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TRIP REPORT

TRAVELER'S NAME: Margaret Martinkosky

PROJECT TITLE/NUMBER: Family Health International
Egypt NPC/IDP
Subcontract 3788-1

TRIP DATES: January 15 - February 5, 1992

TRIP SITES: Cairo, Egypt

TRIP PURPOSE: Begin the process of institutionalizing the annual costing of family planning activities in Egypt; consult with USAID officials on 1990/91 Cost Study; prepare financial data for inclusion in IDP/PIL for the period January 1, 1992 - May 31, 1993

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I. SUMMARY

During this trip the consultant began the process of institutionalizing the annual costing of family planning activities in Egypt. Meetings were held with NPC officials as well as USAID personnel regarding the initial steps to be accomplished in this process. Further meetings are planned during the consultant's next trip in May 1992.

The consultant also met with Dr. Carol Carpenter-Yaman and Amani Selim regarding the draft summary report for the 1990/91 Family Planning Cost Study.

The consultant prepared financial data to be included in the IDP Project Implementation Letter for the period January 1, 1992 - May 31, 1993.

The consultant also held preliminary discussions with Dr. Russell Dionne, an EP&A MIS consultant, regarding including the three years of family planning cost data which have been compiled in the database system of the NPC.

II. CONSULTANT'S SCOPE OF WORK

Begin the process of institutionalizing the annual costing of family planning activities in Egypt, including the following initial activities:

- 1. Hold discussions with officials at NPC and USAID regarding the proposed implementation plan prepared by the consultant to institutionalize the annual Family Planning Cost Study.**
- 2. Obtain review and approval from NPC and USAID of a draft annual Cost Report Format prepared by the consultant during December 1991 to be utilized by each family planning service delivery agency for reporting data on annual service delivery costs, and obtain suggestions for changes/improvements.**
- 3. Meet with representatives from a sample number of family planning services delivery agencies to obtain their comments and suggestions for improvements to the proposed draft Cost Report Format and revise format as needed.**
- 4. Follow-up on the dissemination of agency specific cost study data with each family planning agency included in the first two years of the Cost Study, 1988/89 and 1989/90, including meetings as needed with agencies requesting greater clarification of the data.**

The above four items detail my original scope of work for the visit. The first item was completed but items 2, 3 and 4 will be included in my scope of work for the next trip scheduled for May 1992 (see Appendix F). Further discussions with NPC officials must be held before proceeding with items 2, 3 and 4.

My scope of work was modified to include the following activities:

1. Consultation with Ms. Amani Selim and Dr. Carol Carpenter-Yaman regarding the draft summary report of the Family Planning Cost Study for 1990/91.
2. Preparation of financial data for inclusion in the IDP Project Implementation Letter for the period January 1, 1992 - May 31, 1993.

III. ACTIVITIES AND ACHIEVEMENTS

1. Meetings were held with USAID personnel Amani Selim and Dr. Carol Carpenter-Yaman regarding the implementation workplan which the consultant wrote for institutionalizing the study regarding the cost of family planning activities in Egypt. The consultant also worked closely with Dr. Waleed Alkhateeb, the Resident Advisor for the IDP project, in planning the proposed institutionalization. Dr. Alkhateeb and the consultant met with General Saleh Fadl to familiarize him with the Cost Studies which have been conducted by the consultant and Dr. Elizabeth Heilman along with two Egyptian consultants, Ms. Omaima Abdel-Akher and Dr. Fatma El Zanaty. We also discussed the plans for institutionalizing the studies under the auspices of the NPC.

Dr. Alkhateeb and I met also with Dr. Maher Mahran regarding the proposed institutionalization plan. We suggested to Dr. Mahran that a meeting be held with representatives from all of the family planning agencies which had participated in the Cost Studies. The proposed meeting would include a general discussion of the results of the completed cost studies for 88/89 and 89/90 as well as a discussion regarding plans for institutionalization of the study. Before proceeding with the proposed plan for institutionalization, Dr. Mahran requested that I meet with a committee of NPC staff to discuss and review the plan. He then wanted the NPC committee to study the proposed plan and make recommendations to him before we began the process of institutionalization. He also requested that I write a summary describing the proposed institutionalization process which could be sent to each implementing agency

representative. I wrote the summary and gave Dr. Mahran a copy plus the names of representatives of family planning agencies (see Appendices B and C). He did not notify me who the NPC staff committee members would be to study the institutionalization process before my consultancy ended. Therefore I was unable to meet with other NPC staff and no meeting could be scheduled with FP agencies during this trip. The consultant will continue the process of institutionalization of the cost study on the next consultancy trip to Egypt planned for May 1992.

2. The consultant met with Mr. Russell Dionne, the MIS technical consultant working with the IDP project. We discussed the institutionalization of the Cost Study and the need to include the cost information in the database of the NPC's Population Information System. We began preliminary discussions on the need to include the cost data for the three studies which have already been completed for 1988/89, 1989/90 and 1990/91. We plan to have further discussions in the U.S. regarding the necessary steps to be taken to include this data in the NPC's Population Information System.
3. The consultant met with Amani Selim and Dr. Carol Carpenter-Yaman regarding the draft 1990/91 Cost Study which was recently completed in January 1992 by the study team. We wanted to consult with USAID officials regarding the treatment of cost data relating to the CEOSS project before finalizing our draft summary report. After receiving recommendations from Ms. Selim and Dr. Carol Carpenter-Yaman regarding CEOSS, I relayed the information to Dr. Elizabeth Heilman in the U.S. and she

completed the draft summary report and mailed it to USAID for final approval (See Appendix D).

4. The consultant assisted Dr. Waleed Alkhateeb in preparing financial data to be included in the IDP Project Implementation Letter for the period January 1, 1992 - May 31, 1993. Meetings were held with Dr. Carol Carpenter-Yaman regarding the required data to be included in the PIL. The consultant contacted Ms. Samira Sadek, the Finance Director at NPC, Ms. Amani Selim and Mr. Tourhan Noury for clarification of financial data to be included in the PIL (See Appendix E).

Appendix A

Persons Contacted

National Population Council

**Dr. Maher Mahran, Secretary General
General Saleh Fadl, NPC/IDP Director
Ms. Samira Sadek, Financial Director**

USAID

**Dr. Carol Carpenter-Yaman, Population Director
Ms. Amani Selim, Population Officer
Mr. Tourhan Noury, Population, Finance and Procurement Officer**

E. Petrich & Associates, Inc.

**Dr. Waheed Alkhateeb, Resident Advisor/IDP
Ms. Omaira Abdel-Akher, Accountant/Consultant
Dr. Russell Dionne, Senior Associate**

Appendix B

**TO: DR. MAHER MAHRAN
SECRETARY GENERAL OF THE NATIONAL
POPULATION COUNCIL**

**FROM: MARGARET MARTINKOSKY
SENIOR ASSOCIATE
E. PETRICH AND ASSOCIATES, INC.**

DATE: JANUARY 29, 1992

**REFERENCE: PROPOSED MEETING REGARDING THE COSTS OF FAMILY
PLANNING ACTIVITIES IN EGYPT.**

As we discussed at our meeting on Sunday, January 26th, we are suggesting that a meeting be held with representatives of all family planning agencies which participated in the 1988-89 and 1989-90 studies on the Costs of Family Planning Activities in Egypt. We are suggesting that the meeting agenda begin with a general discussion of the 1988-89 and 1989-90 Cost studies and then move to a discussion of the institutionalization of the study. In anticipation of the proposed meeting, you asked me to prepare a list of the names of the representatives of the implementing family planning agencies who would be invited to the meeting. You also asked me to write a summary describing the proposed institutionalization process which could be sent to each representative. The list of names and summary are attached to this memorandum.

You also requested that I meet with a committee of NPC staff to discuss the institutionalization process before any meeting is scheduled with the representatives of the various implementing family planning agencies. Please advise me who will sit on this NPC committee and I will arrange to meet with them as soon as possible.

Thank you.

