

ATLANTIC RESOURCES CORPORATION

WORKPLAN 1992

MALARIA VACCINE DEVELOPMENT PROJECT
Support Services and Technical Assistance

WORKPLAN 1992

Project No. 936-5979.03
Contract No. DPE-5979-C-00-0039-00

C. Savino, MPH
Project Director

Table of Contents

Chapter	Page No.
Introduction	1
1 Primate Database Management	5
2 Developmental Educational Material Support	7
3 Malaria Vaccine Design and Construction	10
4 Consultants Roster	12
5 Primate Protocol Review	15
6 Site Visit Support	17
7 Cooperative Agreement Solicitations	19
8 Primate Care Support	21
9 Human Vaccine Testing	23
10 Malaria Vaccine Design and Construction Planning Committee	25
11 Sub-project Report Tracking	27
12 Malaria Vaccine Development Program Combined Staff Meeting Support	29
13 Federal Malaria Vaccine Coordinating Committee Meeting Support	31
14 Conference and Meeting Support for the SCG	33
15 Resource Center Maintenance	35
16 Malaria Vaccine Research and Development Project Evaluation Meeting	38
17 Miscellaneous Support	39

Introduction

The ARC management support services contract has been active for over a year and this 1992 work plan summarizes activities that are to take place in year two of the contract from September 1991 to September 1992.

During the first year of operation ARC was engaged in efforts to establish procedures and define responsibilities as well as initial set-up of the office and equipment. As the contract moves further into the area of malaria vaccine construction and design, it is expected that more effort and staff time will be devoted to the support of this endeavor. Having organized the day to day management of the portfolio, year two will further both substantive work and proactive pursuits.

The goal of this contract continues to be:

To provide the Office of Health with technical assistance and support services related to the design, implementation, monitoring and evaluation of projects and activities related to malaria vaccine development.

Using seventeen specific initiatives, this report details anticipated work under each category throughout the next year. Successes during this last year have included the establishment of a quarterly newsletter, written and edited in-house, the development of a malaria portfolio tracking system, and with the input of the malaria vaccinologist, overall improvement in the technical administration of the program.

The malaria vaccinologist on staff has been involved in all technical aspects of the program and provides a broad framework of consultative services to the A.I.D. Project Officer. In addition to writing and reviewing articles, protocols, reviews, and correspondence, he has worked to establish a high level of interagency coordination and provides a basic understanding of the scientific agenda of the portfolio.

Among administrative endeavors was the renewal of the Scientific Consulting Group (SCG) charter which was completed in April 1992, and the re-appointment of SCG members whose terms had expired. Several protocol reviews were successfully completed; new RFAs were written, published, tracked and administered. Other areas have involved more bureaucratic expertise, these included petitioning the A.I.D. Communications Review Board for approval to broaden the distribution of the Malaria Vaccine Development Project newsletter, the *Update*, and publishing required announcements in *Commerce Business Daily* and the *Federal Register*.

Year one saw certain initiatives become more important than others. Work anticipated in a particular area did not materialize but rather, was replaced by a previously unforeseen priority. For instance, it was decided that the Malaria Vaccine Steering Committee was a mechanism that would not be utilized in year one. Thus, no action in that category occurred. Meanwhile, the annual meeting of the Scientific Consulting Group, formerly once a year, has been modified and is now a bi-annual event. The hallmark of the contract continues to be its flexibility and quick response time.

Contractually, the contract is in keeping with year one and year two estimates for both level of effort and financial accounting. Staffing has remained stable and this trend is expected to continue. The following tables detail the level of effort for both core staff and consultants. A financial summary is also presented.

**FINANCIAL STATUS AS OF 6/30/92
MALARIA**

CATEGORY	TOTAL BUDGET	BILLED TO DATE	PERCENTAGE BILLED	TOTAL REMAINING
1. Direct Labor	423,522	242,888	57%	180,634
2. Overhead	207,608	121,485	59%	86,123
3. Other				
Consultants	76,054	39,707	52%	36,347
Travel	111,788	92,234	83%	19,554
Equipment	35,206	39,545	112%	-4,339
Primates	178,250	123,360	69%	54,890
Other direct *	142,450	148,101	104%	-5,651
Total Other	543,748	444,949	82%	98,799
4. Subtotal (1,2,3)	1,174,878	809,322	69%	365,556
5. G&A	176,232	121,398	69%	54,834
6. Fee	104,711	72,130	69%	32,581
7. GRAND TOTAL	1,455,821	1,002,850	69%	452,971

