
Office of the President	\$ 638	\$ -	\$ -
Office of the Secretary General	3,432	-	-
Office of Resources Management	7,808	3,210	7,203
Office of Education	9,035	-	-
Office of History & Evaluation	307	609	-
Office of Equipment	1,738	500	-
Office of Admissions	<u>396</u>	<u>250</u>	<u>-</u>
TOTAL	\$23,354	\$ 4,569	\$ 7,203

	YEAR I	YEAR II	YEAR III
<u>SUPPLIES & POSTAGE</u>			
Office of the President	\$ 1,267	\$ 1,500	\$ 2,000
Office of the Secretary General	1,543	1,600	2,000
Office of Resources Management (Postage)	5,320	6,410	7,683
Office of Education (Postage)	3,411	4,200	5,240
Office of History & Evaluation	421	1,000	1,250
Office of Equipment	1,838	2,000	2,500
Office of Admissions	<u>2,275</u>	<u>2,300</u>	<u>2,875</u>
TOTAL	<u>\$ 16,075</u>	<u>\$ 19,010</u>	<u>\$ 23,548</u>

OFFICE OF THE PRESIDENT

Pipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE
Salaries	\$78,608	\$ 35,174	\$ 39,896	\$ 3,538	\$ 53,021	\$(49,483)
Fringe Ben.	12,600	5,276	5,980	1,344	8,463	(7,119)
Supplies & Mat.	3,000	1,267	1,500	233	2,000	(1,767)
Misc. Exp.	1,500	809	10,000	(9,309)	5,000	(14,309)
Manpower	-0-	983	1,000	(1,983)	1,000	(2,983)
Travel: Dom.	2,500	1,325	1,857	(682)	2,000	(2,682)
Foreign	16,000	3,047	67,878	(54,925)	39,000	(93,925)
Office Equip.	3,000	638	-0-	2,362	-0-	2,362
Telecommunic.	3,000	1,519	1,600	(119)	2,500	(2,619)
Consultants	-0-	-0-	3,200	(3,200)	4,800	(8,000)
Subtotal	\$120,208	\$50,038	\$132,911	\$(62,741)	\$117,784	\$(180,525)
Indirect Costs	16,829	7,005	27,911	(18,087)	27,090	(45,177)
TOTAL	\$137,037	\$57,043	\$160,822	\$(80,828)	\$144,874	\$(225,702)

SECRETARY GENERALPipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE	
Salaries	\$122,842	\$ 50,588	\$ 72,254	\$ 53,600	\$18,654	\$ 72,353	\$ (53,699)
Fringe Ben.	19,762	7,588	12,174	8,040	4,134	11,576	(7,442)
Supplies	2,950	1,543	1,407	1,600	(193)	2,000	(2,193)
Educ. Materials	4,800	3,032	1,768	2,000	(232)	2,500	(2,732)
Periodicals	150	64	86	86	-0-	-0-	-0-
Consultants	50,000	1,600	48,400	-0-	48,400	-0-	48,400
Travel: Domestic	20,500	2,084	18,416	4,885	13,531	9,410	4,121
Foreign	87,000	13,123	73,877	10,536	63,341	8,175	55,166
Office Equip.	3,450	3,432	18	-0-	18	-0-	18
Telecommunications	2,050	1,282	768	1,500	(732)	1,875	(2,607)
Subtotal	\$313,504	\$84,336	\$229,168	\$82,247	\$146,921	\$107,889	\$39,032
Indirect Costs	43,891	11,807	32,084	17,271	14,813	24,814	(10,001)
TOTAL	\$357,395	\$96,143	\$261,252	\$99,518	\$161,734	\$132,703	\$29,031

RESOURCES MANAGEMENT

Pipeline Summary

BUDGET 7/1/74 - 6/30/76		EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE
Salaries	\$167,753	\$ 49,497	\$118,256	\$110,734	\$ 7,522	\$152,380	\$(144,858)
Fringe Benefits	27,031	7,424	19,607	16,610	2,997	24,381	(21,384)
Office Supplies	5,500	2,945	2,555	3,047	(492)	3,683	(4,175)
Postage	4,000	2,375	1,625	3,363	(1,738)	4,000	(5,738)
Administrative Costs, Conferences	18,500	-0-	18,500	12,000	6,500	4,500	2,000
Publications, Audio visual mat. exhibit	6,885	7,391	(506)	3,924	(4,430)	7,712	(12,142)
Manpower Service	5,361	5,066	295	-0-	295	-0-	295
Travel: Domestic	3,500	459	3,041	1,037	2,004	1,203	801
Foreign	5,000	3,963	1,037	3,520	(2,483)	6,034	(8,517)
Office Equipment	7,600	7,808	(208)	3,210	(3,418)	7,053	(10,471)
Telecommunications	2,000	1,324	676	2,616	(1,940)	3,308	(5,248)
Rental of Space	40,740	12,000	28,740	27,714	1,026	34,642	(33,616)
Subtotal	\$293,870	\$100,252	\$193,618	\$187,775	\$ 5,843	\$248,896	\$(243,053)
Indirect Costs	41,142	14,035	27,107	39,433	(12,326)	57,246	(69,572)
TOTAL	\$335,012	\$114,287	\$220,725	\$227,208	\$(6,483)	\$306,142	\$(312,625)

