



**Technical Advisors in AIDS and Child Survival Program (TAACS)
16th Quarterly Report**

Contract # HRN-C-00-98-00006-00 (TAACS III)

Contract # GPH-C-00-01-00006-00 (TAACS IV)

November 1, 2002 – January 31, 2003

OVERALL CONTRACT PERFORMANCE

During the quarter, the blistering pace of recruitment has continued unabated. The addition of our new TAACS Human Resources Manager, Helen Farinella, to the team enabled CEDPA to move more quickly and effectively in its recruitment and placement efforts. Four individuals were placed in new positions during this quarter, and another six finalist candidates selected for new positions. Of these total ten placements, three individuals are current CEDPA TAACS, entailing “transfers” from one TAACS position to another. As a result, the TAACS Director has developed a comprehensive transfer policy that the TAACS Team will distribute early next quarter.

RECRUITMENT, SELECTION AND HIRING

Start of Contract

During this quarter, CEDPA hired the following four individuals:

- | | |
|-----------------|---|
| Susan Bacheller | Started November 4, 2002 as the Tuberculosis Team Leader, GH/HIDN/ID (TAACS III). |
| Alan Bornbusch | Started December 16, 2002 as the Contraceptive Security Advisor Team Leader, GH/PHR/CSL (TAACS IV). |
| Vijitha Eyango | Started January 22, 2003 as the Basic Education Advisor, ANE (TAACS IV). |
| Samia Altaf | Started January 28, 2003 as the Population, Health and Nutrition Advisor, USAID/Pakistan (TAACS III). |

Selected Candidates

In addition, as of January 31, 2003, the following finalist candidates have been selected for six TAACS positions, and are in the course of completing the hiring and placement process (security clearance, medical clearance, salary agreement):

- | | |
|---------------|--|
| Christine Sow | Selected as the Senior Public Health Program Advisor, USAID/Mali. Currently waiting for security and medical clearances. Ms. Sow's |
|---------------|--|

anticipated start date at the Mission is April 1, 2003 (TAACS IV).

Amy Cunningham Selected as the HIV/AIDS Senior Policy Advisor, USAID/Uganda. Currently waiting for security and medical clearances. Ms. Cunningham anticipated start date with USAID/Uganda is April 1, 2003 (TAACS IV).

Lindsay Stewart Selected for the Senior HIV/AIDS and Family Planning Advisor, LAC/RSD-PHN position. Ms. Stewart's start date is February 3, 2003 (TAACS III).

Mitch Kirby Selected for the Regional Senior Education Advisor, REDSO/Kenya position. Mr. Kirby's anticipated start date is February 10, 2003. He will initially spend up to one year at the Office of East African Affairs, USAID Bureau for Africa until the Ambassador of Kenya, operating under NSDD-38, determines that it is appropriate for Mr. Kirby to transfer to Kenya. This transfer is also contingent upon receipt of his medical clearance. (TAACS IV).

Peg Marshall Selected as the Public Health Advisor, LAC Bureau (TAACS IV). Salary negotiations and security clearance in process. Expected start date is April 2003.

Cathy Thompson Selected for the ANE Regional Specialist position (TAACS III). Ms. Thompson's start date is July 1, 2003.

Recruitment Underway

Recruitment is underway, as of January 31, 2003, for the following seven TAACS positions:

Under TAACS III:

- a. **Senior Advisor for HIV/AIDS, USAID/Haiti:** Position was announced on December 18, 2002. Seven qualified candidates have been forwarded to the hiring officer as of January 21, 2003. CEDPA continues to advertise and search for the right candidate.
- b. **Population, Health and Nutrition Strategy and Technical Advisor, GH/RCS:** SOW received on October 7, 2002. At the request of the hiring manager, two candidate resumes were submitted for review on October 22, 2002. A finalist was chosen for this position but subsequently declined. CEDPA was requested to readvertise on December 16, 2002. As of January 1, 2003, six applications were forwarded to the hiring officer. CEDPA will continue to search for qualified candidates to forward to the hiring manager.
- c. **HIV/AIDS & RH Senior Policy & Technical Advisor, USAID/Ukraine:** CEDPA originally received this position's SOW on July 28, 2001. After an initial period of advertisement and interviews, Kathleen Welch was chosen for this position on February 23, 2002. Due to a family medical situation, Kathleen informed CEDPA in June 2002 that she would not be able to join the Mission until January 2003 at the earliest. After consulting with the Mission and CEDPA's USAID counterparts, the position was

reopened for advertising. The new hiring manager for this position, Nancy Godfrey, modified the SOW to emphasis HIV/AIDS. Five resumes have been forwarded to the Mission since the position's reopening. Interviews were conducted and on December 6, 2002, CEDPA received a selection memo and selected Amy Cunningham (who was also selected by USAID/Uganda for its HIV/AIDS Senior Policy Advisor position). Amy turned down this offer and CEDPA was requested by Nancy Godfrey to readvertise. Four applications have been forwarded to the hiring manager on January 21, 2003. CEDPA continues to search for the right candidate.

- d. **Senior Health Advisor, USAID/Nepal:** This position was announced on January 13, 2003 and is the replacement for Cathy Thompson. Five applications were forwarded to the hiring manager on January 21, 2003.
- e. **Technical Advisor in Health & Child Survival, USAID/WARP (located in Accra, Ghana):** This position was announced on January 15, 2003. CEDPA is advertising and receiving applications.

Under TAACS IV:

- a. **HIV/AIDS Reproductive and Child Health Advisor, USAID/Tanzania:** A total of eleven candidates were presented to the hiring manager from December 9, 2002 to January 9, 2003. The hiring manager plans to start interviewing the week starting February 3, 2003.
- b. **HIV/AIDS Social Marketing Advisor, GH/OHA/IS:** Interviews were conducted on January 16, 2003; CEDPA is currently checking references. A selection should be made within the next couple of weeks.

Contract Renewals

At USAID's request, CEDPA renewed the contracts of the following four TAACS:

Rebecca Adams	Renewal for two years to December 7, 2004
Ellyn Ogden	Renewal for two years to December 31, 2004
Dale Gibb	Renewal for two years to January 31, 2005
Janet Hayman	Renewal for two years to February 24, 2005

Contract Extensions: There were no extensions during this quarter.

Completion of Tour/Resignations

CEDPA had two resignations this quarter. Judith Timyan, the Senior Population, Health and Nutrition Technical Advisor for USAID/Haiti, resigned effective November 15, 2002. Alan Getson, the Senior HIV/AIDS Advisor for GH/OHA, resigned effective December 31, 2002 to enjoy a 'second' retirement.

ADMINISTRATIVE AND TECHNICAL SUPPORT

At the beginning of this quarter, CEDPA was providing administrative support for 58 TAACS (47 PHN and 11 Education); at the end of this quarter, CEDPA was supporting 59 TAACS (48 PHN and 11 Education) a net increase of one. CEDPA is completing the hiring process or

actively recruiting for an additional 13 positions, for a total of 72 current positions under the TAACS program.

Travel

During this quarter, the CEDPA TAACS team wrote a travel agency request for proposal as a first step in establishing a multiple travel agent system. In tandem with CEDPA's Finance and Program departments, the TAACS team will select several bidders from this process to provide travel services on a competitive basis to the TAACS. The selection process should be complete by mid-March 2003, with implementation of multiple travel agent system to occur shortly thereafter.

Computers

During this quarter, WDSG procured five desktop computers (without monitors except where noted) and one laptop computer for the following TAACS personnel:

Elizabeth Fox	GH/HIDN/HS	desktop with monitor
Maureen Norton	GH/PRH/SDI	desktop (CPU only)
Deborah Lans	GH/HIDN/MCH	desktop (CPU only)
Rebecca Adams	LAC Bureau	desktop (CPU only)
Patricia Stephenson	GH/HIDN/MCH	desktop (CPU only)
Matt Friedman	Bangladesh	laptop

Over time, WDSG increasingly has provided technical support and replacement/upgrades for existing TAACS positions. This support includes technical advice, numerous repairs, and additional materials such as toner cartridges, printer cables, and special purpose software. WDSG has also continued to work with IRM and the TAACS team to prepare for USAID's upgrade of all computers in the RRB and in many overseas missions to MS Windows2000® Professional and MS OfficeXP®.

Throughout this quarter, CEDPA and WDSG coordinated extensively on TACOMIS' development. A full detailing of this coordination can be found in WDSG's individual quarterly report (Attachment 4).

Newsletter

The fourth edition of the CEDPA TAACS newsletter, *Connect*, was distributed in December 2002 (Attachment 1). The TAACS Team anticipates that the next *Connect* will be issued in June 2003.

The second CEDPA TAACS "Update" flyer was sent to all TAACS on January 31, 2003. This short two-page flyer was designed to provide all TAACS with quick periodic updates on changes or clarifications in CEDPA and USAID administrative regulations. A third Update will be issued as the need arises.

Training

From October 21-25, 2002, the TAACS program conducted its semi-annual training course, "Essential Training for PHN and Education Technical Advisors." This course hosted 27

participants representing a wide variety of hiring mechanisms. Overall, the course received excellent evaluation results. The draft evaluation report, which includes several action proposals for which CEDPA is awaiting final response from USAID, is included as Attachment #2. The next CEDPA TAACS training course will be held April 7-11, 2003.

Obligations and Expenditures

CEDPA did not receive any new obligations this quarter.

As of December 31, 2002, CEDPA had two years remaining on the TAACS III contract. As of the same date, CEDPA had received \$45,098,165 in obligations and expended \$32,726,387. Respectively, these numbers represent 74 percent of the obligation ceiling and 53 percent of the contract's expenditure ceiling. On TAACS IV, which is one and half years into the contract life, \$1,763,117 has been obligated with \$574,440 expended.

Personnel Changes

On January 21, 2003 Heather Staley announced her resignation from the TAACS program effective February 18, 2003. The need to replace Heather lead the TAACS team to take a close look at its current structure and growing backstopping responsibilities. This self-examination lead the TAACS program to partially restructure its backstopping team, currently composed of a Program Manager and two Program Associates, to better meet the needs of the ever-growing TAACS cadre. The new structure will consist of a Program Manager, a Senior Program Associate, a Program Associate and an Associate dedicated to the financial transactions and paperwork directly generated by the TAACS. Recruitment for the latter two positions has begun; CEDPA anticipates filling both positions by mid-February 2003.

KEY ACTIONS AND UPCOMING ISSUES FOR THE NEXT QUARTER

January 31, 2003 to April 30, 2003

OVERALL CONTRACT

Over the next quarter, CEDPA will hire and train two new associates. The team will also complete its development of TAACS transfer guidelines and distribute the policy to the TAACS. CEDPA is also preparing for the possible transfer of CTO responsibility and changes that may bring in the overall contract management. Additionally, CEDPA will work with WDSG to maintain the TACOMIS development and delivery schedule. Finally, the TAACS team will plan and implement its semiannual TAACS training course in mid-April 2003.

RECRUITMENT

During this period, CEDPA completed the hiring process for six TAACS who have been selected: Christine Sow (Senior Public Health Program Advisor, USAID/Mali); Amy Cunningham (HIV/AIDS Senior Policy Advisor, USAID/Uganda); Lindsay Stewart (Senior HIV/AIDS & Family Planning Advisor, LAC/RSD-PHN); Mitch Kirby (Regional Senior Education Advisor, REDSO/Kenya); Peg Marshall (Public Health Advisor, LAC Bureau); and Cathy Thompson (ANE Regional Specialist).

CEDPA expects to be advised of the selection of 2-3 finalist candidates for the following seven positions in recruitment by the end of this quarter: Senior Advisor for HIV/AIDS, USAID/Haiti; Population, Health & Nutrition Strategy & Technical Advisor, GH/RCS; HIV/AIDS & RH Senior Policy & Technical Advisor, USAID/Ukraine; Senior Health Advisor, USAID/Nepal; Technical Advisor in Health & Child Survival, USAID/WARP/Ghana; HIV/AIDS Reproductive & Child Health Advisor, USAID/Tanzania; and HIV/AIDS Social Marketing Advisor, GH/OHA/IS.

ADMINISTRATIVE SUPPORT

The team plans on hosting a session at the RRB for TAACS to meet Bob Chase and Helen Farinella, and to talk with the other team members about issues of interest/concern to them. Additionally, the TAACS Team anticipates the finalization of the travel agency procurement; with the selection of multiple travel agents, the TAACS Team will hold sessions at the RRB to familiarize the TAACS with the new travel agencies and procedures.

TECHNICAL SUPPORT

WDSG plans to complete purchase for previously approved equipment to newly selected and placed TAACS, and procure equipment for the positions in process/recruitment as needed. WDSG will also work with CEDPA and USAID's IRM to implement the upgrades to MS Windows2000® Professional and MS OfficeXP®. Finally, WDSG will continue to work with CEDPA and its USAID counterparts on the development of TACOMIS.

ATTACHMENTS

1. TAACS Newsletter CONNECT
2. Draft Evaluation of the October 21-25, 2002 TAACS Training Course
3. CEDPA TAACS III and TAACS IV Advisors Summary Tables
4. TAACS III Level of Effort Report
5. West End Travel Report
6. WDSG Report
7. Health Advisors Individuals Reports
8. Education Advisors Individual Reports

Attachment 1

CONNECT

A Newsletter for the CEDPA TAACS Community

TAACS Training Course

Heather Staley, Program Associate, CEDPA

From October 21-25, 2002, the TAACS program conducted its semiannual training course,

"Essential Training for PHN and Education Technical Advisors." This one-week course provided new TAACS, Fellows, PSCs and other technical officers working in

USAID offices and Missions an orientation to USAID's organization and operations, programming system, and the implementation

skills needed by technical officers working in the Agency.



October 2002 Training Course Participants.

CEDPA hosted 27 participants from a variety of employment mechanisms, including TAACS, Fellows, foreign service nationals, US direct hires, new entry professionals and several

contractors. In addition to representing a wide

variety of hiring mechanisms, these participants held a broad array of specialties and placements, testifying to the popularity and efficacy of the training course. Because of the course's ever-growing popularity and need, CEDPA has been asked by USAID to schedule another for the first quarter of 2003.

John Pielemeier, the former CEDPA TAACS Director, facilitated the course. The course brought together a wealth of institutional knowledge and information provided by speakers who have been involved with USAID for many years. The recent reorganization of USAID, and specifically the Bureau of Global Health, was also addressed in the sessions to inform the participants of new and evolving challenges. Some of the topics discussed in the course included Managing for Results and

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Welcome from the New Director, Bob Chase

I have been on this new job for only a few weeks but already there are three insights about my new situation which, while not novel or earthmoving, are sufficiently acute to prompt me to share them with my new TAACS colleagues. In a word, I am deeply impressed:

◆ with the quality and performance of the TAACS staff, their contribution to USAID objectives, and the high regard in which they are held by USAID senior management;

◆ by both the proven utility of the policies and procedures that govern management of the CEDPA TAACS program, and the commitment, professionalism, and caring



attitude of the TAACS team here in CEDPA. (Since I inherited both, I can feel free to say this.) I also note that staff quality can only be further enhanced by the recent engagement of Helen Farinella, our new HR Manager (see "Transitions" column); and,

◆ by the new challenges and opportunities that USAID faces, across the board, but nowhere more poignantly than in the sectors of Health and Education where the TAACS program is so deeply engaged. Those of us who recently spent a week together in the TAACS training course for new staff in these sectors, in addition to learning how to make the bureaucracy better work for us rather than against us, could not help but be struck by the changing environment; the reorganization of the Agency and of the newly established Bureau for Global Health; the new programmatic directions led by Administration priorities and fed by White House and Congressional focus on these two sectors; the new initiatives in the realm of "partnerships;" and the potential for even more significant changes to be wrought by the President's Millennium Challenge Account.

I didn't take this assignment with a mandate to bring about major changes. Our mission remains to find and hire the very best available technical expertise to meet Agency needs, and then to provide a system of continuous support that enables those people--you--to work as productively as possible. Evaluations, and conventional



CEDPA is a non-profit international organization whose mission is to empower women at all levels of society to be full partners in development.

TAACS Team

Program Director:	Bob Chase
Program Manager:	Susan Masse
HR Manager:	Helen Farinella
Program Associates:	Jennifer Bonetti Heather Staley
HR Associate:	Bernadette Cooper

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Notes from Nepal

Cathy Thompson, HIV/AIDS and Infectious Diseases Advisor, USAID/Nepal

Greetings from Nepal! I have been the TAACS in Nepal since May 1999 and would like to take this opportunity to share some exciting programmatic experiences.

HIV/AIDS - Nepal is in the midst of a concentrated HIV/AIDS epidemic with greater than five percent prevalence in intravenous drug users (68 percent), female sex workers in Kathmandu (16 percent) and men who migrate to Mumbai India (9 percent). USAID/Nepal developed a five-year strategy last December, which helped to bring Nepal to an Intensive Focus country status with USAID. This new status increased Nepal's funding to address the epidemic. At the same time the Government of Nepal has finished its five-year strategy, which will be funded by the government and a multi-donor coordinated effort. The USAID strategy will be a subset of that strategy.

2002 is being proclaimed HIV/AIDS awareness year by the GON, and USAID has worked with the MOH to develop an advocacy campaign with our implementing partners Family Health International and Population Services International. The campaign was launched during the World Cup on television with ads featuring Nepal celebrities talking about HIV/AIDS with the slogan - *HIV/AIDS lets talk about it*. It also included a person living with HIV/AIDS. The campaign has now moved to the newspapers and billboards.

Infectious Diseases - Nepal also has a vector borne disease problem with Japanese encephalitis, malaria and kala-azar. Along with our country program, our implementing partner Environmental Health Project is working on a regional program with Bangladesh, Bhutan, India and Nepal. Working closely with the regional WHO office, a series of meetings are being held to standardize surveillance, laboratory diagnosis,

treatment protocols and drug efficacy. It is painstaking and slow work coordinating efforts in four countries but there are some results - countries are sharing protocols and outbreak information. They also are beginning to make some standardized guidelines.

The last meeting was held in Bhutan to review and begin to standardize

surveillance. The meeting was successful with some concrete actions to be taken by each country with technical advise from WHO/SEARO, USAID, EHP and AFRIMS (Armed Forces Medical Research Unit in Thailand). Bhutan itself was truly magnificent - breathtakingly beautiful, pollution free, clean and friendly. I recommend a visit if you ever get the chance!

The USAID/Nepal health program also covers family planning, maternal and child health and now the latest program to work with children impacted by the Maoist insurgency.

Thank you for giving me the opportunity to share the Nepal programs. - Namaste



The Bangladesh, Bhutan, India and Nepal Network for Vector-borne Diseases:

The BBIN Network was developed to coordinate inter-country cross-border issues on malaria, kala-azar, Japanese encephalitis and other vector-borne diseases.

This network emphasizes sharing of information on regional trends, including the prevalence and incidence of infectious diseases and anti microbial resistance. A website to share information can be found at www.bbin.org.

Transitions

Joining...

Pamela Allen joined the TAACS program as the Basic Education Advisor for USAID/Ghana in August 2002. Pamela's field experience includes management and technical assistance to development projects and trainings in Nepal, India, Egypt, Russia, Madagascar, Botswana and Ghana. Pamela served as the first Country Representative for the Johns Hopkins University/Population Communication Services in Nepal, where she established the office and a multimedia research and development program to promote basic reproductive health. Pamela subsequently served as a Senior Technical Advisor on the MEASURE (Monitoring and Evaluation to Assess and Use Results) Framework, within the Policy and Evaluation Division of the PHN Center of USAID/Washington. She has conducted primary (K-12) education policy research and analysis at the Center for Policy Studies in Education at Florida State University, where she also set up peer counseling pilot programs in Tallahassee public schools. She holds a PhD in Mass Communication with an emphasis on Development Information, Education, and Communication (IEC). She recently moved to Accra, Ghana with her husband, Howard Williams, who is the Peace Corps/Ghana Country Director. Prior to joining CEDPA, Pamela consulted in basic and girls' education projects in Ghana and continues to practice Traditional Chinese Medicine, her "other career" for the past few years.



Helen Farinella joined the CEDPA TAACS Team in November 2002 as the Human Resources Manager. She spent the last 6 1/2 years in South Africa, where she worked as a Contracting Specialist with USAID/Pretoria and was the Contracting Officer for US and

local technical consultants. Her experience prior to USAID is with the United Nations Secretariat in New York, the United Nations Interim Force in Lebanon and the United Nations Environment

Program in Nairobi, Kenya. Having worked in development in the past, she is happy that she can again continue to do this with CEDPA. She has two middle school sons and they keep her busy when she is out of the office. Helen has a BA in Business Administration from the University of Kent in the UK and an advance degree in Business and Office Administration from Pitmans Central College, London, UK.

Jim Griffin brings more than 15 years of training and performance improvement to the TAACS program. Prior to completing a two-year Population Leadership Program Fellowship in the Communication, Management and Training Division in USAID's Office of Population, Jim lived in Thailand and Bangladesh where he was Engenderhealth's Asia Regional Training Advisor. Jim graduated from the Columbia University School of Public Health in 1983, and was a Peace Corps Volunteer in Sierra Leone in the late 1970s and early 1980s.

As the Biomedical Research Specialist in the Office of HIV/AIDS at USAID/Washington.

Gerald (Jerry) Jennings provides leadership and technical guidance on scientific and regulatory issues surrounding biotechnology and HIV prevention issues, specifically vaccine and microbicide research and development. Prior to coming to CEDPA and USAID, Jerry was in the U.S. Army conducting and supervising infectious disease research at the U.S. Navy overseas laboratory in Jakarta, Indonesia and at Fort Detrick; mostly recently working on policy issues in the Office of the Assistant Secretary of Defense for Health Affairs. He holds a DVM from the University of Missouri-Columbia, and a PhD in microbiology from the Uniformed Services University of the Health Sciences, Bethesda, MD.



Tara Milani joined CEDPA in July 2002 as a TAACS overseeing maternal and child health initiatives for USAID/Russia. She joins the TAACS program with thirteen years of public health experience designing, implementing, and



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evaluating maternal child health, nutrition, primary health care, and reproductive health projects. She served as Project Coordinator at the Massachusetts State Department of Public Health for eight years coordinating the provision of maternal child health and nutrition services and activities targeting the ethnically diverse populations. Prior to joining USAID/Russia, for the last six years Tara worked in the Caucasus, mainly the Republic of Azerbaijan, managing the implementation of various United States and/or UN funded health projects including reproductive health, family planning, primary health care, and health education/communication initiatives. Tara is a Registered Dietitian and holds a BS in Nutrition and Food Sciences and a MPH.

Stephen Mandolesi began as the USAID Program Administrator in March 2002. He graduated from Stonehill College in 1997 with a



BA in Health Care Administration and Political Science. Prior to joining USAID, he worked for five years in the Boston area as an analyst/liason for a PPO, an HMO, a physician's organization and a hospital

giving him a broad perspective of the national healthcare arena. In 2001 Steve completed his MPH from Boston University's School of Public Health, where he majored in Health Services and Finance.

Heather Staley joined the CEDPA TAACS Team as a Program Associate in June 2002, after graduating from George Washington University with an MA in International Development. During her Master's program, Heather studied in Mexico and focused on natural resource conflicts in developing countries. Prior to working with CEDPA, she held a research position at the United States Institute of Peace, where she focused on Latin American indigenous rights and ethnography. She also has worked in the microcredit field, engaged in urban service delivery research with the World Bank, and continues to hold an interest in urban geography and public health.



Leaving...

After a year and a half with CEDPA's TAACS Team as a Program Associate, Jennifer Antilla left CEDPA in mid May 2002. After spending some time on R&R, she began graduate school at the School of Public Health at UNC Chapel Hill. Over the next two years, she will be pursuing her MPH from the Department of Health Behavior and Health Education. Jennifer hopes to return to the Washington area during the summer of 2003 to complete her practicum in the field of international health.

According to Jennifer, "The program is as challenging as I expected, though in different ways than anticipated. I'm planning on going to the Global Health Conference in May and hope to see some TAACS there!"



For the last five years, Karen Cavanaugh contributed greatly to the TAACS program, first as a Technical Advisor for the PHN Team in the Regional and Sustainable Development Office in the Latin America and the Caribbean Bureau, and then as the Health Policy Advisor in the Health and Nutrition Office of the Global Health Bureau. In early August 2002, Karen left the TAACS program to join the USAID civil service, continuing her good work in the Health and Nutrition Office. She can be reached at kcavanaugh@usaid.gov.

Liz Coleman, Human Resources Manager for the TAACS Program, left in June 2002 to accept a position as a Recruiter with Deloitte Touche Tohmatsu Emerging Markets, Ltd, an international development consulting firm. In this role, she provides recruiting support to Deloitte's offices in Washington, DC; Guelph, Canada; London, UK and Brussels, Belgium. If you would like to contact Liz, please email ecoleman@deloitte.com.

Roger Dixon, the Health Program Manager for Hurricane Reconstruction in LAC/RSD-PHN, left his position in September 2002 after 2 1/3 years with the TAACS program. He has since relocated

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Cambodia and HIV/AIDS: A First Hand Account

David Hausner, Senior HIV/AIDS and Maternal Child Health Advisor, USAID/Cambodia

David Hausner joined USAID/Cambodia in January 2002 as the Senior HIV/AIDS and Maternal Child Health Advisor. Since his arrival at the Mission, David has focused his energies on becoming thoroughly familiar with the Mission's health portfolios and Cambodia on a whole. You can reach David at dhausner@usaid.gov.

The current estimated HIV prevalence rate in Cambodia is 2.8 percent, the highest known prevalence rate in Asia. It is estimated that approximately one-third of the annual, new infections will occur in children. As a result of these developments, Cambodia has been designated a Rapid Scale-up country for HIV programs by USAID. We have a lot of work to do, as the following first hand account attests:

Recently I visited one of the organizations funded by USAID/Cambodia, a local NGO named the Khmer HIV/AIDS NGO Alliance (KHANA), which is associated with the International HIV/AIDS Alliance based in London. At this particular field site, KHANA subgrants to another, smaller local NGO that works with children affected by HIV/AIDS. This NGO manages an orphanage with children of whom most are AIDS orphans. They provide social support, schooling and skills training for these children who are shunned by society and kept from the regular public schools. The youngest ward of the orphanage was five days old, a baby girl just abandoned at the hospital by a mother who has HIV and believed (incorrectly) that her baby must be infected. The oldest child in the orphanage is 17 years old and hopes one day to be a teacher.

In addition to supporting and managing the orphanage, this NGO works with families affected by AIDS in the surrounding communities. Similar to the orphanage, the NGO tries to support the children in attending school, provide economic support, teach income generation skills, provide

home-based care, and educate about HIV prevention. I was fortunate to be taken to the home of one family that they work with – a house somewhat typical of its community. Like most traditional houses in Cambodia, it is built on stilts to keep out evil spirits – not to mention the dirt and critters of the earth below and the floodwaters of the nearby Ton Le Sap and Mekong Rivers during the rainy season. As is the custom, I removed my shoes and climbed the rickety stairs. The floor of the house is made of bamboo sticks, the walls of woven palm leaf thatch, and the roof of corrugated steel. The roof is obviously in need of repair as there were many holes that must make

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Stepping Up the War on HIV/AIDS: USAID's Global Targets for 2007

- Reduce HIV prevalence rates among 15- to 24-year olds by 50 percent in high prevalence countries;
- Ensure that at least 25 percent of HIV-infected mothers in high-prevalence countries have access to interventions to reduce HIV transmission to their infants;
- Help local institutions provide basic care and psychosocial support services to at least 25 percent of HIV-infected persons and provide community support services to at least 25 percent of children affected by AIDS in high prevalence countries;
- Maintain prevalence below 1 percent among 15- to 49-year-olds in low-prevalence countries.

For more information, please see www.usaid.gov/pop_health/aids/News/expandedresponsefactsheet.html

the rainy season, now upon us, somewhat uncomfortable.

There is only one room to the house, although partitions are made from curtain-like cloth strung across the room. These curtains can be drawn as necessary when privacy is needed. There are no beds in the house. All members of the family sleep on mats that are laid out onto the floor in the evening, as the single living room/dining room is converted to a bedroom. Mosquito nets were strung up on the walls for use in the evening and throughout the night. This is fortunate, as malaria is highly endemic in Cambodia. There is no electricity, running water, glass windows, or doors. The kitchen consists of an open fire in one corner of the house on which water can be boiled to cook rice, and meals are cooked with wood fire smoke billowing throughout the house.



The members of this family consisted of the two grandparents and nine grandchildren. The daughter of the grandparents was the mother of five of the children. The daughter's husband's "second wife" was the mother of the other four children. Although it is not legal to have two wives in Cambodia, and it is not explicitly

acceptable for men to have mistresses, most people turn a blind eye when it happens and it is not un-common. All three parents had AIDS and died. The two youngest children are infected with HIV.

The grandfather and grandmother looked very old and tired and obviously malnourished. The grandmother had already suffered a stroke. The only income in the family comes when the grandfather is well enough to go to the city to beg. He is able to collect about 1,000 Riel, the equivalent of about \$0.25 per day when he begs, making a potential monthly amount of \$7.50. That is well below the teachers' salary of \$25 a month and the provincial medical doctor's salary of \$30 per month. Of course, teachers and doctors are able to earn additional money with private practice. To supplement the family's cash income, the oldest two boys go down to the Mekong and Tonle Sap Rivers to dig for crabs. This, they cook with rice and oil provided to them from the World Food Programme via the NGO that I was visiting. All in all, the family has very little food.

It was close to noon when I visited their home. That morning, I was in a rush to get my kids out the door to their respective schools and I did not have time for breakfast. I stood there in this family's home, feeling very hungry and very ashamed for feeling that way. The images of the faces of the children and the grandparents are burned into my mind. The knowledge that there are many, many other families out there just like this one leaves my heart very heavy, but reminds me of why I am here.

In spite of the dire situation of this family, these nine children are lucky to have grandparents willing to take them in and take care of them the best they can. Many children are not so lucky, such as the five-day-old baby girl and the other children in the orphanage. Yet, what will happen to these children when their grandparents pass away? It is inevitable and will probably happen long before all nine are old enough to feed themselves. Throughout Cambodia and the world, this is what AIDS is doing to families.

Transitions, continued from page 5

to Highland City, Utah. While with USAID he was responsible for the health components of the Hurricane Reconstruction Project and the IMCI Initiative. In Utah he is teaching graduate courses on public health and public administration at Brigham Young University.

After five and a half years with the TAACS program, **Laura McHugh** 'retired' in May 2002 and moved to Fredericksburg VA. There she is pursuing a Master's degree in occupational therapy. We will miss Laura's dedication, professionalism and humor, but wish her the best of luck with her graduate studies.

After three and a half years with the TAACS program, **John Pielemeier** bid "adieu" to CEDPA at the end of May 2002. During his tenure at CEDPA, John oversaw the program's growth from 18 to 66 TAACS -- and the hiring of most of our current TAACS. John will be missed greatly as his contributions to the TAACS Team have been invaluable. As for the future, in his own words... "I plan to continue doing consultancies in the environment and health fields as well as in strategic planning and program/project evaluation. To keep close at home, I'll also be pursuing other part time opportunities with various organizations, possibly related to longer term research or program evaluation issues." If you would like to contact John, please write him at jpielemeie@aol.com.

Willa Pressman left the TAACS program in early October 2002 to become a USAID direct hire. For the last three and a half years, Willa served as the Europe and Eurasia Coordinator for the Office of Population in the Global Health Bureau. In her own words, Willa writes "The TAACS mechanism was perfect for me. It carries the authority of a direct hire government position (with signing authority and ability to represent the U.S. Government). However, it also had the flexibility to travel as the need arose. For my position I needed the ability to pick up and travel to assist a mission with little lead-time. The CEDPA administrative systems were easily accessed and flexible. The CEDPA staff was always helpful and

supportive. THANKS !!!" Willa will be missed for her humor and most importantly, the professionalism she brought to the program. She can be reached at wpressman@usaid.gov.

For the past three years, **Danielle Roziewski** served as the Education Team Leader for USAID/Nicaragua. Dani's primary responsibility was to manage the mission's flagship education project, BASE II, which focuses on improving children's access to quality primary education. BASE II is based upon the Escuela Nueva methodology from Colombia — emphasizing active/student-centered learning, teachers as facilitators, and parent/community participation in 170 "Model Schools" nationwide. The Ministry of Education is so impressed with the improvements in model schools that it has decided to gradually replicate the approach in thousands of other public schools. Financing for replication of USAID's pilot should be provided by the World Bank under the Education for All (EFA) Fast-Track Initiative.



Since the end of Dani's TAACS contract coincides with the end of her partner's assignment at the U.S. Embassy/Managua, they are both moving to Tegucigalpa, Honduras for three years. She will also continue to make beaded jewelry and badge holders — a hobby which has turned into a little microempresa. Check out Dani's website at www.beadaring.com, and contact her at droziewski@hotmail.com.

After three years of service as the Education Policy Advisor for USAID/Haiti, **Marion Warren** returned to her family in Virginia in August 2002. During her time at the Mission, Marion participated in all aspects of the Mission's education program and oversaw much of its development, including the Education 2010 program. We wish Marion well in her future endeavors.

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What's going on at CEDPA?



The U.S. Ambassador to Nigeria, Howard Jeter, and USAID/Nigeria Director Dawn Liberi officially launched Partnerships for Advocacy and Civic

Empowerment (PACE), a new USAID-funded civil society assistance project, in Abuja, Nigeria on September 19, 2002. The PACE project is a collaborative effort led by CEDPA/Nigeria with support from the International Human Rights Law Group (IHLRG) and the Institute for Democracy in South Africa (IDASA). PACE aims to strengthen the capacity of civil society organizations in seven states of Nigeria to foster democratic processes and good governance; promote fundamental human rights; and manage and transform conflict while enhancing women's participation in decision making at all levels of society. Priority areas for the project over the next two years include examining electoral processes, constitutional reform, transparency and accountability, and peace building.

