

**PROTOCOL FOR PROVIDING CONTACT ASSISTANCE TO
MEET HIGH-LEVEL RESOURCE PERSONS IN THE UNITED
STATES GOVERNMENT OR THE PRIVATE SECTOR**

Submitted to:

**U.S. Agency for International Development
Mission to Ghana**

by:

Sigma One Corporation

for:

**Trade and Investment Reform Program (TIRP)
Improved Policy and Financial Intermediation Project
USAID Contract Number: 641-C-00-98-00229**

**In fulfillment of:
Milestone 1.8**

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Sigma One Corporation
Trade and Investment Reform Program (TIRP)
Improved Policy and Financial Intermediation Project
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Milestone 1.8 Protocol for Providing Contact Assistance for Officials or Private Sector Leaders To Meet High-level Resource persons in the United States Government or the Private Sector.

Introduction

Sigma One Corporation, under contract to USAID, will endeavor to provide contact assistance to public officials and business leaders from Ghana to meet public officials or business leaders in the United States in support of TIRP objectives. Contact assistance provides an effective, yet inexpensive, way to help Ghana achieve its reform goals by introducing new ideas and tools on implementing reforms to create an enabling environment for private businesses to thrive. Sigma One Corporation has extensive experience in setting up contacts and contact visits. We have worked with several agencies at the Federal level, the State, County and City governments in North Carolina and other States, numerous educational institutions, non-governmental institutes, policy and research Think-Tanks, and Associations in the United States.

Types Of Contact Assistance

The type of assistance to be provided will vary depending on the activity. The choices include:

1. Set-up appointments with pre-identified (by the requester) US public or private leaders.
2. Identify US public and private leaders responsive to the issue and set-up appointments.
3. Arrange travel or other logistical details.
4. Accompany the Ghanaian dignitaries on the visits.

All four options above can be implemented exclusively of each other and in combinations. However, in most cases where Sigma One Corporation chooses to assist, we prefer to have a Sigma One Corporation representative (from the field, the home office or another collaborator) accompany the Ghanaian dignitaries to the meetings. This approach has often proved to be helpful in ensuring that technical objectives of the activity are achieved and any last minute obstacles are immediately handled without disrupting the program. The type of assistance chosen will be a function of the immediate relevance of the proposed activity to the project objectives, the seniority of the Ghanaian delegates or their US counterparts, the timing of events and the level of funding available for the activity.

Criteria for Selection of Contact Activities for TIRP Assistance

All proposed contact assistance activities should meet the following criteria:

The activity must contribute towards the achievement of a specific Milestone.

1. The request for assistance should be in writing on company or agency letterhead of the requester. It should state the objective of the contact (meetings) and how that contributes to better performance for the private sector or improved reform implementation, and expected time frame (Month, Year) for the contact activity and the designation (and name if possible) of the participant (beneficiary).
2. Propose a cost-sharing approach. Some cost sharing will be necessary to ensure that the requester has a vested interest in the proposed activity and its success. Cost-sharing can be achieved in any number of ways by Sigma One Corporation paying only for:
 1. Tickets
 2. Per diem (hotel only, meals and incidentals responsibility of individuals)
 3. Full per-diem
 4. Registration (for events, if required)
 5. Other logistical support (visas, taxis, etc)

Depending on the activity, all of the above can be combined, provided some level of cost-sharing is achieved.

In all cases, the proposed activity must be approved by USAID before planning and implementation can begin.

Procedure to request contact assistance and implementation

Contacts or contact meetings can be proposed by any Ghanaian counterpart or leader in the public or private sector and Sigma One Corporation. The request should be directed to the Sigma One Corporation Chief of Party in Accra. Upon receipt of the request, the Chief of Party will evaluate the information in light of the guidelines in this protocol and confer with the requester as well as the home office for the best technical approach, timing, funds available and an acceptable cost-sharing formula. Once (and if) and understanding is reached with the requester (and/or beneficiary), a formal request will be made to USAID for approval of the activity. It is important to note that the understanding will include a firm commitment from the beneficiary to participate in the activity, once approved and for the requester (if different) to fulfill their obligation(s). Sigma One Corporation home office will begin implementation (or planning) of the contact assistance or contact meetings upon receipt of the approved request from the field office. It is expected that sufficient time (varies from one activity to next) will be available to accomplish all planning activities on time and implement a successful contact assistance activity.