C.C.: Dr. Waleed Alkhateeb
IDP Resident Advisor

Recently you received copies of the Report on the Costs of the Family Planning Program in Egypt for fiscal years 1988-89 and 1989-90. (The 1990-91 report is currently being finalized). These reports were prepared by a study team of four consultants at the request of the NPC and the USAID. The study team members were: Dr. Elizabeth Heilman, Ms. Margaret Martinkosky, Dr. Fatma El-Zanaty, and Ms. Omaira Abdel-Akher. Your agency was contacted by one or all of these consultants to obtain data for the studies.

The data compiled in these reports provide information regarding the costs of family planning activities by agencies which receive funding from the public sector (either the GOE and/or donor agencies). The reports provide a variety of information on family planning activities in Egypt. This information can be used at the national level to analyze Egypt's family planning program in terms of its cost and output (CYP). The cost and CYP data can assist in financial planning (budgeting, short and long range planning) as well as serve as one tool in assessing the cost-effectiveness of the family planning program in Egypt.

In order to conduct appropriate financial planning and analysis, the cost & CYP data used should not be based on one point-in-time study. The data should be tracked over several years so that a trend can emerge. The trend data can then be analyzed and used for resource allocation decisions.

We now have three years of cost and CYP data for the family

planning program in Egypt. On recognition of the value of tracking the costs over time, the NPC hopes to regularly obtain the data each year by institutionalizing the process. Instead of using outside consultants, the NPC plans to compile the national data using NPC staff with agency specific data being prepared and submitted to the NPC by each individual family planning agency. By compiling the data for the study, each individual agency will benefit in a variety of ways including the following:

1. The financial analysis skills of the staff will be developed.
2. Program cost trends will be generated for each agency.
3. The cost trends can be analyzed to identify components within the operation which could be more cost-effective.
4. The information compiled each year can assist management in making decisions regarding resource allocation-e.g. budgeting, short and long range planning.
5. The agency could also combine the cost data with service statistics to compute such indicators as:
 - A. Cost per user
 - B. Cost per patient visit
 - C. Cost per new acceptor
6. The agency could also combine the client payments (revenue) data with service statistics to obtain indicators such as:
 - A. Revenue earned per user
 - B. Revenue earned per visit

The indicators which each agency can compute with the data compiled each year can be tracked and used to assess and evaluate individual agency's performance. It will give management practical information to help solve agency problems and assist in planning and attaining operational goals.

Plans for institutionalizing the process of gathering the data each year will be as follows:

1. Each agency will be given detailed information to assist them in understanding how their agency's cost and CYP data were compiled and used in the 1988-89 and 1989-90 cost studies.
2. Each agency will be given a copy of a proposed "reporting format" to be filled out and submitted each year. Comments and/or suggestions for changes in the reporting format will be welcomed by the NPC.
3. A standard reporting format will be approved by the NPC after consultation and suggestions from FP agencies.
4. A training workshop will be held for the agency staff who will be responsible for completing and submitting the standard reporting format.
5. Each agency will be asked to submit data for fiscal year 1991-92 by a predetermined date to be set by the NPC.
6. A report will be compiled by the NPC and the national data will be disseminated to each family planning agency participating in the study.

The NPC requests your co-operation in the planned institutionalization of the costs of family planning in Egypt. The national program as a whole will benefit and each individual agency will benefit from the expanded information which will be generated by gathering the cost and CYP data each year.

Appendix C

**Draft Reporting Format for
the Institutionalization of
the Cost of Family Planning in Egypt**

A draft reporting format has been prepared consisting of six (6) tables and related narrative instructions. The reporting format has been designed to be used by all three types of agencies included in the cost study — family planning service provider agencies, agencies providing family planning support services, and distribution agencies. The six tables are described below:

TABLE 1 — This table uses data compiled on TABLES 2-6 to compute the cost per couple year of protection for each service provider agency. (Total cost and public sector cost per couple year of protection)

TABLE 2 — This table captures the total costs of the agency by cost category and funding source.

TABLES 3 and 4 — These tables facilitate the computation of depreciation expense on equipment, buildings or renovations for each agency.

TABLE 5 — This table deals with the quantities of contraceptives distributed, their cost and source of funding. Worksheet 5 assists in the computation of the cost of subsidized contraceptives.

TABLE 6 — This table is designed to facilitate the computation of the total couple years of protection provided by each agency which distributes contraceptives.

The family planning service providers and distribution agencies will be supplying data for all six tables, whereas the support agencies will be completing Tables 2, 3 and 4 only.

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Tables 1, 5 and 6 relate to computations involving contraceptive distribution and couple years of protection (CYP). Support agencies do not distribute contraceptives and therefore Tables 1, 5 and 6 do not apply to them.

Only Tables 1-6 will be returned to the NPC each year. Each agency will retain any worksheets or documentation regarding figures entered on the six tables. The agencies will keep this documentation and be prepared to verify the numbers entered on the tables when analysts from the NPC randomly audit the cost report forms for accuracy and completeness.

Each year the NPC will send out the cost report forms to all participating agencies with any special instructions or data which the agencies may need to complete the tables. It is anticipated that the following amounts (items) may change each year:

- A. Exchange rate for year \$1 = LE _____
- B. Contraceptive Subsidy
 - 1. USAID
 - A. IUDs = LE _____
 - B. Condoms = LE _____
 - C. VFTs = LE _____
 - D. Norminest = LE _____
 - 2. UNFPA
 - A. Lippes Loop = LE _____
 - B. Neo-Sampon = LE _____
 - 3. GOE — Pills/cycle = LE _____

C. Equipment provided by USAID outside of grant funds, e.g. IUD kits

The tentative date for submitting the cost report tables will be October 1st — 90 days after the close of the GOE's fiscal year.

Attached are the six tables of the draft reporting form along with instructions.

TABLE 1
COST PER COUPLE YEAR OF PROTECTION (CYP)
(AGENCY)
FISCAL YEAR 19xx – 19xx

1. <u>Total Cost (Table 2 – Line 18 – Col 5)</u> Total CYP (Table 6)	=	Total Cost per CYP
2. <u>GOE Cost + Donor Agencies Cost (Table 2, Line 18, Cols 2 & 3)</u> Total CYP (Table 6)	=	Public Sector Cost per CYP

18.

TABLE 2
COST REPORT FORM
FISCAL YEAR JULY 1, 19xx – JUNE 30, 19xx

COST CATEGORY	SOURCES OF FUNDING (LE)				
	NON-GOVT SPONSORING AGENCY	GOE	DONOR AGENCIES	CLIENT PAYMENTS (REVENUE)	TOTALS
1. Staff Salaries & Benefits A. Clinical Staff B. Support Staff C. Other (specify)					
2. Incentives					
3. Supplies (consumables) A. Medical B. Record-Keeping C. Contraceptives D. Other (specify)					
4. Technical Assistance A. Clinical B. Other (specify)					
5. Travel A. Clinical Staff B. Support Staff C. Other (specify)					
6. Transportation A. Vehicle Maintenance B. Fuel Costs					
7. Rent A. Clinical Space B. Other (specify)					
8. Utilities A. Clinical B. Other (specify)					

COST REPORT FORM
(continued)

COST CATEGORY	SOURCES OF FUNDING (LE)				
	NON-GOVT SPONSORING AGENCY	GOE	DONOR AGENCIES	CLIENT PAYMENTS (REVENUE)**	TOTALS
9. Equipment Maintenance					
10. IE & C					
11. Information Analysis					
12. Training					
13. Research					
14. Evaluation					
15. Other (specify)					
16. Depreciation Expense A. Current Year* B. Previous Years					
17. Administrative A. Salaries & Fringe Benefits B. Technical Assistance C. Supplies D. Travel/Transportation E. Rent F. Utilities G. Equipment Maintenance H. Other (specify) I. Depreciation Expense 1. Current Year* 2. Previous Years					
Subtotal – Administrative					
18. TOTAL COSTS					
19. *Current Year's Equipment Acquisition Cost Totals					

