

PO-AMA-091
L 91 49037
9.26.803 /

RONCO CONSULTING CORPORATION
Family Planning Training Project
(PAC II)

PROJECT OFFICE
1821 Chapel Hill Road
Durham, North Carolina 27707
Phone: (919) 490-1103

REGIONAL OFFICE
23, rue de Jerusalem
1002 Tunis - Belvedere
Tunisia
Phone: 78 40 46 or
78 34 02

PDAAX-091

UN-54037

TRIP REPORT

Countries Visited:

Egypt, Jordan

Travelers:

Abderrazak Thraya, Program Officer

Dr. Walid Alkhateeb

Tom Milroy, PAC II Project Director

Dates:

February 15 - March 1, 1987

Purpose of Visit:

Project Development

Trip Report No.:

55

TABLE OF CONTENTS

Executive Summary	1
Introduction and Background Information	3
Findings and Conclusions	5
Recommendations	6

APPENDICES

- Appendix A - List of Persons Contacted
- Appendix B - List of Participants in NPC Preparatory Meeting
- Appendix C - Attachments - Preparatory Group Meeting Products
- Appendix D - Flow of activities in proposed scheme for Jordan project

EXECUTIVE SUMMARY

From February 20 - March 1, 1987, Abderrazak Thraya, RONCO PAC II Program Officer, visited Egypt and Jordan. In Egypt, Mr. Thraya was to co-facilitate with RONCO consultant Dr. Walid Alkhateeb the meeting of the preparatory committee for the national conference on family planning training. This meeting was held February 17-19 and was attended by fourteen (14) participants/representatives from various institutions active in family planning training (see Appendix B). It resulted in a plan of action for the implementation of the Conference which included:

- Date and venue for the conference;
- Conference content and session methodology;
- Participant profiles;
- Participating institutions;
- Logistics and procedures

A set of products related to the above elements are attached as Appendix C.

Decisions made during the meeting include:

- 1) - The Conference will be held April 21-24, 1987;
- 2) - The NPC Meeting Hall was chosen as the venue for the conference; and
- 3) - The preparatory committee will have a follow-up meeting on March 18 to check on the status of conference preparations.

In general, the participants at the meeting showed a great deal of enthusiasm & interest. The attendance was encouraging and the group was extremely productive. Professor Maher Mahran came daily to make sure that things proceeded well. In Jordan, RONCO PAC II Project Director Tom Milroy, PAC II Clinical Skills Coordinator Dr. Oluremi Sogunro, and Abderrazak Thraya, RONCO Regional Officer, had important meetings with H.E. The Minister of Health as well as the PHC Directorate. In these meetings discussions were focused on future MOH/RONCO collaboration. The major results of these discussions were that RONCO would assist the MOH in a two-year project in family planning training of PAC workers. This training will be implemented mainly at the governorate level with

■ Limited sessions at the central level. Also included are a U.S. based and third country training component. Appendix D depicts graphically the flow of activities for Year One of the project.

INTRODUCTION AND BACKGROUND INFORMATION

A previous visit to Egypt made by RONCO PAC II Project Director Tom Milroy and Program Officer Abderrazak Thraya in December, 1986 established a solid basis for the implementation of a joint NPC/RONCO project, "Developing Coordinated Family Planning Training in Egypt." This project, which includes a total of four separate activities, focuses on a national conference on family planning training which aims at enhancing the NPC's coordinating role in Egypt. The three other project activities are planned as a pre-and post-supporting components to the conference. Two activities were scheduled before the conference as preparatory activities. One activity was planned after the conference as a preamble to post-conference activities. A committee was to be formed to participate in the pre- and post-conference activities.

The first project activity, a preparatory meeting for the conference took place February 17-19, 1987. The present trip report deals with this meeting.

On February 16-20, Abderrazak Thraya and RONCO consultant Dr. Walid Alkhateeb visited Egypt to facilitate the above meeting. The main objective of their visit was therefore to assist the ENPC Preparatory Committee in the planning of the national conference on family planning training.