EDUCATION OFFICEPipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE
Salaries	\$234,286	\$ 36,624	\$ 157,589	\$40,073	\$ 207,749	\$(167,676)
Fringe Benefits	37,909	5,494	23,638	8,777	33,240	(24,463)
Supplies	3,900	3,209	4,200	(3,509)	5,240	(8,749)
Postage	350	202	-0-	148	-0-	148
Educational Mat.	39,800	2,748	33,600	3,452	34,562	(31,110)
Consultant Fees	5,000	800	6,120	(1,920)	7,800	(9,720)
Manpower Services	2,200	1,667	2,000	(1,467)	2,800	(4,267)
Travel: Domestic	8,000	7,482	1,588	(1,070)	2,406	(3,476)
Foreign	25,000	5,654	71,390	(52,044)	46,128	(98,172)
Office Equipment	8,700	9,035	-0-	(335)	-0-	(335)
Telecommunications	3,850	1,777	2,000	73	2,500	(2,427)
Subtotal	\$368,995	\$ 74,692	\$302,125	\$(7,822)	\$ 342,425	\$(350,247)
Indirect Costs	51,659	10,457	63,448	(22,246)	78,761	(101,007)
TOTAL	\$ 420,654	\$ 85,149	\$365,573	\$(30,068)	\$ 421,186	\$(451,254)

HISTORY & EVALUATIONPipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE
Salaries	\$ 65,920	\$ 27,362	\$ 41,213	\$(2,654)	\$ 55,636	\$(58,290)
Fringe Benefits	10,566	4,104	6,182	280	8,902	(8,622)
Supplies	3,500	421	1,000	2,079	1,250	829
Survey Costs	20,000	-0-	4,000	16,000	6,000	10,000
Travel: Domestic	4,500	777	1,880	1,843	1,340	503
Foreign	9,000	3,969	8,746	(3,715)	11,106	(14,821)
Office Equipment	1,000	307	609	84	-0-	84
Telecommunications	3,000	337	500	2,163	625	1,538
Computer Costs	3,000	-0-	1,000	2,000	2,000	-0-
Subtotal	\$120,486	\$ 37,277	\$ 65,130	\$18,080	\$ 86,859	\$(68,779)
Indirect Costs	17,008	5,218	13,677	(1,887)	19,978	(21,865)
TOTAL	\$137,494	\$ 42,495	\$ 78,807	\$16,193	\$106,837	\$(90,644)

EQUIPMENT OFFICE

Pipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE
Salaries	\$ 94,408	\$ 46,621	\$ 57,912	\$(10,125)	\$ 78,179	\$(88,304)
Fringe Benefits	15,133	6,993	8,687	(547)	12,529	(13,076)
Supplies	3,300	1,838	2,000	(538)	2,500	(3,038)
Manpower Service	200	320	-0-	(120)	-0-	(120)
Travel: Domestic	5,000	2,421	3,000	(421)	4,000	(4,421)
Office Equipment	2,500	1,738	500	262	150	112
Telecommunications	4,500	3,472	4,000	(2,972)	5,000	(7,972)
Subtotal	\$125,041	\$63,403	\$76,099	\$(14,461)	\$102,358	\$(116,819)
Indirect Costs	17,505	8,876	15,981	(7,352)	23,542	(30,894)
TOTAL	\$142,546	\$72,279	\$92,080	\$(21,813)	\$125,900	\$(147,713)

ADMISSIONS OFFICEPipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE
Salaries	\$ 80,212	\$ 20,723	\$ 24,246	\$ 35,243	\$ 32,728	\$ 2,515
Fringe Benefits	12,912	3,108	3,642	6,162	5,236	926
Supplies & Materials	3,500	2,275	2,300	(1,075)	2,875	(3,950)
Manpower Service	-0-	100	150	(250)	200	(450)
Travel: Domestic	3,000	828	360	1,812	385	1,427
Foreign	3,000	1,576	-0-	1,424	-0-	1,424
Office Equipment	1,684	396	250	1,038	-0-	1,038
Telecommunications	3,000	1,322	1,500	178	1,875	(1,697)
Subtotal	\$107,308	\$30,328	\$32,448	\$44,532	\$43,299	\$ 1,233
Indirect Costs	15,023	4,248	6,813	3,962	9,959	(5,997)
TOTAL	\$122,331	\$34,576	\$39,261	\$48,494	\$53,258	\$(4,764)

RECAP C

JHPIEGO CORPORATION

EQUIPMENT BUDGET

By Operational Years

	<u>7/1/74</u> <u>6/30/75</u>	<u>7/1/75</u> <u>6/30/76</u>	<u>7/1/76</u> <u>9/30/77</u>	Totals <u>7/1/74</u> <u>9/30/77</u>
<u>PROCUREMENT</u>	\$ 84,947	\$ 515,053	\$ 675,000	\$ 1,275,000
<u>FREIGHT</u>	41,822	103,000	128,750	273,572
<u>WAREHOUSING</u>	1,002	25,070	36,150	62,222
<u>I.C. on FREIGHT</u>	5,855	21,630	29,612	57,097
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$ 133,626	\$ 644,753	\$ 869,512	\$ 1,667,891

PROCUREMENTACTUAL EXPENSES7/1/74 - 6/30-75

Medical Kit No. 7 (59) @ \$169.60	\$ 9,981
Laparoscopy Kits 110V 50-60 CY @ \$3,133.75	<u>74,966</u>
	<u>\$84,947</u>