* includes:

Conferences	4,047.35
Delivery	3,150.00
Equipment rental	621.78
Insurance	1,072.83
Local travel	950.05
Maint./repair	13,903.52
Moving	7,424.17
Photocopies	2,100.36
Postage	512.02
Rent	75,946.10
Research material	10,716.77
Recruiting	189.81
Supplies	15,566.23
Telephone	10,850.00
Training	1,050.00
TOTAL	148,100.99

Level of Effort

September 1990 — June 1992

DPE-5979-C-00-0039-00

CORE PERSONNEL	Authorized Level Years 1& 2	Person Months Used To Date	Person Months Remaining
<i>Project Director</i>	16.00	9.00	7.00
<i>Asst. Project Director (vacant since May 1, 1991)</i>	19.00	3.00	16.00
<i>Malaria Vaccinologist</i>	24.00	14.00	10.00
<i>Project Assistant</i>	12.00	8.00	4.00
<i>Short Term Technical Specialist (consultant)</i>	57.00	40.00	17.00
<i>Off site labor (includes Writer, Researcher, MIS Specialist and typists)</i>	7.00	5.00	2.00
<i>TOTAL Person Months (176 hours = 1 person month)</i>	135.00	79.00	56.00

1 Primate Database Management

With the awarding of a non-human primate contract to the University of South Alabama, this initiative has been re-defined as helping to establish a viable means of communicating via database between A.I.D. and the University of South Alabama (USA). As part of their contract, the University was asked to establish an electronic communication link with A.I.D. Washington. It is essential that A.I.D. be able to query the University's database and obtain information on a daily or as needed basis. In addition, there was interest in generating reports of selected data. ARC's role has been to assist USA, the primary contractor, in setting up this capability. There have been delays initiating set-up. Software or system incompatibilities have resulted in garbled files and passwords rendering the screen inoperable, but these inconsistencies are being worked out. We anticipate the link will be fully operational by August 1992.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 1.1

TITLE OF ACTIVITY *Primate Database Management*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *5/1/92*

COMPLETION DATE *9/14/92*

DESCRIPTION OF ACTIVITY

Assist the University of South Alabama to establish a telecommunication link that allows A.I.D. to readily access information on primates. Train staff to use system, purchase and install relevant communication software.

2 Developmental Educational Material Support

This initiative, based on the suggestion of the Malaria Vaccine Scientific Consulting Group, was to establish better communication links between the SCG and A.I.D. Implicit was the inclusion of Principal Investigators and other interested parties. In response, a quarterly newsletter was created; the first issue of the *MVDP Update* newsletter was printed in June 1991. Since then there have been an additional three issues, one per quarter. A.I.D. clearance was received from their External Affairs Communications Review Board in order to distribute the newsletter to a wider audience.

An ancillary task for this year is the need for an informational brochure that will explain in lay terms the work being done by cooperative agreements under the A.I.D. Malaria Vaccine Development Program (MVDP). By providing broadly defined information about the MVDP, the brochure would be of interest to the participants within the malaria program as well as the general scientific community. The brochure will be used to identify and highlight the programmatic components of the malaria program. In addition to serving as a public relations tool within a small scientific community, there are occasions to use this kind of publication at conferences and meetings where A.I.D. sponsors exhibits, such as the American Society of Tropical Medicine and Hygiene, the American Public Health Association, and the National Council for International Health.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 2.1

TITLE OF ACTIVITY *Malaria Vaccine Development Program Update Newsletter*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Lolita Jackmon*

AUDIENCE *A.I.D. Staff, SCG, Pls, written requests*

BEGIN DATE *7/1/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Layout, proofread, and copyedit quarterly newsletter. Manage and supervise logistics of printing and distribution. Create and maintain mailing list.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 2.2

TITLE OF ACTIVITY *Educational Materials Development & Support*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Lolita Jackmon*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *7/1/92*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Design, layout, and copyedit a brochure outlining the work done by each of the cooperative agreements under the Malaria Vaccine Development Portfolio. Manage and supervise logistics of printing and distribution.