Professor Maher Mahran (NPC Secretary General) and his advisor, Mr. Effat Ramadan, met with RONCO representatives prior to the preparatory committee meeting. During the discussion, the emphasis was on the importance of the follow-up to decisions made by this Committee.

In Jordan, RONCO PAC II has just completed a joint subproject with the MOH on "Developing Family Planning Training within an Integrated Service Delivery System". The major outcomes of this subproject were:

- o An expressed need from field-level MCH service delivery staff in the area of family planning training. This was a result of a needs assessment survey that showed family planning as the priority need for physicians, midwives and nurses working in MCH Centers throughout the country.
- o The development of eight (8) training teams (one per governorate) which would be in charge of the implementation of MCH/FP training in their respective governorates.
- o Eight (8) training plans in MCH/FP (one per governorate), designed by the above training teams.

The above subproject was to be used as the foundation for a follow-on project to be designed and implemented jointly by RONCO and the Jordanian MOH. Within this perspective, RONCO PAC II Project Director Tom Milroy, Clinical Skills Coordinator Dr. Oluremi Sogunro and Program Officer Abderrazak Thraya visited Jordan February 20 - March 1 (Milroy 21-23 only). The objectives of this visit

were:

- o To meet with senior officials in the MOH (including H.E. the Minister of Health) to discuss future collaboration between RONCO and the Jordanian MOH; and
- o To agree with MOH counterparts on a framework for a two-year project in FP training of PAC workers in Jordan.

FINDINGS AND CONCLUSIONS

EGYPT

- o Professor Maher Mahran, NPC Secretary General, showed a particular interest in the conference preparatory meeting proceedings. Every day during the three day meeting, he would join the group temporarily to follow-up on the work and offer suggestions.
- o Twelve representatives from various institutions involved in family planning training participated in this preparatory meeting for the national conference on family planning training (Appendix A). The participation was very encouraging and the attendees were very supportive.
- o Meetings involved a mixture of plenary and group sessions. The issues covered in the meeting are reflected in the products presented in this report as appendices.
- o It was proposed that the Conference be held April 21-24, 1987 and that a follow-up to this preparatory meeting take place on March 18, 1987.

JORDAN

- o H.E. the Minister of Health, Dr. Zeid Hamzeh, gave an unequivocal agreement for health personnel to be exclusively trained in family planning. His decision was definitely linked to the outcome of the previous MOH/RONCO subproject. This subproject proved that there is a strongly stated need by field-level MCH service personnel to be trained in family planning.
- o Following the meeting between MOH/PHC and RONCO representatives, it was decided that MOH and RONCO would collaborate in a two-year project in training MCH staff in FP/MCH. The first year would be completely devoted to family planning training.
- o It is anticipated that this family planning training project will include the expansion of MCH/FP training centers from one to five or six. In addition, as a result of this project, the MOH is planning to expand its family planning services (full range of family planning methods) from three to ten or twelve centers.
- o On the basis of the above plans, field visits were made by the RONCO team to assess the feasibility of such expansions.
- o It is also envisioned that the family planning training activities pertaining to this project will take place at three levels: governorate/field, central, and third country. The flow of these activities is depicted in Appendix D.
- o USAID/Amman is strongly requesting that a RONCO project design team return to Jordan as soon as possible so that the momentum is maintained for FP development in Jordan.

III. RECOMMENDATIONS

These recommendations are proposed for consideration by RONCO. It is recommended that:

In Egypt:

1. All preparations for the NPC Conference be followed up by RONCO PAC II to the extent possible, and that RONCO be present in the next preparatory group meeting.

2. The participants for this first preparatory meeting be commended for the excellent work they have accomplished.

In Jordan:

1. A RONCO project design team return to Jordan in the very near future to work with MOH counterparts in the design of the proposed two-year project between the MOH and RONCO.

2. RONCO must follow-up on the MOH intentions to expand full-range FP services from three to ten or twelve MCH Centers as this expansion is closely linked to the RONCO FP training project.

3. RONCO assist the MOH in assessing the training materials and equipment needed for the four new MCH/FP training centers to be created in the context of the next project.