PROJECTED EXPENSES7/1/75 - 6/30/76

150 Laparoscopes to be converted to accept Falope Ring Single Incision @ \$1,262	\$189,300
100 System #5 Falope Ring appli- cator including Optic and tro- car @ \$1,262	126,000
150 Drainage Vaculator Systems @ \$500 each	75,000
150 Medical Kits III @ \$200 each	30,000
Various items of spare parts approximately 20 items @ \$30 to \$1,200	

PROJECTED EXPENSES7/1/76 - 9/30/77

100 System #1 Units @ \$3,000	\$ 300,000
100 System #5 Units @ \$1,500	150,000
100 Drainage Vaculator Systems @ \$550	55,000
150 Medical Kit VIII - Suprapubic Tubal Ligation @ \$300	45,000
Spare Parts	<u>125,000</u>
	<u>\$675,000</u>

\$515,052

PROCUREMENT: SUPPORTING DATA

7/1/75 - 6/30/76

150 Laparoscopes (125 on shelf, 25 just shipped) capable of cautery only, are to be converted. 150 optics and trocars are being purchased to provide dual capability

100 Additional systems are being purchased to provide single incision Falope ring applicators to doctors who have already been provided with the standard laparoscope

Medical Kit III is the required accessory kit for the drainage vaculator

7/1/76 - 9/30/77

100 System #1 Unit - Laparoscope plus Capability to Accept FalopeTM Ring Applicator for Single Incision with Optic (6MM Operating Channel) - For New Trainees Who Do Not Have Access to Any Equipment (First Generation)

100 System #5 Units - Basic FalopeTM Ring Applicator for Single Incision Procedure (Includes Optic, Applicator, and Trocar).- For New Trainees Who have Access to Power Source (Second Generation)

100 Drainage Vaculator Systems

150 Medical Kit VIII - Supra-Pubic Tubal Ligation

Various Items of Spare Parts to Take Care of a General Logistics Program of Maintenance

FREIGHTACTUAL EXPENSES7/1/74 - 6/30/75INCOMING

Expenditures were low, since cost of equipment included transportation from manufacturer

\$ 725

OUTGOING

Shipping of spare parts and replacements from warehouse to domestic & foreign institutions

\$41,097

PROJECTED EXPENSES7/1/75 - 6/30/76

Shipping cost of spare parts, and replacements and vacuum aspirators

\$ 3,000

160 trainees with the average shipment cost of equipment
\$400 = \$64,000
additional anticipated charge for spare parts and replacement \$36,000

PROJECTED EXPENSES7/1/76 - 9/30/77

Based on prior year's expenditures

\$ 3,750

*180 trainees average shipment \$400 \$72,000
additional anticipated charge for shipment of spare parts & replacement
53,000 \$125,000

*Funds have not been included for the cost of approximately 100 shipments for which equipment will be purchased from miscellaneous funds (\$40,000)

WAREHOUSINGBRETHREN SERVICE CENTERACTUAL EXPENSES3/28/75 - 6/30/75Shipments to a single destination
under 20 lbs. @ \$25 (25 items) \$625Items to be processed over 20
lbs. (5 items @ \$75.35) 377

\$1,002

PROJECTED EXPENSES7/1/75 - 6/30/76200 fertility control units
(over 20 lbs. @ \$75.35)

under 20 lbs. 400 shipments

\$15,070

10,000

\$25,070

PROJECTED EXPENSES7/1/76 - 9/30/77Shipments to a single destination
(under 20 lbs. @ \$30 (25 items) \$750Items to be processed over 20
lbs. (5 items @ \$80) 400Items under 20 lbs. - 500
shipments 15,000250 units over 20 lbs. at
\$80 20,000

\$36,150

Warehousing costs for mission purchased equipment not included in these calculations.

(100 x 80 = \$8,000)

EQUIPMENTPipeline Summary

BUDGET 7/1/74 - 6/30/76	EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE	
Equipment	\$600,000	\$ 84,947	\$515,053	\$ 515,053	-0-	\$ 675,000	\$(675,000)
Freight	20,000 185,000	725 41,097	19,275 143,903	3,000 100,000	16,275 43,903	3,750 125,000	12,525 (81,097)
Contract with Brethren Service Center	25,000	1,002	23,998	25,070	(1,072)	36,150	(37,222)
Subtotal	830,000	127,771	702,229	643,123	59,106	839,900	(780,794)
Indirect Costs	28,928	5,855	23,073	21,630	1,443	29,612	(28,169)
TOTAL	\$858,928	\$133,626	\$725,302	\$664,753	\$60,549	\$869,512	(\$ 808,963)

RECAP D
JHPIEGO CORPORATION
TRAINING PROGRAMS BUDGET
 by Operational Year

	<u>7/1/74</u> <u>6/30/75</u>	<u>7/1/75</u> <u>6/30/76</u>	<u>7/1/76</u> <u>9/30/77</u>	Total <u>7/1/74-9/30/77</u>
<u>FIELD TRAINING</u>	5,000	440,513	546,500	992,013
<u>TRAINING PROGRAM FOR HEALTH ADMINISTRATORS</u>		15,000		15,000
<u>PIEGO TRAINING CENTERS</u>	1,595,963	2,322,815*		3,918,778
<u>NATIONAL & REGIONAL CENTERS</u>	70,276	288,909	402,312	761,497
<u>REGIONAL CLINICAL CENTERS</u>		43,400	57,000	100,400
TOTAL	<u>1,671,239</u>	<u>3,110,637</u>	<u>1,005,812</u>	<u>5,787,688</u>
INDIRECT COSTS (adj.)	<u>10,539</u>	<u>165,776</u>	<u>231,336</u>	<u>407,651</u>
<u>GRAND TOTAL</u>	1,681,778	3,276,413	1,237,148	6,195,339

*This figure represents funds to be granted by JHPIEGO Corporation to the Centers in the Operational Year shown above to cover their costs thru 9/30/77 as shown in back-up data, plus 10% for inflation.