To successfully lead the PACE project, CEDPA/Nigeria will tap its over 25 years of experience in capacity building and methodologies designed to increase the participation of women in civil society. CEDPA/Nigeria also will draw from its six years of democracy and governance experience in Nigeria, which has yielded tremendously successful results. Some of CEDPA/Nigeria's longtime partners, including COWAN, the Church of Christ in Nigeria and the International Federation of Women Lawyers Rivers State Chapter, will participate in the implementation of the new civil society initiative.

Malian peer educators working against the practice of female genital cutting (FGC) met with Mali's Prime Minister in a nationally televised

interview in October to address the harmfulness of the practice. Now in their second year of annual advocacy presentations for top government representatives, the peer educators were thrilled to be provided with an opportunity to meet with one of Mali's highest ranking government officials to discuss this important issue.

In collaboration with Population Action International (PAI), CEDPA/Mali and the Mali Health and Population Pivot Group have completed the third year of a five-year PAI-funded strategy to eliminate the practice of FGC in Mali. Working closely with Mali's National Committee for the Elimination of Harmful Practices under the Ministry of Women, Children and the Family, as well as with the Ministry of Health and the Ministry of Education, the partners have implemented their activities over the past three years through a highly trained corps of youth peer educator advocates who work at every level of society.

The project has recently garnered the support of Muslim youth organizations and has completed a pilot curriculum on FGC for use in the Malian school system. Under the upcoming fourth year of PAI funding, the partners expect to validate the curriculum and test it in the public school system, complete a third annual advocacy event for national level parliamentarians, and widely disseminate existing Ministry of Health decrees banning the practice of FGC by government health workers.

A recent impact assessment study on CEDPA/India's Better Life Options Program (BLP) for Adolescent Boys has found its activities to be highly effective. Post-program questionnaires and focus group discussions reveal that the boys' information levels, awareness levels,

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communication abilities and decision-making skills have shown a marked improvement. The participating boys are now more aware of facts regarding puberty, reproductive health, family planning, HIV/AIDS and other related topics. The boys also display an increased sense of responsibility toward family members, especially mothers and sisters, and are increasingly more sensitive to gender issues.

CEDPA/India's successful BLP for Adolescent Girls was developed more than a decade ago to empower girls to make better life choices. While implementing the girls program, it was realized that women's empowerment could only be possible and sustainable if male support was included in the process. In response, CEDPA/India developed a similar program for boys in 2001. The impact study was conducted to assess the knowledge levels and attitudes of participating boys before and after taking part in the program.

CEDPA is pleased to announce the appointment of **Rosann Wisman as Vice President of Programs**. Rosann has already made invaluable contributions to CEDPA in her role as Senior Advisor to the President, which she has held since October 2001. Rosann has over 25 years of experience working in reproductive health care and organizational management and leadership. She served as chief executive officer of two U.S. Planned Parenthood affiliates, including 14 years as CEO of Planned Parenthood of Metropolitan Washington. Rosann led a highly visible advocacy program and testified frequently on family planning and reproductive rights issues before congressional committees and state legislative bodies. Immediately prior to joining CEDPA, Rosann worked with Population Action International in Tokyo.



Continued from page 1

Understanding the System and Strategic Objectives; How the USAID Structure Functions; The View From the Hill; Coordination with Donors, Foundations and the Private Sector; Budget and the Budget Cycle; Evaluation; Procurement; and Ethics and Conflict of Interest, among others.

The course was not all work; a reception in the beginning of the week as well as a dinner party hosted by CEDPA's President, Peggy Curlin, provided opportunities for participants to get to know each other better as well as to get to know CEDPA staff. These informal events also provided the opportunity for participants to discuss the course material and ask candid questions about USAID. Participants gave overall high marks in the course evaluations, and many followed up with emails indicating their pleasure with their week spent at CEDPA. For information concerning the next training course, please contact Heather Staley at hstaley@cedpa.org.

A Closer Look at the CEDPA TAACS Program



As of Fall 2002...

- 30 TAACS are based in Washington
- There are 28 TAACS working in 22 countries in the following regions:
 - 15 in Africa
 - 9 in Asia and the Near East
 - 3 in Latin America and the Caribbean
 - 1 in Europe and Eurasia
- 64 percent of all TAACS are female
- 19 percent of TAACS work in Education; 45 percent of Education TAACS are male
- 55 percent of current TAACS have been part of the CEDPA TAACS program for more than two years; 22 percent have been with the program for four or more years

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Transitioning...



On November 4, Susan Bacheller assumed the position of Tuberculosis Team Leader, Office of Health, Infectious Disease and Nutrition, Infectious Disease Division, Bureau for Global Health. Previously, Susan was the Regional Infectious Diseases Senior Advisor for the Population, Health and Nutrition Team, Office of Regional and Sustainable Development in the Latin America and Caribbean Bureau.

In early August 2002, Estelle Quain accepted the position of HIV/AIDS Human Capacity and Health Systems Development Technical Advisor with the Office of HIV/AIDS. For the last three years, Estelle was the Senior Training Technical Advisor in the former Communication, Management and Training Division of the Bureau for Global Health.

We wish both Susan and Estelle well in their new positions.

Make a Difference. . . Become a TAACS!



CEDPA is actively recruiting for several TAACS positions. All TAACS must be US citizens who can be approved for high level US Government security clearance. Assignments are for two years; renewals and extensions are possible. Strong candidates are mid-to senior-level technical experts with extensive experience in their respective fields. Current TAACS openings include:

- ◆ HIV/AIDS Senior Policy and Technical Advisor, USAID/Uganda
- ◆ HIV/AIDS Social Marketing Advisor, Implementation Support Division, Office of HIV/AIDS, Global Health Bureau, USAID
- ◆ Infectious Diseases Advisor, USAID/Ukraine
- ◆ Public Health Advisor, Population Health and Nutrition Team, Office of Regional and Sustainable Development, Bureau for Latin America and the Caribbean, USAID

Position descriptions for the above openings can be found at www.cedpa.org/about/ad2.htm. Interested individuals can also sign up to receive job postings via email on this website.

Please contact Helen Farinella, TAACS Human Resources Manager, at taacsjobs@cedpa.org for more information.

Welcome Note, continued from page 2

wisdom, suggest we do this well. But as I hope the comments above also suggest, the demands of the "development workplace" are changing rapidly, and we who are charged with the management of the TAACS program want to be sure we make whatever adaptations are



Bob, in the first months of his new directorship, reaching out to similar programs. Seen here speaking with Paul Seaton, Director of the Johns Hopkins Health and Child Survival Fellows Program.

necessary to better serve the Agency and those of you in the program. Your advice, guidance, and yes, criticism, will be necessary to insure we stay nimble and responsive. Please don't ever hesitate.

And on a more personal note, my predecessor John Pielemeier assured me that one of the most gratifying dimensions of the job would be to get to know better, both professionally and personally, the unusually talented and dedicated people who comprise our service group. The truth of that observation is already clear to me. I hope you will help me find occasions to explore the proposition more fully.

Bob Chase

ceopa
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Washington, DC
20036

Celebrating 26 years of women's global leadership.

Attachment 2

EVALUATION OF TAACS TRAINING COURSE October 21-25, 2002

I. Background

The October 21-25 course – Essential Training for PHN and Education Technical Officers – provided training for 27 participants consisting of four TAACS, nine Fellows, one Foreign Service National (FSN), two US Direct Hires, four Contract Employees, four CASUs, two New Entry Professionals (NEPs), and one USAID-JICA Exchange Fellow. Two-three other technical personnel "dropped in" to attend two-three discrete sessions of the course. All but one of the participants were PHN technical officers. The exception was one Education TAACS. An unusually small portion of the participants served in overseas missions, although two others were preparing for eventual overseas assignments.

The course ran smoothly with no logistical problems. The announcement of the course and participant selection were carried out on a timely basis. Participant attendance of course a session was exceptionally good, with 20-25 participants attending all sessions, including the Friday sessions. Two participants, however, did not attend 20-40 percent of the course sessions.

The speakers for the course were chosen based on their past performance and their past participant evaluations. Two of the intended speakers could not carry out their speaking obligations due to last minute problems (Gary Cook due to a serious fall two days before his Monday presentation, and Jeff Malick due to a death in his family). In both cases, course facilitator John Pielemeier substituted for these presenters, and conducted these sessions using some materials provided by the absent speakers.

This course evaluation is based upon: (a) participant evaluation forms completed by 23 participants; (b) comments provided by participants during the "wrap up" session at the end of the course; and (c) the evaluation by the course facilitator. The participant evaluation form requested participants to provide rankings (from 1-10) on the *Content* and on the *Speaker Effectiveness* for each presentation. Additional detailed comments on both content and speaker effectiveness were also encouraged.

II. Evaluation Results

The overall program ranking for the course is provided in response to the last question on the evaluation form: "Please rate the overall usefulness of the training course in preparing you for the work you are going to be doing (or in assisting you with the work that you are currently doing)." The course score was 9.09, possibly the best overall rating for the course during the past seven years. 14 of 23 participants rating the course a "10" and 75 percent rating the course either a "9" or "10." The low score was one "6" provided by the lone Education participant. Four participants rated the course at "7." Of these, at least three seem to be very recent newcomers to USAID and they provided almost no substantive comments on the remainder of the evaluation form. The fourth wrote several times that the course seemed to assume (incorrectly, she felt) that technical officers would have to spend most of their time as administrative and financial managers, rather than using their technical skills.

Comments by several participants during the wrap up sessions compared this TAACS course favorably to other USAID training courses they had attended (namely, the NEP course and the CTO course). Typical comments included "I feel so much better prepared to work with USAID;" "The course was excellent, with excellent pre-preparation, keeping sessions on schedule, with clear materials, excellent logistics support and good food;" and "I will highly recommend you to my colleagues." The major criticism voiced by several participants was that the course was too didactic and should incorporate a greater mix of "problem-solving" and "hands-on" teaching methodologies.

Most of the participants completed Part II of the evaluation form and had some suggestions on ways to improve the overall course. These comments are summarized below in relation to (a) Course curriculum and structure; (b) Training methodology; (c) Speakers; (d) Logistics; (e) the course binder; and (f) the course participants. The evaluation rating scores for each individual presentation are found in the annex to this report.

- a. **Course curriculum and structure:** Most participants were very pleased with the course curriculum. Almost two-thirds of respondents (14 of 23) did not identify any subject areas that should receive less attention. Similarly, no subject area was singled out as an area that should receive a great deal more attention. The course mix, therefore, seems to be about right from the participant perspective. Several participants praised the "Icebreaker" session and encouraged CEDPA to include more "white time" in the course so participants could learn informally from each other. A few complemented the availability of the course facilitator each morning between 8:30 and 9:00 when "I could ask questions I didn't want to raise before the full class" and the course facilitator filled in lacunae or reinforced points in the prior day's presentations. Participants found some unnecessary repetition in discussion of the budget cycle and the congressional cycle; one usefully recommended that the budget session occur prior to the group's visit to Capitol Hill.

Comments on specific sessions showed an ambivalence regarding the procurement session. Four participants indicated that it was the most useful session, while 3 others felt it had been allocated too much time in the schedule (a full morning). Some participants suggested that the "Meetings, Bloody Meetings" video, shown in an optimal session, be extended into a full session with greater discussion of the video's key points in relation to USAID. The only major timing problem identified was the time available to the WID presenter late Monday afternoon. Her time was sharply reduced due to the prior session going beyond schedule and the 4:30 timing of the reception. The course facilitator takes full responsibility for this problem.

Most participants felt that the amount of material covered in the week-long course was "a lot, but worth it" or "great, just right." Many felt that the sessions were interesting and effective and that enough time was provided by speakers for Q&A. Negative comments about the stress of the week-long course were less numerous than in previous course evaluations.

- b. **Training methodology:** This topic generated the largest number of participant comments. Most participants felt that the course methodology mix was relatively good, but focused too heavily on didactic, lecture-type presentations. Although most presenters encouraged questions during these presentations, back-to-back lecture-type presentations (on Monday); or longer lecture type presentations (procurement) were criticized. Most, but not all participants encouraged more "hands on", "case study" or "problem-solving" teaching techniques within the course mix. Some, however, clearly stated that they would NOT prefer more "case study" or "small group" sessions, so views on this subject are far from unanimous. Several participants cited the Pielemeier/Freeman "Problems of Implementation" session as a model for other sessions and encouraged that these sessions be structured around a set of "real-life problems" to be "solved." Finally, several participants said they valued the panel approach used during several lunch hours.

The above comments were also reflected in the overall scores given for each session in this course: the highest scores were given by participants to three non-lecture sessions: (1) the visit to Capitol Hill, (2) informal Q&A with a senior USAID official, and (3) the Problems of Implementation problem solving session.

- c. **Speakers:** Most participants were pleased with the experience, knowledge and frankness of the USAID speakers who volunteered to help with this course. They also valued the opportunity to meet with these senior officers and to learn how the speakers might be contacted in the future. A few general comments regarding the speakers included:
- Teach the speakers to do "energizing" activities or at a minimum to give the participants a chance to stand up and stretch periodically.
 - Consider a session where current TAACS and current Fellows would talk to their respective participant cohorts and explain practical issues they had confronted during their initial year as a TAACS or Fellow; and
 - Attempt to find time to provide training/presentation skills to some poorly ranked speakers (e.g., Tom Leonhardt's two hour "tips for trainers" workshop given last year).
- d. **Logistics:** The comments on course logistics were overwhelmingly positive. Heather Staley, Susan Masse and Emily Taylor-Norris were highly praised for their hard work and helpful support. Participants applauded the course facilitator for keeping the course on schedule and felt it was very well organized. Several thanked CEDPA for adequate availability of telephones, computers and Internet access during the course. The only negative logistic comments were that (1) the chairs are much too hard for a five day course of this nature and (2) some of the handouts were hard to read (e.g., too gray). CEDPA is happy to report that all of the chairs in the training room were replaced with new, more cushioned ones in November 2002.

- e. **The Course Binder:** Many speakers made greater reference to items in the binder than in past courses; and more presentation materials were provided by speakers in time for inclusion in the binder. Nevertheless, several participants would have liked the speakers or course facilitator to link each presentation to binder materials at the beginning of each session. Other suggestions for the binder included:
- Review the binder contents more thoroughly on Day 1;
 - Place labels on binder dividers to indicate the session name;
 - Link the organization of the binder materials for the Implementation Tools session to the speaker's presentation;
 - Improve the quality of some PowerPoint presentations (especially the Procurement PowerPoint presentation which was confusing and had misspellings);
 - Materials in the binder should be more "self-explanatory" (e.g., with clear headings to indicate their purpose in the binder and their possible use once the course is over); and
 - Provide a list of often-used USAID acronyms.
- f. **The course participants:** Several participants remarked on the wide diversity of prior experience and knowledge among the 27 participants. It was suggested that a "pre-test" be given to ensure that all participants had a minimum level of experience to benefit from the course. Others encouraged USAID and CEDPA to include more field staff and FSNs to make the course better known in overseas missions. Most participants were very pleased to meet new colleagues and valued their opportunity to learn from more experienced officers or to become aware of how a different region or bureau might address a problem common to all.

The one Education technical officer felt that much of the course content had no or marginal relevance to her work. She also suggested (correctly) that health officers should be more exposed to USAID education strategies and priorities and that the training course try to breakdown the barriers between the two technical sectors. (n.b. Because this officer applied to the course only in the final week before the course, CEDPA had not anticipated the need to include more education speakers and education examples in the course curriculum).

III. Key Issues for the Future

a. **The number of training courses per year:**

Currently, CEDPA conducts two courses per year at very little cost to USAID. Demand for this course could be easily expanded beyond its primary audience of TAACS and fellows. The course would be appropriate for new health FSNs and PSCs or the course could simply be made mandatory for "all PHN officers" at very little additional cost to USAID.

b. **Selection of participants for the training course:**

Ideally a minimum level of USAID experience and knowledge should be used to for participant selection. Past course evaluations demonstrate that technical officers benefit significantly more from the course if they have a minimum of three months of USAID work experience prior to attending the course. As the evaluations for this course indicate, new hires and Pal-Tech contract personnel are less ready to benefit from the course than other PHN officers.

c. **Education Officers:**

USAID may want to consider a separate course for Education TAACS, PSCs and FSNs: As the USAID education sector grows, a course designed specifically for that sector should be considered. Speakers and binder materials could be tailored to the specific needs of the education officers. Mixing health and education speakers and materials dilutes the course impact for both types of technical personnel.

d. **Training methodology:**

The current course structure receives very positive comments in participant evaluations. Nevertheless, a less didactic approach might provide better long-term learning results. Restructuring the course in this direction cannot be done without significant time devoted to curriculum development and the training of speakers to use a more interactive training methodology. The key issue is whether USAID is willing to invest the resources for CEDPA to develop this training methodology for future courses and to work with speakers to ensure its proper use in course presentations.

e. **Training for marginal presenters:**

This evaluation and the previous course evaluation (January 2002) identified many of the same speakers as those who either need to improve their speaking/presenting skills or need to be replaced. Last year, CEDPA was able to provide a very modest level of training (2 hours) for presenters who volunteered to attend the training session. Tom Leonhardt, a highly regarded trainer, provided this session.

A more responsible approach would be for USAID to provide CEDPA with specific funding to organize a coherent, cohesive set of speaker training interventions so that each marginal speaker is given individual attention in improving his/her skills. The very noticeable improvement of the quality of the Field Support session is an example. The presenters made changes in their presentation style and presentation content after receiving advice from Mr. Leonhardt and the course facilitator. This session, which teaches very practical skills, is now consistently rated by participants as one of the best course sessions.

ANNEX -Participant ratings of specific course sessions

Combined (Content & Speaker Effectiveness) Rank Order

The View from the Hill	Rieser and Fox
Typical Problems of Implementation	Pielemeier/Freeman
Q&A with Senior USAID Officer	Holfeld
New Challenges for BGH	Burkle
Financial Management	Ostermeyer/Talbert
Bureau for Global Health	Brown
Options on Implementing a Strategic Plan	Pielemeier
Field Support	Stone/Lewing
Ethics for Non-Direct Hires	Miller
Monitoring and Evaluation	Navin
Managing for Results Overview	Cavitt/Henderson
Regional Bureaus and Field Missions	Pielemeier
How PVOs and Contactors see USAID	Panel (Galloway, Trayfors and Wells)
Procurement	Horton
Budget and the Budget Cycle	Levenson
Icebreaker	CEDPA TAACS staff
Basic Problems of Implementation	McKay
The Central Bureaus and PPC	Cornelius
The Emerging Actors	USAID Panel (Landry, Ehmer and Reintsma)
WID	Bastien

Rank order by indicator (C=Content; S=Speaker Effectiveness)

9.40	S	Holfeld	Q&A with Senior USAID Officer
9.25	S	Rieser/Fox	The View from the Hill
9.17	C	Rieser/Fox	The View from the Hill
9.12	S	Pielemeier/Freeman	Typical Problems of Implementation
9.03	C	Pielemeier/Freeman	Typical Problems of Implementation
8.98	C	Holfeld	Q&A with Senior USAID Officer
8.95	S	Betsy Brown	The Bureau for Global Health
8.89	S	Jan Miller	Ethics for Non-Direct hires
8.84	S	Ostermeyer/Talbert	Financial Management
8.82	S	Burkle	New Challenges for the BGH
8.79	C	Burkle	New Challenges for the BGH
8.78	S	Pielemeier	Options for Implementing a Strategic Plan
8.77	C	Brown	The Bureau for Global Health
8.75	C	Ostermeyer/Talbert	Financial Management
8.59	S	Stone/Lewing	Field Support
8.53	C	Stone/Lewing	Field Support
8.53	C	Pielemeier	Options for Implementing a Strategic Plan

8.53	S	Navin	Monitoring and Evaluation
8.48	C	Navin	Monitoring and Evaluation
8.45	S	Cavitt/Henderson	Managing for Results Overview
8.44	S	Pielemeier (substitute)	Regional Bureaus/Field Missions
8.43	C	Cavitt/Henderson	Managing for Results Overview
8.42	C	PVO panel	How Contractors and Grantees See USAID
8.36	C	McKay	Basic Problems of Implementation
8.34	C	Levenson	Budget and the Budget Cycle
8.32	C	Horton	Procurement
8.30	C	Pielemeier (substitute)	Regional Bureaus/Field Missions
8.27	C	CEDPA TAACS staff	Icebreaker
8.18	C	Miller	Ethics for Non-direct Hires
8.12	S	PVO panel	How PVOs and Contactors see USAID
8.05	S	Horton	Procurement
8.05	C	Cornelius	The Central Bureaus and PPC
8.04	S	CEDPA TAACS staff	Icebreaker
7.96	S	Levenson	Budget and the Budgetary Process
7.84	S	Cornelius	The Central Bureaus and PPC
7.74	C	USAID Panel	The Emerging Actors
7.71	S	McKay	Basic Problems of Implementation
7.59	S	USAID Panel	The Emerging Actors
7.47	C	Bastien	WID
6.93	S	Bastien	WID

Lowest ranked for speaking skills

Bastien
 USAID Panel (especially Ehmer)
 McKay
 Cornelius
 Levenson
 CEDPA TAACS staff
 Horton
 PVO panel (especially Wells)

Low ranked for content

Bastien
 USAID Panel
 Cornelius
 Jan Miller
 CEDPA TAACS staff
 Horton
 Levenson

Attachment 3

Summary table 1/TAACS III

H/E	Advisor	Location	Start Date with CEDPA	Start on TAACS III	End of Contract	Comments
H	Abeyta-Behnke, Mary Ann	Ethiopia	27-Nov-01	n/a	26-Nov-03	
E	Adams, Rebecca	LAC/RSD	07-Dec-98	n/a	06-Dec-04	
H	Allman, James	Madagascar	01-Oct-94	01-Oct-98	31-Mar-01	Complete
H	Allman, James	Cote D'Ivoire/Regional	01-Apr-01	n/a	31-Mar-03	
H	Altaf, Samia	Pakistan	28-Jan-03	n/a	27-Jan-05	
E	Alvarez, Benjamin	EGAT/HCD	13-Nov-01	n/a	12-Nov-03	
H	Bacheller, Susan	LAC/RSD-PHN	26-Jun-01	n/a	03-Nov-02	Complete
H	Bacheller, Susan	GH/HIDN/ID	04-Nov-02	n/a	03-Nov-04	
H	Barker, Brad	Senegal	05-Sep-01	n/a	04-Sep-03	
H	Bateman, O. Masee	India	22-Jan-02	n/a	21-Jan-04	
E	Bruns, David	Uganda	15-Aug-01	n/a	14-Aug-03	
H	Cavanaugh, Karen	LAC/RSD-PHN	08-Sep-97	08-Jan-99	09-Apr-00	Complete
H	Cavanaugh, Karen	GH/HN	10-Apr-00	n/a	09-Aug-03	Complete
H	Clements, Andrew	ANE/SPOTS	01-Aug-01	n/a	31-Jul-03	
H	Cook, Gary	ANE/SPOTS	02-Aug-99	n/a	01-Aug-03	
H	Dixon, Roger	LAC/RSD-PHN	17-Jul-00	n/a	30-Sep-02	Complete
E	Dykstra, Anne	EGAT/WID	05-Feb-01	n/a	04-Feb-03	
E	Etyemezian, Nina	Morocco	20-Jul-99	n/a	12-Oct-01	Complete
H	Fox, Elizabeth	GH/HN/CS	19-Aug-96	19-Aug-99	18-Aug-04	
H	Friedman, Matthew	Bangladesh	01-May-99	n/a	30-Apr-03	
E	Gagne, Bernard	Benin	19-May-00	n/a	02-Aug-00	Complete
H	Getson, Alan	GH/OHA	01-Oct-96	01-Oct-99	31-Dec-02	Complete
H	Gibb, Dale	GH/HIDN	29-Jul-91	01-Mar-01	31-Jan-05	
H	Griffin, James	GH/PRH/SDI	19-Aug-02	n/a	18-Aug-04	
H	Halperin, Daniel	GH/OHA/TLR	31-Aug-01	n/a	30-Aug-03	
H	Halpert, Peter	Guinea	14-Jul-95	14-Jan-99	03-Dec-99	Complete
H	Harbison, Sarah	GH/PRH/RTU	01-Sep-96	01-Jan-01	31-Aug-03	
E	Hatch, John	EGAT/HCD	01-Jan-00	n/a	31-Dec-03	
H	Hausner, David	Cambodia	24-Jan-02	n/a	23-Jan-04	
H	Hayman, Janet	REDSO/ESA	25-Jan-99	n/a	24-Feb-05	
H	Howard, Mildred	Egypt	28-Jan-01	n/a	27-Jan-05	
H	Jenkins, Carol	Cambodia/Regional	15-Oct-01	n/a	14-Oct-03	
H	Jennings, Jerry	GH/OHA/TLR	11-Mar-02	n/a	10-Mar-04	
E	Kirby, Mitch	AFR/SD/HRD	01-Oct-01	n/a	30-Sep-03	
H	Landry, Steve	GH/HN/Policy	01-Apr-96	31-Dec-98	02-Mar-00	Complete
H	Landry, Steve	GH/HIDN/MCH	03-Mar-00	n/a	02-Mar-04	
H	Lans, Deborah	GH/HIDN/MCH	01-Jun-01	n/a	31-May-03	
H	Lazell, Kirk	Namibia	15-Sep-00	n/a	14-Sep-04	
H	Lewing, Tara	GH/PRH	15-May-95	15-Jan-99	14-May-03	
E	Malloy, Ed	EGAT/HCD	01-Jun-99	n/a	31-May-03	
H	Meinke, Tim	GH/PBO/SPB	09-Jul-01	n/a	08-Jul-03	
H	Milani, Tara	Russia	03-Jul-02	n/a	02-Jul-04	

Summary Table TAACS III

H/E	Advisor	Location	Start Date with CEDPA	Start on TAACS III	End of Contract	Comments
H	Nolan, Nancy	Haiti	18-Sep-98	n/a	17-Sep-00	Complete
H	Norton, Maureen	GH/PRH/SDI	08-Sep-99	n/a	07-Sep-03	
H	Novak, John	GH/OHA/SPER	01-Nov-96	01-Nov-98	31-Oct-04	
H	Ogden, Elynn	GH/HIDN/MCH	02-Jan-97	02-Jan-99	31-Dec-04	
H	O'Rourke, Shelagh	Nigeria	24-Sep-01	n/a	23-Sep-03	
H	Pressman, Willa	GH/POP/FPS	08-Feb-99	n/a	04-Oct-02	Complete
H	Quain, Estelle	GH/OHA	01-Sep-99	n/a	06-Aug-02	Complete
E	Rambaud, Marylee	EGAT/WID	04-Jan-99	n/a	14-Jan-00	Complete
E	Range, Elizabeth	EGAT/HCD	04-Jun-01	n/a	03-Jun-03	
E	Roziewski, Danielle	Nicaragua	01-Sep-99	n/a	30-Sep-02	Complete
H	Scholl, Ed	Guatemala	10-Jun-98	01-Mar-01	09-Jun-04	
H	Seligman, Barbara	GH/PRH/PEC	10-Jul-00	n/a	09-Jul-04	
H	Shelley, Karen	Zambia	07-Jun-99	n/a	06-Jun-04	
H	Sonnichsen, Cheryl	Kenya	20-Nov-00	n/a	19-Nov-04	
H	Sow, Barbara	Senegal	01-Feb-99	n/a	08-Jul-01	Complete
H	Sow, Barbara	Rwanda	09-Jul-01	n/a	08-Jul-03	
H	Stanton, Mary Ellen	GH/HIDN/MCH	01-Jul-99	n/a	30-Jun-03	
H	Stephenson, Patricia	GH/HN/NMH	01-Nov-00	n/a	31-Oct-04	
E	Taylor, Melinda	Nigeria	23-Apr-01	n/a	30-Jun-03	
H	Terrell, Stanley	Guatemala/Regional	26-Jan-96	01-Oct-99	30-Jun-04	
H	Thompson, Catherine	Nepal	01-May-99	n/a	30-Jun-03	
H	Timberlake, Janis	Tanzania	26-Aug-96	26-Apr-99	25-Aug-03	
H	Timyan, Judith	Haiti	31-Aug-01	n/a	15-Nov-02	Complete
H	Trostle, Murray	GH/HIDN/MCH	18-Aug-99	n/a	17-Aug-03	
H	Wainwright, Emily	GH/HIDN/ID	15-Oct-01	n/a	14-Oct-03	
E	Ward-Brent, Michelle	Egypt	29-Aug-99	n/a	28-Aug-03	
E	Warren, Marion	Haiti	01-Sep-99	n/a	31-Aug-03	Complete
H	Wilson, Melinda	South Africa	11-Jun-01	n/a	10-Jun-03	
H	Wright, Susan	Morocco	03-Oct-98	n/a	02-Oct-04	

Summary Table TAACS IV

H/E	Advisor	Location	Start Date with CEDPA	End of Contract	Comments
H	Kerrigan, Monica	Indonesia	10-May-02	10-May-04	
H	Quain, Estelle	GH/OHA	07-Aug-02	06-Aug-04	
H	Davis, Cornelia	REDSO/ESA	26-Sep-02	25-Sep-04	
H	Bornbusch, Alan	GH/PRH/CSL	16-Dec-02	15-Dec-04	
E	Eyango, Vijigha	ANE	01/22/03	01/21/05	

Attachment 4

TAACS III - Level of Effort (HRN-C-00-98-00006-00)
 August 1998 - July 2003

Advisor	Start Date	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Annual Total	Project Total
Wright	10/03/98	0.875	0.805	0.753	0.508	0.283								3.20	40.43
Aliman	10/01/98	0.394	0.831	0.831	0.588	0.875								3.52	40.73
Novak	11/01/98	0.613	0.805	0.831	0.874	0.875								3.80	40.43
Adams	12/07/98	0.796	0.831	0.788	0.883	0.875								3.97	40.33
Landry	12/31/98	0.525	0.831	0.831	0.814	0.875								3.88	40.89
Ogdon	01/02/99	0.551	0.831	0.831	0.814	0.875								3.90	40.33
Lowling	01/15/99	0.804	0.753	0.700	0.798	0.735								3.59	40.77
Hayman	01/24/99	0.875	0.744	0.875	0.700	0.875								4.07	40.92
Sow	03/01/99	0.438	0.875	0.788	0.814	0.788								3.70	40.74
Timberlake	04/25/99	0.088	0.831	0.875	0.805	0.700								3.30	40.73
Friedman	05/01/99	0.874	0.744	0.744	0.805	0.813								3.78	40.62
Thompson	05/01/99	0.656	0.726	0.543	0.849	0.875								3.65	40.23
Malloy	06/01/99	0.700	0.656	0.700	0.700	0.700								3.46	40.89
Shelley	06/07/99	0.438	0.788	0.831	0.700	0.875								3.63	40.88
Stanton	06/30/99	0.875	0.831	0.543	0.814	0.875								3.94	40.80
Cook	08/02/99	0.875	0.691	0.788	0.805	0.875								4.03	40.07
Trostle	08/18/99	0.831	0.875	0.831	0.525	0.788								3.85	40.19
Fox	08/19/99	0.656	0.831	0.656	0.814	0.788								3.75	40.42
Ward Brent	08/29/99	0.700	0.770	0.788	0.770	0.788								3.82	40.73
Harbison	09/01/99	0.875	0.831	0.831	0.788	0.788								4.11	40.35
Norton	09/08/99	0.788	0.595	0.831	0.683	0.875								3.77	40.127
Terrell	10/01/99	0.805	0.823	0.788	0.814	0.858								4.09	40.05
Hatch	01/01/00	0.875	0.788	0.831	0.525	0.875								3.89	40.47
Seligman	07/10/00	0.525	0.744	0.831	0.726	0.875								3.70	40.40
Lazell	09/15/00	0.858	0.875	0.831	0.814	0.875								4.25	40.82
Stephenson	11/01/00	0.823	0.814	0.831	0.788	0.875								4.13	40.95
Sonnichsen	11/20/00	0.875	0.691	0.831	0.770	0.735								3.90	40.20
Howard	01/28/01	0.919	0.831	0.438	0.814	0.350								3.35	40.66
Dykstra	02/05/01	0.709	0.753	0.770	0.700	0.665								3.60	40.40
Scholl	03/01/01	0.831	0.814	0.798	0.788	0.875								4.10	40.97
Gibb	03/01/01	0.805	0.263	0.831	0.761	0.525								3.19	40.97
Taylor	04/23/01	0.875	0.875	0.788	0.849	0.875								4.26	40.43
Lans	06/01/01	0.875	0.831	0.831	0.788	0.875								4.20	40.63
Range	06/04/01	0.788	0.656	0.831	0.709	0.866								3.85	40.89
Wilson	06/11/01	0.875	0.875	0.875	0.849	0.875								4.35	40.07
Bachelor	06/26/01	0.639	0.831	0.858	0.753	0.875								3.96	40.11
Meinke	07/09/01	0.875	0.735	0.735	0.770	0.875								3.99	40.73
Clements	08/01/01	0.849	0.683	0.831	0.744	0.875								3.98	40.60