APPENDIX A

LIST OF PERSONS CONTACTED

EGYPT

Professor Maher Mahran
Mr. Effat Ramadan
Mr. Terrence Tiffany
Ms. Laila Stino

Secretary General, ENPC
Advisor, ENPC
USAID/Cairo, Population Officer
USAID/Cairo

JORDAN

H.E. Dr. Zeid Hamzeh
Mr. Richard Johnson
Mr. Robert Haladay
Dr. Suleiman Qubain
Dr. Zeid Kayed

Minister of Health
Deputy Director, USAID/Amman
Health/Population Officer, USAID/Amman
Director PHC/MOH
Director MCH/MCH

APPENDIX B

LIST OF PARTICIPANTS IN NPC PREPARATORY MEETING

EGYPT

- Dr. Maurice Assad, Middle East Council of Churches
Ms. Lawahiz Shafik, Ministry of Social Affairs
Dr. Mervat Roushdy, Egyptian Fertility Care Society
Professor Mohsen Hosny, Al Azhar University, OB/GYN
Dr. Moshira El Shaffie, MOH/USAID
Dr. Maaly Guimei, High Institute of Nursing (HIN)
Professor Laila M. Kamel, Cairo University, Family & Child Health
Ms. Hoda Riad, HIN
Adieb Naguib, Coptic Evangelical Organization for Social Services (CEOSS)
1. Ms. Moushira El Kady, Family of the Future
 2. Dr. Mohamed El Hady Eman, Al Azhar University
 3. Mahmoud El Sayed Semeda, State Information Service (SIS)
 4. Dr. Yousria A. El-Sayed, HIN
 5. Mrs. Laurice Shaker Assad, NPC

APPENDIX C: ENPC PREPARATORY MEETING PRODUCTS

Preparatory Meeting For The Planning Of A National
Conference On Training In F.P. In Egypt
February 17th - February 19th 1987
NPC

Day (1)

10:00 - 10:20	Opening Session
10:20 - 10:45	Plenary Session - Objectives of the meeting - Objectives of the conference
10:45 - 11:00	Break
11:00 - 11:15	Plenary Sessions: Planning for a conference tasks, methods, etc.
11:15 - 12:30	Work groups
12:30 - 01:00	Break
01:00 - 03:00	Work groups

Day (2)

09:00 - 10:00	Plenary session - Feedback, presentation of group work - Discussion
10:00 - 10:45	Work groups
10:45 - 11:00	Break
11:00 - 12:30	Work groups
12:30 - 01:00	Break
01:00 - 03:00	Work groups

Day (3)

09:00 - 10:45	Plenary session - Feedback - Presentation of groupwork - Discussion
10:45 - 11:00	Break
11:00 - 12:30	Work groups
12:30 - 01:00	Break
01:00 - 03:00	Plenary session - Draft of end products, Approval of products - Closing remarks

Guidelines For Logistics And
Conference Administrative Issues

- Preparation of potential list of participants who should be invited.
- Preparations of invitations.
- Suggested Conference Agenda.
- Time and place of the conference.
- Inviting lectures.
- Registration of participants.
- Accommodations / Reservations.
- Transportation.
- Food and beverage.
- Communications.
- Conference secretariat.
- Public Relations.
- Documentation.
- Photography.
- Supplies (paper, Pencils etc.).
- Conference Hall Arrangements.
- Report preparations, printing.
- Conference coordination.

The program of the conference would be as follows : _

Day (1)

09 - 10 Registration
10 - 11 Opening session
11 - 12 Break
12 - 02 Presentation of "Status of Training" by several
leading F.P. organizations
02 - 03 Lunch
03 - 05 Working groups "Discussion and Analysis " of training
needs in Egypt.

Day (2)

09 - 11:30 Feedback - lecture discussion on principles of
training and methods of evaluations - continuations
of group work ending up by evaluation
11:30 - 12 Break
12 - 02 Presentations of outcomes of group work and plenary
session discussions of these outcomes
02 - 03 Lunch
03 - 05 Working groups "Assessment of F.P. Training needs"

Day (3)

09 - 11:30 Feedback - lecture discussion "Team Approach in
Training" - continuation of group work including
"Coordination of Efforts"
11:30 - 12 Break
12 - 02 Work groups - presentations of results of discussion
02 - 03 Lunch
03 - 05 Working groups - waiting what has been accomplished
in the previous sessions

Day (4)

09 - 11:30 Presentations of work groups final products
(A committee to write finished work)
11:30 - 12 Break
12 - 02 Presentation of suggested coordinated training
program - recommendation for implementations -
closing session.