20. **Enter Amount of Total Revenue Earned for the Period

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TABLE 3
(AGENCY) DEPRECIATION COSTS (LE)
JULY 1, 19 – JUNE 30, 19****

Item	Acquisition Cost (LE)	X	Annual Depreciation Rate	=	Depreciation Cost 19**/**
<u>Donor-Supplied</u>					
1.		x		=	0
2.		x		=	0
Donor Total	0				0
	(Enter on TABLE 2, line 19, col 3)				(Enter on TABLE 2, line 16A or 1711, Col 3)
<u>Specify:</u>	Sponsoring Agency				
	GOE				
	Client Payments				
1.		x		=	0
2.		x		=	0
_____ Total	0				0
	(Enter on TABLE 2, line 19)				(Enter on TABLE 2, line 16A or 1711)

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TABLE 4
MULTI-YEAR DEPRECIATION COSTS (LE) TO (AGENCY)
FOR CAPITAL ITEMS AND RENOVATION

ITEM/RATE/YEAR- ACQUISITION COST	1988/89	1989/90	1990/91	1991/92	1992/93	1993/94	1994/95	1995/96	1996/97	1997/98	1998/99	1999/2000	2000/01
<u>GOE COSTS</u>													
GOE TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>DONOR COSTS</u>													
DONOR TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>SPONSORING AGENCY</u>													
SPONSORING AGENCY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

(continued)
 MULTI-YEAR DEPRECIATION COSTS (LE) TO (AGENCY)
 FOR CAPITAL ITEMS AND RENOVATION

ITEM/RATE/YEAR- ACQUISITION COST	1988/89	1989/90	1990/91	1991/92	1992/93	1993/94	1994/95	1995/96	1996/97	1997/98	1998/99	1999/2000	2000/01
<u>CLIENT PAYMENT COSTS</u>													
CLIENT PAYMENT TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

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TABLE 5
CONTRACEPTIVES DISTRIBUTED
FISCAL YEAR JULY 1, 19xx - JUNE 30, 19xx

TYPE	QUANTITY* DISTRIBUTED	SOURCES OF FUNDING (LE)				
		NON-GOVT SPONSORING AGENCY	GOE	DONOR AGENCY	(REVENUE) CLIENT PAYMENTS	TOTAL COST
1. IUDs C-380-T Lippes Loop Other						
2. Pills Norminest Anovlar Primovlar Ovral Nordette Microvlar Triovlar Other						
3. Condoms FOF EPTC						
4. Vaginal Tablets Flower Neo-Sampoon						
5. Creams						
6. Jellies						
7. Diaphragms						
8. Injectables Depo-Provera Noristrate						
9. TOTALS (Enter on TABLE 2, line 3c)						

*Enter totals on TABLE 6.

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Worksheet for Table 5
Computation for Subsidized Contraceptives

	Quantity Distributed	Subsidy Cost per Unit	Total Cost
<u>Donor Subsidies</u>			
<u>USAID</u>			
1. IUDs			
2. Condoms			
3. Vaginal Tablets			
4. Norminest			
<u>UNFPA</u>			
1. Lippes Loop			
2. Neo-Sampoon			
<u>GOE Subsidy</u>			
Locally Produced Pills			
1. Anovlar			
2. Primovlar			
3. Microvlar			
4. Triovlar			

TABLE 6
STUDY ON COSTS OF FAMILY PLANNING
IN EGYPT
FOR THE YEAR JULY 1, 19 – JUNE 30, 19****

AGENCY	CALCULATION OF COUPLE-YEARS PROTECTION* (CYP), BY METHOD, USING STANDARD ASSUMPTIONS				
	1. IUDs	:	x	2.500	= 0
	2. Oral Pills	:	/	13.000	= 0
	3. Condoms	:	/	100.000	= 0
	4. Vaginal Tablets	:	/	100.000	= 0
	5. Creams/Jellies	:	x	0.200	= 0
	6. Diaphragms	:	x	1.000	= 0
	7. Injections	:	x	0.250	= 0
	TOTAL CYP:				0

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Table 1 - Instructions

Table 1 - Cost Per Couple Year of Protection is designed to compute the total cost per CYP and the public sector cost per CYP.

1. Total cost is entered from Table 2, line 18, column 5 and divided by Total CYP From Table 6 to give "Total Cost per CYP."

2. GOE Costs and Donor Agencies' Costs are added together from Table 2, line 18, columns 2 and 3 and then divided by Total CYP taken from Table 6 to give "Public Sector Cost Per CYP."

Table 2 - Instructions

The Cost Report Form (Table 2) is designed to capture the total costs of family planning activities for each agency with details on sources of funding. The Cost Report Form includes the following features:

A. There are seventeen major cost categories with numerous sub-categories. Note that Cost Category #17 groups all administrative expenses together from salaries to depreciation expense on equipment used in the administration of the agency.

B. For each cost category, the amount of LE provided by each funding source should be filled in under one or more of the appropriate four columns - Non-Government Sponsoring Agency, GOE, Donor Agencies or Client Payments (Revenues). The fifth column "Totals" is the sum of columns 1 through 4.

C. When all relevant cost categories have had LE amounts entered in the appropriate Source of Funding columns, the "Total Costs" line #18 can be filled in. This line captures the total amount of costs from each of the four funding sources as well as the total cost from all sources (column five).

The following provide details for completing each line of the Cost Report Form (Table 2).

Line 1 - Staff Salaries and Benefits - Include salaries for clinical staff and support staff, and specify "other" groups. Do not include administrative staff salaries.

Line 2 - Incentives - Include amounts paid to staff from all sources of funding for incentives.

Line 3 - Supplies - Give details on supply costs for the sub-categories listed. Do not include administrative supplies. Line 3C is obtained from Table 5, line 19.

Line 4 - Technical Assistance - Include only local technical assistance costs. Specify "other" line item. Do not put administrative technical assistance here.

Line 5 - Specify travel costs by group of staff who are traveling. Do not include administrative travel here.

Line 6 - Transportation - Give details on transportation costs.

Lines 7 and 8 - Rent and Utilities - Allocate rent and utilities based on the square footage occupied by the grouping. (Put the allocation for administrative space under line 17.)

Line 9 - Equipment Maintenance - Include maintenance on equipment used in the operation of the agency. Do not include maintenance on equipment used for administration. Put this amount on line 17. (If there are joint costs with administration, make an allocation by estimating time usage.)

Line 10 - Information, Education and Communication Costs are to be included here.

Line 11 - Information Analysis - Costs associated with data analysis should be put here.

Line 12 - Training - Local training costs should be put here, not foreign training costs.

Lines 13 and 14 - Research and Evaluation

Line 15 - Other - If an agency has costs which are not listed on this form, put them here and specify the type of cost.

Line 16 - Depreciation Expense -

A. Current year - this amount is computed on Table 3 and transferred to 16A.

B. Previous years - this amount is computed on Table 4 and transferred to this line item.

Put depreciation expenses associated with administration on line 17I-1 or 17I-2.

Line 17 - Administrative - Enter amounts associated with administrative costs in the various sub-categories listed.

Line 18 - Total Costs - This line is for computing total costs by source of funding and total costs from all sources.

Line 19 - Current Year's Equipment Acquisition Costs - Enter the acquisition costs for equipment by funding source from TABLE 3.

Line 20 - Total Revenue Earned - Enter the amount of total revenue earned for the year
(Line 18, column 4 - Revenues is the total amount used to cover costs only.)

Table 3 - Instructions

Table 3 - Agency Depreciation Costs is designed to facilitate the computation of depreciation expense for the current fiscal year. Any piece of equipment acquired with a cost of LE 1000 and a useful life of more than one year should be depreciated using the rates set forth in the Uniform Accounting Code of Egypt. A representative list of equipment with standard rates of depreciation is attached to these instructions.

Instructions for completing Table 3 are as follows:

1. Equipment should be grouped by funding source and then listed by type of equipment - See first example - "Donor Supplied." The acquisition cost for each grouping of equipment should be entered on the form and multiplied by the appropriate annual depreciation cost for the current year.
2. The various acquisition costs are then totalled for each funding source and the total depreciation cost is totalled by each funding source.
3. The total acquisition cost for each funding source is entered on Table 2, line 19.