FIELD TRAINING

PROJECTED
7/1/75-6/30/76

160 graduates needing field visits
(+65 graduates needing follow-up
visits)

82 graduates use U.S. consultants
(2 consultants service 2 graduates)
41 trips @ \$8,000 \$ 328,000

78 graduates use national/regional
consultants
(2 consultants service 2 graduates)
39 trips @ \$2,500 97,500

\$ 425,500

Visits to determine training sites made
at request of AID/Washington (Jamaica,
Morroco, Pakistan, El Salvador, Thailand,
etc.) 15,013

TOTAL \$ 440,513

PROJECTED
7/1/76-9/30/77

290 graduates*needing field visits
(+172 graduates needing follow-up
visits)

131 graduates use U.S. consultants
(1 U.S. + 1 local consultants service
2 graduates) \$ 346,500
66 trips @ \$5,250

159 graduates use national/regional
consultants (2 consultants service
2 graduates) 200,000
80 trips @ \$2,500

TOTAL \$ 546,500

*This figure includes 167 ATMF graduates;
(170 graduates, 75% eligible for equipment =
127 + 40 for 1/4 year) 60 JHPIEGO/Korea trainees;
13 Mexican program graduates; 50 proposed
JHPIEGO/Pakistan trainees

FIELD TRAINING

7/1/75 - 6/30/76

EASTERN HEMISPHERE

	<u>No. Physicians to be Trained</u>	<u>No. Physicians for Follow-up</u>
<u>West Africa</u>		
Zambia	1	0
Uganda	1	0
Nigeria	4	2
Liberia	1	0
Tanzania	1	0
Ghana	-	1
	<u>8</u>	<u>3</u>
<u>North Africa</u>		
Sudan	<u>2</u>	<u>0</u>
	2	0
<u>Near East</u>		
Jordan	1	1
Lebanon	2	0
Egypt	12	0
Saudi Arabia	<u>1</u>	<u>2</u>
	16	3

	<u>No. Physicians to be Trained</u>	<u>No. Physicians for Follow-up</u>
<u>South East Asia</u>		
Thailand	10	4
Indonesia	1	4
Korea	60	5
Philippines	10	13
Malaysia	2	6
Taiwan	1	2
	<u>84</u>	<u>34</u>
<u>West Asia</u>		
Bangladesh	3	2
India	3	8
Pakistan	4	9
Iran	1	1
Afghanistan	1	1
	<u>12</u>	<u>22</u>
<u>Total Eastern Hemisphere:</u>	<u>150</u>	<u>62</u>
<u>WESTERN HEMISPHERE</u>		
<u>Central & South America</u>		
Venezuela	2	0
Chile	2	0
Ecuador	1	1
Brazil	4	1
Ariba	1	0
Trinidad	-	1
	<u>10</u>	<u>3</u>
<u>Total Western Hemisphere</u>	<u>10</u>	<u>3</u>
<u>TOTAL 7/1/75 - 6/30/76</u>	<u>160</u>	<u>65</u>

PIEGO TRAINING CENTERS

	<u>Operating Year 1975-76*</u>	<u>Operating Year 1976-77</u>
Johns Hopkins University	546,336 (4/1/75-5/31/76) 14 months	657,519 (6/1/76-9/30/77) 16 months
University of Pittsburgh	399,899 (7/1/75-6/30/76) 12 months	546,749 (7/1/76 - 9/30/77) 15 months
Washington University of St. Louis	466,205 (6/1/75 - 5/31/76) 12 months	677,978 (6/1/76 - 9/30/77) 16 months
American University of Beirut	183,523 (7/1/75 - 6/30/76) 12 months	229,404 (7/1/76 - 9/30/77) 15 months
	<hr/>	<hr/>
TOTAL	1,595,963	2,111,650
		<hr/> 211,165 +10%
		2,322,815

*Actual amount of grant

THE JOHNS HOPKINS UNIVERSITY
SCHOOL OF MEDICINE
DEPARTMENT OF GYNECOLOGY & OBSTETRICS
ATMF - TRAINING PROGRAM
BUDGET
06/01/76 - 09/30/77