TAACS III - Level of Effort (HRN-C-00-98-00006-00)
 August 1998 - July 2003

Advisor	Start Date	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Annual Total	Project Total	
Bruns	08/15/01	0.350	0.831	0.788	0.595	0.875								3.44	12.08	
Halperin	08/31/01	0.683	0.788	0.875	0.718	0.788								3.85	11.91	
Barker	09/05/01	0.875	0.788	0.831	0.814	0.875								4.18	13.29	
O'Rourke	09/24/01	0.875	0.875	0.656	0.621	0.875								3.90	11.43	
Kirby	10/01/01	0.875	0.831	0.831	0.770	0.875								4.18	12.37	
Jenkins	10/15/01	0.875	0.438	0.831	0.875	0.875								3.89	11.87	
Wainwright	10/15/01	0.875	0.831	0.831	0.788	0.875								4.20	11.62	
Alvarez	11/13/01	0.858	0.831	0.814	0.761	0.875								4.14	10.66	
Abeyta-Behnke	11/27/01	0.875	0.875	0.875	0.875	0.875								4.38	10.33	
Bateman	01/22/02	0.831	0.788	0.700	0.700	0.770								3.79	9.37	
Hausner	01/24/02	0.875	0.831	0.744	0.700	0.875								4.03	9.72	
Jennings	03/11/02	0.875	0.823	0.831	0.849	0.875								4.25	8.15	
Milani	07/03/02	0.875	0.831	0.831	0.761	0.700								4.00	4.74	
Griffin	08/19/02	0.219	0.788	0.831	0.788	0.875								3.50	3.50	
Allen	09/03/02		0.613	0.875	0.849	0.788								3.12	3.12	
Nolan	09/17/98													0.00	20.09	contract ended 8/15/00
Ramond	01/04/99													0.00	10.78	contract ended 1/7/00
Halpert	01/14/99													0.00	9.40	contract ended 12/3/99
Evmezzian	07/20/99													0.00	21.89	contract ended 10/12/01
Gagne	05/19/00													0.00	3.22	contract ended 8/31/00
Cavanaugh	01/08/00													0.00	35.41	resigned 8/9/02
Quain	09/01/99	0.875												0.88	29.10	switched to T IV 8/7/02
Warden	08/30/99	0.788												0.79	27.93	resigned 8/30/02
Pressman	02/08/99	0.656	0.831											1.48	35.90	resigned 10/4/02
Dixon	07/17/00	0.858	0.779	0.240										1.85	20.42	contract ended 9/30/02
Rozewski	09/01/99	0.569	0.788	0.114										1.47	28.51	contract ended 9/30/02
Timyan	08/31/01	0.525	0.788	0.700	0.525									2.54	10.70	resigned 11/15/02
Gelson	09/30/99	0.875	0.569	0.831	0.788	0.875								3.94	26.65	resigned 12/31/02
Total Advisors														217.29	1471.55	
Director			0.297	0.511	1.315	0.191								2.31	20.40	
Manager		0.738	0.976	1.002	1.464	1.055								5.24	34.35	
Associate		2.588	2.835	2.881	3.551	1.530								13.39	51.34	
WDSG		0.279	0.119	0.40	0.251	0.323								1.37	15.82	
Other														0.00	0.62	
Subtotal														22.30	122.53	
Total LOE (10.5 person months)														239.59	1594.08	

TAACS Contract LOE:	3052.0
Basic + Option A + Option B	

Attachment 5

Project Number Report

West End Travel
 11 Dupont Circle, N.W. - #375
 Washington, D.C. 20036

From: 10/21/02
 To: 1/20/03

Project # Invoice #	Passenger	Itinerary	Fare
21192S	Halperin/Daniel		140.00
21198S	Griffin/James L		45.00
21461S	O/Rourke Shelagh		45.00
21836S	Griffin/James		45.00
21859S	Wainwright/Emily		45.00
21872S	Griffin/James		25.00
22022S	Griffin/James		25.00
202300A	Cedpa - TAACS		0.00
21859S	Wainwright/Emily	IAD/ATL/IAD	458.00
21461S	O Rourke/Shelagh	IAD/ATL/YOW	1,022.32
21198S	Griffin/James L	IAD/RDU/IAD	699.50
21872S	Griffin/James	IAD/RDU/IAD	699.50
22022S	Griffin/James	IAD/RDU/IAD	0.00
21191S	Halperin/Daniel	IAD/GRU/BSB/GIG/GRU/IA	6,512.50
21198S	Griffin/James L	RDU	67.90
21872S	Griffin/James	RDU	56.85
21461S	O Rourke/Shelagh	YOW/DTW/YOW	230.60
22209S	Griffin/James		25.00
22335S	Lans/Deborah		45.00
22610S	Wainwright/Emily		140.00
20230A	Alvarez/Benjamin		0.00
22208S	Griffin/James	IAD/RDU/IAD	0.00
22335S	Lans/Deborah	IAD/SFO/SEA/IAD	441.00
22610S	Wainwright/Emily	IAD/FRA/ALA/AMS/VIE/KB	6,266.30
22209S	Griffin/James	RDU	33.95
		-----	17,068.42
11431100			
21145S	Ogden/Ellyn W		45.00
21410S	Ogden/Ellyn W		140.00
21410S	Ogden/Ellyn W	IAD/FRA/DEL	3,194.00
21145S	Ogden/Ellyn W	DCA/LGA/DCA	454.50
21410S	Ogden/Ellyn W	DEL/LKO/DEL/FRA/MIA	2,450.50
21410S	Ogden/Ellyn W	LHR	124.59
21410S	Ogden/Ellyn W	MIA/AMS/ABV/LHR/GVA	6,907.00
		-----	13,315.59
11431200			
21243S	Fox/Elizabeth		25.00
21328S	Lans/Deborah A Ms		140.00
21328S	Lans/Deborah A Ms	IAD/CDG/DKR/CDG/IAD	2,411.40
21243S	Fox/Elizabeth	DCA/LGA/DCA	49.00
		-----	2,625.40
11431400			
21043S	Seligman/Barbara		45.00
21043S	Seligman/Barbara	WAS/PHL/WAS	205.00

Project #	Invoice #	Passenger	Itinerary	Fare
	22707S	Seligman/Barbara		140.00
	22707S	Seligman/Barbara	DAC/LHR/IAD	1,875.40
	22707S	Seligman/Barbara	IAD/LHR/DAC	2,203.90
	22707S	Seligman/Barbara	LHR	167.25

				4,636.55
11431500				
	21229S	Robinson/Sarah Harbison		125.00
	21229S	Robinson/Sarah Harbison	IAD/LHR/IAD	1,628.80

				1,753.80
11431600				
	21205S	Getson/Alan		45.00
	21205S	Getson/Alan	IAD/ATL/IAD	198.00

				243.00
11431700				
	21873S	Novak/John		15.00
	21873S	Novak/John		125.00
	21873S	Novak/John	IAD/LHR/BKK/KTM	5,206.40
	21873S	Novak/John	KTM/BKK/LHR/IAD	3,636.50
	22709S	Novak/John		125.00
	22709S	Novak/John	IAD/BRU/LHR/BKK/PNH	3,869.70
	22709S	Novak/John	PNH/BKK/GVA/FRA/IAD	2,824.80

				15,802.40
11431800				
	22364S	Ogden/Ellyn W		140.00
	22951S	Gibb/Dale		125.00
	22364S	Ogden/Ellyn W	IAD/FRA/DEL	3,194.30
	22951S	Gibb/Dale	IAD/AMS/GVA/AMS/IAD	2,574.90
	22364S	Ogden/Ellyn W	DEL/FRA/IAD	2,037.80

				8,072.00
11432000				
	21581S	Adams/Rebecca		45.00
	21785S	Adams/Rebecca		103.00
	21581S	Adams/Rebecca	DCA/MIA/KIN/MIA/DCA	919.60
	21785S	Adams/Rebecca	DCA/MIA/TGU/MIA/DCA	1,092.50
	22787S	Adams/Rebecca		78.00
	22913S	Adams/Rebecca		86.00
	22913S	Adams/Rebecca	DCA/MIA/KIN/MIA/DCA	935.40
	22787S	Adams/Rebecca	DCA/MIA/PAP/MIA/DCA	748.10

				4,007.60
11432100				
	22387S	Cook/Gary		125.00
	22387S	Cook/Gary	IAD/LHR/ISB	4,153.60
	22387S	Cook/Gary	ISB/CDG/IAD	2,095.80

				6,374.40
11432500				
	21529S	Trostle/Richard		90.00
	21529S	Wainwright/Emily	IAD/ATL/IAD	378.00
	21529S	Trostle/Richard	IAD/ATL/IAD	378.00

				846.00

Project/ Invoice #	Passenger	Itinerary	Fare
11432600			
21346S	Stanton/Mary Ellen		140.00
21510S	Stanton/Mary Ellen		140.00
21559S	Stanton/Mary Ellen		25.00
21346S	Stanton/Mary Ellen	IAD/FRA/DXB/FRA/IAD	2,866.10
21346R	Stanton/Mary Ellen	IAD/FRA/DXB/FRA/IAD	-2,866.10
21510S	Stanton/Mary Ellen	IAD/CDG/DXB/CDG/IAD	1,925.50

			2,230.50
11432700			
21386S	Quain/Estelle		83.00
21386S	Quain/Estelle	DCA/MIA/GUA/MIA/DCA	892.50

			975.50
11432800			
21084S	Malloy/Edward		140.00
21084S	Malloy/Edward	IAD/MUC/BEG	2,642.10
21084S	Malloy/Edward	SKP/VIE/IAD	2,186.60

			4,968.70
11432900			
21931S	Hatch/John		125.00
21931S	Hatch/John	DCA/JFK/FCO/JFK/DCA	2,009.60

			2,134.60
11433100			
21037S	Landry/Stephen		45.00
21480S	Landry/Stephen		140.00
21480S	Landry/Stephen	IAD/CDG/DKR/CDG/IAD	8,913.00
20996R	Landry/Stephen	WAS/PHL/WAS	-166.00
21037S	Landry/Stephen	DCA/LGA/DCA	319.50
22323S	Landry/Stephen		45.00
22950S	Landry/Stephen		125.00
22323S	Landry/Stephen	IAD/SEA/IAD	818.00
22950S	Landry/Stephen	IAD/FRA/GVA/FRA/IAD	2,581.90

			12,821.40
11433500			
21254S	Stephenson/Patricia		140.00
21254S	Stephenson/Patricia	DCA/ATL/JNB/LUN	2,444.80
21254S	Stephenson/Patricia	LUN/JNB/ATL/DCA	1,324.90
22221S	Stephenson/Patricia		25.00
21254R	Stephenson/Patricia	LUN/JNB/ATL/DCA	-1,324.90

			2,609.80
11433700			
22938S	Griffin/James		140.00
22938S	Griffin/James	IAD/VIE/EVN	3,076.70
22938S	Griffin/James	EVN/VIE/IAD	2,673.80

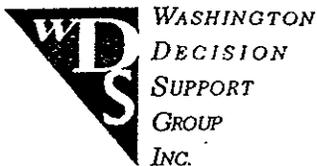
			5,890.50
11433800			
23039S	Halperin/Daniel		45.00
23039S	Halperin/Daniel	SDQ/PAP	152.20

			197.20

Project #	Invoice #	Passenger	Itinerary	Fare
11433900	21772S	Clements/Andrew		140.00
	21772S	Clements/Andrew	IAD/NRT/BKK/PNH	2,844.20
	21772S	Clements/Andrew	BKK/NRT/IAD	2,251.30
	21772S	Clements/Andrew	PNH/REP/BKK	159.50
				----- 5,395.00
11434000	21917S	Bacheller/Susan		140.00
	21917S	Bacheller/Susan	IAD/FRA/GVA/FRA/IAD	1,483.00
				----- 1,623.00
11434100	22568S	Range/Elizabeth		140.00
	22568S	Range/Elizabeth	IAD/CDG/CMB	4,840.80
	22568S	Range/Elizabeth	CMB/BKK/DAC/BKK/NRT	3,726.00
				----- 8,706.80
11434300	21930S	Jennings/Gerald		80.00
	21930S	Jennings/Gerald	IAD/CDG/GVA/CDG/IAD	736.00
	22623S	Jennings/Gerald		45.00
	22623S	Jennings/Gerald	WAS/NYP/WAS	275.00
				----- 1,136.00
11434600	22807S	Bacheller/Susan		140.00
	22807S	Bacheller/Susan	IAD/AMS/IAD	2,527.60
				----- 2,667.60
11437013	22556S	Altaf/Samia Dr		140.00
	22556S	Altaf/Samia Dr	IAD/LHR/ISB/KHI/DXB	6,433.20
				----- 6,573.20
11437038	21508S	Behnke/Paul E		140.00
	21508S	Behnke/Paul E	ADD/FRA/MIA	2,054.30
	21508S	Behnke/Paul E	MIA/FRA/ADD	3,583.20
				----- 5,777.50
11440500	21089S	Quain/Estelle		45.00
	21943S	Quain/Estelle		45.00
	21089S	Quain/Estelle	DCA/ATL/DCA	1,178.00
	21943S	Quain/Estelle	DCA/BOS/DCA	445.50
				----- 1,713.50
2311432600	21090S	Stanton/Mary Ellen		60.00
	21091S	Stanton/Mary Ellen		45.00
	21091S	Stanton/Mary Ellen	IAD/ATL/IAD	378.00
	21090S	Stanton/Mary Ellen	WAS/PHL	148.00
				----- 631.00

Project #	Invoice #	Passenger	Itinerary	Fare
2311437065	22179S	Wright/Susan	DCA/BOS/DCA	415.61
	22179S	Wright/Susan		45.00
				----- 460.61
				----- 141,257.57

Attachment 6



TAACSIII
WDSG QUARTERLY REPORT
(October 01 - December 31, 2002)

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) sixteenth quarterly report submitted to CEDPA under Contract No. HRN-C-00-98-00006-00. Appendix I contains copies of WDSG's monthly reports for the sixteenth quarter (submitted previously) illustrating expenditures and the level of effort to date.

2.0 Accomplishments

2.1. Procurement of Hardware/Software

The procurement of replacement equipment continued during this quarter. What is being replaced is hardware that is outdated and/or cannot be upgraded. During this quarter, WDSG replaced the following: a monitor for the Senior Health Advisor in Egypt (Mildred Howard); cpu's for ANE/SEA/SPA (Gary Cook), G/PHN/POP (Tara Lewing), G/PHN/HN/CS (Elizabeth Fox), and G/PHN/POP/FPSD (Maureen Norton). In addition, a desktop and monitor procured during the last quarter was delivered to GH/PHN/HIDN/MCH (Murray Trostle), a desktop to G/PHN (Mary Ellen Stanton), and a desktop, monitor, printer, and laptop to GH/HIDN/ID (Susan Bachellor). What remains to be delivered is hardware/software for LAC/RSD/PHN (Lindsay Stewart) and GH/RCS (Susan Wright).

During the next quarter, WDSG will purchase replacement desktops for: LAC/RSD/ED (Rebecca Adams), G/PHN/HN/NMH (Patricia Stephenson), and G/PHN/CS (Deb Lans), as well as a replacement laptop for Bangladesh (Matt Friedman). In addition, monitors will be purchased for G/PHN/HN/CS (Elizabeth Fox), and LAC/RSD/ED (Rebecca Adams).

Again, WDSG has not received any response regarding equipment needs from the following positions:

Infectious Disease HIV/AIDS Advisor, India (on hold)
Teacher Training Advisor, LAC/RSD (reviewing resumes)

WDSG has not heard back from Mitch Kirby, who was supposed to call us months ago regarding a laptop. We contact him periodically, but have yet to receive a response.



WASHINGTON
DECISION
SUPPORT
GROUP
INC.

2.2. Technical Assistance

WDSG provided support for end-users in the RRB and overseas. TA included, inter alia

- Mary Ellen Stanton's new keyboard was defective; it was replaced with a new one from IBM;
- LCD dedicated laptop in the RRB, a number of problems resulting from user error, e.g., forgetting to take out the disk when rebooting, downloading unauthorized software;
- Daniel Halperin had a problem downloading software and we had to temporarily disable NAV for the laptop to work; this has been resolved and NAV restored;
- Gerald Jennings had problems using IPASS. Working with IRM, WDSG resolved the config problem;
- Elizabeth Fox's monitor is on the blink. It will be replaced shortly;
- Rebecca Adam's monitor "caught on fire" and was replaced by a monitor from IRM. Monitors rarely catch on fire unless they are obstructed (papers on top of monitor vents). The IRM monitor will be replaced by CEDPA;
- Tara Lewing had a parallel printer problem with the Windows 2000 upgrade; we downloaded the correct drivers and installed;
- Deb Lans desktop keeps crashing - scheduled to be replaced;
- Maureen Norton's desktop kept getting error messages "Out of Disk Space", it would not defrag properly and it was determined she needed a new cpu (replaced);
- John Hatch's UPS died and was replaced;
- Gary Cook continues to have problems with his laptop, due to his screen savers and downloading of software (AOL); the laptop was cleaned up and returned;
- Ed Malloy received a new cpu after his old desktop crashed; IRM delayed in config and connecting the new cpu but it has been resolved.



In addition to the above, WDSG met with representatives from IRM to discuss various topics including coordinating the upgrades now in progress in the RRB.

3.0 Problems Encountered

Due to a config hardware problem on IBM's end, WDSG was unable to deliver the cpu's to Stanton and Trostle in a timely fashion. We did find a work-around to the problem, fixed the cpu's and delivered them within a three-week turnaround. As a result of this, and several other major problems dealing with IBM direct, WDSG is using another vendor that does offer comparable pricing.

4.0 Plans for Next Reporting Period

During the next reporting period (January 01 - March 31, 2003) WDSG plans the following activities:

- ▼ technical support as required for all TAACS III personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continue procurement, and order equipment as approved;
- ▼ testing, configuration, shipment of hardware/software for new recruits;
- ▼ continued website development, updates, and hosting;
- ▼ update TAACS database to include new TAACS/positions and other tracking information;

5.0 Expenditures and Level of Effort

See Appendix I.



Appendix I
Expenditures and Level of Effort
October 01 - December 31, 2002

Prime Contractor: The Centre for Development and Population Activities
Subcontractor President: Sandra L. Amendola
Completion Date: June 30, 2003
Total Obligated Funds: \$292,069.00
Estimated Additional Funds: \$432,699.00

Funding Source: HRN-C-0098-00006-00
Statement Date: 11/04/02
Statement No.: 02-10
Expense Period: October 2002

<u>Line Item</u>	<u>Budget</u>				<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Balance</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>	<u>Total</u>	<u>This Period</u>	<u>Year to Date</u>	<u>To Date</u>	<u>Remaining</u>
Salaries	\$102,240	\$0	\$38,850	\$141,090	\$3,327.50	\$28,558.75	\$121,365.60	\$19,724.40
Fringe Benefits	\$34,080	\$0	\$12,949	\$47,029	\$1,109.16	\$9,519.49	\$40,454.80	\$6,574.20
Travel (local)	\$3,500	\$0	\$99	\$3,599	\$0.00	\$56.00	\$142.40	\$3,456.60
Equip/Supplies	\$120,050	\$78,950	\$85,079	\$364,079	\$2,188.90	\$40,133.31	\$341,509.07	\$22,569.93
ODC	\$75,000	\$41,700	\$6,864	\$43,564	\$439.00	\$4,496.94	\$35,319.52	\$8,244.48
Overhead	\$61,334	\$0	\$23,309	\$84,643	\$1,996.50	\$17,135.21	\$72,819.18	\$11,823.82
G&A	<u>\$19,505</u>	<u>\$12,065</u>	<u>\$9,194</u>	<u>\$40,764</u>	\$262.79	\$4,468.62	\$37,697.10	<u>\$3,066.90</u>
Grand Total	\$415,709	\$132,715	\$176,344	\$724,768	\$9,323.84	\$104,368.32	\$649,307.66	\$75,460.34

Level of Effort: not to exceed 18.8 person months and \$141,090 per Attachment A, Budget Summary and Subcontract Amendment #1 (Option B)

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: _____

TITLE: _____

DATE: _____

Prime Contractor: The Centre for Development and Population Activities
Subcontractor President: Sandra L. Amendola
Completion Date: June 30, 2003
Total Obligated Funds: \$292,069.00
Estimated Additional Funds: \$432,699.00

Funding Source: HRN-C-0098-00006-00
Statement Date: 12/09/02
Statement No.: 02-11
Expense Period: November 2002

<u>Line Item</u>	<u>Budget</u>				<u>Expenditures This Period</u>	<u>Expenditures Year to Date</u>	<u>Expenditures To Date</u>	<u>Balance Remaining</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>	<u>Total</u>				
Salaries	\$102,240	\$0	\$38,850	\$141,090	\$2,090.00	\$30,648.75	\$123,455.60	\$17,634.40
Fringe Benefits	\$34,080	\$0	\$12,949	\$47,029	\$696.66	\$10,216.15	\$41,151.46	\$5,877.54
Travel (local)	\$3,500	\$0	\$99	\$3,599	\$0.00	\$56.00	\$142.40	\$3,456.60
Equip/Supplies	\$120,050	\$78,950	\$85,079	\$364,079	\$14,155.39	\$54,288.70	\$355,664.46	\$8,414.54
ODC	\$75,000	\$41,700	\$6,864	\$43,564	\$203.41	\$4,700.35	\$35,522.93	\$8,041.07
Overhead	\$61,334	\$0	\$23,309	\$84,643	\$1,254.00	\$18,389.20	\$74,073.17	\$10,569.83
G&A	\$19,505	\$12,065	\$9,194	\$40,764	\$1,435.88	\$5,904.51	\$39,132.98	\$1,631.02
Grand Total	\$415,709	\$132,715	\$176,344	\$724,768	\$19,835.34	\$124,203.66	\$669,143.00	\$55,625.00

Level of Effort: not to exceed 18.8 person months and \$141,090 per Attachment A, Budget Summary and Subcontract Amendment #1 (Option B)

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: _____

TITLE: _____

DATE: _____

Prime Contractor: The Centre for Development and Population Activities
Subcontractor President: Sandra L. Amendola
Completion Date: June 30, 2003
Total Obligated Funds: \$292,069.00
Estimated Additional Funds: \$432,699.00

Funding Source: HRN-C-0098-00006-00
Statement Date: 01/06/03
Statement No.: 02-12
Expense Period: December 2002

<u>Line Item</u>	<u>Budget</u>				<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Balance</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>	<u>Total</u>	<u>This Period</u>	<u>Year to Date</u>	<u>To Date</u>	<u>Remaining</u>
Salaries	\$102,240	\$0	\$38,850	\$141,090	\$2,695.00	\$33,343.75	\$126,150.60	\$14,939.40
Fringe Benefits	\$34,080	\$0	\$12,949	\$47,029	\$898.32	\$11,114.47	\$42,049.78	\$4,979.22
Travel (local)	\$3,500	\$0	\$99	\$3,599	\$0.00	\$56.00	\$142.40	\$3,456.60
Equip/Supplies	\$120,050	\$78,950	\$85,079	\$364,079	\$4,459.40	\$58,748.10	\$360,123.86	\$3,955.14
ODC	\$75,000	\$41,700	\$6,864	\$43,564	\$0.00	\$4,700.35	\$35,522.93	\$8,041.07
Overhead	\$61,334	\$0	\$23,309	\$84,643	\$1,617.00	\$20,006.20	\$75,690.17	\$8,952.83
G&A	\$19,505	\$12,065	\$9,194	\$40,764	\$445.94	\$6,350.44	\$39,578.92	\$1,185.08
Grand Total	\$415,709	\$132,715	\$176,344	\$724,768	\$10,115.66	\$134,319.32	\$679,258.86	\$45,509.34

Level of Effort: not to exceed 18.8 person months and \$141,090 per Attachment A, Budget Summary and Subcontract Amendment #1 (Option B)

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: _____

TITLE: _____

DATE: _____



WDSG Quarterly Report
TAACS4 Contract #: GPH-C-00-01-00006-00
October 01 - December 31, 2002

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) third quarterly report submitted to CEDPA under Contract No. GPH-C-00-01-00006-00. Appendix I contains copies of WDSG's monthly reports for the third quarter (submitted previously) illustrating expenditures and level of effort to date.

2.0 Accomplishments

2.1. Procurement of Hardware/Software

No new procurement for TAACSIV occurred during this period. However, computer equipment that was procured during the last quarter was delivered/shipped to GH/PRH/CSL Alan Bornbusch, and REDSO/ESA, Connie Davis.

Three new positions are in recruitment: HIV/AIDS Social Marketing Advisor (GH/OHA); Regional Senior Education Advisor (REDSO/ESA); and HIV/AIDS Reproductive and Child Health Advisor (Tanzania). The three supervisors for these positions have been contacted regarding the procurement of computer equipment. Only one supervisor -- GH/OHA -- has responded; they do not need additional computer hardware.

2.2 Technical Assistance

None this quarter.

2.3. TACOMIS

During the past quarter much progress has been made on the development of the TACOMIS management system. After being given the go-ahead signal by CEDPA/USAID, WDSG began in earnest to refine the design, development parameters, and hardware/software tools needed for the full system deployment.



Data Dictionary. Perhaps the most tedious and time-consuming part....development of the detailed data dictionary....has been about 85% completed for the first three modules (Cost Center, Human Resources, and Finance). A small database was developed to capture needed information for the data dictionary. For each of the nearly 300 data items in the first three modules, this includes such information as: data item name, type, length, minimum/maximum value, table lookup or picklist values, source of data, required field?, permissions (who can view data item, who can enter data, who can change data, who can delete data), notes, valid date, etc. In addition, for each data item it is necessary to designate dependencies (*if/then*) and archiving need (need to maintain original value when changes are made, e.g., TAACS advisor in same position changes, USAID organizational names change, etc., in both backend database and in reports).

Finance Module Development. With the help of CEDPA's Finance department, WDSG worked out a means to obtain needed TAACS expenditure data directly from the Fundware accounting system which CEDPA uses. It was hoped that a Fundware ODBC module could be used, but it turned out that it could not be trusted (CEDPA has had continuing headaches with Fundware add-on modules). Rather, WDSG developed necessary scripts to adapt reports from the Fundware system to TACOMIS input needs. Efforts are continuing to make this as seamless as possible. It was decided that *obligation data* would be hand-entered by the TAACS manager.

Other TACOMIS Progress and Timetable. Three Linux-based servers have been built up and fully configured. Agreement has been reached with CEDPA's IT department to place the CEDPA-based TACOMIS server on their network o/a January 8. Software development is proceeding apace. It is anticipated that an Alpha version containing the first three modules will be available for testing and real data entry by the end of January. The plan is for CEDPA to begin entering real data and begin testing and using the system by that time. Refinement of the first three modules will be done before the other two planned modules are added (Travel and Equipment). Some reports will be included in the Alpha version. Additional reports will be added as needed and agreed.

3.0 Problems Encountered

Shifting continued between TAACSI and TAACSIV; the accounts had to be corrected accordingly.

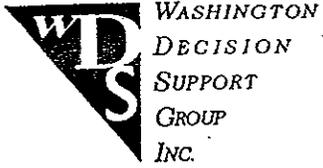


4.0 Plans for Next Reporting Period

- ▼ technical support as required for all TAACS IV personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continue procurement, and order equipment as approved;
- ▼ testing, configuration, shipment of hardware/software for new TAACS;
- ▼ continue development/design of TACOMIS; programming and alpha/beta testing.

5.0 Expenditures and Level of Effort

See Appendix I.



Appendix I
Expenditures and Level of Effort
October 01 - December 31, 2002

TAACS4 Subcontract - WDSG, Inc.

Prime Contractor: The Centre for Development and Population Activities
 Subcontractor President: Sandra L. Amendola
 Completion Date: 08/31/06
 Total Subobligated Funds: \$55,000.00
 Total Estimated Value: \$727,740.00

Funding Source: GPH-C-00-01-00006-00
 Statement Date: 11/04/02
 Statement No.: 02-10
 Expense Period: October 2002

Line Item	Budget			Expenditures This Period	Expenditures Year to Date	Expenditures To Date	Balance Remaining
	Basic Award	Option A	Option B				
Salaries	\$245,436	\$16,220	\$0	\$261,656	\$11,192.50	\$27,073.75	\$234,582.25
Fringe Benefits	\$81,811	\$5,407	\$0	\$87,218	\$3,730.80	\$9,024.49	\$78,193.51
Travel (local)	\$0	\$0	\$0	\$0	\$10.00	\$34.00	(\$34.00)
Equip/Supplies	\$175,960	\$45,500	\$0	\$221,460	\$479.59	\$19,874.20	\$201,585.80
ODC	\$54,250	\$10,250	\$0	\$64,500	\$320.65	\$2,339.99	\$62,160.01
Overhead	\$147,261	\$9,732	\$0	\$156,993	\$6,715.48	\$16,244.21	\$140,748.79
G&A	<u>\$23,022</u>	<u>\$5,575</u>	<u>\$0</u>	<u>\$28,597</u>	\$81.02	\$2,224.82	<u>\$26,372.18</u>
Grand Total	\$727,740	\$92,684	\$0	\$820,424	\$22,530.04	\$76,815.46	\$743,608.54

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: _____

TITLE: _____

DATE: _____

TAACS4 Subcontract - WDSG, Inc.

Prime Contractor: The Centre for Development and Population Activities
 Subcontractor President: Sandra L. Amendola
 Completion Date: 08/31/06
 Total Subobligated Funds: \$55,000.00
 Total Estimated Value: \$727,740.00

Funding Source: GPH-C-00-01-00006-00
 Statement Date: 12/09/02
 Statement No.: 02-111
 Expense Period: November 2002

<u>Line Item</u>	<u>Budget</u>			<u>Total</u>	<u>Expenditures This Period</u>	<u>Expenditures Year to Date</u>	<u>Expenditures To Date</u>	<u>Balance Remaining</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>					
Salaries	\$245,436	\$16,220	\$0	\$261,656	\$2,860.00	\$29,933.75	\$29,933.75	\$231,722.25
Fringe Benefits	\$81,811	\$5,407	\$0	\$87,218	\$953.32	\$9,977.82	\$9,977.82	\$77,240.18
Travel (local)	\$0	\$0	\$0	\$0	\$0.00	\$34.00	\$34.00	(\$34.00)
Equip/Supplies	\$175,960	\$45,500	\$0	\$221,460	(\$4,222.60)	\$15,651.60	\$15,651.60	\$205,808.40
ODC	\$54,250	\$10,250	\$0	\$64,500	\$65.04	\$2,405.03	\$2,405.03	\$62,094.97
Overhead	\$147,261	\$9,732	\$0	\$156,993	\$1,716.00	\$17,960.21	\$17,960.21	\$139,032.79
G&A	<u>\$23,022</u>	<u>\$5,575</u>	<u>\$0</u>	<u>\$28,597</u>	(\$415.76)	\$1,809.06	\$1,809.06	<u>\$26,787.94</u>
Grand Total	\$727,740	\$92,684	\$0	\$820,424	\$956.00	\$77,771.46	\$77,771.46	\$742,652.54

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: _____

TITLE: _____

DATE: _____

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TAACS4 Subcontract - WDSG, Inc.

Prime Contractor: The Centre for Development and Population Activities
 Subcontractor President: Sandra L. Amendola
 Completion Date: 08/31/06
 Total Subobligated Funds: \$55,000.00
 Total Estimated Value: \$727,740.00

Funding Source: GPH-C-00-01-00006-00
 Statement Date: 01/06/03
 Statement No.: 02-12
 Expense Period: December 2002

Line Item	Budget				Expenditures	Expenditures	Expenditures	Balance
	Basic Award	Option A	Option B	Total	This Period	Year to Date	To Date	Remaining
Salaries	\$245,436	\$16,220	\$0	\$261,656	\$4,015.00	\$33,948.75	\$33,948.75	\$227,707.25
Fringe Benefits	\$81,811	\$5,407	\$0	\$87,218	\$1,338.32	\$11,316.14	\$11,316.14	\$75,901.86
Travel (local)	\$0	\$0	\$0	\$0	\$0.00	\$34.00	\$34.00	(\$34.00)
Equip/Supplies	\$175,960	\$45,500	\$0	\$221,460	\$53.77	\$15,705.37	\$15,705.37	\$205,754.63
ODC	\$54,250	\$10,250	\$0	\$64,500	\$0.00	\$2,405.03	\$2,405.03	\$62,094.97
Overhead	\$147,261	\$9,732	\$0	\$156,993	\$2,408.99	\$20,369.20	\$20,369.20	\$136,623.80
G&A	<u>\$23,022</u>	<u>\$5,575</u>	<u>\$0</u>	<u>\$28,597</u>	\$5.38	\$1,814.44	\$1,814.44	<u>\$26,782.56</u>
Grand Total	\$727,740	\$92,684	\$0	\$820,424	\$7,821.46	\$85,592.93	\$85,592.93	\$734,831.07

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: _____

TITLE: _____

DATE: _____

Attachment 7

Mary Ann Abeyta-Behnke TAACS Ethiopia

Quarterly Report October 22, 2002 – January 20, 2002

Summary of Major Activities Implemented This Period:

1. ESHE II, Child Survival New Procurement

A decision was made to await the new HPN Chief's input and to reformat the document.

IR2 Family Planning Reproductive Health

Participated in a three-day work planning and team building meeting with Pathfinder International.

2. Overall SO Support, Acting/Chief HPN

Continued as Acting Chief until November 16 when Ms. Susan Anthony arrived. Coordinated revisions of the Performance Monitoring Plan and Data Quality Assessments with the staff. Assisted in preparation of the HPN Annual Report. Became anand will remain so until mid-November when the new Chief arrives. Hired two summer interns to assist with the cataloging of all library materials and in organizing the office filing system. Prepared a program description for a HIV/AIDS care and support program. Managed and coordinated HIV/AIDS activities and meetings while the Advisor was on leave and working part time. Reviewed the activities in preparation for the National Immunization Days scheduled for the next quarter. Reviewed four new child survival, Title II cooperative agreements. Prepared a request for proposal for conducting a survey on the trafficking of women and children, and wrote a program description for a national campaign against trafficking. Made two site visits, one to Amhara and the other to SNNP Regions. Organized a one-day meeting with all partners to review performance and update one another. Prepared and headed-up the HPN portfolio review for FY 2001. Coordinated the HPN response to the emerging drought.

