

COOPERATIVE AGREEMENT NO. LAC-0770-A-00-0034-00

ILLUSTRATIVE WORK PLAN
August 1, 1990 - July 31, 1991

83067

Prepared by
The Consortium for Legislative Development

The Center for Democracy
Florida International University
University at Albany, State University of New York

The following Work Plan covers the period August 1, 1990, through July 31, 1991. This Work Plan has been developed by The Consortium for Legislative Development in compliance with section (F)(2)(a) of Attachment 1 (Schedule) of the cooperative agreement.

This Work Plan has been developed in chronological order on a monthly basis. Dates have been included where these have been established; otherwise time frames are indicated on a weekly basis. The Work Plan encompasses the implementation of all stages of the project's first year, including the following categories: Administration, Analysis of Country-specific Needs, Technical Assistance, Long Term Training Options, Regional Seminars, and Limited Commodity Assistance.

For additional programs not shown on the project outline below, please refer to Appendix A of this Work Plan.

AUGUST, 1990

Time frame

Activity

August 8, 1990 Creation of Consortium Committee; appointment of CFD President Allen Weinstein as Consortium Chairman and SUNYA Professor Abdo Baaklini and FIU Professor Allan Rosenbaum as Consortium Principals; appointment of Caleb McCarry as CFD Principal Program Manager, Dr. Charles Dawson as SUNYA Program Manager and Gerald Reed as FIU Program Manager.

August 30, 1990 Receipt of AID-sanctioned cooperative agreement by The Center for Democracy

SEPTEMBER, 1990

September 7, 1990 Return to AID of Center for Democracy-sanctioned cooperative agreement

<u>Time frame</u>	<u>Activity</u>
September 7, 1990	Tom Raffa & Associates retained to provide record keeping by program component for reporting purposes to AID
September 8, 1990	Price, Waterhouse retained to conduct program audits
September 23, 1990	Consortium Committee meeting, review of work plan, sub-agreement parameters; Appointment of Avis Worrell as Consortium Financial Manager
<u>OCTOBER, 1990</u>	
1st-4th Weeks	Development of scopes of work for sub-agreements
October 21-27, 1990	Nicaragua Diagnostic Team in-country visit; submission of preliminary report
<u>NOVEMBER, 1990</u>	
1st-4th Weeks	Negotiation of terms of subagreements
November 1-3, 1990	Consortium-sponsored ATELCA Plenary meeting in El Salvador with guest speakers, including Secretary of the U.S. Senate Joe Stewart
November 28, 1990	Consortium Committee meeting with Roma Knee of LAC/DI, review of draft work plan, status of subagreements; appointment of Caleb McCarry as Consortium Coordinator
<u>DECEMBER, 1990</u>	
2nd-3rd Weeks	Conclusion of sub-agreements
3rd Week	ATELCA Executive Committee Meeting, Miami or Costa Rica
December 11-16	Panama Diagnostic Team in-country visit; submission of preliminary report
December 18-21	Haiti preliminary in-country visit to discuss technical assistance for legislative orientation conference and diagnostic study
<u>JANUARY 1991</u>	

<u>Time frame</u>	<u>Activity</u>
2nd-4th Week	Exploratory in-country visits to Uruguay, Paraguay, Argentina & Chile
3rd Week	Haiti Diagnostic Team in-country visit; submission of preliminary report
<u>FEBRUARY 1991</u>	
2nd Week	ATELCA Exchange Program at United States Senate (by invitation of Senate Secretary Joe Stewart)
3rd-4th Week	Exploratory in-country visits to Peru, Bolivia, Ecuador and Colombia
<u>MARCH 1991</u>	
1st Week	Paraguay Diagnostic Team in-country visit; submission of preliminary report
2nd Week	Argentina Diagnostic Team in-country visit; submission of preliminary report
11-16	Southern Cone + Brazil Subregional Conference
4th Week	Consortium Committee Meeting
<u>APRIL 1991</u>	
1st Week	Andean Diagnostic Team in-country visit; submission of preliminary report
2nd Week	Andean Diagnostic Team in-country visit; submission of preliminary report
3rd Week	ATELCA program in Europe
4th Week	Caribbean Subregional Conference
<u>MAY 1991</u>	
10-12	ATELCA plenary meeting in Honduras
4th Week	Central America Subregional Conference
<u>JUNE 1991</u>	
1st Week	Caribbean Diagnostic Team in-country visit; submission of preliminary report
<u>Time frame</u>	<u>Activity</u>

2nd Week Caribbean Diagnostic Team in-country visit;
submission of preliminary report

4th Week Andean Subregional Conference

JULY 1991

3rd Week LAC Regional Conference

4th Week Consortium Committee Meeting

APPENDIX A

In addition to the programs outlined in the Work Plan, the Consortium for Legislative Development expects to implement the following activities:

STANDBY TECHNICAL ASSISTANCE

The Consortium is ready to provide stand-by technical assistance on a "by request" basis to legislatures in the LAC region. Such technical assistance normally would receive financial support from bilateral USAID missions in the form of "buy-ins." During the diagnostic studies, the Consortium will seek suggestions from USAID missions and counterpart legislatures for specific technical or training needs.

LONG-TERM STAFF DEVELOPMENT

Degree candidates will be sought under the project's long-term staff development component. Five present or future legislative staff from the LAC region will be selected for a Master's Degree in Public Administration at the University at Albany, State University of New York. These long-term students will participate in a corresponding legislative internship program, administered by either Florida International University or SUNYA. The Consortium expects that the number of graduate degree students at SUNYA and FIU under this project will be substantially augmented through bilateral USAID "buy-ins."

TECHNICAL ASSISTANCE/COMMODITIES PROCUREMENT

The Consortium's core budget provides for limited scope commodities assistance to counterpart legislatures. The Consortium will identify specific technical equipment that can provide immediate support during the diagnostic portion of this program. Such commodities as fax machines, modems, stand-alone PCs, or off-the-shelf software packages will be purchased by The Center for Democracy with available Consortium funds and donated to the counterpart legislatures, or to their regional organizations, such as ATELCA. The Consortium is also authorized to assist counterpart legislatures in the design of appropriate Management Information Systems, such as the system recently installed in the Guatemalan Congress under an AID-funded CFD project.