12

Participant Information Sheet

Name

Age

Education : Degree and Date
Specializations
Institute granting the degree

Job Title

Date of Employment

Place of Employment

Phone at Work

Address of Work

Home Address

Home Phone

Scholarships or training program in F.P.

Date Signature

Suggested List Of Participants

Organization	Suggested No. to be Invited
Primary Health Care - MOH	2
Training, Evaluation and Research - MOH	2
General Directorate F.P. - MOH	2
F.P. Projects - MOH	4
M.O. Social Affairs	3
General Association for F.P.	3
Institute for Training and Research - Alexandria	3
Egypt Fertility Association	3
Family of The Future	3
General Institute for Information	3
Faculty of Medicine - Cairo	3
- Ainshams Shams	3
- Alexandria	3
- Alazhar - Men	3
- Alazhar - Women	2
- Tanta	2
- Mansoure	2
- Zakazeek	2
- Asyout	3
- Banha	2
- Ismaelia	2
- Shbeen Koum	2
High Institute For Public Health - Alexandria	2
High Institutes For Nursing - Alexandria	2
- Cairo	1
- Ainshams	1
- Asyout	1
- Tanta	1
Institute Islamic Center	2
Christian General Services	2
Coptic Church	2
A.U.C. Center For Social Research	2
General Invitations	10
NPC	10
Planning Committee	16

14

Names Of Participants Who Will Present Reports
About Training In Their Organizations

- | | |
|--------------------------------------|---------------------------|
| 1) M.O.H. | |
| 2) Family Of The Future | Miss Moshira Kadi |
| 3) Asyout University | Professor Mamdouh Shaaban |
| 4) Islamic Institute Center | Professor Nabil Younis |
| 5) Coptic Church | Mrs. Pham |
| 6) A.U.C. Center for Social Research | Miss Nazek Nasser |

Maadi Hotel
Maadi - Cairo

Dear Manager,

Please be informed that a National Conference on Family Planing
Training in Egypt will be held from to.....

Please reserve 40 rooms (single) with breakfast as of
until

NPC will pay for room and board for the participants staying at
your hotel. You will be supplied with a list of participants in
time for their arrival .

Thank you for your cooperation.

Yours faithfully,

Professor M. Mahran
Executive Secretary N.P.C.

Dear Dean

Greetings,

NPC will be honoured to have your agree for the mentioned names to participate in the proceedings of the National Conference for the development of comprehensive training strategies in F.P. sponsored by NPC from to

I would like to inform you that NPC will pay any expenses related to the conference.

I hope to hear from you before March 15th, 1987 and look forward to work with in the very near future.

Yours faithfully,

Professor M. Mahran
Executive Secretary N.P.C.

17

Dear Sir,

It is with pleasure that I inform you that NPC in sponsoring a Conference regarding Development of a Comprehensive Strategy for Training in E.P. that will be held at NPC Headquarters between and

Please nominate two to three of your staff who are responsible for E.P. training to participate in the conference.

NPC will pay per diem for participants. Please send your nominations not later than March 15th, 1987.

I look forward to hear from you soon.

Yours faithfully,

Professor M. Mahran
Executive Secretary N.P.C.

*
Insert To Accompany Letter To Teaching Institutions

Name of Institutions :

Materials covered which has direct F.P.

Year taught

Content :

How is it taught (please include curriculum).

Subjects that has indirect relationship to F.P.

Content:

How is it taught (please include curriculum).

What is your opinion of such programs.

What do you suggest for the development of curriculum to accomplish the objectives set for F.P. in Egypt.