4. The total depreciation cost is entered for each funding source on Table 2, line 16A or 17I-1 depending on whether the cost is administrative or not.

<u>Depreciation Rates</u>	<u>Yearly Rate</u>
1. Office Equipment	10%
2. Data Processing Equipment	12%
3. Vehicles	20%
4. Audio-Visual Equipment	12%
5. Medical Equipment	25%
6. Renovations	10%
7. Buildings	2%

Table 4 - Instructions

Table 4 - Multi-Year Depreciation Costs is designed to record and compute depreciation costs for equipment over its useful life. This form serves as a capital assets record for the agency.

After TABLE 3 has been completed for the current fiscal year, the acquisition costs, rate and year of purchase is entered in the left-hand column under the appropriate funding source. The future years of depreciation can then be computed for each grouping of equipment.

For depreciation costs of equipment purchased in previous years, the totals by funding source are transferred for the current fiscal year to Table 2, lines 16B or 17I-2.

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Table 5 and Worksheet for Table 5 - Instructions

Table 5 - Contraceptives Distributed is designed to present data on the quantity of contraceptives distributed by each family planning provider agency and the source and amount of the funding for each type of contraceptive.

Some of the contraceptives are totally subsidized as in the case of the Copper T-280 IUD, condoms supplied by EPTC, and Flower tablets supplied by EPTC. These contraceptives are given to the family planning provider agencies by the USAID for free. These agencies have revenue agreements with the USAID. Some contraceptives are partially subsidized as in the case of the UNFPA provided Lippes Loop and Neo-Sampon tablets. The GOE also provides a subsidy for the locally produced pills Anovlar, Primovlar, Microvlar, and Triovlar. The GOE provides raw materials for the manufacture of these pills through a loan from the German government. The actual cost paid by the family planning agency for the pills is only the manufacturing cost.

The worksheet for Table 5 is designed to assist in the computation of the amount of subsidy for certain contraceptives. The quantity of contraceptives distributed is multiplied by the subsidy cost per unit. The subsidy cost per unit for each type of contraceptive will vary from year to year. Each year the NPC will provide a list to each family planning provider detailing the current subsidy cost per unit for each subsidized contraceptive.

After the total subsidy cost has been computed for each contraceptive, this amount will be entered on the appropriate line on Table 5 under either "donor" agency or "GOE" depending on the source of the subsidy.

Table 5 - Instructions

1. Under column 1 - Quantity distributed - enter the number of contraceptives distributed by your agency, e.g. number of pill cycles, number of condoms (individual), number of vaginal tablets (individual).

2. In columns 2-4 put in the cost of the contraceptive by source of funding. Be certain to include the subsidized amounts from Worksheet 5 as well as any amount which you had to actually pay for the contraceptive (e.g., locally produced pills subsidized by German Loan).

3. Add up all of the columns and enter totals in line 9 of Table 5. These totals will also be entered on Table 2, line 3C.

Table 6 - Instructions

Table 6 - Calculation of Couple-Year's Protection is designed to compute the total CYP for each family planning provider agency for the current fiscal year using standard assumptions

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accepted in Egypt. The total number of contraceptives can be entered from Table 5 onto Table 6 and then multiplied times the standard factor. The far right-hand column is then added giving the Total CYP for the agency.

Appendix D

OUTGOING FAX

FAX NO.: (919)933-9233

TO: Elizabeth Heilman

FROM: Margaret Martinkosky

DATE: January 27, 1992

SUBJECT: 90-91 Cost Study.

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TOTAL PAGES INCLUDING THIS COVER NOTE (2)

I was able to meet with Carol late yesterday afternoon. Both she and Amani agree with the following:

- A. Do not change the grouping of agencies on Tables 5A-5D of the General Distribution version. Leave CEOSS in a separate grouping.
- B. Omit CEOSS's CYP figures from the tables on public sector funding per CYP. Amani picked up on this problem immediately. If there is no public sector cost for CEOSS, there should be no CYP associated with CEOSS on the tables showing Public sector cost per CYP.

The above two decision will necessitate the following changes:

1. Restricted Version

A. TABLES 7A-7D would change:

1. CEOSS's CYP e.g. (7A- 24,448) would be subtracted out of total CYP for "Service Providers", "Service and Support Agencies" and of course the grand total for all three types of agency groupings:

$$1,687,172 - 24,448 = 1,662,724$$

$$4,169,118 - 24,448 = 4,144,670$$

This will raise the Public Sector cost per CYP
(Service Providers -LE 15.79)
(Total - All agencies - LE 15.22)

2. Of course this will require a footnote explaining the omission and showing the computation.
 - B. The text will have to be changed to reflect the changes on Tables 7A-7D.
 1. Summary - ii
 2. Pages 16 & 17 - "Public Sector Cost per CYP" and "Sensitivity of CYP Costs".
2. General Distribution Version
- A. TABLES - 4A - 4D will change. The changes will be the same as the Restricted Version Table's 7A-7D.
 - B. Add footnotes to TABLE's 5A-5D similar to the one we have on the TABLE's 8A-8D of the Restricted Version.

I showed Carol that we had included a fourth assumption for CYP calculations to accommodate the new AID - Washington numbers.

She is glad we did this. She asked me if we could reformat Table 5 so that all four CYP assumption figures for each agency could be on the same page instead of two as we now have it shown. You could see if Amy could do this.

I asked her about having copies made in the US and sent over. Initially she only wants the standard two copies of the study. After she has a chance to review and approve them, we can then make copies and send them through APO for the agencies.

If you need clarification, please fax me. Sorry to be so late in getting this information to you but Carol was so busy last week and then I became ill. The population office is in Chaos because Amani is now on maternity leave (no baby yet) and Ashraf has resigned and will leave for the US by the end of January.

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Appendix E

Date : 9/02/1992

Dr. Carol Carpenter - Yaman
Director Office Of Population
USAID-Cairo

Dear Dr. Carpenter - Yaman:

PIL No. 18, Amendment No. 6 approved the modification of the IDP supported by USAID under the POP/FP II project.

Since the modification went into effect, the project has progressed very well towards meeting its objectives. Training and team building activities at both the central and governorate levels in management, Population dynamics, target setting, monitoring and evaluation and computer use have resulted in the development of governorates annual population plans. Furthermore, training has lead the governorate offices to submit annual work plans and encourage several governorates to submit proposals to be funded from the Governorate Support Grants. Activities related to the Population Information System have resulted in population data files being created, thus enabling the project to generate population, F.P. service statistics and financial study reports. Purchasing of furniture, computers and other equipment, though faced with many procedural delays, have been accomplished for the major part. The recent establishment of the Research Management Unit will give a thrust to research activities in F.P. at the national level.

However, for the IDP to meet its objectives by the end of the project, we have identified several additional activities within the IDP project framework that need to be implemented. These activities are summarized for ease of reference and incorporated in the Implementation Plan (Attachment A).

These changes will result in total LOP LE. 6,599,200 from LE 5,278,900 previously approved in the IDP project modification. Detailed implementation plan including the additional activities is given in Attachment A. Summary of changes from the approved IDP project modification is shown in Attachment B. The total revised IDP Summary budget and detailed budgets for the years 1992 and 1993 are shown in Attachment C, tables 1 through 5. Analysis of funds

committed, funds available, required funding and GOE contribution are given in Attachment D.

In attachment D., details are given regarding a LE 130,100 disallowance of expenditures under the commodities line-item. We are requesting that the over expenditure in the commodities line-item be allowed, as the equipment purchased and paid for in calendar year 1991 had been authorized under the previous budget period (9/1/89-12/31/90). (Budget for commodities during that period was LE 602,000 but actual expenditures were only LE 268,057). Because of delays in the purchasing and receiving process, this equipment was not received until 1991, but we had not increased the 1991 budget accordingly.