3. Cross-Cutting Activities of the Mission

Participated in the preparation of site visits by Frederick Schieck, Keith Brown, seven Congressional Staffers and Congressman Wolf who came to Ethiopia to assess first hand the drought emergency.

on site visit to the Missionaries of Charity site and to an orphans hospice in Addis Ababa. Made presentations to the Ethiopia State Department Desk Officer and to the Peace Corps Assessment team visiting the country in preparation for resuming Peace Corps again. Represented HPN in an internal annual mission management assessment. Responsible for budget and procurement plans for FY 03 and 04.

4. Other

Major Accomplishments of the Period:

1. ESHE II, Child Survival, New Procurement

The RFP was more thoroughly reviewed in light of the current emergency drought and the recommendations made at the Portfolio Review in October. As a result it was reformatted and shortened and the evaluation criteria and instructions to the offeror were revised. The document is ready for release.

2. IR2 Family Planning/Reproductive Health

Pathfinder International began work under the new cooperative agreement with John Hopkins University and the National Committee of Traditional Practices of Ethiopia as sub-grantees. Provided in-put into the PI end of project assessment that was being conducted by external consultants hired by PI's home office. Participated in a three-day work planning and team building meeting with PI and its partners as they prepared the first year work plan. The work plan is specific to the regions and is results focused.

Reviewed the results of the Phase I section of the national assessment on community-based FP/RH agent program in the country. The MOH, Family Health Division is managing the assessment, with The Population Council, Advance Africa, FHI and UNFPA as contributors. The second round of the survey was completed.

Met with FHI to develop a contraceptive prevalence survey in HPN project sites in 2003 so the data can be reported in the HPN Annual Report. Met with ORC MACRO about the possibility of conducting a health facility assessment as a baseline for the ESHE II project.

Reviewed close out plans of the PVO Networks project activities in the country with an attempt to continue the FP/RH activities in some way.

3. IR3, HIV/AIDS

Participated in several planning meetings of the HIV/AIDS Prevention and Control Office as they prepare for a mid-term assessment. The HIV/AIDS Advisor has been on extended leave.

The joint activity prepared with the Japanese Government and Family Health International has resulted in JICA assisting the Addis Ababa Health Bureau in renovation of rooms in existing health centers for voluntary counseling and testing. JICA will also be donating test kits to the Addis Ababa Health Bureau.

4. IR4, Health Sector Reform

Nothing to report during this period.

5. Overall SO Support

Considerable time during this reporting period has been spent on the emergency drought situation. Terms of reference were drafted for a CDC emergency relief specialist to assist the Ministry of Health in emergency planning, organization and therapeutic feeding. Developed a plan and an overall strategy with Carter Center for the five medical universities in the country to assist with the emergency drought. This is the first time that such an effort is undertaken. Carter Center will develop a curriculum on drought emergency and will provide travel and per diem for the deans of the universities, the professors and the students to spend large blocks of time working in health facilities severely affected by the drought emergency.

Briefing materials on HPN activities and sites where HPN has activities were prepared for Mr. Frederick W. Schieck, Deputy Administrator of USAID, Mr. Keith Brown, Deputy for Africa, Mr. Steve Wisecarver, Director for East Africa when they came to Ethiopia in early December. I was the site manager for the Pathfinder HIV/AIDS sex worker program, the Missionaries of Charity home for the dying and destitute, and the Mieso Health Center in Oromia Region where an emergency health kit was distributed through UNICEF to the Oromia Regional Health Bureau. Mieso is also a site where therapeutic feeding is to begin in a few weeks.

Seven congressional staffers visited Ethiopia to assess the drought and the HIV/AIDS activities managed by HPN. They were shown the Save the Children, High Risk Corridor Initiative project in Nazareth with bar and hotel owners and sex workers. I was a site manager on one of the sites visited.

Assisted in preparing briefing documents for the visit by Congressman Wolf from Virginia, and the military head from the USS Whitney stationed off the coast of Djibouti (they were wanting to assist in the drought areas).

Participated in the visit by Mr. Natsios, Administrator for USAID and Constance Newman, Director for Africa who are visiting Ethiopia the middle of January. I am site manager for Chiro Hospital in Asebot Teferi in West Hararghe zone of Oromia Region. Due to the volume of visitors

Provided technical input into the trafficking projects managed by HPN. Met with Sally Newman from the Office to Monitor and Combat Trafficking in Persons, from the US State Department in Washington. Provided technical feedback to the local organization conducting the survey on trafficking.

Major Activities Planned for January – April, 2003

1. Participate in the preparation of responses to the RFP and in the Technical Evaluation Committee.
2. Complete the program description for the RFA on social marketing program.
3. Participate in the revision of the HPN Performance Monitoring Plan.
4. Visit several health facilities and Pathfinder sites in the drought affected area.

TAACS/ABIDJAN ADVISER'S REPORT NO. 7
JIM ALLMAN
21 OCTOBER 2002 - 20 JANUARY 2003

A. OBJECTIVES:

1. Provide input and leadership for on-going FHA project activities including dissemination of lessons learned and success stories; expanding HIV/AIDS activities; closeout activities, etc. and continue to strengthen FHA management unit.
2. Work with RETRO-CI on Interagency agreement (IAA) activities and plans for future collaboration with WARP.
3. Continue Ambassadors' AIDS Fund activities including preparation for the next round of activities.
4. Participate in FHA dissemination activities.
5. Work on WARP HIV/AIDS strategy paper.
6. Prepare for DHS in the region.
7. Monitor close out activities and management issues related to the crisis in CI.

B. ACTIVITIES:

1. I organized monthly C/UMT-FHA-MU meetings and the third quarterly portfolio reviews was completed in December. I revised the FHA responsibilities schedule and assured planning and calendars of major activities.
2. I revised a note on RETRO-CI/USAID WARP collaboration with proposal for post FHA activities (see attached).
3. I prepared a note on future Ambassadors' Fund activities, which will be used in launching the next round of projects.
4. I participated in the regional family planning dissemination workshop in Lome (see trip report).
5. The WARP HIV/AIDS strategy paper was completed in December 2002.
6. DHS will be conducted in Burkina Faso and Cameroon in 2003 and coordination with MACRO, FHA CAs, RETRO-CI, UN system and World Bank are underway.

7. Management issues were discussed with CAs in Lome and USAID/Dakar during this quarter and a lot of time was spent dealing with the situation in CI. A decision was made to close the office in Abidjan as soon as possible.

C. ACTIVITIES PLANNED FOR 21 JANUARY TO 30 MARCH 2003

1. Launch second round of WARP HIV/AIDS Ambassadors' Fund proposals and monitor first round activities.
2. Support preparations for DHS.
3. Meet with CDC to monitor IAA
4. Work on close out activities and travel to Abidjan to assist in preparation steps needed to close office.
5. Complete two-year FHA TAACS assignment and debrief in Washington.

Attachments

Attachment #1

FHA COOPERATION WITH CDC'S RETRO-CI PROJECT

A. BACKGROUND

The Project RETRO-CI is a collaboration between the Ministry of Health in Cote d'Ivoire and CDC with support from the Institute of Tropical Medicine in Antwerp, Belgium. Established in 1988, the project has focused on basic research on HIV1 and HIV2. Since 2000, in addition to its mandate for basic research, through CDC's Global AIDS Program (GAP), RETRO-CI has begun expanding activities in the areas of HIV/AIDS prevention, and care and services to people living with AIDS (PLWA). Currently, RETRO-CI's orientation is both to basic research, including preparations to field test a preventive HIV vaccine, and operational public health programs in Cote d'Ivoire. Plans are being made to develop a regional focus in the future.

Among the accomplishments of the Retro-CI project one must note the establishment of a worldclass laboratory, capable of training in rapid testing and capacity to do very sophisticated analyzes; studies showing that co-trimoxazole prophylaxis reduces hospitalizations among HIV and TB co-infected persons and trial of short-course antenatal zidovudine showing substantial reduction in mother-to-child transmission of HIV.

The Clinique de Confiance, which was funded by the Belgium government and received technical assistance for the Institute of Tropical Medicine, is one very successful example of how the RETRO-CI research setting combined with a strong service component focusing on vulnerable groups, can result in dramatic declines of HIV/STD through increased condom use. A study of activities was conducted from 1992 to 1998. Female sex workers were invited to attend the Clinique de Confiance, where they were counseled, interviewed, clinically examined during their first visit and tested for STD and HIV infection. Among female sex workers in Abidjan, there was a trend toward shorter duration of sex work, higher prices, and more condom use. Among sex workers attending Clinique de Confiance for the first time, significant declines were found in the prevalence of HIV infection (from 89 to 32%), gonorrhea (from 33 to 11%), genital ulcers (from 21 to 4%), and syphilis (from 21 to 2%). The increase in condom use (from 10% to 90%) and the decline in prevalence of HIV infection and other STI may well have resulted from the prevention campaign for female sex workers carried out by the Clinique de Confiance.

B. RETRO-CI and FHA

When CDC received support for its Global AIDS Project (GAP) to strengthen HIV prevention, care and capacity building in Cote d'Ivoire, they turned to FHI, then setting up an office in Abidjan, as part of the FHA Project, in September 2000. An allocation of \$600,000 to the centrally funded FHI/IMPACT project was made for activities in FY01. Due to the difficult political situation in Cote d'Ivoire at that time, and management issues, it was only in summer 2001 that it was possible to plan activities with those funds. They focused on strengthening VCT in Cote d'Ivoire, including reopening the CIPS/Espoir VCT Center in Abidjan and developing another new VCT center in San-Pedro, as well as conducting a Behavior Surveillance Survey (BSS), and preparing and holding a regional conference on dual protection, now scheduled for fall 2002.

GAP also allocated \$675,000 to other FHA partners for FY02 activities:

1. \$150,000 to Tulane University to assist RETRO-CI in strengthening its monitoring and evaluation, and \$150,000 for community based programs with Project Hope, managed through Tulane.
2. \$100,000 to PSI/FHA for the PSAMAO project to focus on activities on the major transport axes.
3. \$75,000 to JHPIEGO to expand STI services along the PSAMAO routes.
4. \$200,000 to the DELIVER project to help RETRO-CI improve logistics and supplies management.

An Interagency Agreement (IAA) was developed between FHA and CDC to implement FHA partner activities. However, unlike the initial FY01 allocation of funds to FHI/IMPACT, these four agreements were not handled through centrally funded agreements. This created a lot of work for the FHA project, and especially for USAID/Dakar's Procurement Office.

In FY03 GAP support is also being planned with FHA partners using FY02 funds. These FY03 activities, totalling \$1.21 million, will be done through the IAA mechanism, using the following centrally funded projects: AIDSMARK for PSI/CI and PSI/FHA, and IMPACT for FHI. Activities will focus on:

1. PSI/CI and PSI/FHA (\$700,000) for:
 - a. Promotion and marketing of VCT services through a mass media campaign.
 - b. To produce an English version of "Amah Djah-Foule, Part II"
 - c. Produce a dramatic telefilm addressing MTCT issues and a documentary on people living with HIV/AIDS in Cote d'Ivoire.
 - d. Further PSAMAO activities (\$100,000 of the total).
2. FHI (\$400,000)
Maintaining two VCT sites: CIPS, and San-Pedro (\$350,000), and \$50,000 for small grants and support for NGOs, including developing specialized clinics for sex workers similar to the very successful Clinique de Confiance, which is shown in the

video, "Amah Djah-Foule". The video and its follow-on second part are being given broad regional dissemination through FHA's program with PSI.

FHI has also offered technical assistance to Retro-CI for a VCT center being established in Port Bouet, just outside of Abidjan. Collaboration might include assistance with counselor training and materials to establish consistency of approaches in VCT.

Although CDC-FHI/IMPACT collaboration in Cote d'Ivoire will only support two VCT centers, these are expected to be models, both for the expansion of VCT activities in Cote d'Ivoire and in the region. CIPS/Espoir, the first VCT center in Cote d'Ivoire and the region, is located centrally in Plateau, Abidjan. It has already played an important role in training VCT specialists throughout the region. The San-Pedro VCT center will provide access to groups coming from the region's largest slum, and will develop approaches to reaching high-risk populations which may be generalized to other poor urban communities in the region.

Supporting two functioning model VCT centers allows FHI to have "a place at the table" for VCT in Cote d'Ivoire since what is developed in the two centers can serve as models. They can also serve as demonstration centers, since they can be shown to the increasing numbers of partners and potential donors who want to do more both in Côte d'Ivoire and other countries of the region, in this important area. Already members of the French Cooperation, which will spend \$2 million this year on VCT activities, are discussing how they might use FHI counselor training approaches and materials FHI developed to assure VCT quality in centers run by the MOH which they have been assisting (one in Bouaké, another in Korhogo and 3-4 more to be opened this year).

Surveys to establish accurate estimates of HIV seroprevalence

With support from USAID/Mali, the 2000 Demographic and Health Survey (DHS), conducted with management and technical assistance by MACRO, included a HIV seroprevalence module. This allowed estimates of HIV seroprevalence for men and women in the reproductive ages at national, regional and other major geographical levels, and by socio-economic characteristics. CDC played a major role in training, supervision, analysis, quality control and other technical aspects involved in carrying out the module.

Discussions with RETRO-CI (Dr. Marie Laga and Dr. Monica Nolan) indicate strong interest in a similar collaboration on the next Cote d'Ivoire DHS, scheduled for 2003. An enlarged sample (n=10,000) might be done to allow sero-prevalence estimates for each of Cote d'Ivoire's ten regions. New laboratory techniques are currently being validated and may be able to differentiate recent infections from long standing ones. This could be used to determine when people in the sample had been infected by HIV, thereby describing the recent course of the epidemic.

Dr. Stefan Wiktor, GAP Chief, Surveillance, Evaluation, and Infrastructure Development Branch at CDC Atlanta, noted that GAP also is interested in expanding collaboration with USAID and MACRO for surveys in other countries of the West Africa region. FHA plans a DHS survey in Burkina in 2003 and possibly Cameroon. A sero-prevalence module would be included and collaboration with GAP and RETRO-CI developed.

Training in Epidemiology and the development of a regional network

FHA has supported training at RETRO-CI's yearly three-week Epidemiology courses for participants from other countries of the region since 1996. Around 30 participants from the region have been trained. In addition, a network of regional epidemiologists has developed to share information, data and analysis.

Monitoring and Evaluation

Tulane University, a partner in FHA, used support from GAP to hire a full time staff person to help Retro-CI develop monitoring plans for their current GAP activities. Workshops and meetings have helped strengthen Retro-CI capacity. In addition, Tulane has been helping a key Retro-CI local partner, the recently created Ministry of AIDS (MLS), to organize their M&E. This included providing computer equipment, developing programs, training local staff, and workshops to plan activities and strengthen skills. The Tulane M&E adviser divides his time equally between MLS and Retro-CI.

In addition to strengthening M&E in CI, a regional workshop was held in February 2002 in Dakar in collaboration with CDC, USAID/FHA and MEASURE-Evaluation. Around 140 participants from the region attended, including RETRO-CI staff and representatives from the MOH and MLS in Cote d'Ivoire.

Dissemination

At the request of Ambassador Arlene Render, before the end of 2002, FHA and Retro-CI will prepare a publication of about 10 pages focusing on what the USG is doing to fight the AIDS epidemic in the CI and the region. Suggested topics to date include short pieces on the visit of Secretary of State Tommy Thompson to Cote d'Ivoire, collaborative efforts of Retro-CI and FHA to promote VCT and prevention of mother to child transmission, the PASAMO project, some examples of media used by FHA partners in creating AIDS awareness, FHA's regional approach, collaboration with Peace Corps and other country team partners, etc.

Future directions

Thanks to RETRO-CI/FHA collaboration, especially with partners PSI, JHPIEGO, Tulane and FHI, FY03 should see the expansion of VCT activities in Côte d'Ivoire, improvement in PSAMAO activities on the migratory routes here and into other countries of the region, enlarging successful activities with high risk populations such as sex

workers and youth, conducting DHS with seroprevalence modules in Côte d'Ivoire and Burkina Faso, and improved HIV/AIDS monitoring and evaluation activities. However, all of these activities could usefully be continued and expanded regionally in the future. Therefore, it is proposed that the WARP SO5 follow-on project to FHA consider continuing to work with CDC in the following key areas:

1. VCT:

After supporting two model VCT centers in FY 02-03 (CIPS/Espoir in Abidjan and another in San-Pedro) through FHI, launching a national VCT promotion campaign with PSI, and collaborating with other partners (French and Belgium Cooperation, European Union, CARE, MOH) interested in opening at least 15 centers by the end of 2004, USAID might work with RETRO-CI to apply lessons learned in Côte d'Ivoire to other countries of the region. In addition, on-going discussions with the World Bank, the European Union and other donors, should lead to a major expansion of VCT in Côte d'Ivoire in 2004-2005.

2. Prevention of Mother to Child Transmission (PMTCT) of HIV/AIDS:

Given successful joint efforts by FHA, FHI and RETRO-CI at donor coordination, sharing of technical resources, joint planning and collaboration in regard to an expanding program of VCT services, it would be useful to use the same approach to improve coordination for PMTCT activities in Côte d'Ivoire. Approaches to community mobilization, providing basic services and counselling to both those seropositive and seronegative, developing linkage to comprehensive social and medical care, monitoring and evaluation, use of operations research to develop, test and generalize the best models of service, etc. are similar for both services. There is overlap of populations concerned. For example, partners of seropositive mothers need to be directed to VCT services. Approaches to collaboration are currently being explored in 2002-03 and might be continued into the next project since a great deal of funding is expected to go into PMTCT. FHA's experience in increasing effective interventions might play a role in improving PMTCT here in Côte d'Ivoire and throughout the region. There is currently considerable dissatisfaction with what is being done to date. Part of the problem is lack of coordination and communication among partners. This is a strong point of the FHA project.

3. Surveys:

USAID should work with RETRO-CI on the development, implementation and dissemination of the 2003 Côte d'Ivoire and Burkina Faso DHS surveys. Work is planned until the end of the FHA project. This could usefully be continued in 2004 especially in regard to the dissemination of the results of the HIV/AIDS seroprevalence modules, but also the HIV/AIDS module which provides data useful to programming and prevention activities (i.e. on condom sales and preferences, attitudes toward HIV testing, changes in behavior and attitude to avoid the epidemic, etc.). Collaboration in carrying DHS surveys in other countries of the region might be planned for 2004-2008.

4. Monitoring and Evaluation, Training and Capacity Building:

USAID might continue support for key HIV/AIDS monitoring and evaluation personnel it identifies in countries throughout the region. The regional workshop in Dakar with MEASURE Evaluation was a successful activity and deserves follow-on.

5. Training in Epidemiology:

Similarly, FHA could usefully continue to help identify and support regional candidates

to attend the yearly three-week RETRO-CI epidemiology training courses. The network of epidemiologists recently set-up, should be reinforced. Specialized, advanced training on topics concerning operations research, monitoring and evaluation, use of surveys and census data, etc. could be developed jointly by FHA and RETRO-CI.

6. Regional PSAMAO activities:

USAID, RETRO-CI and other donors and partners might ensure that all the transport routes of West Africa have access to activities of the type being currently provided by PSAMAO in selected areas. Successful elements of both programs might be incorporated in this approach. For example increasing access for sex workers to facilities like The Clinique de Confiance. These activities might be monitored using geographical information systems (GIS) and other IT techniques which USAID has supported in other projects and programs in Africa.

7. Focus on high-risk populations:

USAID and RETRO-CI might continue collaborating in working with high-risk populations, such as the planned collaboration to expand clinics for sex workers in Côte d'Ivoire. During the last year of FHA, FHI will work with local NGOs and RETRO-CI to improve services for sex workers San-Pedro, and will reinforce activities of an existing clinic in Yopougon to better meet the needs of sex workers. These approaches could become models and generalized throughout the region. Other special populations where USAID and RETRO-CI are developing initiatives include working with NGO associations of persons living with AIDS, youth groups, women, mobilizing artists to combat AIDS (i.e. Amah Djah-Foule, Part II; SIDA dans la Cité III, etc.), and possibly work with the military in Côte d'Ivoire and other countries of the region (i.e. Togo, Mauritania, where FHA has initiatives on going).

8. Dissemination of Applied and Operations research findings:

As Retro-CI staff begins implementing action program, which provide services, it will be important to document results, especially those using new and innovative approaches. More attention will be needed concerning cost and sustainability issues and micro studies in specific health centers or communities will need to be placed in a broader context using national surveys, census data, and other studies. The follow-on project to FHA might develop collaboration for these kinds of activities. There has already been discussion of how Cornell's SAGA project might begin long term collaboration in Côte d'Ivoire, and possibly other countries of the region, to study community acceptance and demand for VCT and behavior change as assess to services expand.

**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
WEST AFRICA REGIONAL PROGRAM (WARP)**

TDY TRIP REPORT FORM FOR WARP STAFF USE

TRIP REPORT – MALI/TOGO

December 04 - 12, 2002

Jim Allman

Traveler	SOs/SPO	Country (ies)	Arrival Date	Departure Date	Days
Jim Allman	SO5	MALI	12/04/02	12/05/02	1
		TOGO	12/05/02	12/12/02	7

Trip was requested by:		Title of Activity/Activities Supported
<input checked="" type="checkbox"/>	Mission (MALI)	Mali - meet with USAID health team; Togo – meet with US Embassy, Policy, FHA/CAs, attend FP dissemination meeting
	Non-presence country Ambassador	
	AID/W	
	PVO or NGO	
	Regional Government Organizations	
	Private Sector Organizations	
<input checked="" type="checkbox"/>	Other (s) WARP CTO	

Purpose of TDY			
	Strategic Planning		Implementation
<input checked="" type="checkbox"/>	Policy Analysis	<input checked="" type="checkbox"/>	Monitoring and Evaluation
<input checked="" type="checkbox"/>	Program Development		Education & Training
	Donor Coordination		Other (explain): Attend meetings
			Linkages
			Networking
			Contracting

End Users			
	USAID Bilateral Mission(s):	African Organizations:	Donors:
	AID/W Bureaus:	Private Sector Orgs:	NGOs & PVOs:
	Host Country Gov't:	NGO Networks:	Non-Presence Countries:
	Other (explain): WARP CTO		

Results	
<input checked="" type="checkbox"/>	Strategies, SOs programs and activities planned/developed
	Assessments, studies or M/E related activities completed
	Frameworks/SOs/indicators developed or modified
	Build Capacity
	Build consensus

	Conference/Seminar/Workshop/Working Group/Meetings planned for
X	Conference/Seminar/Workshop/Working Group/Meetings attended to:
X	Network
X	Discuss program options, actions, assessments, implementation, or problems
X	Plan future activities or program direction
Comments (work with end-users):	
Please complete TDY Trip Report Summary on the next page (brief background, detailed results, next steps, people contacted, etc). If a more comprehensive report was prepared, please attach as an Annex.	
Memos on needed follow-up sent to CTO and partners.	

FHA/MU C/UMT meeting notes
December 6 2002
FHA/Togo conference room

In attendance: John Agbodjavou, Jim Allman, Nicole Buono, Sophie Cowppli-Bony, Jean-Claude Crinot, Alexandra Foxwhite, Daphnée Germain, Auguste Kpognon, Thomas Scialfa, Supriya Pillai, Jeanne Rideout, Willy Shasha, Christine Sow, Claudia Vondrasek

Note taker: Daphnée

Agenda items:

1. Cote d'Ivoire situation
2. Emergency Response
3. Ambassadors' Fund
4. Additional Items
 - a. Close out
 - b. Global Health council agenda

Cote d'Ivoire situation

Despite current events in CI FHA continues to carry out its milestones and interventions. Some activities have been carried out with a delay, but FHA activities are generally on track. The milestone table with CI activities will be provided to USAID indicating the status of each activity.

Carleene Dei has reviewed the proposal to move some FHA staff to Accra, Ghana. Next steps will be to obtain concurrence from USAID and the US Ambassador in Ghana before a FHA move to Ghana.

Details such as who would relocate, and estimates of relocation costs need to be defined and forwarded to USAID.

Emergency Response

FHA sent a response regarding the refugee situation in West Africa to USAID on November 27th. FHA proposes to reinforce PSAMAO activities along the CI/Burkina Faso border and expand PSAMAO along the Ghana/Burkina Faso border to assist with IDPs.

It was agreed that the CI situation is unique in that most people are headed back to their villages of origin as opposed to resettling in temporary communities. There is a question if FHA is the most appropriate mechanism to handle the CI situation; it appears to be an UNHCR issue.

FHA will wait for Carleene Dei to decide if the proposed activities to the CI situation should be implemented.

Ambassadors' Fund

Sophie provided the group with an updated Ambassadors' Fund table, which provides the status of activities through November 30th. It was suggested that any activities not under AF shouldn't be reported on the AF table. In addition a column estimating costs in terms of time spent, that is not reflected in the dollar spent column, should be included in the table.

Carleene Dei will meet with Ambassadors and Missions in Abuja, Nigeria, in February to discuss Ambassadors' Fund and the next round of AF.

A cable will be sent out in January announcing the next round of proposals. A consensus needs to be found regarding the criteria for next rounds; 80% of funds spent or 80% of activities needs to be made clear as the deciding factor in receiving new funds.

PSI is interested in developing an AF brochure to highlight activities in the region. Suggestions for the brochure will be sent to USAID for review. Tulane will coordinate with PSI in updating the Ambassadors' Corner on the SFPS-FHA website.

C. Close out

It was requested that George Tackie and Ray Dunbar, USAID/Ghana coordinate with Jean-Claude Crinot on all close out activities. A meeting during the last two weeks in January 2003 was proposed for coordination and follow up.

Additional Items

It was suggested that the portfolio review summaries include pertinent numbers from the performance report for inclusion in the annual report. Willy will provide which indicators would be most useful for the report.

FHA will provide USAID with a complete list of FHA dissemination meetings scheduled for FY03. The list of FHA dissemination meetings scheduled during January-September 2003 will be shared with partners.

Nicole thanked the team for providing the annual report on time and recognized the efforts put into producing the report.

Julia Henn has replaced Sara Holtz in Dakar. Please forward all appropriate correspondence to Julia.

TAACS Quarterly Report October 22, 2002 – January 21, 2003
Susan Bacheller, BGH/HIDN/ID

I completed my position in the LAC bureau on November 1, 2002, and began my new position as Tuberculosis Team leader in the BGH on November 4, 2002. This report will focus on only on my accomplishments since November 4, 2002.

Major activities for this period:

1. **TB Team Leadership and Organization:** During this reporting period I undertook several activities to enhance team coordination and management. I conducted interviews with all TB team members to assess their interests, areas of expertise, and strengths. Based on these interviews, I developed a TB team responsibility list that encompasses team member management and technical responsibilities; the list is now ready to be disseminated to USAID field missions and partner organizations. In collaboration with our program analyst, I developed a "TB shared filing system" that all team members have agreed to implement and use as a tool for improving sharing of information and management of activities. The team has also implemented a team-planning calendar for documenting planned travel and other events.
2. **Monitoring BGH TB achievements:** I guided the preparation and presentation of the ID division TB portion of the portfolio review; the review was well received by Bureau leadership.
3. **Support to Missions:** At the annual Agency PHN Field Support awards, I received 4 awards honoring my assistance to USAID missions in Mexico, Peru/Bolivia, El Salvador, and Guyana.
4. **Program Management:** I served as acting CTO for the Tuberculosis Coalition for Technical Assistance (TBCTA) during a month long TDY of that program's CTO Clydette Powell. I thoroughly reviewed the reports, amendments and other related documentation of this cooperative agreement, and represented USAID at the TBCTA board meeting in Geneva in December 2002. With the help of our program analyst, waivers for vehicles and microscopes was obtained for USAID mission programs in Indonesia and the Democratic Republic of Congo. I also provided input at a TBCTA Task Force on Training meeting in January 2003 in The Hague.
5. **Global Leadership:** I represented the BGH on the selection committee for the new USAID/LAC TB training program. Two finalists were selected, and have been invited to begin their 11-month training program in Washington in February, 2003.

Quarterly Report 10/20/02 – 1/21/03
Brad Barker, MPH, MBA
TAACS/Senegal

Major Activities Planned for the Period:

Malaria Prevention & Control

- Conduct a national symposium to formalize new policies regarding IPT and the treatment of malaria cases, given a high level of chloroquine resistance.
- Implement the APS to conduct community-level malaria activities.

Tuberculosis

- Implement workplan to support the National TB Program and put in place two Advisors
- Commence APS to conduct community-based DOTS activities.

Neo-Natal Mortality

- Complete the KAP study and have trained midwives, nurses and TBA in the proper care and referral of the newborn.

Integrated Management of Childhood Illnesses (IMCI)

- Train the nurses in all health posts within the USAID-support Districts in IMCI.
- Commence IMCI-C activities and particularly a pilot test of community management of ARI antibiotics.

Integrated and Community-Based IEC/BCC Activities

- Commence training of community-based health promotion agents organized around agents' associations.

Expanded Program on Immunization

- Support the National Immunization Days (NID) in USAID/Senegal's 15 Districts in such a way as to strengthen routine immunization services.

STI/AIDS

- Conduct an assessment to determine why fewer commercial sex workers register for STI services
- Determine a policy and budget for greater use of female condoms as a way to motivate commercial sex workers to register and follow STI testing and treatment.
- Commence a dialogue to address the issue of mother-to-child transmission and the relationship between ANC services, HIV testing and prevention.
- Draft a USAID/Senegal HIV/AIDS Strategy paper that will explore expanded and new activities to complement the current portfolio of interventions.

Reproductive Health (RH) & Family Planning (FP)

- Render functional the network of private providers offering FP services in the 15 USAID/Senegal supported Health Districts.
- Conduct qualitative research on the constraints for a greater use of the IUD in the Thies region.
- Complete the assessment of the possibility of adding an injectable contraceptive within the social marketing package.
- Expand community-based distribution (CBD) to additional health regions.

Major Accomplishment of the Period

Infectious Diseases

Chloroquine resistance data suggest that a bi-therapy approach is needed for cases of clinical failure and that SP should be used for the preventive treatment of malaria in pregnancy. Protocols to implement and monitor the effectiveness of these changes were developed.

A qualitative research study was conducted that examines community-level perceptions of malaria treatment and prevention. Results will be presented on January 30 and will help in the development of appropriate and effective IEC/BCC activities.

An analysis of the quality of anti-malarial drugs in Senegal was completed. The analysis found that overall drug quality was generally acceptable but that continued monitoring was needed. The larger problem identified in the study was that during non-peak periods, basic malaria drugs were often simply not available.

An Annual Program Statement (APS) to support community-level malaria and tuberculosis activities was written and proposals were received from three USPVOs operating in Senegal. These proposals are presently under review.

Child Survival

A newborn care training curriculum was developed and a core cadre of trainers was trained. Qualitative research on mothers' perceptions and behavior around peri- and neonatal care continued.

In all Districts where USAID intervenes, trainers were trained who will in turn train the nurses and midwives in these Districts to implement IMCI. Approximately half of the nurses have been trained and are implementing the algorithm; the remaining nurses will be trained by June 30. The study protocol to pilot test a community-based diagnosis and treatment of pneumonia component to the community IMCI intervention was prepared and is currently under technical review.

National Immunization Days (NID) were successfully completed, with an estimated 98% coverage in USAID-supported districts. A national measles vaccination campaign was planned and commenced. Some 125 refrigerators were distributed to ensure a proper cold chain throughout the country.

STI/AIDS

Discussions were conducted with AID/W in view of providing an adequate quantity of female condoms to protect commercial sex workers (CSW) who register for STI services. These discussions are ongoing. Similarly, policy

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dialogue activities commenced in view of improving the legal and regulatory framework to encourage a higher proportion of CSW to register and thereby benefit from STI diagnosis and treatment services.

A draft HIV/AIDS Strategy paper for USAID/Senegal was prepared and is currently under review. The new strategy expands geographic coverage of prevention activities for several high-risk groups and diagnosis and treatment facilities for STI patients. Further, it foresees greater involvement in the care and support of PLWHA, particularly in the areas of nutrition and psychosocial support.

In collaboration with Peace Corps and with the support of a popular musician, Baba Maal, large-scale promotional campaigns were conducted in the northern regions of Senegal. With the support of MTV a mass media campaign directed to youth was implemented.

Results of an assessment of the application by nurses of the syndromic approach to the treatment of STI were presented. Clearly, much remains to be done with regards to this as only 5% of patients were treated using all of eight key elements of the algorithm. Equipment was supplied to permit 45 health facilities in the 15 Districts where USAID intervenes to test for syphilis.

Reproductive Health (RH) & Family Planning (FP)

A network of private providers in approximately half of the Districts supported by USAID was established, with the remainder to be completed in the first semester of 2003.

A framework for a study of the demand and supply constraints to increased use of IUDs was developed, with the study to commence early in 2003.

An assessment of the possibilities of adding an injectable contraceptive to the social marketing program was conducted. Agreement was reached between USAID and the MoH to conduct a national family planning and maternal health policy workshop in March. The role of social marketing and community-based distribution will be discussed at this workshop.

Results of the chloroquine resistance surveillance system were presented and demonstrated clearly that SP should be widely adopted as the drug to use for

the preventive treatment of malaria (IPT) among pregnant women. Additional policy dialogue to this effect is ongoing.

Some preliminary results of the community-based distribution pilot test were presented. The mode seems to work well for condoms and spermicides, and various child health products but not well for oral contraceptives. Further analysis of the causes for this relative non-performance of oral contraceptives is ongoing.

Decentralized Health Care, Planning & Financing

Local operating plans were developed and approved with greater speed and participation this year than in years past. The amount of local taxes contributed to finance these plans is increasing.

The program to integrate IEC interventions within a contract offered to local associations of multi-purpose community health promoters made considerable progress. A training curriculum has been developed and the MoH has provided its overall approval for the program.