BUDGET PROJECTION
 ATMF - TRAINING PROGRAM
 06/01/76 - 09/30/77

<u>Personnel</u>	<u>Effort</u>	<u>Man/ Months</u>	<u>Amount</u>
Theodore M. King, M.D., Project Director	20%	3.2	\$ 16,533
Lonnie Burnett, M.D., Associate Professor	10%	1.6	7,333
John W.C. Johnson, M.D., Associate Professor	20%	3.2	13,866
Hugh Davis, M.D., Associate Professor	30%	4.8	18,605
John Lesinski, M.D., Program Coordinator	50%	8.0	20,000
Tim Parmley, M.D., Assistant Professor	10%	1.6	4,933
Ronald Burkman, M.D., Assistant Professor	20%	3.2	9,866
Frank Kaltreider, M.D., Associate Professor	10%	1.6	6,160
Michael Spence, M.D., Assistant Professor	10%	1.6	4,800
Robert Abraham, M.D., Assistant Professor	10%	1.6	4,800
Annelies Zachary, M.D., Assistant Professor	10%	1.6	5,333
Milagros Atienza, M.D., Clinical Physician	90%	14.0	43,200
Allen Hoffman, FCC Technician	25%	4.0	3,412
Betty Gresham, Nurse Specialist	100%	16.0	12,200
Jean Duncan, Trainee Coordinator	100%	16.0	14,267
Martha Bryant, Budget Administrator	9%	1.4	1,500
Barbara Yablon, Clinic Coordinator	50%	8.0	9,667
Anne Oppel, Secretary	100%	16.0	10,933
Caren Lichenstein, Patient Counsellor	50%	8.0	<u>5,667</u>
Total Personnel Costs			\$213,075
<u>Fringe Benefits 17%</u>			36,223
<u>Consultants</u>			
2 Speakers, 1 lecture ea., \$100/lecture x 13 programs			2,600
<u>Educational Materials & Services</u>			
Books, Reprints, Other Educational Materials, Films, Projectionist Costs, Closed Circuit TV (Based on average Costs in past programs \$1,000 ea. mo. x 13 program			13,000

BUDGET PROJECTION (CONT.)

Consumables

Animal Costs and Care		\$ 2,000	
Office Supplies, Copying Service, Stamps		6,000	
Telecommunication		<u>3,200</u>	\$ 11,200

Participant Costs (Travel & Allowances)

11 months regular program - 4 Trainees ea. month	44
Two Special program months - 9 Trainees ea.	<u>18</u>
Total number of Participants	62

Air Line Tickets per Participant 1,475 (RT average x 62)	\$108,748	
Trainees - Per Diem \$25 day/ 30 days/ 44 regular program	33,000	
Trainees - Per Diem \$25 day/ 30 days/ 18 special program trainees	<u>13,500</u>	155,248

Staff Travel (Foreign & Domestic)

7,000

SUBTOTAL - DIRECT COSTS

\$438,346

Indirect Costs 52% TDC

227,940

TOTAL BUDGET

\$666,286

657,519

438,346
219,173
 657,519

PROPOSED BUDGET

Advanced Technology for Fertility Management
University of Pittsburgh

July 1, 1976 through September 30, 1977

	<u>Man Months Effort</u>	<u>1976-77</u>
I. <u>Personnel - University of Pittsburgh</u>		
A. Dr. John C. Cutler @ 15%	2.3	\$ 8,597
B. Dr. Douglas Thompson @ 5%	0.8	3,129
C. Administrative Specialist (Mrs. Louise K. Gomes) @ 50%	7.5	7,466
D. Administrative Assistant (Mrs. Kathalyn Quehl) @ 100%	15.0	12,832
E. Program & Education Director (Mrs. Margaret Gross) @ 100%	15.0	16,444
F. Senior Secretary @ 100%	<u>15.0</u>	<u>8,858</u>
	55.6	
I. Total Salaries		\$ 57,326
II. <u>Fringe Benefits - 15.0% of \$57,326</u>		\$ 8,599
III. <u>Overhead - 64.4% of \$57,326</u>		\$ 36,918
IV. <u>Consultant Fees</u> - Consultants in Pittsburgh, approximately 15 @ \$100/consultant/day		\$ 1,500
V. <u>Travel and Transportation</u>		
A. Consultant Travel - From U.S. point of origin to Pittsburgh		\$ 1,400
B. Student-Physician Travel		
1. 60 students @ \$2,300/student/RT from country of origin to Pittsburgh		138,000
2. Excess baggage up to 20 lbs., 60 students @ \$165/student		9,900
3. 23 students @ \$83/student, travel from native city to point of departure and return		1,909
C. Staff Travel		
1. Pittsburgh/St. Louis for Selection Committee Meetings 6 trips @ \$138/person/RT		828
2. Pittsburgh/Baltimore for Selection Committee Meetings 6 trips @ \$66/person/RT		396
3. Pittsburgh to ATFM Meetings 6 trips @ \$110/person/RT		660

1976-77

V. Travel and Transportation (Continued)

D. Local Travel Estimated	\$ 875
V. Total Travel and Transportation	\$ 153,968

VI. Allowances

A. Per Diem - Consultants, at Pittsburgh, 15 @ \$40/consultant/day	\$ 600
B. Per Diem - Student Physicians	
1. 60 students @ \$1,050/student/session ⁽¹⁾	63,000
2. 23 students @ \$50/student for travel from native city to point of departure and return	1,150
C. Per Diem - Domestic Travel, Staff	
1. Estimated 12 days @ \$40/day for Baltimore Meetings	480
2. Estimated 12 days @ \$40/day for St. Louis Meetings	480
3. Estimated 24 days @ \$40/day for other ATFM Meetings	960
VI. Total Allowances	\$ 66,670

VII. Field Training Fees

A. Estimated @ \$75/session for total of 10 sessions (PPC) (1 day/session)	\$ 750
B. Estimated @ \$75/session for total of 10 sessions (WHS) (1 day/session)	750
C. Estimated @ \$450/session for total of 10 sessions (Magee) (3 days/session)	4,500
VII. Total Field Training Fees	\$ 6,000

VIII. Other Direct Costs

A. Communications (telephone and cables)	\$ 3,438
B. Postage (including student mailings)	1,100
C. Tuition @ \$105/student/session for 60 students	6,300
D. Insurance @ \$17/student/session for 60 students	1,020
E. Student Activity Fee @ \$1.00/student/session for 60 students	60
F. Conference Costs	750
VIII. Total Other Direct Costs	\$ 12,668