Your early response to this request and your continuous support to NPC is appreciated.

Sincerely,

Saleh Fadl
Project Director
Institutional Development Project

ATTACHMENT A

**IDP IMPLEMENTATION PLAN
FOR THE PERIOD JAN. 1, 1992 TO MAY 30, 1993**

ADDITIONAL ACTIVITIES TO IDP IMPLEMENTATION PLAN SINCE APPROVED PROJECT MODIFICATION.

TRAINING

- Conduct a national conference on Training in F.P. to coordinate all training activities and upgrade training in the field of population.
- Conduct a national conference on Evaluation of Population and F.P. programs and activities in Egypt in an effort to create a national model needed for policy formulation, strategies design and long and short term planning.
- Conduct training on financial management for NPC/TS/G and other F.P. implementing agencies which was planned but not conducted in years 3 and 4 of the project.
- Conduct regional workshops on population planning, monitoring and follow up to strengthen the capabilities of the local population councils to meet the objectives of decentralizing these activities.

NATIONAL POPULATION INFORMATION CENTER (NPIC)

To meet its objectives in population information dissemination and linking its resources to the community, the National Population Council must complete NPIC. The center requires further renovations, furniture and equipment to become fully operational. A proposal for NPIC was submitted earlier by NPC pending approval.

COMMODITIES

Purchase of photocopy machines, computers and needed peripherals, Software, LANS, Modems and other equipment for the governorate offices and technical secretariat IDP units are essential for the institutionalization of modern management procedures and capabilities for NPC to oversee national population and F.P. activities.

RESEARCH MANAGEMENT UNIT (RMU)

The RMU activities have to be accelerated because of delays in establishing the unit. Difficulties in staff recruitment and organizational issues were the major reasons for this delay. Training in biomedical, operations and systems research, and funding research activities have to be kept at a sufficient level of effort for the unit to meet its objectives.

PROJECT ADMINISTRATION AND TECHNICAL ASSISTANCE

- Increase in the level of funding for this component is needed to reflect expenditures on activities designed and implemented by the Egyptian Population Project that the IDP is covering as an umbrella project.
- The need to hire the services of additional local consultants for the RMU, NPIC, PIS and IDP institutional activities components to help achieve targets and objectives of the project.

NATIONAL POPULATION COUNCIL
 TECHNICAL SECRETARIAT
 INSTITUTIONAL DEVELOPMENT PROJECT

IMPLEMENTATION PLAN (IDP)
 FOR THE PERIOD
 JANUARY 1, 1992 TO MAY, 30 1993

ACTIVITY CODE	ACTIVITY	DATES		OUTPUT	RESPONSIBLE AGENCY	PLACE
		START	END			
A	INSTITUTIONAL DEVELOPMENT ACTIVITIES FOR NPC/TS/NPC/G				AGENCY	
A.1	GOVERNORATES POPULATION PLANS					
A1.1	PREPARATION FOR (4) WORKSHOPS ON ANNUAL POPULATION PLANNING FOR NPC/G DIRECTORS, PLANNING, STATISTICS & MONITORING PERSONNEL.	JAN FEB	APRIL		IDP+NPC/TS	GOVERNORATES
A1.2	CONDUCT FIRST WORKSHOP ON ANNUAL GOV. POPULATION PLANNING & FOLLOW UP.	JAN	FEB	REPORT	IDP+NPC/TS	
A1.3	CONDUCT SECOND WORKSHOP ON ANNUAL GOV. POP. PLANNING & FOLLOW UP	FEB	MARCH	REPORT	IDP+NPC/TS	
A1.4	CONDUCT THIRD WORKSHOP ON ANNUAL GOV. POP. PLANNING	APRIL	APRIL	REPORT	IDP+NPC/TS	GOVERNORATES
A1.5	CONDUCT FOURTH WORKSHOP ON ANNUAL GO. POP. PLANNING	APRIL	APRIL	REPORT		GOVERNORATES
A2.	TECHNICAL ASSISTANCE TO NPC/G FOR THE PREPARATION OF 1992/1993 GOV. POPULATION PLANS		CONTINUOUS		IDP+NPC/TS	GOVERNORATES
A2.1	PARTICIPATION IN GOVERNMENT PLANNING WORKSHOPS	APRIL	MAY	REPORT	IDP-PLANNING	GOVERNORATES
A.3	REVIEW GOV. ANNUAL PLANS 1992/1993 AND DETAILED IMPLEMENTATION & WORKPLANS	JULY	AUG.	REPORT	IDP-PLANNING	NEC
A.4	PREPARATION OF DETAILED WORKPLANS & SCHEDULES FOR IDP BY QUARTERS.	JAN.92	DEC.92	DETAILED WORKPLANS	IDP-PLANNING	NEC
A.5	TECHNICAL ASSISTANCE TO GOVERNORATES FOR ANNUAL PLANNING 1993/1994	FEB.93	MARCH 1993			
A5.1	PARTICIPATE GOV. WORKSHOPS ANNUAL PLANNING	APRIL	MAY 93	REPORT	IDP-PLANNING	GOVERNORATES
A.6	REVIEW GOV. POP. PLANS 1993/1994 AND DETAILED WORK PLANS.	MAY 93	MAY 93			
A.7	PREPARE & CONDUCT TRAINING PROGRAMS FOR GOV. STATISTICS AND INFORMATION SPECIALISTS	JAN	JULY	TRAINED PERSONNEL	IDP-TRAINING & INFORMATION	NEC & GOV.

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ACTIVITY CODE	ACTIVITY	DATES		OUTPUT	RESPONSIBLE AGENCY	PLACE
		START	END			
	ON COMPUTER SOFTWARE AND PROGRAMMING TA7-TAB FORMS					
9.8	PREPARATION AND CONDUCT OF TRAINING PROGRAMS ON FOR GOV. STATISTICS & INFOR. PERSONNEL	AUG.	SEPT.	TRAINED PERSONNEL	IDP-TRAINING & INFORMATION	NPC & GOV.
9.9	PREPARATION & IMPLEMENTATION COMPUTER TRAINING LOTUS 123 FOR NPC/TS	JAN 92	JAN 92	TRAINED PERSONNEL		
10	PREPARATION & IMPLEMENTATION COMPUTER TRAINING NPC/TS	OCT.	OCT.	TRAINED PERSONNEL	IDP-TRAINING & INFORMATION	NPC & GOV.
11	COMPUTER TRAINING PROGRAMS FOR NPC/G ON	NOV.	DEC.	TRAINED PERSONNEL	IDP-TRAINING & INFORMATION	NPC & GOV.
12	COMPUTER TRAINING PROGRAMS FOR NPC/G ON:	JAN 93	MARCH 93	TRAINED PERSONNEL	IDP-TRAINING & INFORMATION	NPC & GOV.
13	COMPUTER TRAINING PROGRAMS FOR NPC/G ON:	APRIL	MAY 93	TRAINED PERSONNEL	IDP-TRAINING & INFORMATION	NPC & GOV.
14	RENOVATIONS NPC/G	JAN	DEC	REPORT	IDP	GOV
15	COMMODITIES	JAN 92	MAY 93	REPORT	IDP	NPC
16	PREPARE TRAINING PROGRAM: FINANCIAL MANAGEMENT FOR NPC/G OFFICE DIRECTORS & FINANCE ADMINISTRATORS	JAN	MAY			
17	IMPLEMENT FIRST TRAINING PROGRAM FINANCIAL MANAGEMENT	JUNE	JUNE	REPORT & TRAINED PERSONNEL	IDP+FINANCE	ALEX ITREP
18	IMPLEMENT SECOND TRAINING PROGRAM FINANCIAL MANAGEMENT	AUGUST	AUGUST	REPORT & TRAINED PERSONNEL	IDP+FINANCE	ALEX ITREP
19	IDP PROJECT FINANCIAL AFFAIRS & REPORTING		CONTIN.	REPORTS	IDP-FINANCE & ADMINIS.	NPC
20	PREPARATION FOR A NATIONAL CONFERENCE ON FP PROGRAM EVALUATION	JAN	MAY		IDP/EVALUATION NPC/TS	
21	CONDUCT NATIONAL CONFERENCE ON FP & POP PROGRAM EVALUATIONS	MAY	JUNE	PROTOCOL & RECOMM. ACTION	IDP/NPC TS	CAIRO
22	PREPARATION FOR NATIONAL CONFERENCE ON TRAINING IN F.P. & POP.	JAN	JULY		IDP/NPC TS TRAINING	
23	CONDUCT NATIONAL CONFERENCE ON TRAINING IN F.P. & POP	AUGUST	SEPT.	REPORT RECOMM. ACTION PROCEDURES MANUAL	IDP/NPC TS TRAINING	CAIRO
24	PREPARATION PUBLICATION & DISTRIBUTION OF PROCEDURES MANUAL	JAN.	DEC.		IDP/NPC TS TRAINING	NPC
25	INSTITUTIONALIZING OF F.P. STUDIES	CONTIN		STUDY REPORTS	FINANCIAL.	IDP/NPC