Major Activities for the Next Period

Infectious Diseases

- Begin implementation of the IPT w/ SP intervention;
- Provide material and training support to the national laboratory for on-going malaria drug resistance surveillance;
- Implement the APS for malaria and tuberculosis activities.

Child Survival

- Train nurses and midwives in essential newborn care and commence intervention;
- Train all nurses in IMCI and commence the community-based treatment of pneumonia pilot test.
- Complete the national measles campaign and prepare a plan to strengthen routine EPI following the campaign.

STI/AIDS

- Determine the role of USAID in the provision of female condoms and clarify the policy issues surrounding USAID's involvement with commercial sex workers (CSW).
- Finalize the HIV/AIDS Strategy paper and ensure its consistency with the National Program's Strategic Plan.
- Prepare a plan to address the issue of STI treatment. This plan will review the application of the syndromic approach, the laboratory diagnosis of syphilis and the issues related to commercial sex workers and men who have sex with men (MSM).

Reproductive Health (RH) & Family Planning (FP)

- Complete the establishment of a network of private providers of family planning services in all USAID Districts.
- Complete the study of the demand and supply constraints to increased use of IUDs and develop an implementation plan based on the results.
- Obtain a decision from the MoH as to the inclusion of an injectable contraceptive within the social marketing of contraceptives program.
- Conduct a national symposium to clarify several policy issues regarding family planning and malaria in pregnancy.
- Complete the pilot test of community-based distribution and develop a plan for its expansion into additional USAID-supported Districts.

Decentralized Health Care, Planning & Financing

- Finalize the 110 local government unit's health plans and budgets for the matching grants program.
- Finalize the training manuals for the training of community health promoters and the activities to be conducted through local Associations of Community Health Promoters.

TAACS Quarterly Progress Report
10/21/02-1/20/03
Alan H. Bornbusch
GH/PRH/CSL

I arrived in USAID on 12/16/02 as Team Leader for the Contraceptive Security Team. Most of my effort since arriving at USAID has been to become familiar with ongoing activities within USAID (Washington and in Missions) and with cooperating agencies that have bearing on contraceptive security. With other team members, we've also begun developing a framework for the Contraceptive Security Team's future priorities and activities.

- I've joined a team developing a concept for a regional West Africa initiative in contraceptive security. I've taken the lead in further development of the concept paper.
- I've arranged and participated in various meetings and briefings with cooperating agencies to discuss their contraceptive security activities. I've also participated in and provided inputs to new project designs within USAID.
- I participated in a one-day meeting to discuss indicators for assessing contraceptive security and continue to provide advice on the development of a contraceptive security index.
- I participated in a two-day workshop on using the Global Development Alliance (GDA) as a means of identifying and collaborating with non-traditional partners in the private sector to increase leveraging of USAID resources and bring new, additional resources to bear on development problems.
- I helped select the fourth and final member of the Contraceptive Security Team – a Program Assistant who will hopefully join the team in late January or early February.

Quarterly Report (Oct 2002 – Jan 2003)

Andrew Clements, Infectious Disease TAACS, USAID/Asia and Near East (ANE) Bureau

1. ANE Regional HIV/AIDS and Infectious Disease Program

- With assistance from the ANE HIV/AIDS advisor, prepared information on regional HIV/AIDS and infectious disease activities for USAID's Annual Report.
- Worked with ANE-funded partners to finalize work plans for regional infectious disease activities.
- Met with USAID partners and others to discuss on-going malaria and tuberculosis activities in Southeast Asia in order to identify potential areas for future funding.
- Wrote evaluations for two other technical advisors working on the Regional HIV/AIDS and Infectious Disease Program.

2. Technical assistance to USAID/W

- Worked with infectious disease colleagues throughout USAID/W on strategic planning and possible budget scenarios for FY 2003.
- Assisted in strategic planning and writing Scopes of Work for a regional health initiative.
- Prepared and presented a summary of the status of HIV/AIDS in South Asia for the U.S. Government's Interagency Working Group on HIV/AIDS.
- Participated on an interview panel for the Bureau for Global Health's Office of HIV/AIDS.

Quarterly Travel Plans (January 2003 – April 2003): None at this time.

**Quarterly Report for Gary Cook
TAACS Advisor in ANE/SPOTS
October 21, 2002 to January 20, 2003**

This is the fourteenth quarterly report of my work as Senior Health Policy Advisor in the Asia Near East Bureau. My work continued to focus on the launching of health portfolios in newly established USAID missions in Afghanistan and Pakistan. After one year, the programs are nearing the point where they will be sufficiently staffed and equipped to conduct their own health technical input to the program. At that point, the GH bureau country coordinators and I will fall back into the position of support rather than lead. Other activities that have consumed time and effort during this period include efforts to find a replacement for the team leader on the PHN team in the ANE Bureau, planning for the FY'03 Program Development and Learning (PD&L) activities, and budget allocation for the FY'03 and FY'04 CSH budgets to the missions of the ANE Bureau:

Afghanistan:

- During this period I worked closely with Management Sciences for Health to plan and execute the 5-day visit of Deputy Minister of Health, Dr. Ferooz. The main purpose of the visit was to familiarize Washington of the recently completed National Health Resources Survey conducted by MSH and the MOH. The survey employed almost 200 enumerators combing over the entire country with forms and digital cameras to get an accurate reading on the facilities, equipment, supplies, staff and services in the entire health sector. An awesome undertaking in the real sense of the word. The survey found that 30% of the 1000 plus facilities are in need of repair or reconstruction. And that many areas have no facilities at all. A wealth of data is now available to the MOH and to donors to move the health sector forward.
- I arranged for a meeting between Dr. Ferooz and USAID Administrator Andrew Natsios which resulted in a high level of enthusiasm from the Administrator. He also asked for enlarged copies of the facilities maps for his wall so he could continue to focus on the needs of the health sector.
- I prepped Dr. Ferooz and accompanied him to a press conference with the Boston Globe.
- I accompanied Dr. Ferooz to all his appointments on the Hill including with staffers of the HIRC, the SFRC, and several specific Congressmen interested in Afghanistan. A meeting with Congressman Wolf of Virginia was held at the end of the day.
- Assisted the Mission develop a comprehensive Action Plan for Health based on our assessment of needs and USAID comparative advantage.
- The Action Plan was the basis for an RFP for \$133 million over three years which was just put on the street yesterday. Proposals are due within three weeks and the resulting program will have USAID/Afghanistan well on the road to a sustainable health program rather than the short term fixes we have been able to launch until now.

- Prepared for the obligation of \$1.5 million for Cold Chain equipment and supplies for UNICEF's immunization program and \$1.2 million for an extension of the Management Sciences for Health program.
- Arranged for the USAID/W review of the use of CHS funds for renovation and construction of health facilities. The committee is yet to meet, but we expect a positive outcome.
- Conceptualized the programming of up to \$25 million in potential fallout funds from the UNFPA for maternal and child health in Afghanistan. In addition, I participated in a briefing led by State Department (PRM) for the HIRC and SFRC staffers and then for the appropriators (Flickner, Murray, and Rieser) on the use of the funds. The full afternoon briefings brought to a head the ongoing discussions on the possible use of the UNFPA funds.
- Provided input to the Afghanistan activity database designed by the mission. With this database, the Agency will be able to respond instantly to inquiries about program activities, expenditures and results.
- Helped program and obligate funds from the Displaced Children and Orphans Funds (DCOF) and Other Vulnerable Children (OVC) totaling \$3 million for a consortium of NGO and the UNDP respectively.
- We continue to hold weekly conference calls with Ellen Lynch in Kabul and find other ways we can support her efforts. This will include helping to locate a replacement when she leaves in April after a full year of very successful work.

Pakistan:

- Much of my work on Pakistan is done in close coordination with the country coordinator for Pakistan in the Bureau for Global Health, fellow TAACS, Maureen Norton. The partnership between us and our two bureaus has been a model for success.
- Nine months of planning culminated in the successful implementation of the MCH/FP Consultation. I traveled to Islamabad to participate in the Consultation along with Neal Brandes of BGH. Because of security concerns the Embassy would only provide country clearance for two USAID/Washington advisors and for only as long as the Consultation lasted. Still, we were able to participate in the meeting from opening to successful closing, to network successfully with 60 to 70 of the top health implementers and policy makers in the country. Together we reviewed the current health status and program implementation, we strategize ways to carry the program forward, and prioritized these into four specific areas of concentration. The Consultation will inform the USAID health strategy which will be submitted for review in Washington in the Spring. The logistics of the Consultation were handled by our new cooperating agency, Catalyst, which recently set up shop in Islamabad. As an example of their efficiency, a 70-page draft report of the deliberations was available for our review within a week of the closing ceremony.
- During the Consultation I made a 20 minute PowerPoint presentation on new trends and directions in family planning and reproductive health including major indicators for Pakistan compared with other countries in the region.

- Also while in Islamabad I had constructive meetings with the Mission Director which resulted in a clear way forward for supporting social marketing in Pakistan in conjunction with DFID. We also discussed our partnership with DFID toward supporting the National Health Facility. DFID will provide a cash transfer to the GOP and provide TA at the national level. USAID will provide technical assistance to strengthen the capacity for devolution to the provincial and district levels.
- Arranged for a consultant to attend and facilitate the Consultation. He very successfully guided the process to a successful completion. Briefed him so that he could prepare the first draft of the health strategy for the Mission. This strategy is based in the JPPT team's health framework, the recommendations of the Consultation, and the discussions with the Mission Director. His first draft is already in hand and ready for review and modification.
- Worked with CEDPA to finalize the arrangements for the new TAACS officer, Dr. Samia Altaf, to take her position. With CEDPA's assistance, she was able to attend the Consultation and return to Washington to complete packing out and travel to post. Thanks to CEDPA's staff for making this turn out right in the end. Will continue to brief her on her role in USAID and her position when she arrives in Islamabad in mid-February.

Other Activities:

- Continued the search for a team leader for the ANE PHN team. It is likely that the incumbent, Doug Heisler, will be taking an overseas assignment within a couple months and a replacement has not been identified. The recent Agency reorganization called for a PHN team of one Foreign Service Officer and four non-direct hires. If a Foreign Service Officer is not found I will be asked to step up to fill in as team leader. This is a position I have held before in another regional bureau, but it drastically changes the nature of work that I would be doing and would leave much of the work I do now undone. Still, as mentioned above, it is likely that I may be able to disengage slightly from the Afghanistan and Pakistan work as those missions staff up.
- Oriented a new Regional Coordinator for the ANE bureau from the Bureau for Global Health. She had been in the field for several assignments and was not familiar with the position or how our Bureau operates.
- Participated in an orientation for all new country coordinators from the Bureau for Global Health. Made a presentation on collaboration between the BGH and the ANE Bureau, how responsibilities are divided.
- Participate as an active member of the PHN Sector Council bringing information and view points from the ANE Bureau.

Gary Cook/January 21, 2003: ANE/SPOTS/gcook/CEDPA/14th quarterly report

CEDPA QUARTERLY REPORT OCT-JAN 03
Cornelia E. Davis MD
Senior Technical Advisor, TB & HIV/AIDS, Kenya

A. Major Activities Planned

1. Dr Davis joined the CEDPA TAACS program September 26, 2003 and therefore no previous activities had been planned. This quarter primarily focused on orientation to USAID/REDSO, meeting the technical staff of the various offices, and fulfilling Embassy/USAID sign in procedures.

B. Major Accomplishments

2. **CRHCS Annual Work plan Development with SARA Project.** The Commonwealth Regional Health Community Secretariat's annual work plan development was upcoming and the Health Team Leader requested me to assist with the preparation and planning for the meeting and to facilitate the sessions. This meeting was the first time that CRHCS did joint planning with both REDSO and SARA. It was a chance to share information between the external partners as to activities and avoid duplication, and streamline procedures. It was also an opportunity for CRHCS to propose activities for the upcoming year hear critique of those proposals and get immediate feedback, and to jointly reach consensus for approved activities. This eliminates the previous lengthy wait that occurred sometimes for the organization to get feedback from REDSO. It also streamlined the process and only one PIL with the agreed on activities will now be needed for CRHCS to proceed to implement their activities.
3. Dr Davis also was able to join in the preparation of PHN/REDSO Annual Report on the activities of supporting the African institutions and the technical support to USAID missions. This year the process for writing and reviewing the report was changed with the arrival of the new REDSO Director. The team reviewed their annual report with the front office and the representatives from the other divisions.
4. **PHN Focal Point for Sudan.** Leslie Perry, Team leader PHN requested me to be the focal point for Sudan for the Office of Non Presence countries (O/NPC). The O/NPC immediately requested me to put together a health team to assist in the development of the new ISP and new health program for southern Sudan. With the Machakos Peace talks in full swing, the office was hopeful that with peace development work could get started. As focal point, I will provide all backstopping in health for Sudan, not just for TB & HIV/AIDS. Because of the high visibility of Sudan, and the priority of this country for the Administration, Sudan took precedence and has taken a large proportion of my time. A whole series of meetings with international NGOs and multilaterals has taken place in preparation for the Health Design team.
5. **Sudan pre-ISP Workshop Dec. 3-5, 2002.** A pre ISP workshop was conducted of stakeholders to assist USAID O/NPC brainstorm on new

areas to focus 2003-05. Partners that have worked with USAID on the humanitarian side, technical assistance from AID/W and representatives of the SPLM all met all met to discuss peace opportunities. Small working groups for each sector (i.e. Education, Health, Infrastructure etc.) met separately to discuss new areas of endeavors. The health working group felt that the priority was the expansion of PHC, manpower training, institution building (Training schools). Currently less than 20% of the population had access to health care.

6. Dr Davis requested by the USAID/Kenya to contribute to the development of the new concept paper for HIV/AIDS, specifically on TB/HIV/AIDS. She was also requested to work with the team that will develop the new HIV/AIDS strategy for the mission.
7. Dr Davis participated in the WHO Regional TB Task Force Meeting from 9-14 Dec 2002. The meeting focused on ways to expand DOTS strategy and to increase Community TB Care and TB/HIV/AIDS.
8. She also participated on the Health Assessment Team that went into Southern Sudan 17-30 Jan. 2003. The team assessed areas ready for transition to development work. The team produced a health assessment document and new Health Strategy.

C. Major Activities Planned Next Quarter

Activities next quarter will focus on providing TA to South Africa, and Nigeria missions. She will also return to Sudan to follow-up on the plans developed by the team.



US AGENCY FOR
INTERNATIONAL
DEVELOPMENT

January 20, 2003

To: Susan Masse
From: Elizabeth Fox
Subject: Quarterly Report- October 20, 2002- January 20, 2003

1. I continue to manage the CHANGE cooperative agreement and work with CHANGE staff on workplans, budgets, and activities. I completed the no-cost extension for the agreement and presented the CHANGE results in the 2002 portfolio review.
2. I continue to manage the BASICS II contract. I worked with OP to renegotiate the contract and raise the ceiling. I worked with the Africa Bureau on new arrangements for the WARO office and for Nigeria field support for Child Survival and Polio. I worked with BASICS II senior management and the SET director on the dissemination strategy.
3. I chaired the panels to recruit and hire new JHU Fellows in knowledge management and child health and participated in the on-going panel to recruit a CASU for health communication and behavior change for HCP. I continued to work as one of the three managers of the HCP cooperative agreement, representing HIDN.
4. I managed the Inter-Agency Agreement with VOA, including reporting and training on Polio, HIV/AIDS, AMR and the Afghanistan program.
5. I continued the management of TASC, including awards of several new SOWs, and other steps leading to the procurement of TASC2.
6. As county coordinator for Peru, I managed communications with the Mission and worked with Dick Martin on the new portfolio.
7. Nov. 6-8 NYC, Communication Initiative Partners Meeting and Rockefeller Foundation/Panos review of HIV/AIDS communication strategy.
8. Nov 17-24 Lima Peru. Participated in PHN Portfolio review and ran the meeting in Ica on Building competencies and curriculum for health communication and behavior change.

**QUARTERLY TAACS REPORT
(November 2002 to January 2003)
Matthew Friedman
USAID/Dhaka**

A. INTRODUCTION:

My major responsibilities in USAID/Dhaka consisted of 5 different portfolios including logistics (contraceptive security), HIV/AIDS, Maternal Mortality Reduction, adolescent reproductive health, human trafficking, and social marketing.

B. ACTIVITIES COMPLETED:

Below are some of the more significant activities carried out to date:

- Worked with the DELIVER office to develop a plan to put in place bridge funding between the old and new World Bank project to ensure that contraceptives can be procured.
- Worked to negotiate an agreement with BRAC to have them implement the adolescent reproductive health project developed by USAID.
- Continued working with an FHI and local partners to finalize a five-year HIV/AIDS strategy for USAID/Dhaka.
- Participated in the launch of the new HIV/AIDS prevention campaign within the social marketing program. This included chairing meetings with both donors and GOB officials to advocate for all partners to participate in the process;
- Finalized support to SMC to carry out a complete reorganization of their company. This included helping to gain board approval for a their new operational manual;
- Completed the first draft of the Adult anti-trafficking flowchart and presented this at an expert group meeting held in December 2002;
- Worked with the GOB to get them to use USAID/Dhaka's materials for their national anti-trafficking campaign; and
- Continued providing on-going technical assistance to the comprehensive communications campaign for the National Anti-Trafficking program. This includes working with a range of organizations to get them to buy into a unified plan under a single umbrella.

C. ACTIVITIES FOR NEXT QUARTER

The major activities for the next quarter are as follows:

- Continue managing the process of putting in place the contraceptive security recommendations made at the launch event;

- Continue working with the procurement teams to ensure that the GOB provides the agreed upon contraceptives to the social marketing program (e.g. condoms, etc.);
- Work with USAID/Washington to get their final inputs into our HIV/AIDS strategy;
- Continue developing collaborative relationships with donor/NGO/gov counterparts for ARH, HIV/AIDS, logistics, and social marketing;
- Continue helping ATSEC operationalize their anti-trafficking communications campaign; and
- Dissemination of the overall tools and prototypes developed within the USAID/Dhaka funded anti-trafficking program.

TAACS Quarterly Report, November through January 17, 2003
Dale Gibb

TAACS -- Since the House and Senate have not yet reconciled their authorization levels for TAACS, we are not yet sure of our funding limits for TAACS. We have prepared several justifications, providing rationale for the \$15.5 level needed for health, to combat the House suggested level of \$11 million. We have discussed means of dealing with a lower level if need be.

In the meantime, the CTO and I are continuing to work with Missions and regional bureaus on recruitment requests and with CEDPA on backstopping the program.

We have also worked with CEDPA to develop a transfer policy, providing more consistent guidelines for compensation, and reviewed the Evaluation from the last TAACS training session. We will be meeting on recommendations coming out of that review in planning the next training session, scheduled for early April.

Health and Child Survival Fellows --Although the Fellows program has been transferred to the Program Development and Management Support Office, I continue to work with Hopkins and our office on recruitment and policy matters.

Africa Bureau PASA - It appears that the PASA may finally be executed by the Africa Bureau before the end of the month and then transferred here. My assistant and I have worked with the various offices to refine plans and budget.

UNICEF -- We prepared and cleared position papers for the UNICEF Executive Board that took place January 13-17. Papers on budget and recovery costs, as well as on Child and Adolescent Health required extensive discussion. We also worked with UNICEF on field visits for the U.S. Presidentially appointed delegate to UNICEF to Nicaragua and Haiti.

World Health Organization -- I will be attending the first week of the upcoming WHO Executive Board at which the new Director General will be nominated from 8 candidates. The Board will also review budget proposals and a series of technical issues on which we helped prepare position statements.

We have also worked with staff to improve and simplify financial reporting on WHO grants.

HHS -- USAID --We have worked extensively on documentation regarding USAID-HHS relations, USAID qualifications and history in international health development, and HIV/AIDS. Given the globalization of health issues, it is important for the two organizations to be clear about their authorities and mandates and together develop better collaboration in the field and in Washington.

Haiti -- We have helped the mission prepare for Congressional visits, in recruitment of new staff, and now in plans for development of their HIV/AIDS strategy. We have also held sessions to comment on a cross-border strategy designed to improve access to health services for poor Haitians, using Dominican staff and resources. We will hold a PHN Haiti country team meeting January 30 and another one in late February when the PHN officer is in Washington.

Jim Griffin
Quarterly Report
21 October 2002 – 20 January 2003

January 17, 2003

Office of Population & Reproductive Health
Service Delivery Improvement (SDI) Division
USAID

Summary of activities:

CTO for PRIME II and JHPIEGO/TRH

- Orienting a PLP fellow who will be STA for PRIME II.
- Negotiating core budget requests for PRIME II.
- Reported on FY 01 results for PRIME and JHPIEGO

General Office

- Participating in re-design of the service project
- Participating in design of the HCD project.
- Coo-editing an edition of ISPI journal.

**Quarterly Report(s), Daniel Halperin, CEDPA TAACS
USAID Office of HIV/AIDS (combined quarters June-Dec., 2002)**

Since the previous report, my duties have included the following primary responsibilities:

1) Continuing to serve, until Sept. 02, as CTO for PSI's AIDSMark global social marketing project, and since then continuing to serve as the prevention/behavior change technical backstop for AIDSMark, as well as to FHI's IMPACT project (these are the Office's two main flagship CAs). These responsibilities have involved frequent meetings, email communications, phone calls, etc. -- on at least a weekly (often daily) basis with AIDSMark Director John Berman and other staff at PSI, FHI, and various other HIV and Population CAs, in addition to frequent communications with USAID Mission staff having AIDSMark or other CA-related questions, technical requests, etc. As a direct result of my technical oversight of the AIDSMark Project, a number of important new program areas have been incorporated, ranging from an "ABC" behavior change focus to a new male circumcision initiative, etc. In fact, AIDSMark has changed its official logo (from "On Target, On Time," which is consistent with a *product-focus*) to "Changing Behavior, Saving Lives," thus a *behavior change* focus. More recently, I have been involved in various meetings and discussions with FHI, and this large organization has also begun to reconsider its prevention/behav. change approach(es).

2) Continuing to serve as CTO to the Stigma and HIV Research Project (ICRW/AED). This has continued to involve a number of meetings and planning sessions with ICRW PI Laura Nyblade, AED PI Anton Schneider, and others to coordinate this activity in three African and now one Asian country (Vietnam). The project has issued preliminary findings and have recently submitted a new workplan/concept proposal, etc.

3) I have continued to serve as one of the principal OHA backstops to the LAC region, as well as the Luso-African countries, in particular Brazil, Haiti, Dominican Republic, Mozambique, Central American Regional Program, Peru, and Angola, including key involvement during a recent 6-year strategy development TDY in Brazil, several trips to the DR and one this month to Haiti, and was the central prevention team member during a Mozambique TDY in September 02. I have continued to take the lead on providing TA to the Mozambique mission (as the Moz. OHA backstop), among other Intensive Focus countries, for their strategy development processes. Often I am requested to meet and/or consult with visiting LAC mission staff, review country and regional strategies and other documents, participate in LAC team meetings regarding various country programs and issues, etc. I have been the main technical organizer for the upcoming (May 03) LAC SOTA meeting in Miami.

4) I organized two large, well-attended technical meetings on prevention in Sept. 02. The first, on 9/17, was a one-day meeting devoted to considering behavior change approaches to HIV and STD prevention (sometimes referred to as the "ABC"s of primary prevention). In attendance were 130 HIV/AIDS and RH experts, including representatives from UNAIDS, WHO, UNICEF, UNFPA, CDC, Gates Foundation, most

of USAID's HIV and Population Programs' collaborating partner agencies, and researchers from several major US and European Universities. On 9/18 and 19, a 2-day technical meeting was held on an emerging issue of importance to epidemiologists and, increasingly, HIV and RH program staff in some parts of Africa and other developing regions: the relationship between male circumcision and HIV transmission (and other health aspects, including penile and cervical cancer). The first day was attended by approximately 145 experts, including many participants from the preceding day's "ABC" Meeting, as well as other researchers and program staff from NIH, CIDA, USAID partner agencies, Universities, etc.

Technical reports are being prepared for both of these meetings. I have finalized the ABC Meeting report, in collaboration with Synergy and PHNI. The circumcision report is being finalized with PATH and JHPIEGO...

- 5) I continue to be the main OHA representative to the Family Planning/HIV Integration Working Group, including playing a central role in the development of some new joint OHA/Office of Population core-funded activities. These include the "ABC" study involving Harvard's School of Public Health, PSI, MEASURE II, BUCEN, GWU and University of Paris, to investigate/more clearly understand the principal epidemiological, socio-cultural and other factors behind the decline in prevalence in Uganda and other developing countries which have had some success in HIV prevention.
- 6) Other FP/HIV Integration activities in which I have been centrally involved include the development of revised USAID technical guidelines for Family Planning/HIV Integration. We are nearly finished with development of the guidelines. In addition, I have been working along with Duff Gillespie and John Stover in the development of modeling data to demonstrate the added value (for HIV reduction) of introducing FP services into MTCT sites in Africa.
- 7) On several occasions during the previous six months, I participated as one of the core presenters on the topic of "Repositioning of Family Planning in Africa." I have developed one section of the ppt. presentation, on the interface between the HIV epidemic and fertility/FP and other health issues in different regions of sub-Saharan Africa.
- 8) I have been serving as the acting CTO for the new large health communications project (HCP), based at Hopkins. This has involved a great number of meetings, email communications, etc. in coordinating the OHIV and GH sides of the new activity...Including a lengthy hiring process to find a permanent CTO (recently completed).
- 9) I have continued to organize a series of "brown bag" and other presentations for the OHA, GH and CAs, including a talk in December by the famous Thai AIDS figure, Mechai, and Roger Short, the influential researcher (both of these held in the Administrator's Conf. Room.)

10) The compelling epidemiological, biological and other data linking heterosexual HIV to lack of male circumcision, along with the potential contribution of male circ. to the increasing of men's involvement in RH more generally, has continued to generate a growing interest in various circumcision-related activities, for which I have been serving as the primary point person. In addition to the various activities mentioned in the previous report, I have been overseeing different MC activities in Zambia (collab. with JHPIEGO and PSI), South Africa, Haiti, etc.

11) I continue to be the Alternate Country Coord. for the DRC, covering various responsibilities while the CC is away, etc., and continue to be in frequent contact with the Missoin on a host of HIV, FP and other health issues.

12) Last (but not least), I am frequently consulted re various technical questions regarding behav. change and other AIDS prevention aspects, by a diverse range of individuals at USAID/W, Missions, CAs, etc. This continues to be extremely time-consuming...

(There are a number of other areas, but I'm on TDY, it's after 1 am, and you need this now, so I better stop here...)

DH

QUARTERLY ACTIVITY REPORT FOR THE PERIOD November 21, 2002
through January 20, 2003 FOR SARAH HARBISON

■ As acting Team Leader of the Operations Research team:

Responsibility for management of the Frontiers Cooperative agreement.

-Organized and participated in numerous meetings related to the Frontiers global agenda, including Youth, Quality of Care and STI/Integration; monitored and provided technical assistance on country-specific projects; negotiated with Missions on field-supported activities; reviewed capacity building activities, developed a SOW, identified consultants, and launched a major assessment of capacity building strategy; reviewed dissemination materials; implemented a management review which included a detailed review of OR activities in ANE, LAC and Africa regions; and developed plans for the next year.

-Continued leadership as the point person for the youth initiative in OR, including reviewing data from each of the four OR projects, monitoring implementation of interventions, and planning for joint analysis of data from the four projects.

- As acting Deputy Chief of the Research Division, assisted the Chief of the Division in management, budgeting, staffing, and general leadership responsibilities.
- Provided backstopping to the CTO for the Population Council Programmatic Grant with particular responsibility for social science research and Navrongo activities.
- Participated in the Bureau-wide adolescent working group.
- Participated extensively in the PAC working group.
- Represented USAID on the technical advisory group of the Social Science task force of the HRP program, WHO, participated (electronically) in a technical review meeting to make funding decisions on proposals submitted during the past six months.
- Prepared briefings for international donors, cooperating agencies, and other organizations on the Frontiers operations research project, and on opportunities for collaboration, and on major research results.
- Served as a peer reviewer for articles which had been submitted to several international population journals.

- Participated on the Bangladesh and Egypt country teams.
- Provided ad hoc technical assistance to members of the Office of Population on a range of research issues including design, sampling, and analysis.
- Organized several meetings of the Journal Club.
- Served as the technical advisor for research to the Youthnet project; participated in project planning meetings and numerous strategy development meetings.

David Hausner, TAACS Cambodia
Quarterly Report
October 21, 2002 – January 20, 2003

Overview:

Our Office Chief was on home/personal leave for almost the whole quarter. I went on R&R before he returned, so we overlapped only for one week of the quarter. At the end of last quarter, I had indicated that I was looking forward to being able to follow much more closely the implementation of programs and activities by our partners. However, in the Office Chief's absence, there were many other non-partner related duties I had to engage in.

Major Accomplishments of the period:

1. Field Visits.

This quarter I made only two short field visits. The first was to the Sewing and Reproductive Health Project run by CARE. This project takes place in the Garment Factories in and near Phnom Penh, where thousands of young women migrate from all over Cambodia to work. The project works to provide reproductive health care and HIV/AIDS education to the workers. I was able to observe some of the education events and the health clinics USAID supports via CARE International inside one of the factories. The other field visit was with a sub-grantee of FHI, Cambodian Women for Peace and Democracy. CWPD works with sex workers in a rural area not far from Phnom Penh to teach them about HIV risk and help them develop skills to protect themselves from infection. I had a chance to see education in process and talk to some of the young women about what they had learned through the project.

2. Participated in TB/HIV technical working group.

I continued my participation in this TWG, although this quarter was a little slow to action. The proposals for the pilot projects to integrate TB/HIV care in four provinces are completed in their first draft and the TWG is in the process of reviewing them.

3. Participated in PMTCT technical working group.

I continued my participation in the TWG as well. The group is now planning an expansion from a single pilot project to several in four or five provinces. The planning for this is only in the early stages.

4. Acting Office Chief

During about half of this quarter, I was the Acting Chief of the Office of Public Health. In this capacity, I had the additional duties of responding to the Mission Director's requests, running meetings, and representing the Office at meetings, including donor meetings and senior staff meetings. Some of the items I worked during this period are mentioned separately below. Feedback I received from several people, including the Mission Director, was that I performed the duties of Acting Chief quite well.

5. Defense of the OPH budget

During the period that I was Acting Office Chief, USAID/W required that I defend the allocated budget for our program in the face of possible changing priorities at the global level, away from Cambodia and toward Afghanistan, Pakistan, and even post-war Iraq. With the OPH team, the program office, and the Mission Director, I argued effectively and managed to minimize the damage by getting the possible cuts reduced from \$2,000,000 to \$500,000.

6. Pre-Staffdel

The Global Health Council is sponsoring a Congressional Staff Delegation to Cambodia sometime in early 2003. In preparation, GHC sent out a team on a "pre-Staffdel" to do a dry-run for the actual Staffdel. As Acting Office Chief during their visit, I was responsible for ensuring everything was in place for the visit.

7. Staff Recruitment

As part of my duties as Acting Chief, I participated on the interview panels and review process for the recruitment of two new Cambodian program staff that will join the OPH team. One will focus on HIV/AIDS and the other on Reproductive and Family Health. The recruitment process is nearly finished now, and the primary candidates are expected to join the team by the end of the next quarter.

8. Annual Report

The USAID Annual Report was due during this quarter. I spent much of my time helping to prepare the report, collecting the relevant data from partners, reviewing reports, and writing. The Annual Report for the mission was submitted on time while I was on my R&R.

9. International Symposium on Malaria

In December, I attended the International Symposium on Malaria sponsored by the European Union. This weeklong meeting in Seam Reap, Cambodia focused on the Mekong Delta region and covered every possible topic on malaria. This was very useful for me since malaria is not my specialty but I do have to do some work on malaria in my role. I learned a lot.

10. HIV/AIDS Strategy

Just before leaving on my R&R, I began putting together the HIV/AIDS strategy for our strategic objective in the mission. This work will continue and will be a full team effort in the OPH to be completed in the next quarter.

Upcoming Priorities:

The most immediate priority for the next quarter is to continue writing the HIV/AIDS strategy and bring it to completion. During the next quarter, the OPH will begin holding quarterly CTO meetings with each of our partners. I am CTO for two partners, and a secondary CTO for three additional partners, so this will be an important component of my job. The PMP for our new SO is nearly completed now, and the baseline for our program will commence, possibly during this quarter. Although the responsibility for this lies with my M&E colleague, the implementation of the baseline will involve the partners for which I am CTO and therefore I expect to be involved in it as well.

Quarterly Report 5 : October 21st 2002 to January 20th, 2003

Submitted by Carol Jenkins, TAACS, Regional ANE HIV Advisor, Phnom Penh

Trip # 16 to Dhaka, Bangladesh; Beijing, China; Bangkok, Thailand

16th October to November 7th in Bangladesh

This period of time was spent in Bangladesh, along with Billy Pick, in order to develop and write their next 5 year HIV Strategy. All major UN and government players were visited, as well as all the main programs funded by USAID. Special attention was paid to liaising with DFID and its main program at CARE, Bangladesh. The strategy developed emphasized continued work with high risk groups, expanding these programs for greater coverage and improving the quality of behavior change strategies.

Oct 31st to Nov 4th in Beijing, China

Billy and I traveled to Beijing to attend a 3-day large meeting hosted by NIH and the Chinese National AIDS agencies. During these meetings we met many people from government of China as well as many Americans now involved in research in China. The main issues discussed focused on the nature of the Chinese-USA research collaboration. Papers were presented of the findings from previously funded projects as well as plans for future ones. UN agencies and a few bilateral donor agencies made presentations on the extent of their HIV work in China. Given USAID's plans to begin to work in China also, networking among these people was a great opportunity.

