



**USAID**  
FROM THE AMERICAN PEOPLE

**FOOD FOR PEACE  
INFORMATION BULLETIN (FFPIB)**

**FFPIB 09-03**

**DATE: December 9, 2008**

**TO: USAID/Washington and Overseas Distribution Lists and FFP Cooperating Sponsors**

**FROM: DCHA/FFP, Jeff Borns, Director**

**SUBJECT: Revised Food for Peace Call Forward Schedule**

**I. Background**

Food for Peace's call forward schedule involves a number of key players, including staff from the U.S. Department of Agriculture (USDA), USAID's Transportation Division and FFP Cooperating Sponsors, as well as FFP's senior management, country backstop officers, program operations team and Mission colleagues. The process functions when clear expectations are established and everyone understands his/her respective role(s) and its importance to a successful call forward. To improve the effectiveness and efficiency of the process, FFP is issuing a revised call forward schedule to unify the process across emergency and non-emergency programs, bulk and processed commodities, and the World Food Program and private voluntary organizations (PVOs). The revised schedule also seeks to minimize the budgetary uncertainties associated with unscheduled and supplementary calls forward. As a result of this revision, FFPIB 07-03 is being replaced by this revised call forward schedule. This revised call forward schedule is effective as of the January 2009 call forward.

**II. What You Can Expect**

The revised schedule will employ a series of deadlines throughout the call forward process. This is somewhat different from the current schedule, whose deadlines are limited to when calls forward are due to FFP's Program Operations Division (POD)—currently the 4<sup>th</sup> and 15<sup>th</sup> of each month. The revised call forward deadline will be the 10<sup>th</sup> of each month. No later than this date, all commodity requests, both processed and

bulk, must be entered into USDA's Food Aid Request Entry System (FARES)<sup>1</sup> in order to be part of the current month's call forward. Entries entered after this date will be considered for the subsequent month's call forward, except under exceptional circumstances that must be approved by the FFP Director or Deputy Director or his/her designee. An equally important deadline will be the 17<sup>th</sup> of each month, when USDA will issue invitations for both the processed and bulk commodity requests from the calls forward entered by the 10<sup>th</sup>. These two dates are crucial and form the foundation of this revised schedule. On those occasions when the 10<sup>th</sup> and/or the 17<sup>th</sup> coincide with a weekend day or U.S. holiday, the required action(s) will need to be completed by the preceding weekday.

FFP recognizes that on occasion, exceptions will have to be made, but they should not become the rule. Exceptions to the schedule must be submitted to POD via the country backstop officer (CBO) and approved by the FFP Director or Deputy Director or his/her designee and will be handled on a case-by-case basis.

### **III. The Schedule**

FFPIB 09-03, Appendix A, The FY09 Call Forward Calendar, illustrates the inter-dependency of individuals, offices and agencies toward accomplishing a successful call forward. The color blocks on the schedule, which represent separate calls forward, underscore how various calls forward overlap. They also illustrate how the process for any given month's call forward begins with the preceding month. For example, in order to meet the deadlines associated with the January call forward, a series of steps must begin by the 1<sup>st</sup> of the previous month (i.e., in December). The process for the January call forward ends by the 10<sup>th</sup> of the following month (i.e., in February). This means that the process for any given call forward lasts approximately 2-1/2 months.

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<sup>1</sup> With reference to FFPIB 08-01, FARES is expected to be superseded in calendar year 2009 by USDA's Web-Based Supply Chain Management (WBSCM).

# DECEMBER 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
	1 NLT - SYAP Proposal Packets due to CBOs	2	3	4	5	6																																																																																																		
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CBOs validate DEVELOPMENT planned call forward figures (based on the call forward procurement schedule)																																																																																																								
14	15 NLT - Commodity and Freight price estimates due from USDA and M/OAA/T NLT - FFP/D determines funding allocations (for all EP and DP programs) specific to processed and bulk requests and passes them to CBOs. CBOs provide this information to their respective Cooperating Sponsor(s)	16	17 NLT - Revised Commodity and Freight price estimates released by POD and commodity calculator updated by AMEX	18	19	20																																																																																																		
CBOs validate DEVELOPMENT planned call forward figures (based on the call forward procurement schedule)	NLT - CBO-reviewed SYAP packages due to POD for final review and feedback	POD reviews SYAP packages				NLT - CBOs provide commodity breakdown, WFP budgets, SYAP final cost sheet requests to POD. POD prepares DRAFT cost sheets and commodity rack-up.																																																																																																		
21	22	23	24 Christmas Eve	25 Christmas Day	26	27																																																																																																		
POD prepares DRAFT cost sheets and commodity rack-up				NLT - CBOs/WFP clear cost sheets and POD circulates APPROVED cost sheets to CBOs/AMEX/WFP																																																																																																				
28	29	30	31 New Year's Eve																																																																																																					
		<b>November 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<b>January 2009</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<b>Notes:</b>  <a href="http://www.vertex42.com">www.vertex42.com</a>
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