USAID | DELIVER PROJECT

FROM THE AMERICAN PEOPLE

Task Order 2, Avian Influenza

Semi-Annual Report: October 2008–March 2009

MARCH 2009

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USAID | DELIVER PROJECT, Task Order 2
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Abstract
This report documents the activities of Task Order 2, Avian Influenza during the 2008–2009 fiscal year, from October 2008 to March 2009. Key sections include project management changes, global distribution mechanisms, and managing the global stockpile of Avian Influenza commodities.

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Acronyms

3-D	Depopulation, Decontamination, and Disposal
AED	Academy for Educational Development
AHD	Animal Health Directorate
AI	avian influenza
AI-COMM	Global Avian Influenza Behavior Change and Communications Support Activity
AICSOG	Avian Influenza Commodity Support Optimization Group
AIIS	Avian Influenza International Stockpile
API	Avian and Pandemic Influenza
CAUSA	Crown Agents USA, Inc.
CCB	Change Control Board
COTR	Contracting Officers' Technical Representative
CRZ	contamination reduction zone
CTO	cognizant technical officer
DAI	Development Alternatives, Inc.
DLS	Department of Livestock
EDI	electronic data interchange
ERP	Enterprise Resource Planning
FAO	Food and Agriculture Organization
FHI	Family Health International
FOH	Federal Occupational Health
GRN	goods receipt notice
HPAI	highly pathogenic avian influenza
ILRI	International Livestock Research Institute
IQC	Indefinite Quantity Contract
JSI	John Snow, Inc.
KOMNAS FBPI	National Committee for Avian Influenza Control and Pandemic Influenza Preparedness (Indonesia)
LMIS	logistics management information system
MAP	Medical Assistance Programs

MIS	management information system
MOA	Ministry of Agriculture
MOU	Memorandum of Understanding
OAA	Office of Acquisition and Assistance
OIG	Office of Inspector General
OR	Operational Research in Indonesia for More Effective Control of Highly Pathogenic Avian Influenza
PDF	portable document format
PLX2	Pandemic Logistics Learning Exercise
PMP	performance monitoring plan
PPE	personal protective equipment
QA	quality assurance
R1	first release
R3	Release 3
RAT	rapid antigen test
RDC	regional distribution center
SBS	Surveillance Biosecurity
SOP	standard operating procedure
SOT	supply operations team
STOP-AI	Stamping Out Pandemic and Avian Influenza
TA	technical assistance
TAPP	Technical Assistance Project Proforma
TO	task order
TO2	Task Order 2
UPS SCS	United Parcel Service Supply Chain Solutions, Inc.
USAID	U.S. Agency for International Development
USAID/W	U.S. Agency for International Development/Washington, DC
USDA	U.S. Department of Agriculture
UTM	universal transport medium

Background

The USAID | DELIVER PROJECT, Task Order 2, Avian Influenza contract was awarded on March 22, 2007, to support the management of the U.S. Agency for International Development (USAID) Avian Influenza International Stockpile (AIIS) and to distribute avian influenza (AI) commodities to recipient countries throughout the globe. Ensuring the availability of personal protective equipment (PPE), decontamination equipment, and laboratory specimen and testing supplies supports the effective implementation of surveillance and outbreak response activities in countries at risk for and currently experiencing H5N1 outbreaks. Task Order 2 (TO2) was designed to meet the specific challenges of stockpile management and international distribution of the stockpile commodities. In addition to the initial Activity One award, Activity Two was enacted on September 27, 2007, allowing the task order (TO) to conduct further procurement to meet USAID AI priorities. The TO objectives are as follows:

- Establish and operate a secure and reliable global distribution mechanism for current and future USAID AIIS assets.
- Establish a comprehensive management information system (MIS) to provide up-to-date information on the assets managed by the global distribution mechanism.
- Procure, assemble, and distribute additional assets, as required.
- Provide technical assistance (TA) to recipient countries, as required.

Under TO2, the investments will lead to the following results:

- Stocks will be pre-positioned in national and regional warehouses worldwide to ensure that national and international authorities will be able to respond to and contain disease outbreaks quickly.
- USAID will be able to:
  - Rapidly distribute additional stockpile commodities to countries when an outbreak occurs.
  - Have access to information on stockpile commodities available in U.S. and regional warehouses; on commodities shipped to and received in individual countries; and on quantities distributed and needed, by country.
  - Have cost-effectively procured additional assets to meet evolving highly pathogenic AI outbreak containment needs
- In-country coordination of the receipt, storage, and distribution of AIIS commodities will have improved.