Nov 5th and 6th in Bangkok, Thailand

Meeting at ARO, FHI Regional Office, with Jeanine, Tobi, Wayne Weibel, Myat Htoo Razzak, Khun Pornpimon Saksoong (the pharmacist from Mae Chan hospital in Chiang Rai), Dr. Chawalit, Brian McLaughlin and another staff member from PATH in order to discuss plans for the Akha methadone trial. This was a very helpful meeting at which Chawalit reviewed the history of the Akha hill tribe community-based methadone program. Spent evening with Myat Htoo Razzak discussing his role in the Akha project, which has been formalized by FHI.

Nov 6th

Afternoon meeting with PATH (Brian McLaughlin), Ted Osius and Lois Bradshaw in Ted's office regarding PATH's regional work with OESI funds, especially in Burma. Evening spent with Swarup Sarkar and Tony Lisle of UNAIDS, discussing Burma, PNG and the 100% condom review

10th November to November 13th in Burma

On this visit to Burma, met for the first time with Ben Wohlauer, the Embassy's new economic officer. I spent several days introducing him to each of the CA's funded by USAID as well as the UNAIDS officer, while discussing technical issues. He is the action officer for HIV and is learning quickly.

Nov 14th in Bangkok

The first bilateral donor's meeting for HIV work in Burma was held at the Commercial Services Office of USAID. Attending were representatives from Sweden, Finland, UK, EC, Germany, Australia and USAID (Tom Elam and myself). Finland and Sweden are not yet committed but have begun considering investment and simply wish to join and observe. EC, DFID and AusAID discussed their plans and strategies for Burma.

The discussion took up ways to coordinate and EU showed some maps of their own work they have developed. It is decided that we would produce a matrix for all activities in Burma and then map them. The first step will be to produce a matrix of all activities, geographical areas, agencies and funding levels. The next meeting on January 27th is to take place at the EC office in Bangkok.

Spent the evening working with Swarup on the draft plan to unite the team sponsored by USAID and the team sponsored by UNAIDS for the PNG review.

18th November to December 9 in Papua New Guinea

The purpose of this trip was to co-lead a team to conduct a review of the implementation of the PNG National Medium Term Plan. A large team of 11 persons eventually was pulled together by UNAIDS and USAID. Most members were coupled with local PNG persons having experience in specific domains of HIV issues. Together these pairs traveled around the country and interviewed over 100 people from all sectors. The final week my co-leader, Robert Bennoun of the Asia Regional UNICEF Office, and myself collated all reports and constructed the first draft of the review document. This was handed to the PNG government and the UN Theme Group. After their comments are made, a final draft will be completed.

Dec 10th

Joined Billy Pick at an ad hoc bilateral donor meeting on Burma called by John Gordon of DFID, with CDC people (Jordan Tappero, Gary West, Carmine Bozzi, Tim Maestro and Jennifer Hegle). The EU representative did not come. Gordon called the meeting due to concerns about overlapping activities. CDC does not seem to be a player at this time. Also met with David Lowe who is conducting the PROMDAN evaluation for FHI.

Dec 11-13 in Chiang Rai, Thailand

Attended meeting of CDC Regional GAP participants with Atlanta representatives at Chiang Rai, N. Thailand. I made a presentation explaining our regional program. It appeared to be well received. During the meeting, Lois and I met with Ray Yip, formerly of UNICEF and now with CDC, China, and with Bessie Lee (CDC) Ray had much advice regarding working in China. Met with John Gordon, and brought up ways in which DFID and USAID could co-fund important levels of coverage of IDUs in Bangladesh, and other opportunities for collaboration.

Dec 14 to 16th in Bangkok, Thailand

Met with Myat Htoo Razzak who explained to me the current state of affairs between PATH and FHI on the methadone and MSM programs in the north. Met with Michael Holscher of PSI. We discussed Burma, China, Thailand, Laos. Met with Tom Elam and caught up on general news of the USAID office development. Met with Jeanine Bardon and Nick Crofts from Burnet Institute to discuss Burnet's role in helping USAID projects on harm reduction in the region. Met with Dennis Altman who was seeking support from USAID for a pre-Kobe meeting of persons who are interested in sexuality. Met with Robert Bennoun, UNICEF, to discuss the current status of the PNG report. In the evening dined with Clif Cortez and Steve Mills. Clif briefed me on the APLF (Asia Pacific Leadership Forum) efforts and we discussed plans for the China assessment.

Jan 4-6, 2003

Met first with Tom Elam at new USAID office, discussed the staffing, housing and office design plans for the HIV regional team.

Attended the HIV/AIDS Task Force meeting called by the US Ambassador in Thailand and the DCM, Ravic Huso. Its overall aim is to improve communications amongst all USG agencies working on HIV in Bangkok and the region. Attending were representatives from CDC, AFRIMS, OESI, and other officers from the State Department. The main topic of discussion was the Chiefs of Mission Conference planned for March. We discussed its aims, which are mainly to raise awareness about the critical economic and security-related importance of HIV/AIDS among Chiefs of Mission and supply them with information regarding resources they can access. Further discussion took place on the Global Fund for Malaria, TB and HIV. AFRIMS discussed its various activities, mainly the vaccine trial in southern Thailand planned for 2004. Further discussion took place on the participation of USG in the UNESCAP Ministerial Session on AIDS to take place in May.

In the afternoon, I met with Jeanine Bardon, Steve Mills and Joan MacNeil about FHI's involvement in the China assessment trip. A meeting is planned with Lois later in the month for clarification.

Summary:

The major work of this period included the completion of the Bangladesh 5 year strategy and the PNG Medium Term Review. Most of the remaining time was spent following-up on programs funded earlier in the year and making plans for the new regional office.

ACCOMPLISHMENTS:

Served as HIV/AIDS Treatment and Care Specialist on a team sent to Brazil to write the Mission's HIV/AIDS 5-year strategy. Following 3 week on site visit, strategy was written and submitted to USAID/W for approval.

Named as co-chair of the Procurement Working Group that supports the USAID-HHS interagency Steering Committee for the President's initiative on Mother-to-Child Transmission of HIV. As such, have conducted meetings, prepared background material, and prepared minutes related to drug procurement issues.

Selected to serve on a committee that is conducting a review and assessment of the USAID's Malaria Vaccine Development Program. Participated in numerous meetings and conducted many interviews to assess the status of the program. Document to be completed in February.

Named to serve as the Office of HIV/AIDS liaison for the DOD HIV/AIDS Prevention Program and participated in the DOD HIV/AIDS Prevention Program Meeting.

Attended CTO training at USAID to discuss new database to collect expenditure information.

Represented USAID at the Meeting of the Planning Group for A Global Alliance for STI Diagnostics for the WHO Special Program for Research and Training in Tropical Diseases (TDR) to assess status of an assessment of needs and opportunities in the field of diagnostics for sexually transmitted diseases and develop an approach for advancement. Trip report prepared for supervisor.

Participated in the Interagency Working Group meeting on HIV/AIDS to discuss issues related to HIV diagnostic testing for volunteers of HIV vaccine clinical trials.

Attended the CEDPA orientation course.

Represented the Office of HIV/AIDS at meetings with personnel from the USAID Division of Research, Technology and Utilization Division, Bureau for Global Health to participate in proposal reviews and funding decisions related to USAID funded microbicide research initiatives and to review interagency documents related to microbicides.

As CTO, coordinated International AIDS Vaccine Initiative (IAVI) activities with USAID to ensure required reports were filed promptly.

Coordinated a briefing at USAID by IAVI officials entitled "HIV Vaccines."

Represented the Office of HIV/AIDS at the Global Health Cross-Cutting Research Team meetings to enhance communication in research areas across the Global Health Bureau.

Maintained current literature review and provided pertinent articles to others in the Office of HIV/AIDS.

Steve Landry
Senior Policy Advisor

I. Major Activities 10/21/02 to 1/20/03.

Participation in the GAVI working group & coordination of USAID's participation in GAVI

- As co-chair of the FTF,
 - o Worked with colleagues to orchestrate several sessions on Financial Sustainability at the GAVI Partners meeting, including a plenary signing ceremony involving MOH and MOF from 13 countries.
 - o Coordinated the organization of the upcoming review of the 13 Financial Sustainability plans (FSPs) to be conducted by the GAVI secretariat
 - o Revised FTF workplans and developed innumerable budgets for review by GAVI Board
 - o Collected input from colleagues throughout the world on how to revise the process for supporting the next set of countries that will need to provide develop and implement FSPs (22 countries in 2003)
 - o Reviewed work of DFID and NORAD being conducted on behalf of the FTF to document the lessons learned for the development of the first FSPs.

- As working group member
 - o Participated in working group meetings and conference calls
 - o Met with bilateral colleagues in Dakar to and organization the transition of responsibility from USAID to NORAD
 - o Continued support to GAVI Secretariat in areas of improving access and vaccine procurement
 - o Supported USAID participation in GAVI Board.

Liaison with the Bill and Melinda Gates Foundation

- Review proposals for ZN treatment for severe diarrhea and of the feasibility of establishing a fund for reproductive on behalf of USAID's support for the Bill and Melinda Gates Foundation
- Continued support to Jill Mathis in her work with the Bill and Melinda Gates Foundation

Management of the Children's Vaccine Program and the Population Health and Nutrition Technologies Program

- Together with Deborah Lans met with all HealthTech teams to review progress to date and clarify future priorities. (Major program review)
- Continued program management for all agreements within the portfolio.

Steve Landry
Major Activities
Page 2

Support for PHN Activities

- Continued to champion discussions of USAID's role in supporting new global funding efforts.
- Continued support for the design of the new Health Research for Children, Mothers and Families effort at USAID (major time investment)
- Reviewed over 40 proposals on behalf of USAID participation in the NVPO program funding unmet program needs

C. Kirk Lazell, TAACS, Namibia

Quarterly Report

10-21-02 to 01-20-03

Major activities planned for coming period:

SO 5:

Participate in HIV/AIDS Assessment in January; participate in GRN and Namibian partners development roundtable for Mission extension to 2010; field Global Health HIV/AIDS team in February to develop follow-on strategy; participate in JHU/UNAM workshop on lessons learned for pilot radio series; work with Ministry of Information and Broadcasting to finalize national HICV/AIDS communication strategy; participate in dissemination of research from pilot radio series

HIV/AIDS Crosscutting activities:

Work with SO 3 (Environment SO) to develop HIV/AIDS IRs, indicators and targets and give advice on strategy for work in Caprivi region with conservancies.

Major Accomplishments of the period:

SO 5:

Fielded M&E team and finalized Performance Monitoring Plan for HIV/AIDS SO; working with FHI, MoHSS and other development partners participated in meetings and laid groundwork for conduct of BSS in 2003; prepared and wrote Mission Portfolio Review (MPR) of all HIV/AIDS program activities and results achieved for 2002; organized meeting and presented in conjunction with local partners MPR results to USAID/Namibia management and the GRN; wrote SO 5 section of Annual Report and Congressional Budget Justification for submission to AID/W, due January 6, 2003; launched 4 pilots of JHU/UNAM radio program in partnership with the College of Arts; participated in development of research modules (focus groups, surveys and random sampling) with UNAM and JHU M&E department for evaluating radio pilot launch; fielded YouthNet team for work planning with mission and finalizing FBO strategy; fielded CMS team for work planning with mission and capacity building for local partner, AIDS Care Trust (ACT); in partnership with CDC, the Embassy and MoHSS, supported visit of Dr. Jack Chow, US State Department HIV/AIDS Ambassador to review capacity in Namibia for delivery PMTCT and ARV treatment; supported dissemination of Municipal Impact Assessments; supported preparations for regional OVC conference, end of November 25-28; acting as HIV/AIDS advisor, accompanied U.S. Ambassador for Namibia to Regional Ambassadors' Caucus on HIV/AIDS and prepared briefing papers; continued training of new HIV/AIDS Specialist;

Crosscutting Activities:

Worked with SO4 and UNAM researchers finalized and disseminated Gender Study on Impact of HIV/AIDS; worked with Environment SO (SO 3) to develop training plan HIV/AIDS training for conservancies and developed partnership with SO 3 to train and house coordinator.

Quarterly Report
Tara Lewing
January 31, 2003

My key activities over this reporting period include assessing financial procedures within the agency, working on data systems design and development, project management, participation in a parameters setting meeting for a Mission strategy and budget planning.

Under the auspices of the Business Transformation Executive Committee (BTEC) led by the AA of the Management Bureau, a contractor performed an assessment of the field support process to identify ways to streamline procedures and to minimize the administrative burden of delivering global services to USAID Missions. I was a member of the 4-person USAID team working with the contractor to ensure they stayed on target and addressed the key issues in their assessment. As the work has recently been completed, we will be presenting the findings first to smaller groups to solicit buy-in from key stakeholders before presenting to senior officers in M, and finally the BTEC itself. The assessment does present clear recommendations on steps necessary to improve procedures and reduce burden, however, it's not clear that the findings will be acceptable to some in the agency. The imminent meetings with senior leadership will be critical to ensuring our goals will be achieved from this effort.

We worked very hard over the last year to integrate to key financial systems that the Global Health Bureau uses to track our incoming funds, commitments and obligations to GH managed projects. The field support database and core financial tracking system were successfully integrated in FY02 and we are now completing the final phase of this integration and working on critical enhancements. I work directly with the developers to present the requirements of the system and ensure development fulfills the requirements. We are just now developing the collection system in order to collect field support requests from the Missions. This is a web-based system for the first time, and has been quite a challenge working with IRM as the Agency is in the processing of upgrading applications and security, which directly affects this work. Since GH needed to integrate our financial systems and the Agency was upgrading applications, the field support database as it was would no longer work in the new environment. This leaves other Pillar Bureaus, who have used the field support database since 1999, without any means of tracking their field support funds in a system that is shared with regional bureaus. We have, therefore, added a new module to our financial systems that allows the other bureaus to track field support in a single database, viewed by all necessary including Missions, so that they can continue tracking field support as they have in the past. These activities have been a significant part of my workload over the last several months, and one measure of success has been that the Office of Population was able to report almost all funding from one database for the first time since I've joined the office.

The project I co-manage successfully conducted CTO trainings last month on the Global Health Expenditures database. The purpose of the training was to ensure all managers are familiar with what we are requesting from CAs and what their role is in ensuring we

get useful, complete and timely information. We have also neared completion on an expenditure data collection effort that was web-based for the first time. I attended the HIV/AIDS office's meeting for implementing agencies and participated in discussions around the development of their database that tracks project activities, funding and results. We are now preparing our budget request for FY03.

Members of the Zambia Mission were in Washington in late October to defend their concept paper for the new strategy. I participated in a series of meetings, culminating in a larger meeting led by the Africa Bureau, to vet issues around the concept paper and to provide useful feedback to the Mission to further develop their new PHN strategy.

The Office of Population/RH conducted our portfolio and financial reviews over the last two months. I assisted in developing the guidance and attended all of these reviews. We have begun our annual budget planning as well and I provide guidance to CTOs as required for preparing their requests as well as monitoring budgets as activities close down or start up.

TAACS Quarterly Report
(October 22, 2002 – January 20, 2003)
Tim Meinke

JAPAN

Continuing to implement the USAID-Japan Partnership for Global Health. Key components and successes over the past quarter include:

- Both sides continue looking at PHN staffing issues. Worked with JICA on its hiring and secondment of its new regional HIV/AIDS advisor in South Africa. Supporting information exchange and regional Mission communication with her and tracking accordingly. Coordinating with the second HIV/AIDS regional person to be placed in Nairobi from February and covering East Africa. Encouraging joint travel with USAID to Ethiopia and other countries;
- Held discussions with USAID and JICA field missions on next Project Formulation Missions (PFMs). Candidate countries include Bolivia and Honduras in LAC and Ghana and Ethiopia in AFR. Supporting Safe Motherhood proposal in Bolivia.
- Presented at a Brown Bag at Embassy of Japan on USAID perspectives on Japan's foreign aid program.
- Successfully negotiated support from Japan for the Kenya Demographic and Health Survey (DHS). Japan, through the UNDP, will fund the HIV/AIDS component of the survey (approximately \$300,000) plus some TA from JICA/Kenya.
- Tracked and coordinated the implementation of the US-Japan program in Tanzania focusing on HIV/AIDS and STIs as well as EPI and cold chain support. USAID led development of the logistics system and Japan provided the first of three annual shipments of STI drugs and cold chain equipment (approx. \$2.6 million each). This was also the first time ever that Japan agreed to provide a multi-year grant. If successful, this will mark a major shift in long term planning and coordination with Japan.
- Coordinated with USAID WB Gaza and Japan on vaccine provisions;
- Continuing to assist countries (such as Nepal and Nigeria) to follow through on their field-based action plans/matrices and agendas for action;
- With a select team on both sides, working with established channels for strategic communication and collaboration through early joint planning and programming, especially through Japan's integrated annual Needs Assessments;
- TDY to East Africa: Kenya for support of the DHS and finalization of IDEP SOW, dialogue with USAID/Kenya and REDSO on action plans; Uganda to revive and rewrite a grant aid proposal for malaria under consideration by Japan; Zambia to update MOU and action plans, including first ever RFA submitted jointly by USAID and JICA for cross border work under the Corridors of Hope Initiative;
- Have been encouraging site visits and meetings in the field and in headquarters as well as regular consultations between health experts in key areas (for example, I notify USAID/Missions of upcoming Japanese visits and solicit their interest in becoming involved. Where Missions wish to be involved, coordinate meetings and sharing of information before, during and after the visit);
- Still working to develop a platform to save and share success stories and lessons learned, and to widely disseminate this information among field offices and headquarters and where appropriate to publicize the results of our collaboration. Have

been exploring the use of IT (Manage Pro, Simplify, E-Room, etc) with USAID's broad Knowledge Management Team;

- Continue to advocate Japanese (expanded) participation in International Fora and Global Alliances. Arranged representative meeting during the WHO Executive Board meetings.
- Working to support and utilize global partnerships and mechanisms to reduce the administrative burden on developing countries;
- Participating regularly in policy and technical discussions and USG-Japan Global Partnership mail list serve and online dialogue;
- Encouraging and inviting Japanese experts to USAID/W for technical PHN meetings as part of an effort to identifying key areas of mutual interest. Nigeria expert and JICA Africa Office Directors visited for discussions;
- Still looking at possibilities to increase participation of civil society in U.S.-Japan collaboration;

WORLD BANK

- Worked with USAID/Kenya and USAID/Zambia to coordinate with the Bank's MAP program. Worked with USAID/REDSOE to develop strategies for supporting Bank projects through human capacity development and basic training in the region;
- Continue to facilitate PHN meetings between Bank and GH staff. Further developing process of identifying countries of overlap and potential collaboration;
- Continue to coordinate on countries of concern as they arrive and facilitate communication between stakeholders. Inviting Bank and USED staff for informal dialogues with GH staff;
- Continuing to build contacts within the Bank and a better understanding of how the Bank operates (with the goal of identifying subsequent entry points for USAID technical input). Working on placement of new PLP staff in the Bank and development of his workplan;
- Coordinate as part of USG's Early Project Notification system (EPN) and disseminate/reply as appropriate;
- Linked USAID and Bank teams on Brazil HIV/AIDS programs and strategies in an effort to harmonize each other's new and expanding programs;
- Updating and maintaining a database of active and pipeline HNP projects (country, title, description, loan amount, applicable dates, contact information, etc). Disseminating to field missions, country teams, TDYers and appropriate persons along with the relevant guidelines and recommendations where appropriate;
- Participated in MDG and other broad-based issue meetings;

Other

- Continue to actively participate on Donor Coordination Working Groups;
- Working with new Donor Coordination staff on various GH issues, including partnership matrices and plans as well as global leadership plans;
- Worked with USAID's IT team to brainstorm collaborative possibilities incorporating IT technology. Presented at recent public forum on IT to USAID staff, partners and vendors working to develop a protocol and web-based collaborative tool/system.

Quarterly Report

October 2002-January 2003

Prepared by:
Tara Milani, TAACS – USAID/Russia

MCH Concept Paper: A significant portion of my time during the last quarter was spent on planning and initiating the process of designing the next phase of the USAID-Russia Mission's maternal and child health (MCH) portfolio. This will continue to remain my main focus for the next year. The mission's current main MCH initiative, Women and Infants Health Project (WIN), which is being implemented by JSI, will be coming to an end in June 2003. One of my main responsibilities is to design a next phase portfolio for the mission's MCH mandate in Russia for the next 4 years.

I started this process by reviewing reports and evaluations conducted on USAID's current and past MCH interventions; specifically WIN Project assessment report, Quality Assurance Project description, and other MCH related reports and assessments in Russia. I then organized a series of meetings and discussions with a number of donors and counterparts who are implementing MCH related activities in Russia, including the Ministry of Health, UNICEF, WHO, WB, OSI, UNFPA, etc.

Following these discussions, I developed a Concept Paper outlining Health Unit's strategy for a follow-on plan in the area of maternal and child health. Submission of a concept paper for initial approval is the first requirement in the mission's activity approval procedure. The entire review and approval process of this first phase took about a month and the concept paper was approved in mid January. Next quarter will be devoted to preparing the Statement of Work/RFP and finalizing the funding mechanism for the next MCH activity.

Performance Indicator Evaluation: I was appointed to serve on the Technical Evaluation Team responsible to review and revise the Indicators and Intermediate Results for the Health Strategic Objective in November. This is a mission wide exercise that usually takes place a year after a Mission's Strategic Objectives (SO) have been submitted. Each unit is responsible to reevaluate its SO and corresponding indicators and identify weaknesses/data availability in order to make necessary revisions or suggest new indicators. This process took place over a four week period and covered all the health indicators providing the Program Office with a new set of revised indicators to be included in the health SO.

Data Quality Control: I had the opportunity to serve as a member of the Performance Data quality team as well. Health Unit's entire performance data reported through the various indicators was reviewed. The team verified and validated performance

information to ensure that the data is of reasonable quality based on criteria outlined in ADS, and assessed quality of data utilized in results reporting in the annual report. The team also reviewed data collection, maintenance, and processing procedures to ensure that they are consistently applied and continue to be adequate. Team identified weaknesses in performance data, data collection methods, or whether it was being sufficiently documented, and provided recommendations to correct them.

WIN Project Management: Meanwhile I continued my usual responsibilities as the CTO for the WIN Project, meeting with the implementing agency on regular basis, overseeing their activities, and managing the funding. This month USAID held a pipeline review meeting with all the units where we had to report on the progress of our activities and implementing agencies' pipeline status.

AMR updates: I also reviewed and updated the MCH component of USAID/Russia's Ongoing Activities booklet during the month of November.

Maureen Norton

Quarterly Report

October 21- Oct 31

1. Plan/Conduct Management Review- EngenderHealth
2. Review written follow-up on EH Management Review
3. Meet with PVO/NGO evaluation team
4. Meet with UN Foundation staff
5. Review CATALYST workplan
6. Present new birthspacing data and guidance to senior staff
7. Review CMS corporate social responsibility work
8. Meetings with EngenderHealth Technical Advisor

November 2001

9. Participate in CATALYST technical meetings
10. Participate in senior staff meetings
11. Participate in Pakistan and Afghanistan team meetings
12. Follow-up on global PAC evaluation findings - meet with Working Group leadership
13. Participate in Peru team meetings
14. Meeting with Mike Atsalinos
15. Meeting with UNFPA
16. Meetings to prepare for FPSD portfolio review
17. Telephone meetings with USAID/Egypt
18. Participate in Quality Assurance meetings
19. TDY to USAID Egypt-Technical Assistance to USAID/Egypt
20. Preparation of written report for USAID/Egypt
21. Meetings with EngenderHealth Technical Advisor

December 2001

22. Participate in Adolescent RH meeting
23. Attend CATALYST TAG meeting
24. Participate in Pakistan team meetings
25. Review of Afghanistan technical framework
26. Technical Meetings with CATALYST
27. Preparation of FP/RH Pakistan technical paper for Pakistan team
28. Meetings with EngenderHealth Technical Advisor

January 1 - January 20, 2002

29. Prepare for FPSD financial review
30. Participate in Office of Population core budget meetings
31. Participate in Afghanistan and Pakistan team meetings
32. Participate in Neonatal Program Review
33. Ongoing technical and budget meetings with CATALYST
34. Meetings with EngenderHealth Technical Advisor
35. Prepare Agenda for Birthspacing Champions Meeting
36. Prepare presentation on findings of new birthspacing research
37. Begin planning of international conference on birthspacing

**Quarterly Report for John Novak
(October - December/02)**

My accomplishments over the past three months, as M&E advisor to the HIV-AIDS Division of USAID include the following:

- (1) Managing the implementation of the new M&E system for the Agency's "Expanded Response" (to HIV/AIDS). USAID/Washington is implementing an expanded M&E system to report on "Expanded Response" activities and is providing technical assistance to the Agency's 30 priority country/regional programs to improve reporting systems at the country level. The Agency has established a coordinated technical database at USAID headquarters in Washington, where information from priority country programs will be collected, analyzed and made available to all operating units in the Agency. This technical database has three components: the sentinel surveillance database managed by the Bureau of the Census (BuCen), a national HIV/AIDS survey database managed by the Demographic & Health Survey (DHS+) Project, and the USAID Expanded Response Reporting Database managed by the Synergy Project.
- (2) Presented the Agency's new Expanded Response Reporting Requirements for HIV/AIDS at the Asia/Near East (ANE) and Eastern Europe & Eurasia (E&E) Bureaus "State-Of-The-Art" (SOTA) meeting in Washington, DC, October 7-11, 2002.
- (3) Attended the AIDS Indicator Survey (AIS) meeting at DHS+?MARCO organized by USAID and CDC to develop a "world standard" for a national, population-based HIV/AIDS program survey. Co-chaired the biannual HIV/AIDS Indicator Survey Database technical advisory group meeting on the following day.
- (4) Traveled to the following countries/conferences:

Nepal (December 9-19, 2002): To review and revise the HIV/AIDS section of the Performance Monitoring Plan (PMP) for USAID/Katmandu.

Ellyn W. Ogden

Quarterly Report
October – December 2002

1. Preparation of grants to WHO, UNICEF and CORE; oversee polio directive allocations in collaboration with regional bureaus and missions.
2. Oversee drafting of the FY 2001 Report to Congress on Polio Eradication and chapter in Child Survival report
3. Revise action memos and other correspondence
4. Shared documents from USAID Projects with others per requests.
5. Developed a proposal for USAID/West Bank Gaza and UNICEF
6. Participated in Angola Surveillance Review
7. Briefed Anne Peterson on polio activities.
8. Continued to work with WHO on World Bank/Rotary/Gates funding scheme
9. Met with UNICEF NY staff on grant-related issues.
10. Trained new JHU fellow.
11. Conducted a briefing on Angola polio status.
12. Continued discussions with PHR on polio financing issues
13. Participated in USAID Immunization portfolio strategy meetings
14. Briefed VOA reporters headed to field for reporting on polio
15. Participated in the India Expert Group meeting
16. Organized a briefing by WHO/SEARO staff.
17. Follow-up on polio research
18. Observed NIDs in high risk areas of India
19. Worked with PPC and CDC on follow-up to G8 / NEPAD meeting
20. Provided support to missions on polio eradication issues.
21. Disseminated QAP validation plan for polio containment.

QUARTERLY REPORT
FOR THE PERIOD OCTOBER 21, 2002 THROUGH JANUARY 20, 2003
FOR ESTELLE QUAIN

- **CTO, Management and Leadership Project, Office of Population and Reproductive Health**
 - Design and conduct the project's second management review
 - Transition the project to new CTO in the Service Delivery Improvement Division
 - Meet with project staff on regular basis on a variety of administrative and program issues.

- **Human Capacity Development Advisor, Office of HIV/AIDS**
 - Manage CAs Technical Support Group
 - Brief OHA Front Office on HCD activities
 - Collaborate with UNAIDS on the implementation of the Program Acceleration Fund for HCD activities
 - Work with Malawi mission on technical assistance for HCD planning
 - Establish cross-Bureau HCD design team
 - Meet with SARA Project on HCD activities through AFR/SD funding to M&L Project
 - Participate in PRH/SDI HCD design team meetings
 - Meet with DfID representative on HCD
 - Organize Salvation Army presentation to BGH

- **Latin America/Caribbean Coordinator, Office of HIV/AIDS**
 - Serve as primary OHA contact on the LAC SOTA design team
 - Coordinate HIV/AIDS Technical Update Session for LAC SOTA
 - Work with LAC Bureau on backstopping coordination for HIV/AIDS
 - Travel to Guatemala to participate in Mesoamerica missions meeting
 - Participate in finalization of Activity Approval Document for Comprehensive Care IR of the Central America Regional program
 - Continue to provide input to the development of the Mexico AIDS strategy

- **As Co-chair, Human Resources Work Stream, Presidential Initiative for the Prevention of MTCT**
 - Participate in CDC Universities Technical Assistance Program (UTAP) meeting and present on USAID's HIV/AIDS program
 - Coordinate work stream activities with HRSA co-chair
 - Co-chair work stream monthly teleconferences

- Report on work stream activities at Steering Committee meetings at the Office of National AIDS Policy
 - Organize Consultative meeting on the development of a twinning and volunteer medical corps program
 - Participate in the design of a generic PMTCT curriculum with CDC and UTAP partners
 - Participate in meetings with APHA and Peace Corps on PMTCT Initiative
 - Coordinate with Nigeria mission on possible Presidential visit
-
- **Coordinator for HIV/AIDS Internal Training**
 - Meet with PDMS on internal training needs in OHA and the Bureau
 - Organize meeting for new OHA field officers
 - Establish schedule of events for OHA internal training
 - Serve as OHA point person for NEPS training

ACTIVITIES REPORT FOR EDWARD SCHOLL, GUATEMALA TAACS
Period: October 21, 2002 – January 20, 2003

Below are major activities and results accomplished during the period indicated, as well as plans for the coming quarter.

I. ACTIVITIES AND RESULTS

1. Results Package Coordinator/CTO Functions

During the period, I continued my functions as Private Sector Coordinator for our Strategic Objective Team and Cognizant Technical Officer (CTO) for our Cooperative Agreements with APROFAM, IPROFASA, John Snow Research and Training Institute (*Pro-Redes Salud*) and AmeriCares. In December I submitted the Project Assistance Completion Report for the Population Council Cooperative Agreement that ended in February 2002.

I had the opportunity to make a field trip to Panajachel during this quarter and observed the training provided by *Pro-Redes Salud* to trainers from their various sub-grantees in integrated health care for women and children. I also approved the list of second-round grantees submitted by AmeriCares/JSI.

Besides managing these Cooperative Agreements, I oversaw all aspects of our field support activities under the centrally funded FRONTIERS Project with the Population Council, the Management and Leadership (M&L) Project of Management Sciences for Health, the Centers for Disease Control and Prevention (CDC) for our Maternal-Child Health Survey (ENSMI) work and our technical assistance to the Instituto Nacional de Estadística (INE) through MEASURE/Bureau of the Census (BUCEN).

2. Portfolio Review and Annual Report Submission

One of the biggest and most time consuming activities of the quarter was preparation of our Strategic Objective Team Annual Portfolio Report and Management Contract, and Annual Report to USAID/Washington. I prepared, or assisted in the writing, of many sections of these reports, including the results achieved by our partners, the results reporting tables, financial tables and budget. Throughout the quarter I also updated the SO budget and obligation schedule. In addition, I updated our planned SO budget for the new strategy period and monitored and updated tables indicating the amount of USAID and counterpart funds expended by each of our partners, as well as their pipelines and burn rates.

3. Mission Performance Plan

I was asked by our Mission Director to coordinate input and draft one of the goal papers for the U.S. Mission Performance Plan that the Ambassador submits to the State Department each year. This task required meeting with and obtaining input from the

various offices in USAID, as well as the U.S. Military Advisory Group, that contribute to the goal of humanitarian assistance and disaster preparedness.

4. *Review of Mission Strategy for 2004-2008*

During the quarter I participated in a retreat to review the final draft of the outline of the Mission Strategy for 2004-2008. In addition to this retreat, I reviewed and provided input on numerous working drafts of the outline and proposed parameters, vision, mission and goal statements for the new strategy.

5. *Maternal Child Health Survey*

One of the Field Support projects that I oversee is the Maternal-Child Health Survey (ENSMI) being conducted by the Centers for Disease Control and Prevention (CDC). The survey fieldwork concluded in November and we received the first preliminary results in early December. I have been busy organizing and analyzing these results and prepared a Power Point presentation summarizing them that I presented to the entire USAID Mission in early January.

6. *Poptech Consultancy and Follow-up Actions*

I oversaw the work of the Poptech team we brought to Guatemala to analyze the Mission's support for contraceptive social marketing. I led the briefing of the consultants and helped clarify their scope of work and answer the many questions that arose during their two-week assignment in country. I also accompanied them on a field trip to observe PASMO's educational work with commercial sex workers. Following their departure from country, I led our health team's review of their draft and final draft reports. We are presently awaiting receipt of the final edited report.

We have already begun to implement several of the recommendations found in the consultants report. The regional HIV team leader, Stan Terrell, and I agreed to make a proposal to IPROFASA consisting of the offer of 1,000,000 donated condoms in exchange for their agreement to invest a minimum of 25% of net sales of condoms in publicity and promotion, as well as an agreement to end the practice of "push-money". We recently had a meeting with IPROFASA and the regional social marketing firm, PASMO, to discuss this proposal and it was received favorably.

7. *HIV/AIDS Central American Meeting*

In November I attended a two-day regional HIV/AIDS conference in Antigua. PHN officers from the other Central American Missions, Mexico and Jamaica, as well as USAID personnel from Washington attended this conference. We discussed each country's planned activities in HIV/AIDS, learned more about the regional program's plans and discussed possible joint activities.