The Contents Of The Insert With Letter Of Invitation
Containing Details Of Training Programs Offered
By The Different Organizations

- 1) Name and type of program
- 2) Who organizes the Program?
- 3) Source of funding.
- 4) Objectives of the program.
- 5) How were the needs anised before program began?
- 6) Trainees (No. and type).
- 7) Who conducts training (inside and outside trainees)?
- 8) Where does the training take place?
- 9) How long does it take?
- 10) What the contents of the program?
- 11) What training means are used?
- 12) What are the training resouces available?
- 13) What forms and records are used?
- 14) What evaluations methods are used?
- 15) Are there follow up of trainees? How is done? And what are the results?
- 16) How much does the program cost? Unit cost?
- 17) What are the problems facing you? And how are you solving them?

Please fill out a sheet for every program and attach any supportive materials.

* Participant's Registration

Two times:-

- 05 - 07 in the evening prior to Conference at Maadi Hotel.
- 09 - 10 a.m. at Conference Hall NPC.

* Supplies Needed

Writing pads	132
Pens	150
Pencils	144
Photo Copy Paper (Deem)	15
Slide Projector	1
Overhead Projector	1
Eisle	3
Flip Charts	100
Marker 3 Colors	24
Scotch tape	4
Pins (Containers)	4

* There should be a committee for public relations and secretarial work headed by Mrs. Loreess Shaker.

* Preparatory committee will take responsibility for coordinations of the conference.

* What to include in participant's briefcase:-

- 1) Program
- 2) Registrations form
- 3) Note pad
- 4) Pen, pencil
- 5) Ronco brochure
- 6) NPC brochure
- 7) Last issue of Pop. studies journal
- 8) Summaries of lectures
- 9) Summaries of status of training
- 10) Lunch coupons

* Transportations:-

- NPC will transport participants staying at Maadi Hotel using the two minibuses available at NPC or renting a bus.
- Participants not staying at Hotel will be responsible for their own transportations.

* Accommodations:

- Guests 10
- Participants from outside of Cairo. 30
- Lunch will be provided to participants at the conference and be catered either by hotel or other supplier (100 Lunches).
- Should have a lunch coupon provided to each participant.
- Tea will be provided at each morning break.
- There will be a reception at Maadi Hotel.

* Place:

- Conference will take place at NPC.
- Plenary sessions - General Hall.
- Working groups - (3) at meeting rooms.

* Time:

The conference is tentatively scheduled for the period April 21, to April 24.

* Room Arrangements:

- General Hall - Plenary session conference style.
- Working groups:
 - a) Dr. Mahran meeting room 20
 - b) Consultants meeting room 20
 - c) Mr. Ramadan's meeting room 10
 - d) New meeting room 20

* Reporting - Typing

- a) Drafting recommendations
 - NPC Representative 1
 - Ronco Representative 1
 - Reporters from working groups 4
 -
 - Total 6
- b) Typing and photo copying adjacent to Conference Hall typists with two Arabic Typewriter, two Photo Copiers.

22

Suggestions

- Only one person to speak to press about conference.
- Daily press release.
- Sketch map for participants driving to NPC.
- Installing directional signs on courniche.
- Making a banner for the conference.
- Prepare on exhibit hall for display of training material.

Group (3)

Problems Facing F.P. Training Programs*

Problems	Resons	Ariorities	Can It Be Resolved	Who Can Help	Suggested Solutions

* Please mention your recommendations and suggestions for those problems that can not be resolved,

Group (3)

Strength Of F.P. Training Programs

Organizational	Technical

2/6

Group (2)

Guidelines For Working Groups Discussing F.P. Training Programs

Resources

	Is It Adequate		Where Can They Be Found	Need For		How Is Coordination Carried Out Between Different Dept.
	Quan.	Qty.		Additional	Development	
<u>Human Resources</u> Trainers Trainees						
<u>Physical Resources</u> Training Centers Equipments Supplies Budget Records						

26

Guidelines For Working Groups Programs And Activities

Name of Programs	Financed by or Organized by	Objectives	No. of Trainees	No. of Programs	Length of Program	Is It Adequate	Outcome

Evaluation

Methods Used In Program Evaluation (Form)	Is It Adequate	How Does The Evaluation	Does It Need			How Is Coordinated
			Change	Development	Additions	

18.