3 Malaria Vaccine Design and Construction

In year two, it is expected that the proposed mechanism for this initiative, a Participating Agency Services Agreement (PASA) between A.I.D. and the National Institute of Allergy and Infectious Diseases (NIAID), will permit the award of a contract for vaccine construction. As plans proceed, a steering committee will be formed and regular scientific meetings will be held. The malaria vaccinologist will then prepare technical implementation plans derived from these scientific meetings.

This plan is based on working knowledge of applied and basic science as well as clinical aspects of malaria and vaccine development. Project officer approval is also required. The malaria vaccinologist will provide input to all written materials and participate in on-going inter-agency communications.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 3.1

TITLE OF ACTIVITY *Malaria Vaccine Design and Construction*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Carter Diggs*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

The malaria vaccinologist will prepare technical implementation plans for the design and construction of a malaria vaccine. This will include participation in meetings, communication with inter-agency representatives and provision of routine status reports to the CTO. Administrative support includes preparing and distributing correspondence, arranging steering committee meetings, researching, duplicating, and distributing background material as needed, as well as keeping minutes of meetings.

4 Consultants Roster

ARC carries out activities involved in the recruitment of technical experts and maintains a roster of consultants. These experts are used in a variety of activities including protocol reviews and evaluations.

Consultants for the MVDP are required to provide an A.I.D. biographical data sheet, a current *Curriculum Vitae*, and a signed confidentiality statement. Consulting rates are determined using A.I.D. guidelines. A scope of work and estimated budget is submitted for Cognizant Technical Officer (CTO) approval before a contract is signed between ARC and the consultant. The current roster with level of effort is attached.

**Malaria Contract Level of Effort
Consultants Roster
9/90 - 6/92**

CONSULTANTS	Hours Used		FY91							
	To Date	Totals	Oct-91	Nov-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92
Avanti Placements	41	41								
Fremount, Henry	8	0		8						
Gotschlich, Emil	8	0		4						
Lucas, Adetokunbo	20	0	16				4			
McGregor, Ian	212	0	24					4		
Mannino, Rafael	8	4			4		184	4		
Mendis, Kamini	24	0	24							
Perkins, Margaret	24	0	16							
Powell, Robin	220	0	24		20		8			
Raflo, Charles	32	32					172	4		
Reeve, Peter	128	0	24							
Robbins, Fred	40	0	24				104			
Rozmiarek, Harry	24	0	24				12	4		
Service, Michael	160	0								
Stephenson, Edward	52	40					160			
Stevenson, Mary	12	0		4				12		
Stuart, Kenneth	40	0	24				8			
Titonis, Renee	129	0					12	4		
Weidanz, William	40	0	24		37	61	30			
							12	4		
TOTALS (in hours)	1221	117	224	16	61	61	706	36	0	0
TOTALS (in PMs)*	7	117	1	0	0	0	4	0	0	0

* 176 hours = 1 person month.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 4.1

TITLE OF ACTIVITY *Consultant Roster*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Maintenance of a list of qualified malaria experts who may be called upon to administer technical reviews and serve on project evaluation teams. Compliance with A.I.D.'s regulations regarding consultant requirements. Follow-up on reports, assure final paperwork is completed for payment.

5 Primate Protocol Review

A.I.D. manages a non-human primate program that supports specifically defined clinical trials. As protocols are received, a team of consultants is chosen to review the proposed protocol. Written reviews are collected, responses are collated by the malaria vaccinologist and a response prepared for Cognizant Technical Officer (CTO) approval.

Protocols are reviewed for soundness of concept in light of the current state of knowledge, adequacy of characterization of experimental vaccines, appropriateness, adequacy of study design, methodology, proposed data analysis, rationale for selection of model, and feasibility.

To date the following reviews have taken place:

- Protocol for Randomized Trial to Assess the Efficacy of Recombinant *P. falciparum* Asexual Blood Stage Antigens in *Aotus nancymai* (R-1) Monkeys
- Protocol for Randomized Trial to Assess Immunogenicity and Efficacy of a Recombinant *P. falciparum* Ookinete Antigen in *Aotus vociferans* (KV) Monkeys
- Protocol to Assess the Protective Efficacy of a monoclonal Antibody directed against the Circumsporozoite Protein of *P. falciparum* in *Aotus lemurinus griseimembra* Monkeys
- Protocol for Evaluation of gp-195 based Recombinant Polypeptides and Synthesis Adjuvants as Components of a Human Malaria Vaccine Trial

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 5.1

TITLE OF ACTIVITY *Review of Protocols*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Carter Diggs*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

This initiative includes the review of unsolicited protocols requesting use of A.I.D. non-human primates. Once a protocol is accepted for review by the CTO, the malaria vaccinologist recommends the type of expertise needed for the review panel. In general, three consultants are chosen to review each protocol. Reviews are received approximately three weeks from the initial request. Next their responses are compiled and a summary letter prepared for CTO approval and signature.