8. *Visit by AA/M*

In early January we received a visit by the USAID Assistant Administrator for the Management Bureau, John Marshall. Mr. Marshall attended my presentation to the Mission on the preliminary results of the Maternal Child Health Survey. I also escorted him to APROFAM where he was given a tour of their clinic and shown the administrative, financial and information systems they have developed that have helped APROFAM provide such high quality services with a high degree of cost recovery.

II. PLANS FOR NEXT QUARTER

In addition to routine on-going activities, major activities planned for the period January – April 2003 include the following:

- Participate in SO Team review of 2002 results from our partners and planned 2003 obligations;
- Update our current SO and new SO budget tables;
- Update the financial tables for each of our bilateral partners;
- Assist Health Team Leader in drafting 2004-08 Health Strategic Objective Strategy, including the results framework and indicators for the strategy; and
- Monitor dissemination of results of Maternal Child Health Survey.

CEDPA QUARTERLY REPORT
TAACS Zambia
Karen Shelley
January 17, 2003

Country Strategic Plan Work

The Zambian Mission continues to work on our new seven-year Country Strategic Plan (CSP). We organized and completed a number of stakeholder meetings with the Government of Zambia (GRZ), current contractors, and non-governmental organization (NGO) partners. In November 2002, we hosted a visit from the Global Health HIV/AIDS team in Washington to help craft a long-term vision and provide additional substantive content. We have completed a concept paper, planned new strategic objectives, and identified indicators. USAID/Washington has sent us parameters for the new CSP. The new strategy will build on the multi-sectoral work we began in 2000 including multi-sectoral approaches to HIV/AIDS and orphans interventions. New program elements designed to strengthen food security are also being incorporated.

Development of A New Multi-Sectoral HIV/AIDS Strategy

Janet Hayman, REDSO-Nairobi, and I continued to work on the new HIV/AIDS Multi-Sectoral Strategy for Zambia. The Strategy builds on the achievements of USAID/Zambia in the past five years and incorporates scaled-up HIV/AIDS prevention as well as care and support interventions in health, agriculture, the private sector, education, youth behavior change, democracy and governance, VCT and P/MTCT.

The Food Crisis in Zambia

The 2002 rainfall levels in Zambia were far short of expected levels. Drought conditions in the southern and eastern regions of the country are severe. After considerable discussions, the GRZ declined supplies of genetically modified food that the U. S. had donated to the country. World Food Program has brought in some relief food and a consortium of international NGOs is targeting vulnerable households with cereals. I have contributed to planning meetings on expanded nutrition and food security programs targeting vulnerable households. Hope Sukin from the Africa Bureau is currently assisting us with a nutrition assessment.

The new American Ambassador, Martin Brennan, is following the food situation closely. We have had a number of meetings at the Embassy regarding the effects of the food crisis on vulnerable children and person living with HIV/AIDS.

Global Fund Country Coordinating Mechanism

During this quarter I have invested considerable time on technical support to the Global AIDS, TB and Malaria Fund and the Country Coordination Mechanism (CCM). The work involved the development of a proposal for a fiduciary arrangement for the Global Fund, crafting additional program action plans and building communication channels among the Global Fund, the local CCM, Zambian government and civil society partners. Zambia is awaiting a country visit by a representative from the Global AIDS, Malaria and TB Fund in early 2003.

Completion of USAID/Washington Annual Report

November and December 2002 was a busy period for the HIV/AIDS technical advisor and the PHN team. As a rapid scale-up country, our large HIV/AIDS portfolio requires extensive documentation and reports from our implementing partners.

P/MTCT Assessment

USAID Washington has asked for the completion of an assessment on P/MTCT in anticipation to the possibility of scaling-up service delivery programs through the Presidential MTCT Initiative. We are working with the GRZ, Centers for Disease Control and Prevention (CDC), USAID contractors and the P/MTCT National Technical Working Group to complete this task.

Coordination Between USAID/Zambia and CDC/Zambia

USAID/Zambia and CDC have agreed to have monthly coordination meetings. I serve at the point person in the PHN team for these meetings. We are expecting to finalize the 2002 national HIV/AIDS and syphilis surveillance data soon. Both agencies will collaborate on a national P/MTCT assessment that USAID/Washington has requested from all countries that have initiated clinic-based and community support programs.

DHS Preliminary Results

During late October 2002, we received a Preliminary Report of the Zambia 2001-2002 Demographic and Health Survey. A large data dissemination meeting was held at Lusaka's Mulengushi Conference Centre in which GRZ participants from the Central Statistics Office, from District Health teams, collaborating partners and NGOs participated. Zambia was the second country internationally to disseminate results of a new HIV/AIDS DHS model based on blood samples taken at household level. The DHS population-based survey 2001-2002 measured HIV infection rates at 15.8 percent.

HIV/AIDS Coordinating Meeting for USAID-supported Partners

I helped to organize a coordination meeting of our partners working in HIV/AIDS programs. Participants exchanged program summaries of activities. Discussions focused on achieving a higher level of coordination between implementing partners at district level.

Arrival of new Michigan Fellow

Shanda Steimer, our new Michigan Fellow, arrived in Zambia on 3 December 2003. I have been assigned to act as her mentor. We are currently developing her work plan for the first year to focus on strengthening the integration of our reproductive health and HIV/AIDS activities. She is interested in rural youth HIV and STI prevention strategies, workplace prevention programs and greater involvement of Peace Corps in our expanded response.

Mission-Wide HIV/AIDS Coordination Meeting

Each American agency working in Zambia is now involved in HIV/AIDS activities. Quarterly coordination meetings at the U.S. Embassy provide an opportunity to share

information and to ensure that our initiatives are following the coordinated plan endorsed by the National AIDS Council, the Central Board of Health, collaborating partners and civil society.

HIV/AIDS Multi-Sectoral Response

The National AIDS Council hosted a meeting in early January 2003 on multi-sectoral responses and budgetary contributions from various bilateral and multilateral partners USAID, Ireland-AIDS, the Council of Local Government, UNDP, PACT and the Policy Project are participating in on-going discussions so that national coverage can be achieved

Policy Project Launch

One of the activities that I currently manage, the Policy Project, is scaling-up its HIV/AIDS multi-sectoral interventions. Policy has moved to a new office facility. The team launched its new office in October 2003. The deputy Minister of Finance, the Acting Director of USAID/Zambia and many faith-based and NGO partners attended the festivities.

International AIDS Alliance Sub-Granting Ceremony

Another activity that I manage, International HIV/AIDS Alliance Zambia has completed a new round of NGO-sub grants to faith-based organization, local NGOs and CBOs. In December 2003, a signing ceremony was held to highlight the grassroots-level work of Alliance and its NGO partners. USAID/Zambia and representatives from the Ministry of Health attended and encouraged the new implementing partners.

HEART Campaign, 2003

I have been working as CTO for Johns Hopkins University's program that is a part of the Zambia Integrated Health Programme, a large USAID/Zambia bilateral agreement working in HIV/AIDS reproductive health and child survival. The HEART Campaign (Helping Each Other Act Responsibly Together) is now in Phase 3 and will air new spots on Zambian television and radio in January 2003. Its behavior change messages focus on youth abstinence and condom use for those sexually active.

VCT - Evaluation Completed and Progress on Data Base Management System

The Zambia VCT Partnership has completed an evaluation of Phase One Districts targeted by seven VCT implementing partners. Patrick Mwanza and Ignatius Kayawe prepared a draft report with technical assistance from the Synergy Project. The final report is expected by early February 2003. A follow-on meeting with JICA and NORAD is planned to further address challenges in the new test kit distribution system.

CTO Training

I will be participating in a Mission-wide CTO course being held in Lusaka 14-17 January. During May 2003, I hope to complete my last required CTO course needed for certification.

Christmas Break

I took a few days leave at Christmas time to indulge in a much-needed rest and to do a bit of shopping. The new year has started with a flurry of activities.

TO: Jennifer Bonetti
CEDPA

DATE: 21 January 2003

FROM: Cheryl Sönnichsen
TAACS
USAID/Kenya
Office of Population and Health (OPH)

SUBJ: QUARTERLY REPORT: NOVEMBER 2002 to JANUARY 2003

The New Kenya

Probably the greatest news to report during this quarter is the outcome of the national elections in Kenya which took place on December 27th. Kenyans turned out in thousands to vote out the political party KANU who have been in control for 40 years, 24 of them under President Daniel Arap Moi. Kenyans were determined to bring about change as they had witnessed their country's deterioration and voted in the Rainbow Coalition by over 60% of the vote. Within the first week the new government was already at work, with a war on corruption at the top of the agenda. In the second week, the Cabinet was named. In this era there are several Cabinet members with doctoral degrees and many years of fighting for reform behind them. The new Minister of Health, Charity Ngilu, is known to be an accessible politician who is very popular in her constituency. She ran for President in 1997 and came in fourth. She is one of the few Cabinet members without a university degree, and she has little experience in public health. What she does have is the interest of the people at heart. She has retained the Permanent Secretary, Director of Medical Services and Head of the AIDS Control Unit; all professionals who have been very willing to work together. Immediately she was appointed, she declared there would be free health services for all—a declaration the government will find very hard to fulfill, particularly as they had already made free primary education a campaign promise. Her announcement was only tempered by the related announcement that the government would be working on a plan for national social health insurance to provide funding.

The President began by reducing the number of activities within the Office of the President, particularly those seen as "cash cows" that had been easily plundered by the KANU regime. One of these was the National AIDS Control Council (NACC) which many Members of Parliament had thought should be moved into the Ministry of Health. After several days of angst, it was decided that the National AIDS Control Council will be staying in the Office of the President—at least for the time being. The NACC Director met with Vice President Wamalwa and explained to him NACC's unique multi-sectoral approach which would make management and implementation awkward if it were placed within a line ministry. His Minister of State, Linah Jebii Kilimo, was in the meeting and agreed that NACC had provided significant support to community-based organizations she knew of in her home constituency, Marakwet. The NACC Director emphasized that it was important the new MPs take on "ownership" of their CACCs. She reported that the Vice President was in support of keeping NACC where it was. In a bid for more efficiency, NACC will be restructuring: they will have three Deputy Directors, one in charge of Programs, one in charge of Finance and Administration and one in charge of Monitoring and Evaluation. As the positions will take on new descriptions, it is not likely the incumbents will remain. In order to emphasize the multi-sectoral character of NACC, they will be focusing on the education and agricultural sectors in the coming year. At present they are training their five working groups in preparation for the second Joint AIDS Program Review in February this year. They are also keen to train the newly elected MPs on the importance of AIDS issues within their constituencies. USAID informed NACC that this activity would fit within the plans we have with our office of democracy and governance.

Monthly Meeting with CDC

Monthly interagency meetings are held between USAID and CDC, and many topics are covered. Recently, information was shared about the status of the CDC/MOH MOU, feedback to DHHS on Kenya's application to the Global Fund and OPH's upcoming AIDS strategy redesign. The directions of the new government were briefly discussed: the location of NACC in the Office of the President and their new structure at the top level, the need to alert the new Minister of Justice of the history of the draft HIV and AIDS Bill, and our willingness to work with additional ministries such as the Ministry of Education and the Ministry of Agriculture. There are numerous program areas in which the two agencies collaborate and share information and updates on: VCT, BCC, PMCT, the President's PMCT Initiative, urban TB strategies, logistic support, ARV care, home-based care issues, DHS+ and mobile VCT, surveillance, blood safety, lab support and training.

"Youth in Dilemma" TV Program

MTV's "Staying Alive" campaign utilizes youth culture and media to reach out to young people with messages on HIV/AIDS. MTV has produced documentaries, hosted by role models for youth, that reflect the difficulties that youth face within the HIV/AIDS context globally. This campaign is a collaborative effort by MTV, YouthNet (a USAID-funded project implemented by FHI), and the Kaiser Family Foundation. FHI has worked with three local media groups - Nation, KTN, and Metro - who have aired this campaign over the last couple of months at no cost to FHI.

Because the MTV productions were done outside of Kenya, the Nation Media group approached FHI for assistance to produce a local documentary using local personalities that youth in Kenya can easily identify with. Two programs were shot last week. The first focused on religious and government perspectives. The panelists included Archbishop Ndingi Mwana Nzeki (head of the Catholic Church in Kenya), Farook Slatch (Young Muslim Association), a representative of the National AIDS Control Council, and the President of the Africa Youth Parliament. The second program focused on specific health issues. The panelists were Prof. Bwayo (University of Nairobi), Dr. Rakwar and Peter Mwarogo (reproductive health experts with AMKENI and FHI), Anne Owiti (KICOSHEP, a community-based AIDS NGO), and a representative of NACC. The two programs will be aired in January as part of the "Eyes on the People" series.

There were more than two hundred young people at the forum. This number was limited due to space and several who turned up could not get in. The discussions were free and very candid in both sessions. These sessions showed that there is a great demand for information by youth and the media can serve as an effective way of reaching them. They also showed that the media are willing to contribute to the HIV/AIDS campaign using their own corporate resources to leverage USAID contributions.

Mombasa ARV Activity

A meeting was held in Mombasa to present the results of the assessments carried out by the Technical Assistance Partners (TAP). Dr. Mukadi of IMPACT presented the Assessment of Care Services at the four facilities who have agreed to participate in the comprehensive care program: Coast Provincial General Hospital, Port Reitz Hospital, Magongo Health Care Center and Mkomani Bomu Health Care Clinic. Common areas that will need attention include the negative attitude of some health workers towards HIV+ patients; the need for training of health workers in administering ARVs; the lack of ART guidelines (even though these have been printed by the Ministry of Health); lack of privacy and confidentiality and the need to strengthen referral mechanisms. The Horizons project presented the results of their operations research and RPM+ the results of their drug management assessment. Next steps include meeting with the MOH to

insure continued GOK buy-in, and coming to conclusion on the eligibility criteria, monitoring system and cost-sharing program. RPM+ is working with AID/W to procure the ARVs for the project which will hopefully be available the beginning of next year.

World AIDS Day 2002

The theme for 2002 was "Live and Let Live" with the objective of destigmatizing HIV+ persons and the AIDS epidemic. NACC organized activities at Kenyatta International Conference Centre with information booths set up by NGOs, entertainment from choral groups, puppetry, skits and speeches. The newly appointed Minister of State in charge of AIDS, Yusuf Haji, announced that surveillance figures for the year 2002 indicate a drop in seroprevalence by 3 percentage points, from 13 to 10%, collected from women attending antenatal clinics. Although the event was intentionally much smaller than last year's, with presumed less expenditure, it was very well attended, and the mood was one of optimism.

**MARY ELLEN STANTON
QUARTERLY REPORT
OCTOBER 1 – DECEMBER 30, 2002**

MATERNAL HEALTH TEAM (Team Leader for Strategic Objective #2)

- Reconfigured and expanded the maternal health team
 - Planned, wrote issue briefs, and held two expanded team meetings to discuss key issues to be addressed in the revised maternal health strategy
 - Presented and facilitated session at ANE and E&E SOTA
 - Provided technical guidance to PRIME for research study in India
 - Provided guidance to White Ribbon Alliance about organizational options
 - Met with Director of Health Care Department in Tibet about maternal health
 - Met with DFID representative about maternal health priorities
 - Reviewed MNH external evaluation scope of work
 - Participated in meetings to design the new MNH flagship
 - Participated in the Latin America Maternal Mortality Initiative Steering Committee
- (See working groups below)

SUPPORT TO THE FIELD Afghanistan (Country Coordinator)

- Traveled to Afghanistan to attend meeting with provincial health planners, observe selected USAID-funded health activities, and confer with the mission, MoPH and other partners
- Continued USG consultation meetings with staff from the Office of the Secretary of HHS
- Drafted multiple scenarios and budgets to use funds originally designated for UNFPA
- Reviewed multiple drafts of the Health RFP scope of work
- Conducted weekly team meetings
- Held weekly conference calls with USAID PHN Officer stationed in Kabul
- Participated in conference calls of multi-donor coordinating group
- Helped develop talking points for Administrator speech
- Helped organize CDC presentation regarding new data on maternal mortality
- Attended HHS/CDC presentation of work in Afghanistan
- Met with Medicin du Monde about health programs in Afghanistan
- Met with JICA representative to discuss health funding priorities for Afghanistan
- Met with CDC representatives about disease/disability surveillance study
- Met with Physicians for Human Rights to discuss maternal health issues
- Discussed Afghanistan funding and programming issues with World Bank representative
- Organized presentation by Aga Khan Development Network about Afghanistan and issue of community development in complex emergencies

WORLD HEALTH ORGANIZATION GRANT (Cognizant Technical Officer)

- Prepared portfolio review

UNICEF GRANT (Cognizant Technical Officer)

- Prepared portfolio review

IMPACT (Cognizant Technical Officer)

- Prepared portfolio review

TASK FORCES/WORKING GROUPS

Post Abortion Care (PAC) Working Group (Member)

- Participated in working group meetings to develop PAC strategy

Malaria in Pregnancy Working Group (Member)

- No activity this quarter

Neonatal Working Group (Co-Team leader)

- Participated in working group meetings
- Interviewed regional bureau PHN officers to identify countries to target for lessons learned
- Participated in CARE meeting in Atlanta on newborn field programs

MTCT Working group (Member)

- Participated in working group meetings

PPH Working group (Member)

- Participated in reviewing of PPH Call to Action
- Participated in a meeting with FIGO, ICM, ACG and ACNM to advance the PPH special initiative
- Reviewed the PPH proposed indicators

PRESENTATION

- "Maternal and Neonatal Health in Developing Countries," University of Pennsylvania School of Nursing, Philadelphia, PA, November 8, 2002
- "Maternal Health Care in Developing Countries," Gates Fellows, Washington, D.C. December 12, 2003

CONTINUING EDUCATION

- Recognition and Treatment of Biological and Chemical Poisoning (2 hours)

OTHER

- Participated in staff, senior staff and Sector Council meetings
- Participated in design for Research AAD
- Reviewed draft MEASURE RFP and RFA
- Participated in GH discussions about country priorities for MCH
- Participated in Safe Motherhood USA meeting
- Met with PRIME external evaluation team
- Participated in review of candidates for MNH Advisor position

QUARTERLY REPORT

10-21-02 to 1-20-03

PATRICIA STEPHENSON, Sc.D.

I. Maternal Neonatal Health Program

In addition to routine duties as the CTO for MNH, this quarter Dr. Stephenson:

- a. Reviewed and approved an amended workplan for expanded programming in several MNH countries.
- b. Presented a summary of the accomplishments to date of the MNH program in the division and office-wide portfolio reviews.

II. Zambia Country Backstop

In addition to routine duties as Zambia Country Coordinator, Dr. Stephenson:

- a. Participated in finalizing the parameters cable to guide the Zambia mission in the next steps toward development of the new country strategic plan.
- b. Traveled to Zambia to draft a scope of work for an assessment of the nutrition and food security situation and how the Food for Peace program might contribute to the new CSP.
- c. Organized special meetings of the technical backstop team in G Bureau.
- d. Received awarded for outstanding support to the field from the Zambia and Nepal missions.
- e. Presented ideas on how to function effectively as a country coordinator in the annual training for new country coordinators.

III. Team Activities – Strategic Objective 2

Dr. Stephenson serves as a core team member of the SO2 team [maternal health]. This quarter she:

- a. Continued work on the redesign of the maternal health flagship program.
- b. Participated in the budget finalization/ funding obligation process.
- c. Participated and helped prepare for the Strategic Objective 2 retreat. The purpose of the retreat was to update the SO2 strategy.

IV. Technical Assistance to Division and PHN Center

- a. Continued to provide technical input to the postabortion care working group, the malaria in pregnancy working group and White Ribbon Alliance.

- b. Continued work with the Afghanistan country teams to develop plans for short- medium- and long-term assistance to these countries. This quarter, much work was done to prepare a task orders for extensions of health projects, and in the design of an extension of the work in safe motherhood and family planning with the UNFPA fall-out funding.
- c. Participated in the LAC Regional Maternal Mortality Reduction Steering Committee.
- d. Helped prepare drafts of the Child Survival Report to Congress.
- e. Wrote the maternal health sections of the Concept paper for the Democratic of the Congo mission.
- f. Met with the Deputy Minister of Health for Afghanistan to assess progress on the development of a safe motherhood program and policies in that country.
- g. Continued to participate on the transition team of the Partnership for Safe Motherhood and Newborn Health. Wrote the first draft of a paper outlining the structure and governance of the new partnership.
- h. Attended meetings of the Malaria Action Coalition steering committee as the CTO for MNH and responsible for oversight of malaria in pregnancy activities carried out by the MNH program.
- i. Reviewed PVO Child Survival and Health proposals.
- j. Participated in the design of the new private sector family planning activity.
- k. Organized a meeting with the International Federation of Obstetricians and Gynecologists and the International Confederation of Midwives to draft a statement on prevention and management of postpartum hemorrhage. This policy statement will be communicated to the rank and file clinicians of these organizations.

V. Training

- a. Mandatory training in financial reporting.
- b. Training in development of country strategic plans.

Quarterly Report
Janis Timberlake
TAACS/USAID-Tanzania
October 21, 2002 – January 20, 2003

USAID Tanzania manages its health program under two distinct teams; one addressing the “public” or government health and the other dealing with the private-not for profit, otherwise known as the “voluntary sector”. This division of labor within the office allows for strategic management of USAID/Tanzania’s Strategic Objective One, that supports a health systems approach to the Tanzania’s health sector. As **Team Leader** for the Voluntary Sector Health team, I have key management duties including supervision of two employees to ensure that activities under both the voluntary sector and social marketing programs are appropriately designed, effectively implemented and evaluated. Additionally, I am the Deputy Team Leader for the Office. With the expansion of USAID’s Health and Population program efforts, significant coordination is required to ensure synergies are forged with other SO 1 team members responsible for Policy and Behavior Change linkages within our program.

During the present period, the mission is moving into a year and a half long strategic planning exercise to define the next 5 year plan. As such, I represent SO1 on the mission wide Strategic Planning team which is leading the effort for the mission.

Present key components of the Voluntary Sector Health Program include:

- Voluntary Sector Health Program (VSHP)- “Alliances for Better Health” (\$ U.S.4.2 million/year) through CARE International
- Population Services International (PSI) (\$1.5 million per year)
- Grant to AFRICARE (\$140,000)
- Cooperative Agreement for Expansion of VCT to AMREF (\$2,800,00/year)
- Support for Public/Private Partnership Initiatives
- Management of Field Support to Voluntary Sector
- Key Technical Assistance to Tanzania Commission on AIDS (TACAIDS) for scaled up district response

VSHP –CARE International:

CARE has begun its second year of operation with significant contributions to increasing the role of voluntary sector contributions at the district level. The focus of management activities during this period were:

- Quarterly review meetings
- Increased management of Behavior Change Strategy to trouble shoot challenges presented
- Held meetings targeting improved Performance Monitoring Plan for VSHP grantees
- Held meeting on VSHP financing and pipeline analysis issues
- Orientation of new technical advisor to USAID program

- Meetings to define and develop synergies between CARE VSHP and AMREF ANGAZA VCT

AFRICARE- Supporting NGOs in HIV/AIDS Prevention on Zanzibar:

- Supervised staff for AFRICARE USAID two year agreement year AFRICARE.

AMREF- Expansion of Voluntary Counseling and Testing:

- Monthly management meetings with AMREF VCT Team Leader
- Site visit to new Faith Based Site in Arusha

Other Related Activities

- Attended TACAIDS mayors meeting on Municipal Response for HIV/AIDS.
- ◆ Acting Team Leader for SO1 during absence of John Dunlop, Office Chief
- ◆ Finalized second phase of Care and Support Assessment carried out by Family Health International.
- ◆ Participated as key team member in PMTCT meetings to establish mission future focus and collaboration with CDC on PMTCT in Tanzania
- ◆ Participated in Ambassador's Caucus on HIV/AIDS in Capetown, South Africa- as a support to the Embassy.
- ◆ Active committee member on Mission Strategic Planning Committee for Strategic Plan
- ◆ Participated in 2nd Scientific Conference on HIV/AIDS in Arusha and presented paper on Strategic Approaches for the District to Break the Cycle of HIV/AIDS
- ◆ Meeting with National AIDS Control Program on Ministry of Health Strategy for HIV/AIDS
- ◆ Debriefed on Stigma Study being carried out by Muhimbili University and International Council for Research on Women (ICRW).
- ◆ Participated in preparations for Annual Partners Meeting to be held in February
- ◆ Participated on development of mission HIV/AIDS strategy

Stanley S. Terrell

Quarterly Report
Third Quarter, 2002

January 23, 2003

USAID/G-CAP
Regional HIV/AIDS Program

Summary of activities:

SOT Leader for SO 8: Enhanced C. American Capacity to Respond the HIV/AIDS Crisis

- Prepared and coordinated all activities including the agenda, logistics and technical aspects of the USAID Mesoamerican Missions Meeting in Anitgua, Guatemala
- Edited the meeting report prepared by Synergy.
- Completed the Mission portfolio review
- Completed the annual report/Congressional Budget Justification
- Presented the paper at the IADB meeting on Regional Public goods, Nov. 6-7 in Washington
- Meet with AID/Washington, PAHO and CDC to coordinate the new surveillance activity.
- Helped coordinate follow up on the design paper for the new Comprehensive Care activity
- Continued working with Synergy on the methodology for the Accin SIDA evaluation.
- Maintained coordination with UNAIDS.
- Continued monitoring partner implementation of program activities.
- Continued revising the regional strategic plan according to guidelines from AID/Washington.

General Office

- Continued training and integration a new FSN -- 12 Technical Advisor into the HIV/AIDS team.
- Participated in office staff activities.

**QUARTERLY REPORT TO CEDPA
CATHERINE THOMPSON - TAACS/NEPAL**

October 22, 2002 – January 20, 2003

During this quarter I continued to backstop the HIV/AIDS and ID program for USAID Nepal.

October 21-31

- Nothing to report

November 2002

- Tihar holidays in Nepal
- Field trip to Eastern Nepal to visit the FHI FSW and IDU program with other donors – DFID and AusAID

December 2002

- Dec. 9-18 USAID/Washington Office of HIV/AIDS Monitoring and Evaluation team in Nepal to review the HIV/AIDS performance monitoring plan.

January 1 – 20, 2003

- Nothing to report

HAPPY NEW YEAR!!!

Next Quarter

During the next quarter I will be continue backstopping the HIV/AIDS and ID program and continue to take on additional responsibilities backstopping the social marketing program.

Travel plans:

I do not have any travel plans for the next quarter.

Quarterly Report
October 21, 2002 - January 21, 2003
Murray Trostle, Dr. P.H., M.P.H.

January 23, 2003

Office of Health and Nutrition
Child Survival Division
USAID

Summary of major activities:

- CTO for the BASICS II Activity
 - Conducted management meetings with senior project staff
 - Reviewed and approved travel requests
 - Provided technical leadership to the immunization technical focus group at BASICS II
 - Reviewed design options for the BASICS follow-on project
 - Reviewed the BASICS financial situation with project staff
 - Wrote the BASIC II financial portfolio review
 - Participated in the annual portfolio review for the project
- Team leader for the Infectious Disease Initiative Surveillance working group
 - Attended a three day planning session with PHRplus to determine their activities in infectious disease surveillance
 - Met with TEPHINET Board Chairman to discuss future program options with TEPHINET
 - Helped finalize the Nepal infectious disease strategy
 - Participated in programs reviews at the Environmental Health Project II concerning their malaria surveillance activities in Eritrea
 - Represented USAID in meetings of all US government agencies to rewrite the International Health Regulations
 - Met with representatives of the Ghana IDSR program to finalize USAID's strategy with Ghana
- Senior immunization coordinator
 - Managed the BOOST initiative for the promotion of immunization programs with USAID missions.
 - I managed the ongoing development of "Immunization Essentials", including reviewing drafts of the final document and writing several chapters
 - Continued to work closely with our Gaza/West Bank Mission to arrange for the US to purchase vaccines for Palestine

- Conducted several meeting to develop a detailed immunization strategy for SO3 including a one day retreat
- Oriented the new immunization fellow as to her duties and areas of responsibility
- Managed the immunization cluster in SO3
- Prepared several presentations to the office regarding the progress of immunization worldwide

General

- Participated in several meetings concerning the development of new implementation mechanisms to replace existing flagship projects
- Reviewed the RFP and RFA for the new Measure Project
- Participated in a new strategy development team for SO3
- Participated as a member of the performance review panel for PHRplus
- Received two office awards for "Sustained Outstanding Performance" and for support to the field (Nepal)

Murray Trostle, Dr. P.H., M.P.H.
Senior Immunization Coordinator and Head of the Infectious Disease Surveillance
Working Group
Office of Health, Infectious Diseases and Nutrition
USAID

To: Heather Staley
Jennifer Bonetti

From: Emily Wainwright
Senior Technical Advisor
Infectious Diseases and Environmental Health
USAID/W Bureau for Global Health

Date: January 28, 2003

Subject: Quarterly Report for 10/22/02 to 1/21/03

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ACCOMPLISHMENTS

I. SO5 WIDE ACTIVITIES

- Provided technical guidance to the Front Office in responds to legislative issues
- Responded to congressional taskers on various aspects of USAID's Infectious Disease Initiative
- Coordinated the editing and finalizing of the infectious disease section for the 2002 Child Survival and Health Report to Congress
- Technical reviewer for the AMR team
- Budget planning for FY03 and FY 04
- Prepare and attend ID Planning meeting 1/6/03

II. TUBERCULOSIS

TB Technical Assistance to Regional Bureaus and Missions

Provide technical assistance to Regional Bureaus on the design and implementation of projects. Specifically:

- Provided on-going technical assistance in the execution and final document preparation of a regional evaluation of TB programs in the E&E Region. Attended 3 day working meeting to generate final conclusions for the regional report and begin final preparation of country reports.
- Provided guidance in the preparation of USAID/CAR's TB Regional Conference and attended the meeting in Kyrgyzstan (1/13 – 17).

TB Working Group

- Member of the TB Working Group
- Provided technical assistance in the development of an agency TB monitoring and evaluation plan
- Provided technical assistance in updating Agency's TB Strategy, including developing and writing the communication strategy
- Review unsolicited proposals

TB & PVOs

- Provided technical assistance in the development of a TB working group for CORE. Including preparation for an upcoming TB meeting.
- Coordinated the TB teams involvement in the PVO grants review process

III. SURVEILLANCE

Surveillance Working Group

- Member of the Surveillance Working Group
- Assisted in planning the strategy and allocation of funds for the Global Bureau's FY02 Disease Surveillance Program

TEPHINET Epidemiology Training Grant

- Routine project management and technical guidance
- Extensive negotiations with OP and the auditors to move grant forward
- Hired a temporary project manager
- Meet in Atlanta with the Chairman of the Board for a project update and to discuss future workplans

Project Manager E&E Regional Health Information and Disease Surveillance Project

- Provided routine project monitoring of WHO and PHRplus activities
- Provided project updates to Mission and Regional Bureau
- Tracked the budget and pipeline
- Coordinated partner activities and funding
- Negotiated country selection and project design with USAID Missions
- Project meeting in Ukraine (1/20-23/03)

PHRplus Infectious Disease Surveillance (IDS) Contract

- Technical Advisor for project selection, design and implementation for IDS Activities
- Reviewed Country Assistance Plans, annual work plans, Technical Directives and Monitoring & Evaluation plans for all IDS Activities
- Monitor field support for IDS
- Budget tracking and monitoring
- Co-managed the Tanzania Infectious Disease Surveillance Project
- Manage the Ghana Infectious Disease Surveillance Project.
- Technical advisor in the on-going development of the Global Leadership Agenda for the IDS portfolio including the development of a 5-year plan.
- Project Manager Georgia Immunization Health Information and Disease Surveillance Program
 - Provided routine project monitoring and technical guidance to activities
 - Review sub-agreements for award under the agreement
 - Provided project updates to Mission and Regional Bureau
 - Track budget and pipelines

IV. CTO for the CDC IAA

- Trip to Atlanta to meet with Derrick Lake the CDC financial coordinator for the IAA to discuss upcoming procurement actions and reporting requirements
- Prepare portfolio reviews for the 98 and 99 IAAs
- Provide routine project management – vouchers, fields support
- Completed no-cost extension of the 98 IAA

- Began negotiating extension/ ceiling increase for 99 IAA

V. CTO for Armenia Vaccine Endowment with ANMF

- Routine project monitoring of activities and budgets
- Prepared and distributed project updates for the mission and E&E/GH Bureaus
- Provided guidance to ANMF in negotiating a partnership with UNICEF for the procurement of vaccines.
- Finalize release of funds and establishment of funding accounts
- Participated in bi-annual board meeting

Quarterly Report
Susan Wright, TAACS Morocco
October 21, 2002 to January 20, 2003

Planned for the Quarter:

1. End of residency in Morocco.
2. Begin back-stopping the USAID/Morocco PHN program through a combination of short-term and distance work directly for the Morocco program, and related assistance to USAID/W as required.

Key accomplishments of the quarter:

1. Regional health management/PROGRESS:

In the latter part of October I traveled to the two regions of the country that are assisted under the USAID/Morocco PHN program, Souss-Massa-Draa and Tangers-Tetouan. In the first visit I attended a meeting to draft the 2003 regional workplan, attended by key health managers from all seven provinces in the region. This will be the final regional workplan for health activities to be supported by USAID, since PROGRESS is scheduled to end in Sept. 2003 and no follow-on project is planned. Rather than gloomy predictions of disaster, however, the room was filled with energy and determination to make the most of the final year of assistance, in a manner that would carry on in the future under their own steam. The medical personnel were using management skills they had acquired under the program. A key aspect of the final year workplan was a focus on establishing partnerships with local NGOs, school personnel and others to improve understanding and change behaviors to lower the risk of HIV-AIDS making deeper inroads into the region, where warning signs of a growing epidemic are multiplying.