⁽¹⁾ 10 sessions @ 6 students/session = 60 students
 \$25/student/42 days = \$1,050/student/session

	<u>1976-77</u>
IX. <u>Supplies (Office, Printing, Films, Xeroxing, etc.)</u>	\$ 5,225
X. <u>Equipment (not yet determined)</u>	\$ 5,000
XI. <u>Sub-Contract - a hospital</u>	<u>\$ 192,875</u>
GRAND TOTAL	<u>\$ 546,749</u>

PROPOSED BUDGET

Advanced Technology for Fertility Management
 University of Pittsburgh
 Sub-Contract with a Hospital

July 1, 1976 through September 30, 1977

	<u>Man Months Effort</u>	<u>1976-77</u>
I. <u>Personnel</u>		
A. Physician @ 14%	2.1	\$ 5,683
B. Physician @ 14%	2.1	4,855
C. Physician @ 65%	9.8	28,295
D. Physician @ 7%	1.1	2,427
E. Physician @ 7%	1.1	2,427
F. Physician @ 7%	1.1	2,427
G. Physician - Clinical Director @ 100%	15.0	44,138
H. Nurse Practitioner @ 100%	15.0	20,915
I. Secretary @ 100%	15.0	10,769
J. Lab Technician @ 30%	4.5	3,437
	<u>66.8</u>	
I. Total Salaries		\$ 125,373
II. <u>Fringe Benefits - 13% of \$125,373</u>		\$ 16,298
III. <u>Laboratory Training</u>		
A. 150 rabbits @ \$15 each		\$ 2,250
B. Board for rabbits, 400 days @ \$1.50/day		<u>600</u>
III. Total Lab. Training		\$ 2,850
IV. <u>Other Direct Costs</u>		
A. Communications (telephone and cables)		\$ 962
B. Xeroxing		<u>413</u>
IV. Total O.D.C.		\$ 1,375
V. <u>Overhead - 32.2% of \$145,896</u>		<u>\$ 46,979</u>
GRAND TOTAL		<u>\$ 192,875</u>

Washington University of St. Louis

THE JHPIEGO CORPORATION

A PROGRAM FOR INTERNATIONAL EDUCATION
IN GYNECOLOGY AND OBSTETRICS (PIEGO)

Budget For Period Requested

	Current (12 month)	Estimated (16 month)
Personnel & Fringes	\$136,465.00	\$194,684.00
Fellows Travel and Fellowship	\$150,000.00	\$214,000.00
Consultants	\$ 15,000.00	\$ 21,400.00
Travel	\$ 11,000.00	\$ 15,694.00
Equipment & Furnishings	\$ 10,000.00	\$ 14,266.00
Supplies	\$ 5,000.00	\$ 20,000.00
Audio-Visual Training Material	\$ 25,000.00	\$ 35,666.00
Telecommunications	\$ 5,000.00	\$ 7,134.00
Maintenance & Repair	\$ 5,000.00	\$ 7,134.00
Miscellaneous Expenses	\$ 5,000.00	\$ 7,134.00
Indirect Costs	\$ 98,740.00	\$140,866.00
TOTAL	\$466,205.00	\$677,978.00

مُسْتَشْفَى الْجَامِعَةِ الْأَمِيرِكِيَّةِ فِي بَيْرُوتِ
بَيْرُوتِ - لِبْنَانِ

CABLE ADDRESS
AMUHOSP

AMERICAN UNIVERSITY OF BEIRUT HOSPITAL
BEIRUT, LEBANON

TEL.: 340460

July 3, 1975

AMERICAN UNIVERSITY OF BEIRUT
BUDGET PROJECTION
(AID/pha - G - 1064 - JHPIEGO)

For the period July 1, 1976 to September 30, 1977

	July 1, 1976 to June 30, 1977 <u>\$</u>	July 1, 1977 to Sept. 30, 1977 <u>\$</u>	Total 15 months period <u>\$</u>
Personnel and fringe	95,786	25,144	120,930
Consultants	2,500	500	3,000
Travel	7,100	770	7,870
Fellows (travel and allowances)	32,030	9,609	41,639
Equipment	- (1)	- (1)	-
Supplies	3,000	- (1)	3,000
Telecommunications & computer costs	3,500	- (1)	3,500
Other direct costs (including meetings, maintenance & repairs)	1,005	- (1)	1,005
Indirect costs (40.3% of personnel & fringe)	38,602	9,858(1)	48,460
Total	183,523 =====	45,881 =====	229,404 =====

(1) Support not provided above present (1975-76) level
therefore funds are not available for these items.

EC/nf

مستشفى الجامعة الأمريكية في بيروت

بيروت - لبنان

AMERICAN UNIVERSITY OF BEIRUT HOSPITAL
BEIRUT, LEBANON

CABLE ADDRESS
AMUHOSP

TEL.: 340460

July 3, 1975

AMERICAN UNIVERSITY OF BEIRUT
SUPPORTING SCHEDULE FOR BUDGET PROJECTION
(AID/pha - G - 1064 JHPIEGO)

For the period July 1, 1976 to September 30, 1977

Personnel and Fringe:

<u>Type of Employee</u>	<u>Annual Salary (\$)</u>
Research Assistant	3,831
Research Assistant	14,123
Research Assistant	4,710
Nurse	4,620
Nurse	4,161
Technician	3,908
Physician	14,490
Physician	16,838
Physician	17,359
	<hr/>
Total Salaries	84,640
Benefits	11,746
	<hr/>
Total for 12 month period	95,786
Total for 3 month period (including 5% increase)	25,144
	<hr/>
Total Personnel and Fringe	120,930 =====