6 Site Visit Support

ARC supports site visits by assisting in the planning teams, handling all preparatory arrangements, and overseeing travel arrangements. The malaria vaccinologist may be called upon to assist as a team member and/or review technical aspects of evaluations.

Administrative support may take the form of planning pre-team meetings, arranging travel advances and providing trip reimbursement. Tasks may also include preparing overheads and slides, typing reports and copying background material as needed.

Site visits anticipated in this year include Kenya, Papua New Guinea, and Hawaii, along with several domestic locations.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 6.1

TITLE OF ACTIVITY *Site Visit Support*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Technical and Administrative Support is provided for MVDP site visits. Including assistance in team member selection and trip logistical planning. Coordination of meetings and malaria vaccinologist technical input. Follow-up includes compiling a final report for team leaders signature, completing report for distribution, and reviewing travel vouchers and invoices for consultants.

7 Cooperative Agreement Solicitations

The malaria vaccinologist assists in developing technical requirements for Request for Applications (RFAs); reviews proposals for responsiveness to the RFA and makes recommendations for appropriate peer review.

Administrative support involves adherence to required guidelines in publishing RFAs such as the timing of announcements in the *Commerce Business Daily*. Additional RFA advertisements are placed in the scientific journals *Nature* and *Science*. To maximize distribution, a membership mailing list is purchased from the American Society of Tropical Medicine and Hygiene.

Follow up activities include monitoring RFA inquiries and maintaining, verifying and responding to requests for applications. Final steps include transporting material to NIH for review, compiling peer review summaries, and preparing a final summary for mailing to individual applicants.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 7.1

TITLE OF ACTIVITY *Cooperative Agreement Solicitations*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Carter Diggs*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

The malaria vaccinologist assists in the development of technical requirements for RFAs. This includes review of proposals submitted.

Administrative support includes the tracking and monitoring of applications and assisting in distribution of the final peer review summary.

Careful attention must be paid to A.I.D. time restrictions in order to comply with procurement regulations.

8 Primate Care Support

This function has largely been taken over by the University of South Alabama however support for newly acquired non human primates is still handled by ARC. These temporary transfers of non human primates are currently handled by purchase order with the Perrine Primate Center at the University of Miami. It is anticipated that future acquisitions will be handled by the University of South Alabama though ARC will be able to handle any temporary transfers or acquisitions that are required.

Administrative support for the task essentially involves the monitoring and tracking of per diem rates, quarantine periods, transportation charges and the purchase cost of non-human primates.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 8.1

TITLE OF ACTIVITY *Primate Care and Support*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Monitoring and tracking of non-human primates temporarily transferred to the Perrine Primate Center.

9 Human Vaccine Testing

The Vaccine Production Initiative (VPI) did not require as much work as anticipated this year as a result of non-responsive RFAs. The second contract year and especially year three, we anticipate that the level of effort for this initiative will increase.

The malaria vaccinologist's role is key in this activity; he will make recommendations regarding the initiation and implementation of human vaccine testing based on working knowledge of applied and basic science as well as the clinical aspects of malaria and vaccine development. Input from the malaria vaccine design and construction steering committee will also be solicited.

Administrative support will consist of monitoring and documenting all efforts in this area.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 9.1

TITLE OF ACTIVITY *Human Vaccine Testing*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Carter Diggs*

AUDIENCE *A.I.D. Staff*

BEGIN DATE

COMPLETION DATE

DESCRIPTION OF ACTIVITY

Based on working knowledge of applied and basic science and current available information on chemical trials, the malaria vaccinologist will make recommendations regarding human vaccine testing.

All action on this initiative will be tracked and monitored. This initiative will operate in conjunction with and is dependent upon the Malaria Vaccine Design and Construction Initiative, though vaccine candidates from other areas are possible.