ACTIVITY CODE	ACTIVITY	DATES		OUTPUT	RESPONSIBLE AGENCY	PLACE
		START	END			
	AND CONTINUATION OF FINANCIAL STUDIES AND RESEARCH IN F.P.			SYSTEMS DESIGN & IMPLEMENTED	STUDIES GROUP	
A22.	IDP FOLLOW UP AND MONITORING	CONTIN		REPORTS	IDP/MONIT.& FOLLOW UP	NPIC
A23.	IDP QUARTERLY REPORTS	CONTIN		REPORTS	IDP	NPIC
B.	DEVELOPMENT OF NATIONAL POPULATION INFORMATION CENTER					
B1.	DESIGN POPULATION DATA BASE, NATIONAL LEVEL	JAN.	FEB.	REPORT, SYSTEM	PIS GROUP	NPIC
B2.	INFORMATION AND DATA UPDATING	JAN.	FEB.	REPORT DATA	PIS GROUP	NPIC
B3.	DESIGN POPULATION DATA BASE, GOVERNORATE LEVEL DATA	FEB.	APRIL	REPORT + SYSTEM	PIS GROUP	NPIC
B4.	EVALUATE POPULATION INDICATORS	MARCH	MAY	OUTPUTS REPORTS & FOR 5 GOV.	PIS GROUP	NPIC
B5.	DATA ENTRY, VERIFICATION, CERTIFICATION FOR 5 GOV.	MARCH	JUNE	OUTPUTS REPORTS & FOR 5 GOV.	PIS GROUP	NPIC
B6.	REPEAT B26 FOR 5 MORE GOVERNORATES	JUNE	SEPT.	OUTPUTS REPORTS & FOR 5 GOV.	PIS GROUP	NPIC
B7.	REPEAT B5 FOR 5 MORE GOVERNORATES	OCT.	DEC.	OUTPUTS REPORTS & FOR 5 GOV.	PIS GROUP	NPIC
B8.	REPEAT B5 FOR 5 MORE GOVERNORATES	JAN 93	FEB 93	OUTPUTS REPORTS & FOR 5 GOV.	PIS GROUP	NPIC
B9.	REPEAT B5 FOR 5 MORE GOVERNORATES	MARCH	MAY 93	OUTPUTS REPORTS & FOR 5 GOV.	PIS GROUP	NPIC
B10.	DEGITIZE MAPS FOR ALL GOVERNORATES	MARCH	MAY 93	MAPS & DATA COMPUTERIZED	PIS GROUP	NPIC
B11.	PREPARATION AND OPENING OF NPIC	JAN	MAY	NPIC OPERATING	NPIC GROUP	NPIC
B12.	COMPLETE RESOURCE CENTER MATERIAL ACQUISITION	JAN	APRIL	RESOURCE CTR. OPERATING	NPIC GROUP	NPIC
B13.	DEVELOP LIBRARY RESOURCE SYSTEM	JAN	MAY	LRS OPERATING	NPIC GROUP	NPIC
B14.	DEVELOP & PUBLISH A POPULATION NEWSLETTER.	JAN	MAY	NEWSLETTER	NPIC GROUP	NPIC

ACTIVITY CODE	ACTIVITY	START DATE	END DATE	OUTPUT	RESPONSIBLE AGENCY	PLACE
C.	RESEARCH MANAGEMENT UNIT (RMU)					
C1.	RMU STRUCTURES, ORGANIZATION	JAN	FEB	REPORT RMU STRUCTURE		
C2.	RMU PROCEDURES & WORK PLANS	JAN	FEB	MANUAL RMU PROCEDURES		
C3.	PLAN AND CONDUCT 4 TRAINING PROGRAMS; DESIGN BIOMEDICAL RESEARCH	MARCH	FEB.93	TRAINING PROGRAM	RMU + SADAT ACADAMY	NPC
C3.1	CONDUCT FIRST TRAINING PROGRAM BIOMEDICAL RESEARCH DESIGN	APRIL		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C3.2	CONDUCT SECOND TRAINING PROGRAM BIOMEDICAL RESEARCH DESIGN	JULY		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C3.3	CONDUCT THIRD TRAINING PROGRAM: BIOMEDICAL RESEARCH DESIGN	NOV.		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C3.4	CONDUCT FOURTH TRAINING PROGRAM: BIOMEDICAL RESEARCH DESIGN	FEB.93		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C4.	PLAN AND CONDUCT 4 TRAINING PROGRAMS: TECHNICAL REPORT WRITING	APRIL	APRIL 93	TRAINING PROGRAM	RMU + SADAT ACADAMY	NPC
C4.1	CONDUCT FIRST TRAINING PROGRAM: TECHNICAL REPORT WRITING	MAY 92		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C4.2	CONDUCT SECOND TRAINING PROGRAM: TECHNICAL REPORT WRITING	AUGUST		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C4.3	CONDUCT THIRD TRAINING PROGRAM: TECHNICAL REPORT WRITING	DEC.92		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C4.4	CONDUCT FOURTH TRAINING PROGRAM: TECHNICAL REPORT WRITING	APRIL		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS
C5.	PLAN AND CONDUCT FOUR TRAINING PROGRAMS: RESEARCH PROPOSAL PREPARATION	JAN 92	JAN 93	TRAINING PROGRAM	RMU + SADAT ACADAMY	NPC
C5.1	CONDUCT FIRST TRAINING PROGRAM: RESEARCH PROPOSAL PREPARATION	FEB.92		REPORT TRAINED PERSONNEL	RMU + SADAT ACADAMY	CAIRO + REGIONS

ACTIVITY CODE	ACTIVITY	DATES		OUTPUT	RESPONSIBLE AGENCY	PLACE
		START	END			
C5.2	CONDUCT SECOND TRAINING PROGRAM: RESEARCH PROPOSAL PREPARATION	JUNE 9		REPORT TRAINED PERSONNEL	RMU + SADAT ACADEMY	CAIRO + REGIONS
C5.3	CONDUCT THIRD TRAINING PROGRAM: RESEARCH PROPOSAL PREPARATION	OCT. 92		REPORT TRAINED PERSONNEL	RMU + SADAT ACADEMY	CAIRO + REGIONS
C5.4	CONDUCT FOURTH TRAINING PROGRAM: RESEARCH PROPOSAL PREPARATION	JAN 93		REPORT TRAINED PERSONNEL	RMU + SADAT ACADEMY	CAIRO + REGIONS
D.	GOVERNORATES SUPPORT GRANTS					
D1.	FOLLOW UP AND MONITORING OF ALREADY FINANCED GOV. PROJECTS (UPPER EGYPT)	CONTIN		REPORT	GOV. SUP. GRANTS GROUP	NPC & GOVERNORATES
D2.	PARTICIPATE IN PREPARATION OF GOV. SUPPORT GRANTS (LOWER EGYPT)	JAN 92	MARCH 92	PROJECTS	GOV. SUP. GRANTS GROUP	NPC & GOVERNORATES
D2.1	FOLLOW UP AND MONITORING OF GOV. FINANCED PROJECTS (LOWER EGYPT)	APRIL	MAY 93	REPORTS	GOV. SUP. GRANTS GROUP	NPC & GOVERNORATES