In the second visit I was part of a joint USAID/JSI team that visited the field to observe accomplishments of PROGRESS in the Tangers-Tetouan region and gather feedback from managers at different levels of the system about how the project was supporting their efforts. This was an extremely gratifying look at the way new practices that directly improved the management and delivery of health services had taken hold in clinics, hospitals and regional headquarters. Again, the focus of staff was on assuring continuation of this new energy and set of behaviors into the future, not on bemoaning the looming end of USAID/Morocco assistance.

2. Quality of Health Care: In the final weekend before my departure I was privileged to attend two workshops on quality of health services, in Marrakech. First, the National Workshop on Quality of Health Care brought together around 150 health managers and partners, mainly from the Ministry of Health (MOH) but with representatives from the private sector, other ministries, and important professional organizations. The purpose of the workshop was to examine progress to date in putting quality assurance mechanisms in place, and more importantly to solidify use of these processes and mechanisms throughout the health system. The lively demonstration of posters from all areas, the often heated discussions concerning the best strategies to use and the role of different actors in the process, and the consistent and sustained interest of top MOH representatives all augur well for continuation of this important aspect of quality health services beyond the life of the USAID-supported program.

The second workshop was organized by the CMS project to instill mechanisms for quality assurance into private sector health care, by showing private physician associations in different provinces how to engage in group reflections and efforts to solve specific problems they encounter in their respective practices, through peer review and other processes. This workshop was mainly a skills-building effort for the provincial teams of private practitioners, and therefore was smaller and more intensely focused. Holding it concurrent with the national workshop allowed fruitful interactions and reflections on the part of the private providers about the importance of keeping up with this national effort.

3. Leave-taking: An important part of my final weeks was saying good bye to my wonderful friends and colleagues in Morocco, while assuring them that I would be, closely following the national program and supporting it any way I could, and would be available for occasional visits. I was very moved by the warmth and understanding I encountered, as well as the generous spirit (an integral part of Moroccan culture) with which I was bid farewell. This tour was the high point in my professional work to date, for many reasons but chiefly due to the quality of my colleagues within USAID, among the contractors who worked on USAID programs, and among our highly motivated and competent counterparts in the MOH and in the private and NGO sectors. I feel extremely privileged to have been able to contribute to their efforts and look forward to continuing to do so.

4. Next steps: After handling logistics of my departure, I arrived in the US and worked with CEDPA and with USAID/W to figure out how best to support the Morocco program, and health system improvement in general, for the remainder of my TAACS position. I performed an initial week of consultations in Washington, checking in with CEDPA for supervision and administrative updates, and attending USAID meetings on the parameters for Morocco's next CSP. The latter discussions were painful, as the budgetary news was very bad for USAID/Morocco.

Because the USAID/M program is facing severe budgetary constraints, optimal use of the funds remaining in the TAACS contract for Morocco is critical. The USAID Office of Population and Reproductive Health discussed with USAID/Morocco, CEDPA and me the urgent need within the SDI division for interim assistance as part of the way I could continue to support the Morocco program. With the agreement of USAID/Morocco, I began work in January temporarily seconded to the SDI Division while still functioning as the TAACS advisor for Morocco. In this capacity, I am serving both as a member of the SDI team and as a technical backstop for the Morocco mission. The Office of Reproductive Health has agreed to provide equivalent FY03 field support funds to Morocco once USAID/Morocco has determined which central projects most need added finding for the final year of Sp07. My USAID supervisor during this period is Michele Moloney-Kitts, Chief of the Service Delivery Improvement Division.

Planned for the Next Quarter (January 21-April 20, 2003)

1. Serve as CTO for the Management and Leadership Project. Gain a thorough understanding of the project, review on-going activities and proposal for use of FY03 core funding, and help resolve any overall or country-specific issues in implementation of the project.
2. Assist the SDI Division Chief in start-up of the sub-team for private sector health services (commercial and not-for-profit) helping with new project designs in each of these sectors and assisting new employees to be effective within USAID.
3. Participate as a member of the design team for a new project to support quality population and reproductive health care.

4. Provide continued technical assistance and related support to the Morocco mission to fully accomplish the objectives of SpO7, and support other USAID missions if applicable.

Attachment 8

QUARTERLY REPORT

October 21, 2002 to January 20, 2003

From Rebecca C. Adams
Education TAACS for the LAC Bureau

This quarter's workload continued to be heavily impacted by the high profile White House Education Initiative – Centers of Excellence for Teacher Training (CETT) in Latin America and the Caribbean. Specific responsibilities included serving as CTO for the two field support mechanisms that support the regional education program; backstopping the Caribbean CETT both in Washington and the field; primary support for the regional education budget; assisting field missions with the development of their education strategies; and serving as the defacto “deputy” of LAC RSD's education unit.

Activity Management

Basic Education and Policy Support Task Order – *Technical Assistance to the LAC Regional Education Program*

Continue to manage a \$3.6 million three-year task order with EGAT's Global assistance mechanism, BEPS, that has served as the major mechanism to assist in the development of the Centers of Excellence for Teacher Training (CETT), the White House Initiative announced at last year's Summit of the Americas in Quebec. Support from BEPS was particularly critical this quarter due to the need to continue assistance to the eight CETT institutions in LAC in support of start-up activities associated with the newly awarded cooperative agreements. Numerous trips had to be undertaken by the contractor that requires a host of management actions. Ongoing oversight for voucher processing, budget monitoring, consultant approvals, travel approvals, and country clearance cables continues.

UNESCO Grant – Continue to manage the *Regional Indicators Project (\$400K)*, another initiative that resulted from the Summit of the Americas. This activity will come to an end in the second quarter of FY03.

Global Monitoring and Evaluation (GEM) Task Order – Serve as the CTO for the \$2 million four-year task order with Aguirre Intl to support monitoring and evaluation activities for the entire regional education portfolio. This mechanism has the responsibility for coordinating the M&E for CETT. GEM team members have been part of the teams traveling to the region in support of CETT activities. Ongoing oversight for voucher processing, accruals, budget monitoring, consultant approvals, travel approvals and country clearance cables continues.

CETT – Support ranges from providing overall technical support for each of the three sub-regional CETT networks with specific emphasis on the Caribbean CETT. Continue to take the lead in the development of the communications to the field about how the Bureau will devolve CETT to the field. During this quarter numerous meetings took

place to plan for team trips to each region for the purpose of introducing all of the components to the missions and assisting with the devolvement of the day-to-day management to the field. Additional documents include press releases and numerous briefs to various audiences both political and non-political. Briefing books, briefings, action memos and numerous other documents were required.

Backstop for CETT Private Partnerships -I currently provide backstopping to the CTO for this \$2 mil activity which includes advising, attending all related meetings, reviewing all documents, and communicating issues to the Bureau's Dept AA.

Advise on EHR activities - The EHR team members include me on almost all activities they are managing. I am asked to review documents, strategize in communication planning, attend meetings, and often highlight program components/concerns, etc., to the Bureau's Administration as well as to the division chief or education team leader.

Accruals - I completed FY03 1st quarter accruals for only projects I manage. Numerous communications were provided to other team members about how to undertake accruals for activities they manage. Summary analysis was written and submitted to FM and LAC controller.

Congressional Budget Justification - Completed the CBJ for FY03 and FY04. This includes careful analysis of pipelines and projected expenditures through FY04 for each activity in the EHR unit. Because the FY04 budget continued to undergo reductions in LAC, I had to revise the CBJ more than 7 times over a two-week period.

Communication with missions - Continue to serve as a primary liaison (along with team leader) with education officers in the eight LAC missions with education programs. The support ranges from facilitating technical assistance for the field to budget and strategy discussions.

Technical review of documents - Continue to provide input to scopes, reports, etc that are produced by other team members. Input is also provided to our field missions, particularly those countries are in early stages of strategy development. I contributed to additional revisions of an Agency Anti-corruption in education document, the Agency education strategy document, and many others. The Bureau AA and Deputies frequently ask for position papers, talking points, background, etc., for various topics related to education or training. I chaired the technical review for Nicaragua, Jamaica, the Caribbean Regional Program, and Bolivia in response to the submission of concept documents for their next five-year country strategies.

Travel - During this quarter I traveled to Honduras, Jamaica and Haiti to assist them in the development of their new education strategies.

Pamela J. Allen
Quarterly Report
October 21, 2002-January 20, 2003

January 17, 2003

Education Human Resource Division – Strategic Objective 2 (SO2)
USAID/GHANA

Summary of activities:

CTO for the World Education HIV/AIDS Strengthening Partnership in Education (SHAPE) Activity

- Provided technical leadership to the World Education workshop team revising draft manuals developed at TOT
- Provided input on draft HIV/AIDS Baseline Survey report
- Accompanied Mission Director to attend an HIV/AIDS TOT for instructors of Teacher Training Colleges to introduce her (the Director) to HIV/AIDS education activities
- Visited HIV/AIDS TOT for principals of Teacher Training Colleges
- Participated in HIV/AIDS Baseline Research Dissemination Forum
- Attended World Education SHAPE Advisory Board Meeting

CTO for the Catholic Relief Services (CRS) Quality Improvement in Primary Schools (QUIPS) Activity

- Debriefed Mission staff on CRS QUIPS activities occurring in north following week long visit
- Provided assistance to Mission on development of newspaper article highlighting QUIPS/CRS-supported school achievements in the north

CTO for the Global Learning and Observation to Benefit the Environment (GLOBE)

- Met periodically with contractor to discuss project's activities
- Submitted MAARD for NCE through March 31, 2003
- Working with contractor to plan close out activities for all schools involved

Technical Activities

- Provided oversight of the Educational Research and Assessment Centre (EARC)'s Public/Private School Research study for the upcoming Results Framework Strategy
- Reviewed and contributed to proposal from the Basic Education and Policy Support (BEPS) Activity for the Education to Combat Abusive Child Labor (ECACL) for pilot interactive radio study targeting children working in the cocoa trade.

- Working with MOE HIV/AIDS Secretariat to convene a meeting with the Mobile Task Team on the Impact of HIV/AIDS on Education. Purpose is to establish a partnership to develop and implement an education HIV/AIDS District Education Management Information System (DEMIS).

Education SO activities:

- Attended two day Donor Partner's Meeting organized by SO2 Director
- Participated at Mission's Four Day Strategic Planning Workshop
- Worked with US consultants on Results Framework
- Contributed to preparation of SO2 Annual Report
- Contributed to preparation of SO2 QUIPS Semi-Annual Portfolio Review (SAPR)
- Preparing SO "briefing materials"

QUATERLY REPORT

Benjamin Alvarez, 01, 16, 03

My activities over this quarterly have not been restricted to project administration. Some of my main contributions to reach the goals of my unit have focused in the technical and intellectual support of the multiple faces of the work of USAID. The following are main activities to report during this quarter.

1. Participation in the Workshop on Educadores in San Pedro de Sula. Educadores is a project supported by the American Institute for Research for whom I am working as CTO in the program Improving Educational Quality, replacing John who is working in the new program, EQIP. After the workshop I participated in USAID policy meeting, and made a presentation with the director of UNESCO in Santiago, Chile. We also supported the preparation of the fast track request of Nicaragua.
2. One of the most critical responsibilities I had this quarterly was the preparation of the draft for the education global strategy of USAID, which included interviews with members of the regional bureaus, the office of education and external specialists. Now I am working on a second draft with senior staff members of the Economic Growth, Agriculture and Trade Division (EGAT).
3. A good amount of my time has been dedicated to the preparation of a substantive document, the Annual Education Report of USAID. This document to be presented to Congress has three main components. The first component is an analytical document on teachers in developing countries illustrated by USAID experience and issues to be considered in new projects. The second component is the main problems of education in Africa and future directions. The third component is the description of main activities of USAID in 2002-2003 and a statistics annex. The preparation of the report implies collecting statistic information, obtain information from the missions, survey the contractors of USAID in education and explore the existing databases. This work is expected to be completed in June with another writer and a part-time editor and statistician.
4. Finally, I continue managing the project *Improving Educational Quality* to be finished in July, and I am also managing a new project on *Knowledge Management at USAID*.
5. Additionally, I have participated in the review and preparation of several policy papers, proposals or position papers of Basic Education.

Anne H. Dykstra
TAACS, USAID, EGAT/WID
Quarterly Report
October 22, 02 – February 5, 03

Major activities planned for the next quarter (October 22, 02 – February 5, 03)

IR 2.1 Strengthened Performance of Public and Private Sector Institutions to Promote Girls' Education

- Continue to participate in committees and in planning across bureaus and sectors in USAID to further girls' education.
- Finalize the proposed study on Violence in Schools for bid
- Support field missions to carry out existing activities to improve Girls' and Women's Education in selected programs through visits and support of CTOs.

IR 2.2 Improved Knowledge to Implement Policies, Strategies and Programs for Girls' Education

- Provide technical assistance to field missions on the design of Girls' and Women's Education strategies, activities and delivery mechanisms through field visits, and through review of strategy and program documents.
- Revise and improve work on conflict in education.

Major Activities during the Reporting Period:

IR 2.1 Strengthened Performance of Public and Private Sector Institutions to Promote Girls' Education

- Continue to participate in committees and in planning across bureaus and sectors in USAID to further girls' education

-Attended all meetings concerning the reorganization of the Global Bureau, participated in small group activities.

-Member of the following committees:

- a. Member Executive Committee, USAID Education Strategy
- b. Education Sector Council: Participated in ongoing sector meetings
- c. Member Workforce Development Committee
- d. Member Indicators Committee: Ongoing review and discussion on selection of indicators for reporting on Education, including Girls' and Women's Education, for the agency including reports to Congress, program comparability, mission networking.
- e. Member Coding Committee: Made sure Girls Education is now part of the code for EGAT.
- f. Final review of *Accountability and Transparency in Education*.
Cleared Policy Brief for EGAT/WID: *Improving Basic Education: Linking Authority, Transparency and Accountability*
- g. Member, USAID Anti-Corruption Task Force representing education. Reviewed final drafts of report done by Dr. Chapman, University of Minnesota.

-Prepared Comments or attended review meetings as follows:

- a. Critique of World Education's longitudinal study: *"Impact of Literacy Programs on Women's Lives"* for Nepal and Bolivia.
- b. Final critique of GEMS draft "Multi-grade Classrooms and Active Learning: Effect of Girls Achievement", Juarez Associates. Meeting with Juarez & Assoc.
24 October 02
- c. Review Burundi Technical Strategy

- d. Attend World Education Presentation of final products and studies of women's participation and literacy.
- e. Attend seminar on Muslim Education, AED, 20 November 02. Though panelists were interesting, there was no new information given.

IR 2.2 Improved Knowledge to Implement Policies, Strategies and Programs for Girls' Education

- Provide technical assistance to field missions on the design of Girls' and Women' Education strategies, activities and delivery mechanisms through field visits, and through review of strategy and program documents.
 - a. -Researched and extensively commented on a proposal submitted to me by Shirley Toth, CTO, for funding by EGAT/WID for one day of teacher training in Guatemala for textbooks developed under the past mechanism. Recommendations were made to the mission for clarification.
 - b. -Participated in the development of the education program for Cambodia. Reviewed mission plans, budgets, and strategies. The anticipated trip to the field to design an education program was canceled. This activity has been put on hold by the mission.
 - c. -Edited, and drafted new wording for the sector Education Strategy, through at least four revisions.
 - d. -Commented and provided editing of a paper on Muslim Education drafted by PPC for Agency use.
 - e. -Participated in numerous meetings to discuss and exchange ideas and information on rebuilding education in Afghanistan.
 - f. -Participated in the beginning strategy sessions for rebuilding education in Iraq.
 - g. Reviewed and compared information on violence toward women its implications for health and education programs with Yamilee Bastien and Julie Hanson Swanson, on 7 November 02
 - h. Reviewed and compared information on violence toward women with Julie Hanson Swanson and Diana Prieto, Health and Population.
 - i. Participated in three different meetings organized by Julie Hanson Swanson for the purpose of determining trends, gathering suggestions and comparing ideas on Girls Education in preparation for a new EGAT/WID Education strategy.
 - j. Briefed Marc Sommers, Boston University, on my presentation to UMass, Amherst and in USAID on Education and Conflict.
 - k. Attended the comparative presentation of Education Strategies sponsored by HCD, January 30, 03.

Presentations

- a. Presented a conceptual framework on Conflict and Education to peers in USAID and Department of Education during International Education Week.
- b. Participated on a panel on Education and Child Labor in Africa, DOL, 3 February 03.

QUARTERLY REPORT

October-December 2002

John Hatch

Office Responsibilities

This has been a very busy quarter, particularly as there seem to be many mission strategies to review in addition to all of the other things normally going on this quarter. The over-riding activity has been working with the Contracts office to bring out a new assistance mechanism, EQUIP, and extend EdData/DHS+. The second most time consuming activity has been working out five new staff recruitment issues and responding to requests for information. Uncertainties resulting from the reorganization continue to impact on staff responsibilities, resulting in increased involvement in a variety of issues and "portfolio" coverages.

- Contract Activities
 - *Improving Educational Quality II*: Little activity here except for small Malawi issues and work on the Democracy and Education Resource Guide.
 - *Ed-Data/DHS+*: Met a couple of times with Macro and AFR staff to discuss collection and coordination issues. Worked with Kim Bolyard on the development of the new activity to replace Ed-Data/DHS+.
 - *EQUIP*: Most of the quarter was spent working with Contracts and the TECs on the LWAs for EQUIP, reviewing responses to the RFA, preparing clarifying questions, reviewing responses, etc.
 - *New IQC Mechanism*: Worked with Patrick Collins and Mitch Kirby to review drafts of a new IQC.
 - *RSSA/CASU Recruitment*: Drafted and processed letters for Chief of Staff approval for the hiring of these positions.
 - *NMS/Phoenix*: Prepared entries for new EdData IQC and funding for two RSSA positions. Re-entered funding request for EQUIP LWAs as they were not awarded before the end of the Fiscal Year.

- General Office: Things to read continue to accumulate, even with concentrated program of evening readings. In addition to e-mails, phone calls and other normal events, work this quarter tended to fall into the following categories:
 - *Personnel*: Renewed Kim Bolyard's four month RSSA contract. Took responsibility for coordinating the recruitment for five positions: three RSSAs, one PASA and a CASU. This entailed finishing the drafting of position descriptions, getting approval for two RSSAs and the CASU, assuring funding for all positions, and responding to widely scattered general announcement of their availability.

- *Meetings:* A variety of informational meetings took place with individuals, representatives of contractor organizations, and with USAID staff on various issues. Administrator's All Hands meeting; IT's Community of Practice meeting on PDAs; CDIE's Knowledge Fair
- *Presentations:* None made this quarter
- *Support:* Provided support to a variety of activities including Coding, quarterly Accruals exercise, 03 Procurement Plan development, Annual Report, etc.
- *Meetings:* I attended the usual SO1 Team, EGAT/ED staff and Education Sector Council meetings;. Additional meetings included:
 - *Civics Education:* Met with DCHA/DG to move forward a short publication being developed by IEQII on how basic education and democratization programming by Missions can be mutually reinforcing; reviewed two drafts of the document.
 - *Country Reviews:* Attended presentations on education planning for the India, Bangladesh, Morocco, Senegal. Met with India , Central Asian Republics, and Senegal education staff during their WDC visits. Review other countries' strategies as they arrived.
 - *International Literacy Network:* Resumed attending the ILN monthly meetings on behalf of the office.
 - *EGAT Workshop,* November 7.
 - Coordinating meeting with DOL on education responses to abusive child labor.
 - *SID/WID:* As Co-Chair, helped to produce and attend occasional lunchtime presentations on development issues impacting women and girls.
- *Short Presentations Attended:*
 - * A series of discussions by American Youth Policy Forum on youth policy issues.
 - * World Bank presentations/discussions on the *Role of Adult Education in Locally-Directed Development*-Peter Easton; and *What Will Make Countries Rich or Poor*-Jared Diamond.
 - * International Education Symposium held at the Peace Corps.
 - * Round Table with Dr. Hosam Badrawi, M.P., Egypt on Higher Education Issues in Egypt, hosted by IIE.
 - * PPC/CDIE Seminar on the Global Development Alliance.
 - * Presentation by C.V. Madhukear on the Azim Premji Foundation's work in India.
 - * EGAT/WID presentation on GWE Education Policy Research Activity by World Education.
 - * *IEQ Exchange* November 20-21.

Travel

While my assistance had been requested by Ghana and Tanzania for program planning activities, approval was given only to attend a two-day, FAO-sponsored donors' workshop on Rural Education in mid December.

Conferences

- The Second Wave of the HIV/AIDS Pandemic, October 3-4, hosted by the CSIS Task Force
- Education for Rural People, December 12-13, hosted by FAO in Rome

Training No training courses attended this quarter.

Anticipated Special Activities Next Quarter

- EQUIP will require awarding and starting up of activities, including a pent-up demand of Associate awards to be responded to. This will be the major time consuming activity of the quarter.
- The only likely trips to will be to India and Bangladesh to support activities there for EQUIP start-ups.
- The Agency reorganization will continue to result in responding to new requests and developing new ways of doing business, which will have an impact on work-load and focus. Increased thinking, and subsequent practices, of education as a sector cutting across bureaus will also impact workload and responsibilities.
- Anticipate working with ANE to begin planning for regional workshop .
- Supporting staff recruitment, NMS entries and interviewing for one or more anticipated positions.
- Planned extended vacation for January 17-February 9.

**CEDPA Quarterly Report
21 October 2002 – 20 January 2003**

**Melinda Taylor
Basic Education Advisor
USAID/Nigeria**

Introduction

At first it appeared as if November and December were going to be relatively quiet months, with my supervisor and much of USAID/Nigeria's senior staff out of the country, and with Nigeria winding down the year with numerous Muslim and Christian holidays. This delusion ended when we learned in early November that Andrew Natsios would be visiting Nigeria in late November, and soon after learned that President Bush was scheduled to visit in mid-January. While in the end, POTUS was cancelled, both of these events took up a great proportion of my time and energy during those two months. In the end, however, they paid off as in both December and January I was awarded 'Certificates of Appreciation' – the first given by the Ambassador and the second by the Mission Director. I did manage some down time at Christmas when my family and I had two weeks in England on holiday.

Accomplishments during the Reporting Period

Administrative Context

With the procurement of a Mission-specific generator and new e-mail and internet systems firmly in place, things have improved greatly at the Mission over the past few months.

USAID/Nigeria

As I stated in the introduction, much time was spent this past quarter preparing for the visits of the Administrator and POTUS. The Administrator visited Nigeria for the Second High Level Group Meeting on EFA. In addition to attending the two days of meetings on EFA, I worked with UNESCO prior to the meeting to ensure the participation of USAID/Nigeria as well as the proper reception and welcome for the Administrator and his team. The Mission as a whole also made arrangements for the Administrator to visit Kano on his last day in-country, for which I arranged a visit to an Islamic school we are supporting through LEAP, however in the end this trip was cancelled due to discussions Mr. Natsios needed to hold with the Nigerian government.

For POTUS, I experienced a month of non-stop running around. The plan was for President Bush, or the First Lady, to visit a Nigerian primary school in or around Abuja in order to announce a donation of up to a million books. For me, this meant finding the 'right' school for such an event, one that represented a typical Nigerian school, but not in such a bad state so as to embarrass the Nigerian Government. For this I visited no less than 10 schools, on no less than 10 separate trips (with lots of repetition). Additionally, I wrote up scene setters, briefing papers, participated in the Advance Team's visit, and engaged the education authorities of the Federal Capital Territory – with whom we do not currently work. While the event itself will now not happen, at least for the immediate future, the book donation is still on-line and requiring my

attention – though now the total number of books and teaching aids being donated is expected to be closer to 250,000. Watch this space!

General Development Office (GDO)

I participated in a second GDO retreat in early November where we outlined work 'on our plate' and made projections for the next 6 months or so. While many staff members were out of the country at the time of the retreat, it was still useful in helping health and education staff members begin to work together, as will happen more formally under the Mission's new strategy. This concept paper for this new strategy was approved in Washington late last year and work on the strategy itself is commencing now. In it, health and education activities will be combined under one Strategic Objective, rather than existing separately as they now do.

Work on our Advance Acquisitions & Assistance Plan has been off track this quarter, though reporting on accruals with the Controllers Office has continued.

Federal Ministry of Education (FME) and Federal Government of Nigeria (FGN)

Several meetings concerning the Education Situation Analysis were held over the past quarter, with little or no progress resulting.

Donor Coordination

Though regular donors meetings took place this quarter, with the holidays upon us nothing of substance was achieved.

Education for Development and Democracy Initiative (EDDI)

EDDI has been quiet over the last quarter.

Literacy Enhancement Assistance Program (LEAP)

Management issues have continued to be of concern with LEAP, the resolution of which is only now occurring. While delays have continued in program implementation as well, with the New Year upon us things are looking brighter. In mid-January, I visited a State Literacy and Numeracy Agenda workshop in Nasarawa State to hear from educators and stakeholders about what they are doing to help themselves, and likewise what they want the State to be doing for them. Next week I will travel to Kano to visit participating schools and to get a feel for what they think is working in LEAP, and what is not. I will continue to focus especially on the teacher training and community participation aspects of the program.

Bi-weekly meetings with LEAP have continued.

Opportunities Industrialization Centres International (OICI)

The main work involving OICI this past quarter has been the discussions on, negotiations for, and contracting of, a six month extension for the project. This was accomplished upon my return from holiday. Since then I have meet with NOIC, OICI's local affiliate, to listen to some concerns of theirs, and I plan to visit Lagos in early February to meet with staff there as well as to see on-going project activities.

Also concerning workforce development, the contract we had for the evaluation of OICI's work and the situation analysis of the overall youth workforce sector in Nigeria was completed this past quarter. This required substantial work on my part in reading drafts, providing feedback, and re-reading drafts.

DHS EdData

Though I prepared the Scope of Work and MAARD for the DHS EdData survey last quarter, substantial work remained to be done this quarter. This included obtaining CTO approval from Washington and writing and re-writing an illustrative budget for the activity. The submission is now in and will be reviewed in the next few weeks.

Other

With the other education team member away on homeleave in November, this past quarter really was a busy one. In addition to the activities I have listed above, that I am directly responsible for, I also covered for her responsibilities.

TAACS/EGYPT
Oct. 2002-Jan. 2003

Quarterly Report

Monthly Report

To: Andrea Yates, SO22Team Leader, USAID/Egypt
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS
Date: January 15, 2003
Re: Quarterly Report – January 2003

This memo serves as my monthly activity report to USAID/Egypt's SO22 Team and to CEDPA's offices for the period mid-October 2002 through mid-January 2003.

WEEK OF OCTOBER 14, 2002

1. Attended Mission Day.
2. Reviewed and helped circulate NSP documents with PROC, SCS.
3. Reviewed and edited PIR inputs from project officers.
4. Drafted Sesame portion of PIR.
5. Reviewed guidance for upcoming R4.
6. Updated Tasker for Ambo on Minya activities under all programs.
7. Prepared response for SCS on disabilities and program.
8. Participated in planning meeting on Liz Cheney response.
9. Reviewed Sesame proposal and drafted comments.
10. Received and reviewed PMP responses from grantees and contractors.
11. Prepared sanitized version of the AAD for GOE.

12. Reviewed EQUIP RFA to map out team options for program planning; disseminated highlights to team.
13. Drafted background for design team and options for Sesame leveraging and partnerships.
14. Attended team meeting.
15. Reviewed NSP workplan from Aguirre for comment.
16. Liaised with Sesame staff on outreach materials, prototypes for design team.
17. Completed PIR.
18. Reviewed APEAL's Quarterly report.
19. Met with Amr Koura to review plans for Season 3 launch, expansion in the region, discussions with ETV, corporate sponsorship, etc.
20. Met with Jane Courmy and Dr. Ahmed of Ministry of Health, Healthy Egyptians, discussed linkages with Simsim parenting outreach, future efforts, curriculum seminar, health special, etc.
21. Reviewed Minya briefer for Ambo.
22. Created new financial tables for additional reform and NGO funds.
23. Met with Andrea and Christine on workforce planning.
24. Attending briefing for Tom Oliver, ANE.
25. Researched waiver and subgrants for Sesame and liaised with PROC.
26. Updated procurement plan based on evolving changes.
27. Provided comment on design team proposal.
28. Reviewed reform papers, AID clearinghouse, shared with some team members.
29. Attended team meeting.
30. Completed update to SCS fact sheets.
31. Attended budget meeting with SCS on FY02 and FY04.
32. Liasied with FM and set up team meeting for PROC review.

WEEKLY OF OCTOBER 26, 2002

1. Completed and submitted PIR.

2. Continued review of Sesame proposal and drafted comments for technical discussion.
3. Completed and submitted SCS fact sheets.
4. Attended debrief with NSP Evaluation Team.
5. Attended PROC meeting with Peter and Team.
6. Met with Andrea, Christine and RIC on PROC planning.
7. Prepared PIR documents and worked with FM and SCS on distribution and issues.
8. Liaised with Sesame and Karma on outreach targets year one; drafted memo, scheduled meeting, met with Hala to discuss, etc.
9. Finalized PIR prep materials and updated procurement plan.
10. Reviewed Sesame quarterly financial report.

WEEK OF NOVEMBER 3, 2002

11. Continued preparation of budget and procurement information for PIR.
12. Participated in team PIR with Mission support offices.
13. Participated in initial team briefing with program design team.
14. Liaised with PROC on PIR preparation.
15. Liaised with Sesame and Karma on the outreach plans, materials, NGO/CDA targets, etc. Met with Karma staff.
16. Drafted PIL for MOE on Sesame Amendment.
17. Worked with Nermine on MAARD for Sesame Amendment.
18. Continued drafting comments for team and grantee on Sesame proposal.
19. Attended briefing and series of meetings with design team.
20. Drafted Weekly Report submissions.
21. Updated procurement plan based on bundling possibilities and distributed to PROC and team.
22. Prepared PMP materials for design team.

WEEK OF NOVEMBER 10, 2002

1. Participated in team meeting on procurement planning.
2. Reviewed Sesame Quarterly report.
3. Reviewed Cairo Concept papers from Moria and Alan.
4. Liaised with IIE on training needs for Karma Egypt and SA exchanges.
5. Continued work on Statement of Work for consultants to do TDY.
6. Completed Sesame PIL.
7. Completed CP SO22 PIL.
8. Disseminated EQUIP RFA info to team and procurement.
9. Liaised with Salwa several times to transition procurement plan.
10. Conference call with Sesame NY on outreach materials, plan, etc.
11. Drafted PIL #2 for amendment with Andrea's signature.
12. Liaised with SCS and team on PIL #3 for roles and responsibilities for new agreement.
13. Reviewed and edited MAARDs for team.
14. Began work on R4/Annual Report.

WEEK OF NOVEMBER 17, 2002

1. Met with design team.
2. Met with design team and Karma.
3. Worked on R4 at home for two days.
4. Reviewed NSP evaluation.
5. Reviewed Cairo Reform Paper.
6. Prepared background info for design team on curriculum goals, Simsim, etc.

WEEK OF NOVEMBER 24, 2002

1. Continued work on Annual Report Program Data Sheets, Narrative, Indicators, Data, etc.

2. Reviewed design team outline and methodology, liaised with team leader and provided framework, etc.
3. Drafted weekly report on Karma focus group research.
4. Worked through backlog of papers.
5. Reviewed Project Manager Workbook draft for team dissemination.
6. Attended meeting on Cairo reform.
7. Attended meeting on R4 data quality assessment, prepared reporting tool for future audits, liaised with team on preparation.
8. Continued PMP data input and quality assessment comments.
9. Attended debriefing with design team.
10. Liaised with team members on indicator reporting.

WEEK OF DECEMBER 3, 2002

23. Continued preparation of budget and procurement information for PIR.
24. Participated in team PIR with Mission support offices.
25. Participated in initial team briefing with program design team.
26. Liaised with PROC on PIR preparation.
27. Liaised with Sesame and Karma on the outreach plans, materials, NGO/CDA targets, etc. Met with Karma staff.
28. Drafted PIL for MOE on Sesame Amendment.
29. Worked with Nermine on MAARD for Sesame Amendment.
30. Continued drafting comments for team and grantee on Sesame proposal.
31. Attended briefing and series of meetings with design team.
32. Drafted Weekly Report submissions.
33. Updated procurement plan based on bundling possibilities and distributed to PROC and team.
34. Prepared PMP materials for design team.

WEEK OF DECEMBER 10, 2002

15. Participated in team meeting on procurement planning.
16. Reviewed Sesame Quarterly report.
17. Reviewed Cairo Concept papers from Mona and Alan.
18. Liaised with IIE on training needs for Karma Egypt and SA exchanges.
19. Continued work on Statement of Work for consultants to do TDY.
20. Completed Sesame PIL.
21. Completed CP SO22 PIL.
22. Disseminated EQUIP RFA info to team and procurement.
23. Liaised with Salwa several times to transition procurement plan.
24. Conference call with Sesame NY on outreach materials, plan, etc.
25. Drafted PIL #2 for amendment with Andrea's signature.
26. Liaised with SCS and team on PIL #3 for roles and responsibilities for new agreement.
27. Reviewed and edited MAARDs for team.
28. Began work on R4/Annual Report.

ATTACHMENTS

1. TAACS Newsletter CONNECT *get*
2. Draft Evaluation of the October 21-25, 2002 TAACS Training Course *copy ✓*
- ~~3.~~ CEDPA TAACS III and TAACS IV Advisors Summary Tables *copy*
- ~~4.~~ TAACS III Level of Effort Report *copy*
- ~~5.~~ West End Travel Report
- ~~6.~~ WDSG Report
- ~~7.~~ Health Advisors Individuals Reports
- ~~8.~~ Education Advisors Individual Reports *copy ✓*