10 Malaria Vaccine Design and Construction Planning Committee

This initiative relates to several others having to do with vaccine construction and design. Recommendations for planning committee members will be collected and a committee chosen. Once the committee is chosen, the malaria vaccinologist will be called upon to act as a facilitator for steering committee meetings. Staff will plan, organize and schedule meetings including securing facility, setting the agenda, arranging for speakers and issuing invitations and notices. Reimbursement where appropriate will be provided by ARC. Supporting materials will be prepared and distributed. Follow up arrangements will include maintaining minutes of all meetings and supporting the production of reports as necessary.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 10.1

TITLE OF ACTIVITY *Malaria Vaccine Design & Construction
Planning Committee*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *TBD*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Screen and recommend a panel of experts in malaria vaccine development to serve as advisors in choosing a malaria vaccine. (Date of selection dependent on award to responsive RFA.)

11 Sub-project Report Tracking

This activity was a major project during this year. The MVDP database was created to maintain project information for all Cooperative Agreements, grants, contracts and PASAs (Participating Agency Service Agreements). It was designed at the request of the project officer to more efficiently track all information related to general project information, budget, research/service area, and technical and administrative reports. The database is currently maintained and updated at ARC.

The database is structured in three sections: general information, technical reports, and administrative reports, which appear as three different forms on the screen to the user. The database is comprised of numerous tables in a one-to-many relationship. Data fields for each section are divided into three areas: general information, technical report and administrative report.

Data was collected from the A.I.D. MVDP project documents including project proposals, agreements, progress reports, travel requests, and the agreement letter and other correspondence. Specific procedures for how data was obtained has been documented. Data collection has been entered for 23 projects. The database will be used to track administrative and technical reports as they are received and to determine what reports have not been received, tracking voucher information including current and cumulative expenditures, quarterly burn rate, expected date of exhaustion of funding, and other budget information.

This program has querying capability and can produce customized reports. Within year two, the program will be expanded to produce mailing labels. A table for tracking vouchers is also currently being developed. It is expected that use of the MVDP database will result in more efficient and accurate data management.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 11.1

TITLE OF ACTIVITY *Malaria Database*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Maintain project information for all cooperative agreements, grants, contracts, and PASAs in the the malaria vaccine portfolio.

**12 Malaria Vaccine Development
Program Combined Staff Meeting
Support**

Weekly meetings are held between the A.I.D. Malaria staff, the Communicable Diseases Division Chief and ARC staff. The malaria vaccinologist provides weekly updates to on-going projects and staff provides minutes of each meeting that outline action items for participants.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 12.1

TITLE OF ACTIVITY *MVDP Combined Staff Meeting Support*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

The malaria vaccinologist provides technical updates on current projects. Administrative support includes summaries of each meeting noting items discussed for action. Meetings are held weekly.

13 Federal Malaria Vaccine Coordinating Committee (FMVCC) Meeting Support

The FMVCC is a group of Federal employees involved in malaria vaccine development and periodically, most often quarterly, they meet to informally discuss issues involved in malaria research or other related topics. ARC has been the venue of these meetings since January 1991 and continues to provide technical support by planning the agenda and facilitating the meeting if necessary, by providing notices of meetings and brief synopses of meeting events.

This year meeting's took place:

- January 16, 1992 with CDC discussing the Kenya field studies
- April 23, 1992 with Dr. Lou Miller presenting data on MSA-1
- Next meeting planned for September 16, 1992

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 13.1

TITLE OF ACTIVITY *Federal Malaria Vaccine Coordinating Committee Meeting*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Coordinate quarterly meetings of FMVCC. Plan agenda, notify members, provided logistical support, write summary and keep records.

14 Conference and Meeting Support for the SCG

In general, yearly meetings are part of the activities of the Malaria Vaccine Program's Scientific Consulting Group. This year however, at the request of the SCG, two meetings have been planned. One meeting took place April 6 - 7, 1992 in Arlington, Virginia and consisted primarily of SCG members.

A second larger meeting is scheduled for November 13-17, 1992. This meeting, which will include principal investigators, will take place in conjunction with the annual meeting of the American Society for Tropical Medicine and Hygiene.

