

**EL SALVADOR: PRELIMINARY VISIT FOR  
MINISTRY OF HEALTH WORKSHOP ON  
MANAGEMENT SKILLS**

**MARCH 29 - APRIL 6, 1995**

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**FAMILY PLANNING MANAGEMENT DEVELOPMENT**

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**CONTENTS**

I. EXECUTIVE SUMMARY: ..... 1

II. BACKGROUND: ..... 2

III. PURPOSE: ..... 2

IV. ACTIVITIES: ..... 3

V. RESULTS: ..... 4

VI. FOLLOW-UP ACTIONS/RECOMMENDATIONS: ..... 5

## **I. EXECUTIVE SUMMARY:**

During this week-long visit, the FPMD Program Officer conducted numerous meetings with Ministry of Health, USAID, hotel event planning and Clapp & Mayne staff in order to follow up on a planned workshop requested by the MOH during the LAC Regional Director's visit in February.

In support of the MOH's new initiatives aimed at decentralization, the workshop will provide training in management skills for a new cadre of departmental level managers of reproductive health facilities. At the suggestion of both USAID and the MOH, participants will include MOH staff as well as a limited number of staff from the Salvadoran Institute of Social Security (ISSS) and several NGO management personnel from the Maternal/Child Health Program (PROSAMI). The dates agreed upon are 15 to 19 May 1995.

MOH staff have requested that the sessions be practically focused rather than theoretical. The FPMD consultant/trainer has been in touch with the MOH directly in order to address this concern. An expanded workshop plan will be prepared during the first half of April for review by the MOH and USAID. A budget and plan for actions to be taken prior to the workshop were drawn up and the Clapp & Mayne staff have confirmed their willingness to assist as needed in finalizing arrangements. The FPMD Regional Director/LAC, Program Officer and consultant/trainer will plan to arrive the week prior to the workshop.

## **II. BACKGROUND:**

FPMD's first activity in El Salvador was an assessment of the Ministry of Public Health's management of its family planning program which was carried out in August/September of 1994. This assessment was done at the request of USAID and the MOH following the identification of weaknesses by the 1993 Analysis of the Health Sector in El Salvador (ANSAL).

As a result of the planned decentralization within the Ministry of Health, there will be a new cadre of family planning managers at the departmental level that the senior management staff feel will require training. During a February 1995 visit to El Salvador by the FPMD/LAC Regional Director, the Vice Minister of Health requested FPMD to sponsor a management training workshop for the decentralized management and technical staff of the Ministry of Health. She suggested that this course be held as soon as FPMD could arrange for such a course. The purpose of this workshop would be to strengthen the leadership and supervision skills of the new decentralized departmental managers and provide them with tools with which to incorporate continuous quality improvement into their units.

Additionally while in El Salvador, the LAC Regional Director met with the staff of Clapp & Mayne to initiate discussions of collaboration on the logistical side of planning and executing the management workshop.

Prior to the completion of the FPMD I project, LAC expects to conduct at least one workshop for the Ministry of Health, the first of which was scheduled for May. This trip will be a follow-up activity with the objective of confirming workshop details with the Ministry of Health, elaborating the mechanisms necessary to finance the workshop through Clapp & Mayne.

## **III. PURPOSE:**

- To conduct meetings with staff of the Ministry of Health, USAID and Clapp & Mayne to discuss the management training workshop agenda, confirm the workshop dates and number of participants, select a venue, plan the budget and arrange all necessary logistics for the five-day workshop scheduled for May 1995.
- To arrange to channel funding for the workshop through the El Salvador offices of Clapp & Mayne and discuss the type of agreement into which FPMD and Clapp & Mayne should enter.

- To discuss additional FPMD activities in the country, including a second management workshop with USAID and the MOH which might be carried out prior to the completion of FPMD 1.

#### **IV. ACTIVITIES:**

All activities during this visit took place in meetings. A list of the persons contacted at these meetings is annexed.

##### 30 March:

Met with the Chief of Party and Administrative Officer of Clapp & Mayne to discuss the plans for the visit.

##### 31 March:

Met with Vice Minister of Health and Chief of International Cooperation to confirm the workshop outline, dates of the workshop and number of participants.

Met with top management staff of the Reproductive Health Department of the Ministry of Health to review plans for the workshop.

Met with Clapp & Mayne to detail tasks required to plan the workshop.

Met with Business Office staff of the Camino Real Hotel to obtain prices and view the facilities available.

##### 3 April:

Met with USAID Program Officer to present a briefing on the progress made toward finalizing workshop arrangements.

Met with Business Office staff of the Hotel Presidente and the Hotel El Salvador to obtain their prices, request bid submissions and view the rooms available.

##### 4 April:

Briefed both the Director of the MOH Apoyo a los Sistemas de Salud (APSISA) project and the Deputy Chief of the HPN Office of USAID on the planned workshop.

Discussed procedures for payment of deposit to hotel with Clapp & Mayne and FPMD/Boston staff by telephone and requested proforma invoice from the Hotel Presidente.

### 5 April:

Met with USAID Project Officer for the Programa para Salud Materno-infantil (PROSAMI) for a briefing on the PROSAMI project and discussion of the workshop and the possible participation of several PROSAMI NGO staff.

Met with MOH Reproductive Health Department, USAID, Clapp & Mayne and APSISA staff to finalize agreement on the workshop plans and set deadlines for submission of participant list by the MOH and provision of expanded workshop agenda by FPMD.

Coordinated telephone conversation between the MSH consultant/trainer and MOH staff regarding the agenda.

### **V. RESULTS:**

At the request of the Vice Minister for Health, the dates of the management workshop were shifted to 15 to 19 May so that she may present the opening remarks. She will also invite the Minister of Health to speak at the opening. The Ministry will invite 20 participants from the 14 decentralized departments. USAID will select up to five NGO (PROSAMI) managers to attend. The Institute of Social Security will select two participants.

It was agreed that an expanded workshop agenda will be prepared before mid-April and sent to the Ministry of Health and USAID.

The MOH will provide Clapp & Mayne, USAID and FPMD with a list of the participants by 21 April 1995. USAID will coordinate selection of the five NGO and two Social

Security participants and submit their names to Clapp & Mayne and FPMD by the same date.

Based upon the quotations, size of the room and convenient location of the hotel as well as prior experience of Clapp & Mayne, the Hotel Presidente was selected to hold the workshop. As it was decided by FPMD to make direct payments for the workshop to the hotel, there is no longer need to channel funds through Clapp & Mayne. However, their assistance with other logistics will still be required.

A deposit of 50% must be paid to the hotel as soon as possible for the workshop. A proforma invoice was provided and submitted to FPMD for preparation of a check.

## **VI. FOLLOW-UP ACTIONS/RECOMMENDATIONS:**

1. Prepare and send a check based upon the invoice submitted by the Hotel Presidente, immediately. (FPMD)
2. Submit list of participants to Clapp & Mayne by 21 April. (MOH)
3. Prepare detailed agenda and send to the MOH and USAID by 21 April. (FPMD & consultant/trainer)
4. Send invitation letters to participants and obtain confirmation of attendance by 25 April. (MOH)
5. Finalize reservations of hotel facilities after list received. (Clapp & Mayne and FPMD)
6. Prepare diplomas and other workshop materials. (FPMD & consultant/trainer)