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ATTACHMENT B

SUMMARY CHANGES

IDP BUDGET JAN 1, 1992 TO MAY 30, 1993

SUMMARY BUDGET IDP/NPC
JAN. 1, 1992 TO MAY 30, 1993

BUDGET LINE	ESTIMATED (PROJECT PAPER)		PLANNED (AMMENDED IMPLEMENTATION PLAN)	
	L. E.	\$	L. E.	\$
1- TRAINING				
COMPONENT ONE	98.40		184.00	16.0
COMPONENT TWO		16.0	45.00	
COMPONENT THREE	120.00		120.00	
SUBTOTAL TRAINING	218.4	16.0	349.00	16.0
2- TECHNICAL ASSIST.				
COMPONENT ONE				
COMPONENT TWO				
COMPONENT THREE				
SUBTOTAL TECH-ASSIST.	64.80		145.00	
3- COMMODITIES				
COMPONENT ONE				
COMPONENT TWO				
COMPONENT THREE				
SUBTOTAL-COMMODITIES	18.00		512.00	
4- MINOR RENOVATION	106.10		106.10	
5- PIC *			700.00	
6- GOV.DEV. GRANTS	612.00		612.00	
7- RESEARCH				
OPERATIONS RESEARCH	150.00		250.00	
BIOMEDICAL RESEARCH	150.00		250.00	
OTHER RESEARCH				
SUBTOTAL RESEARCH	300.00		500.00	
8- PROJECT ADMINIS.	519.50		658.00	
GRAND TOTAL	1,838.80	16.0	3,582.10	16.0

* A comprehensive needs assessment was carried out by Johns Hopkins/Population Communication Services' Consultants Nov. 11-21, 1991.

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ATTACHMENT C

**IDP SUMMARY BUDGET
1988 TO 1993 AND DETAILED
BUDGETS 1992/93**

TABLE 1
IDP SUMMARY BUDGET
(IN US \$ AND LE 000'S)
AMMENDED JANUARY 1992

	GOE CONTRIBUTION (L.E.)	TOTAL		YEAR 1 1-12/88 (ACTUAL)		YEAR 2 1-12/89 (ACTUAL)		YEAR 3 1-12/90 (ACTUAL)		YEAR 4 1-12/91 (ACTUAL)		YEAR 5** 1-12/92 (EST.)		YEAR 1-5/9 (EST)
		L.E	\$	L.E	\$	L.E	\$	L.E	\$	L.E	\$	L.E	\$	L.E
MANAGEMENT DEVELOPMENT		72.3		38.0		34.3								
TRAINING (TABLE 2)														
COMPONENT ONE												154.0		30.0
COMPONENT TWO												33.0	16.0	12.0
COMPONENT THREE												90.0		30.0
SUBTOTAL TRAINING		770.7	16.0	31.4		17.2		90.4		282.7		277.0	16.0	72.0
DEMONSTRATION PROJECT		61.4						61.4						
RESEARCH														
OPERATION RESEARCH												200.0		50.0
BIOMEDICAL RESEARCH												200.0		50.0
OTHER RESEARCH														
SUBTOTAL RESEARCH		548.6		0.8		22.4				25.4		400.0		100.0
COMMODITIES * (SEE TABLE 3)		1502.8		111.9		47.7		268.2		563.0		464.0		48.0
MINOR RENOVATION *		172.9								66.8		106.1		
CONTINGENCY ***		289.9		4.3		109.3		173.8		2.5				

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TABLE 1 (CONTINUED)
 IDP SUMMARY BUDGET
 (IN US \$ AND LE 000's)
 AMENDED JANUARY 1992

	GOE CONTRIBUTION (L.E.)	TOTAL		YEAR 1 1-12/88 (ACTUAL)		YEAR 2 1-12/89 (ACTUAL)		YEAR 3 1-12/90 (ACTUAL)		YEAR 4 1-12/91 (ACTUAL)		YEAR 5** 1-12/92 (EST.)		YEAR 1-5/ (ES
		L.E	\$	L.E	\$	L.E	\$	L.E	\$	L.E	\$	L.E	\$	L.E
TECHNICAL ASSISTANCE (SEE TABLE 4)		316.6				5.8		58.9		106.9		100.0		45.0
PROJECT ADMINISTRATION (SEE TABLE 5)		1144.1				10.9		98.0		377.2		450.0		208.0
GOVERNORATE DEVELOPMENT SUPPORT		1019.9								407.9		408.0		204.0
PIC		700.0										700.0		
GRAND TOTAL	18,370.0	6599.2	16.0	186.4		247.6		750.7		1832.4		2905.1	16.0	677.0

- * Commodities and Renovations were combined under one line-item until 1/1/91. Then they were separated into two line items.
- ** Adjusted from original project figures for PIL Amendment, 1992.
- *** Contingency funds were used to fund a research study on National Mortality in Kena Governorate. The funds were also used to purchase equipment and pay for renovations for the NPC's Visitors Center. The establishment of the Visitors Center was the first phase of what is referred to as the Population Information Center (PIC) in the IDP approved Project modification.

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TABLE 2
IDP TRAINING BUDGET
(IN US \$ OR LE 000's)
AMENDED FOR YEARS 5 & 6

	TOTAL		YEAR 5 1-12/92 (EST.)		YEAR 6 1-5/93 (EST.)	
	L.E	\$	L.E	\$	L.E	\$
1. COMPONENT ONE						
1.1 Population Dynamics						
1.2 Contraceptive Tech.						
1.3 Management/Team Build.	17.0		17.0			
1.4 Advanced Mgt. & Lead.						
1.5 Population Planning	100.0		70.0		30.0	
1.6 Monitoring & Evaluation	17.0		17.0			
1.7 Computer Operations	30.0		30.0			
1.8 Financial Mgt.	20.0		20.0			
SUBTOTAL - COMPONENT ONE	184.0		154.0		30.0	
2. COMPONENT TWO						
2.1 PIS Staff Operations Mgt.	3.0		3.0		0-	
2.2 Ongoing PIS Mgt.	0.0		-0-		0-	
2.3 Source Agency Orientation	14.0		10.0		4.0	
2.4 Information users PDS output training	14.0		10.0		4.0	
2.5 Personnel PDS operating policies & procedures	14.0		10.0		4.0	
2.6 Participant Trg. (US) PIO-P		16.0		16.0		
SUBTOTAL - COMPONENT TWO	45.0	16.0	33.0	16.0	12.0	
3. COMPONENT THREE						
3.1 Biomedical Research Design Project	40.0		30.0		10.0	
3.2 Res. Mgt.	0.0		-0-			
3.3 Technical Report Writing	40.0		30.0		10.0	
3.4 Proposal Development	40.0		30.0		10.0	
SUBTOTAL - COMPONENT THREE	120.0		90.0		30.0	
GRAND TOTAL	349.0	16.0	277.0	16.0	72.0	

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**TABLE 3
COMMODITIES BUDGET
(IN US \$ AND LE 000'S)
AMMENDD FOR YEARS 5 & 6**

	TOTAL		YEAR 5 1-12/92 (EST.)		YEAR 6 1-5/93 (EST.)	
	L.E	\$	L.E	\$	L.E	\$
OFFICE FURNITURE	64.0	0.0	64.0			
MICROCOMPUTERS & SOFTWARE	100.0	0.0	100.0			
OTHER OFFICE EQUIPMENT	200.0	0.0	200.0			
PRINTED MANUALS & TRG. AIDS & EXPENDABLE SUPPLIES	148.0	0.0	100.0		48.0	
TOTAL	512.0	0.0	464.0	0.0	48.0	0.0

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TABLE 4
IDP TECHNICAL ASSISTANCE BUDGET
(IN US \$ OR LE 000's)
AMMENDED FOR YEARS 5 & 6