Consultants:

Six field trips - 5 days each at \$100/day = \$3000.
=====

Supporting Schedule for Budget Projection (cont'd):

<u>Travel:</u>	<u>\$</u>
(a) Local travel - \$84/month x 15 months	1,270
(b) Six consultation field trips; average cost of airfare - \$500/trip	3,000
(c) Two conference trips; average cost of airfare - \$1800/trip	3,600
	<hr/>
Total travel	7,870
	=====

Fellows: (travel and allowances)

Three fellows per month at \$807 each	2,421
Travel/month - \$225 each	675
Health Insurance Premium/month - \$9 each	27
Laundry/month - \$26.67	80
	<hr/>
Cost per month	3,203
	<hr/>
13 months (except May & Nov.)	41,639
	=====

Supplies:

No charge over 1974-75.

Telecommunications & Computer Costs:

No charge over 1974-75.

مُسْتَشْفَى الْجَامِعَةِ الْأَمِيرِكِيَّةِ فِي بَيْرُوت
بَيْرُوت - لُبْنَان

CABLE ADDRESS
AMUHOSP

AMERICAN UNIVERSITY OF BEIRUT HOSPITAL
BEIRUT, LEBANON

TEL.: 340460

AMERICAN UNIVERSITY OF BEIRUT
MONTHLY CASH STATUS REPORT
(AID/pha - G - 1064 JHPIEGO)

For Month of July, 1975

	<u>\$</u>	<u>\$</u>
Cash balance beginning of June 30, 1975	0	
Cash received this month	0	
Total cash available		0
Expenditures this month		18,966
Cash balance on hand end of month		18,966 =====

The undersigned hereby certifies: (1) that payment of the sum claimed under the cited subgrant is proper and due and that appropriate refund to JHPIEGO Corp. will be made promptly upon request of JHPIEGO in the event of disallowance of the costs not reimbursable under the terms of the subgrant; and (2) that information on the fiscal report is correct and such detailed supporting information as the Grantor may require will be furnished promptly to JHPIEGO Corp. on request.

By: Ernest G. Conelli

Title: Deputy Comptroller

Date: July 4, 1975

EC/gl

AMERICAN UNIVERSITY OF BEIRUT
STATEMENT OF ESTIMATED CASH NEEDS
(AID/pha - G - 1064 JHPIEGO)

For the period July 1, 1975 to June 30, 1976

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel and fringe	7,625	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	91,225
Consultants		700				700			700				2,100
Travel	90	544	90	90	3,165	2,380	90	1,674	660	90	90	1,870	10,833
Fellows (travel & allowances)	2,802	2,802	2,802	2,802		2,802	2,802	2,802	2,802	2,802		2,802	28,020
Equipment	2,500	1,500	1,000										5,000
Supplies	700	500	500	300	300	100	100	100	100	100	100	100	3,000
Telecommunications & computer costs	310	290	290	290	290	290	290	290	290	290	290	290	3,500
Other direct costs (including meetings, maintenance & repairs)	2,507	2,050	1,550	450	450	450	450	450	450	450	1,042	450	10,749
Indirect costs	2,432	2,424	2,424	2,424	2,424	2,424	2,424	2,424	2,424	2,424	2,424	2,424	29,096
Cash needs	18,966	18,410	16,256	13,956	14,229	16,748	13,756	15,340	15,026	13,756	11,546	15,536	183,523
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

The undersigned hereby certifies (1) that the above represents the best estimate of funds needed for expenditures to be incurred over the period described, (2) that appropriate refund or credit to the JHPIEGO Corporation will be made in the event funds are not expended, (3) that appropriate refund will be made in the event of disallowance in accordance with the terms of this Subgrant and (4) that any interest accrued on the funds made available herein will be refunded to the JHPIEGO Corporation for refund to A.I.D.

By : Emile S. Carilli
Title: Deputy Comptroller
Date : July 4, 1975

NATIONAL AND REGIONAL CENTERS

	<u>Actual 7/1/75- 6/30/75</u>	<u>Projected 7/1/75- 6/30/76</u>	<u>Projected 7/1/76- 9/30/77</u>
I. <u>Korea</u> (120 participants)			
Korean Office	\$10,755	\$15,977	\$18,652*
Didactic Meeting	59,521	--	--
Clinical Training	--	<u>76,317</u>	<u>--</u>
Total	\$70,276	\$92,294	\$18,652
II. <u>Pakistan</u> (50 participants)			
Didactic & Clinical Training		46,615	48,660
III. <u>Mediterranean Center</u>		75,000	185,000
IV. <u>Other Possible Centers</u>			
(Indonesia, India, Latin America)		75,000**	150,000

*18,652 above for Korea represents phasing out costs not limited to the Korean office.

**75,000 - whether this amount is spent before 6/30/76 will depend upon the nature of this program - we may have to enter an agreement in this period and encumber the funds for the next operational year.