A major symposium is planned for the Seattle meeting. The malaria vaccinologist has been responsible for organizing and recruiting scientific speakers. Logistical support will include the printing of a monograph and taping of the session. Advance preparations include the preparing of an agenda, notifying all participants and placing the required announcements in the *Federal Register*.

The 1993 meeting is planned for October 1993 in the Washington D.C. area.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 14.1

TITLE OF ACTIVITY *Conference Planning & Management*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff, SCG*

BEGIN DATE *9/14/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Coordination of travel, hotel rooms, meeting rooms, and catering for the Annual Meeting of the Scientific Consultants Group and Principal Investigators. Final bill reconciliation. Compliance with mandatory Federal Advisory Committee requirements.

Oct. 7-8, 1991 • SCG Meeting, Washington, DC

April 6-7, 1992 • SCG Meeting, Arlington, VA

Nov. 16-19, 1992 • SCG Meeting, Seattle, WA

15 Resource Center Maintenance

Scientific journals are subscribed to and tracked as part of the resource center maintenance. These are dated and circulated upon arrival and the attached list outlines current subscriptions. Before a journal can be ordered, it is first determined that requested journals are not available at libraries in the immediate area or with the Vector Biology and Control (VBC) and Water & Sanitation for Health (WASH) projects. Special books and reference materials are also purchased as needed.

Ancillary responsibilities under this initiative include tracking all library materials that were either inherited from the previous contractor or were newly acquired.

MVDP Journal Subscriptions

Journal	Subscription	Begin Date	Y1-Exp. Date	Y2-Exp. Date	Cost
Am. Soc. of Trop. Med. & Hygiene	K. Miller	personal			
Annals of Internal Medicine	ARC	Jun-91	May-92	May-93	79.00
Immunology Today	ARC	May-91	Apr-92	Apr-93	92.00
Infection & Immunity	Diggs	personal			
Journal of Immunology	Diggs	personal			
Journal of Infectious Diseases	ARC	Jan-91	Dec-91	Dec-92	81.00
Medical & Veterinary Entomology	ARC	Jan-91	Dec-91	Dec-92	59.50
Morbidity & Mortality Weekly Rept	K. Miller	personal			
Parasitology Today	ARC	Mar-91	Feb-92	Feb-93	100.00
WHO	ARC	Jan-91	Dec-91	Dec-92	136.00

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 15.1

TITLE OF ACTIVITY *Resource Center Maintenance*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Cathy Savino*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/13/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Organize and catalog all library holdings. Maintain database of holdings and track subscriptions.

**16 Malaria Vaccine Research and
Development Project Evaluation
Meeting**

This task centers around both technical and administrative support necessary to plan, organize and schedule meetings. It is anticipated that this initiative will not require staff time during year two. However, the support is available.

17 Miscellaneous Support

This category is comprised of all those activities not readily assignable to the categories listed above. A variety of activities include those of the malaria vaccinologist:

- attending meetings, conferences and training classes
- writing and reviewing scientific articles related to malaria
- tracking internal AID guidelines and regulations with regard to Federal Advisory Committees, including how and where to publish announcements regarding meetings, procedures to follow for closed meetings, renewing Advisory Committee Charters, reappointing members, required distribution and annual reporting requirements.

Other tasks relate to the management of the ARC Office, specifically the management of the Macintosh computers. This tasks includes updating software, conducting training, and maintaining the Apple network.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 17.1

TITLE OF ACTIVITY *Macintosh Computer Administration*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Lolita Jackmon*

AUDIENCE *A.I.D. Staff*

BEGIN DATE *9/1/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

Upgrade of office Macintosh computers to System 7.0. Administration and support of AppleTalk Network . Assist in acquisition of new Macintosh computers. User training and support. Troubleshooting and maintenance. Place service calls as necessary.

Atlantic Resources Corporation

Activity Sheet

CODE NUMBER 17.2

TITLE OF ACTIVITY *A.I.D. Malaria Program Trends Report*

ORIGIN OF ACTIVITY *R&D/H/CD*

ACTIVITY MANAGER *Lolita Jackmon*

AUDIENCE *A.I.D. Staff, SCG, Pls, Scientific Community*

BEGIN DATE *11/1/91*

COMPLETION DATE *9/13/92*

DESCRIPTION OF ACTIVITY

*Page layout and design of report comparing trends of Malaria Program.
Creation of charts and graphs. Management of printing logistics.*