	TOTAL		YEAR 5 ESTIMATED 1-12/92		YEAR 6 ESTIMATED 1-5/93	
	WM's	LE	WM's	LE	WM's	LE
1. EGYPTIAN LONG-TERM P/T						
- WORKMONTHS	125.3		86.4		38.9	
- COST		112.8		77.8		35.0
2. EGYPTIAN SHORT-TERM						
- WORKMONTHS	35.7		24.6		11.1	
- COST		32.2		22.2		10.0
T O T A L	161	145.0	111.0	100.0	50	45.0

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TABLE 5
IDP PROJECT ADMINISTRATION BUDGET
(IN LE 000's)
AMENDED FOR YEARS 5 & 6

COURSE TITLE	*UNIT COST	TOTAL	YEAR 5 1-12/92 (EST.)	YEAR 6 1-5/93 (EST.)
1. PROJECT STAFF SALARIES/ALLOWANCES				
- Project Director	1200/Mo	20.4	14.4	6.0
- PIC Director	1200/Mo	20.4	14.4	6.0
- RMU Manager	1000/Mo	17.0	12.0	5.0
- Gov.Support Grants Coord.	450/Mo	7.7	5.4	2.3
- IEC Governorates Coordinator	600/Mo	10.2	7.2	3.00
- PIS Unit Manager	900/Mo	15.3	10.8	4.5
- Secretaries (Arabic/English) (4)**	300/Mo	20.4	14.4	6.0
- Engineer (Renovations)(1)	600/Mo	7.2	7.2	0.0
- Technical (Specialist)(20)**	300/Mo	102.0	72.0	30.0
SALARY SUB-TOTAL		220.6	157.8	62.8
2. TRAVEL EXPENSES				
2.1 Project Staff and Egyptian Consultants				
- Est. cost of day trips	20/Day	7.2	4.8	2.4
- Est. cost of overnight	50/Day	34.8	23.8	11.0
2.2 Governorate Staff (for travel and meetings)				
- Estimated cost		200.4	133.6	66.8
3. PLANNING TASK FORCE		15.0	10.0	5.0
4. PROGRAM MONITORING & COORDINATION		180.0	120.0	60.0
TRAVEL SUB-TOTAL		437.4	292.2	145.2
GRAND TOTAL		658.0	450.0	208.0

* Salary is illustrative, if Government official is employed salary supplement guidelines apply.
 ** NPC staff, salary supplements equivalent to 200% of basic salary.

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ATTACHMENT D
IDP FUNDING & GOE CONTRIBUTION

IDP FUNDING (LE 000'S)

	A	B	C	D	E	F	G
			(A-B)			(E-C-D)	(A+F)
LINE ITEMS	AMOUNT ** COMMITTED AS OF DEC.31,1991	AMOUNT EXPENDED & APPROV. AS OF 12-31-91	AMOUNT AVAILABLE (BALANCE)	AMOUNT DISALLOWED 12-91*	BUDGET JAN 1,1992 - MAY 31, 1993	ADDITIONAL FUNDS NEEDED	TOTAL FUNDS FOR THE PROJECT
MGT. DEVELOP.	72.3	72.3	-0-		-0-	-0-	72.3
TRAINING	390.6	421.7	(31.1)		349.0	380.1	770.7
DEMONSTRATION PROJECT	61.4	61.4	-0-		-0-	-0-	61.4
RESEARCH	223.1	48.6	174.5		500.0	325.5	548.6
COMMODITIES	804.2	860.7	(56.5)	(130.1)	512.0	698.6	1502.8
RENOVATION	106.2	66.8	39.4		106.1	66.7	172.9
CONTINGENCY	287.5	289.9	(2.4)		-0-	2.4	289.9
TECHNICAL ASSISTANCE	160.6	171.6	(11.0)		145.0	156.0	316.6
PROJECT ADMIN.	486.1	486.1	-0-		658.0	658.0	1144.1
GOV. DEV. SUPPORT	408.0	407.9	0.1		612.0	611.9	1019.9
PIC	-0-	-0-	-0-		700.0	700.0	700.0
TOTALS	3000.0	2887.0	113.0	(130.1)	3582.1	3599.2	6599.2

* COMMODITIES EXPENDITURES THAT WERE DISALLOWED BECAUSE AMOUNT WAS OVER BUDGET. THIS PIL IS REQUESTING APPROVAL OF THESE EXPENDITURES.

** AMOUNT COMMITTED IN 1991 REFLECTS CHANGES REQUESTED IN NPC LETTER DATED MAY 18, 1991 (ATTACHED). THE TABLE SHOWING THE BUDGET REALLOCATION FOR 1991 IS ALSO ATTACHED .

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THE NATIONAL POPULATION COUNCIL

REC'D 5/17/91

Secretary General :
Prof. Dr. MAHER MAHRAN
F. R. C. S., PH. D. (EDIN.) F. R. C. O. G. (LOND.)



May 18, 1991

Mrs. Amani Selim
Project Management Specialist
Office of Population, USAID
CAIRO

Dear Mrs. Amani Selim,

In accordance with the terms of agreement for PIL 18 Amend 6 supported by USAID, please find attached the financial statement (in lieu of the previous one) delivered earlier for Jan. and Feb. 91) for the period from Jan. 91 till the end of March 91, according to the new authorized budget for 1991, with slight changes in author. budgets, between BL 5 (minus 100,000); BL 2 (plus 50,000); and BL 7 (plus 50,000).

Thank you for your kind help and fruitful cooperation.

Sincerely,

Samira
18-5-91

SAMIRA SADEK
FINANCIAL DIRECTOR
FOREIGN AGREEMENTS
NATIONAL POPULATION COUNCIL

IDP BUDGET
JAN - DEC. 1991

(LE 000'S)

	1991 AUTHORIZED BUDGET	REALLOCATIONS	1991 REVISED BUDGET
	-----	-----	-----
1. TRAINING	251.6	0.0	251.6
2. TECHNICAL ASSISTANCE	45.9	+50.0	95.9
3. COMMODITIES	376.4	0.0	376.4
4. MINOR RENOVATIONS	106.2	0.0	106.2
5. GOV. DEV. GRANTS	508.0	-100.0	408.0
6. RESEARCH	200.0	0.0	200.0
7. PROJ. ADMIN.	327.2	+50.0	377.2
8. CONTINGENCY	0.0	0.0	0.0
	-----	-----	-----
TOTAL	1,815.3	0.0	1,815.3

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**IDP PROJECT
HOST COUNTRY CONTRIBUTION (LE 000'S)
FOR THE PERIOD JANUARY 1, 1992 - MAY 31, 1993**

NPC	
CASH	2987.5
IN-KIND	1062.5
TOTAL	4050.0

Appendix F

SCOPE OF WORK

MARGARET MARTINKOSKY, SENIOR ASSOCIATE

TRIP DATES: May 1 - May 15, 1992

SCOPE OF WORK:

- A. Continue the process of institutionalizing the annual costing of family planning activities in Egypt, including the following activities:
1. Hold discussions with an NPC staff committee chosen by the Secretary General to review the proposed institutionalization plan.
 2. Obtain review and approval from NPC and USAID of a draft annual Cost Report Format prepared by the consultant to be utilized by each family planning service delivery agency for reporting data on annual service delivery costs, and obtain suggestions for changes/improvements.
 3. Meet with representatives from a sample number of family planning service delivery agencies to obtain their comments and suggestions for improvements to the proposed draft Cost Report Format and revise format as needed.
 4. Follow-up on the dissemination of agency specific cost study data with each family planning agency included in the first three years of the Cost Study, 1988-89, 1989-90, and 1990-91 including meetings as needed with agencies requesting greater clarification of the data.
- B. Act as resource consultant for NPC's Financial Management Workshop scheduled for May 1992.

Approved by: _____
Dr. Carol Carpenter - Yaman
Population Office.

Date: _____

Approved by: _____
Gen. Saleh Fadl
NPC/IDP Director.

Date: _____