Registration Sheet

Reg. No.	Name	Profession	Organization	Address & Phone No.	Signature

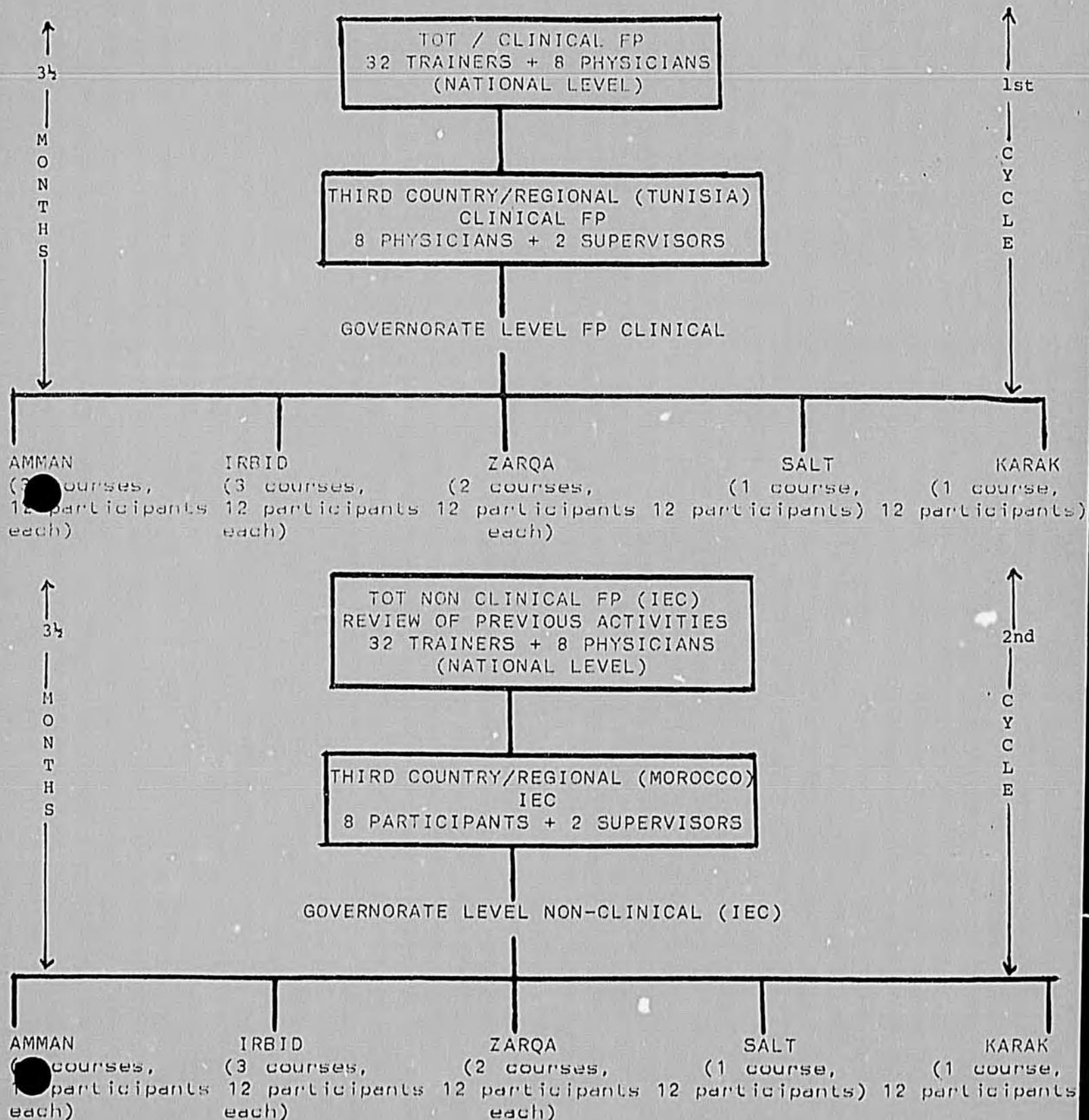
62.

Figure 1

APPENDIX D.

DRAFT 1/1/1982

FLOW OF ACTIVITIES YEAR I



DRAFT