NATIONAL AND REGIONAL CENTERSJHPIEGO/KOREA: OFFICE

	Actual 7/1/75 <u>6/30/75</u>	Projected 7/1/75 <u>6/30/76</u>	Projected 7/1/76 <u>9/30/77</u>
<u>Salaries</u>			
Director Park, Chan Moo, M.D.	(7) \$ 3,333	(12) \$ 5,267	(15) \$ 7,115
Administrative Ass't. Ahn, Yung Chul	(6.5) 2,218	(12) 5,040	(15) 6,804
Secretary Ha, Yu Mi	(4) 1,000	(12) 3,080	(15) 4,158
<u>Supplies & Miscellaneous</u>	932	500	250
<u>Postage</u>	76	150	75
<u>Manpower Service</u>	24	--	--
<u>Office Equipment</u>	2,962	1,620	--
<u>Telecommunication</u>	127	150	100
<u>Pub. & Exhibit Material</u>	26	50	--
<u>Facilities Rental</u>	57	120	150
TOTAL	<u>\$10,755</u>	<u>\$15,977</u>	<u>\$18,652</u>

NATIONAL AND REGIONAL CENTERSJHPIEGO/KOREA

Actual 7/1/74-6/30/75		Projected 7/1/75-6/30/76	
<u>Didactic Session</u> (Expenses incurred in Baltimore & Korea)		<u>Clinical Session</u>	
Supplies & Publicity	4,897	Tuition Cost - Training at Seoul clinical training centers 120 trainees @ \$350 each	42,000
Manpower	1,688	Tuition Costs - Training in Singapore (mini-laparotomy) 3 trainees @ \$350 ea	<u>1,050</u>
Preparation Didactic Material (supplies, printing, shipping, etc.)	3,600		\$43,050
Miscellaneous Securing passports, visas, messenger services, cables, long distance calls between PIEGO & JHPIEGO/Korea & PIEGO & AID/Korea	2,042	<u>Travel & Subsistence</u>	
Professional Conference Costs	6,311	Travel Costs	
Facilities Rental	<u>104</u>	Trainees for clinical training	600
	\$18,642	Trainees in mini-laparotomy (Singapore)	2,700
<u>Travel & Subsistence</u>		Subsistence Costs	
Travel Costs (faculty and trainees)	10,642	120 clinical trainees	28,200
Subsistence Costs (faculty and trainees)	20,737	Trainees in mini-laparotomy	<u>1,767</u>
<u>Consultation Fees</u>			
Participating Faculty	<u>4,500</u>		
	<u>\$54,521</u>		<u>\$76,317</u>

NATIONAL AND REGIONAL CENTERSJHPIEGO/PAKISTAN*

<u>Projected</u> <u>7/1/75-6/30/76</u>		<u>Projected</u> <u>7/1/76-9/30/77</u>	
Establishment and operation of JHPIEGO/ Pakistan Office	\$11,000	Office operational expenses	\$14,000
<u>Didactic Session</u> (50 participants)		<u>Clinical Session</u> 50 trainees	
Administrative Conference Costs	9,525	Tuition Costs @ \$350/trainee	17,500
<u>Travel & Subsistence</u>		<u>Travel & Subsistence</u>	
Travel Costs (Faculty & trainees)	10,240	Travel Costs (trainees)	300
Subsistence (Faculty & trainees)	8,730	Subsistence (trainees)	<u>16,860</u>
<u>Consultation Fees</u>			<u>\$48,660</u>
Participating Faculty	<u>6,120</u>		
TOTAL		<u>\$45,615</u>	

*Best estimate based on costs of JHPIEGO/Korea and 50 participants

REGIONAL CLINICAL TRAINING CENTERSCENTER

	Projected <u>7/1/75 - 6/30/76</u>	Projected <u>7/1/76 - 9/30/77</u>
Costa Rica	<u>Tuition Costs:</u> 50 graduates from Latin America* @ \$350/trainee \$17,500	60 graduates from Latin America @ \$350/trainee \$21,000
	<u>Travel & Subsistence</u> 50 round trips 20,900 Subsistence (5days/trainee) <u>5,000</u>	60 round trips 30,000 Subsistence(5days/trainee) <u>6,000</u>
TOTAL	<u>\$43,400</u>	<u>\$57,000</u>

- * 18 trainees from Central American Conference
- 18 trainees from Bolivian Conference
- 14 trainees from ATMF courses

** Estimate based on previous year's figures; trainees from special conferences and ATMF courses

TRAINING PROGRAMS

Pipeline Summary

BUDGET 7/1/74 - 6/30/76		EXPENDITURES ACTUAL 7/1/74 6/30/75	BALANCE 6/30/75	EXPENDITURES PROJECTED 7/1/75 6/30/76	BALANCE 6/30/76	EXPENDITURES PROJECTED 7/1/76 9/30/77	BALANCE	
<u>FIELD TRAINING</u>	-0-	\$ 5,000	\$ (5,000)	\$ 440,513	\$(445,513)	\$ 546,500	\$(992,013)	
<u>TRAINING OF HEALTH ADMINISTRATORS</u>				15,000	(15,000)		(15,000)	
<u>PIEGO TRAINING CENTERS</u>	\$1,975,603	1,595,963	379,640	2,322,815	(1,943,175)		(1,943,175)	
<u>NATIONAL & REGIONAL CENTERS</u>	-0-	70,276	(70,276)	288,909	(359,185)	402,312	(761,497)	
<u>REGIONAL CLINICAL CENTERS</u>	-0-			43,400	(43,400)	57,000	(100,400)	
<u>INDIRECT COSTS</u>		10,539	(10,539)	165,776	(176,315)	231,336	(407,651)	
<u>TOTAL</u>		\$1,975,603	\$1,681,778	\$293,825	\$3,276,413	\$(2,982,588)	\$1,237,148	\$(4,219,736)