Project Management

The TO central management team, under direction of Task Order director Bill Johnson, continues to work in close collaboration with each of the Indefinite Quantity Contract (IQC) central units to ensure seamless provision of quality client services. The management team meets weekly with representatives from the supply operations team (SOT), which includes procurement, freight, inventory management, and quality assurance (QA). In addition, the country programs team manages in-country implementation under guidance of TO2 staff in countries where more intensive activities are envisioned. Taking advantage of economies of scale, the TO receives financial, communications, and contract management support from the central finance, administration, and communications teams.

Under the leadership of John Snow, Inc. (JSI), each project subpartner contributes to the successful completion of the TO objectives. Medical Assistance Programs (MAP) International, a faith-based organization with more than 25 years of experience in warehousing and distribution of donated medical supplies, provides the project with advanced warehousing services. It also manages the day-to-day operations of the USAID AIIS warehouse in Savannah, Georgia. United Parcel Service Supply Chain Solutions, Inc. (UPS SCS), handles all shipping, shipment tracking, and in-country delivery of AIIS commodities, and manages the regional distribution center (RDC) warehouse in Bangkok, Thailand, which opened at the end of March 2008. Family Health International (FHI) supports the project by ensuring that all operations, including warehousing and any assembly of commodity kits, meet international quality standards. Crown Agents USA, Inc. (CAUSA), and PATH provide technical support by participating in procurement and TA activities in select countries. CAUSA can also provide country-level warehousing services where appropriate or necessary. The Manoff Group, Inc., provides strong support for TO2 communications activities and reporting requirements.

The TO2 management team maintains regular communication with the USAID cognizant technical officer (CTO) via a weekly phone meeting. This enables the team to respond to the changing environment of the USAID strategy for AI containment and response, and to provide services to support new and evolving programs. USAID requests for information are met in a timely manner, drawing on input from the ORION/MIS, the project's financial management systems, and project records.

Actions Pending USAID/Office of Acquisition and Assistance (OAA) Approval:

The project is waiting for USAID/OAA to approve the revised reporting requirements and the letter of credit request for Task Order 2 (TO2). The project submitted a request to dispose of unusable, damaged, and expired items at the Bangkok, Thailand, Regional Distribution Center warehouse.

AI Unit/USAID Inspector General Audit:

In October, November, and December 2008, the TO assisted the USAID API unit in preparing its response to the Office of Inspector General (OIG) audit of the API unit's commodity management activities. JSI furnished all project shipment and procurement data on request and provided an

orientation for OIG auditors in use of the MIS to retrieve shipment data. We arranged for OIG field visits to the project's regional distribution center in Bangkok, and its Indonesia country program office. JSI and warehousing partner MAP International also hosted OIG in its audit of inventory and warehouse functions at the project warehouse in Savannah.

We are pleased to note that OIG's overall assessment of project functions was overwhelmingly positive. Based on the audit report recommendations, the project provided a packet of logistics management guidance to USAID to facilitate establishment of a Memorandum of Understanding (MOU) with FAO/Indonesia on management of USAID-donated PPE kits. Based on recommendations of the inspector general's audit, the project is working in close collaboration with USAID and subpartner UPS to develop a plan to close the regional distribution center in Bangkok. In order to liquidate the stock, the project awaits direction from the API unit on possible recipients for the inventory.

Avian Influenza Logistics Technical Working Group:

TO2 submitted a written proposal to USAID to create an avian influenza (AI) logistics technical working group and received approval to move forward; the first meeting was held on March 4.

Decontamination Strategy:

USAID/Washington met with the Food and Agricultural Organization (FAO) in Rome in November 2008. One objective of the meeting was to determine the final priority countries for a proactive market decontamination activity, and the in-country plans for each. Indonesia, Egypt, and Bangladesh were named as priority countries; each country will receive 2,000 pails of Virkon. In addition, 42 power washers will be procured for each country, including spare parts and cleaning solution. The desired delivery date was January 2009.

Finance

USAID requested that TO2 prepare a budget and timeline through September 2011; the Avian and Pandemic Influenza (API) Unit will use this information for strategic planning purposes. The project submitted budget scenarios to USAID in March 2009 that included the following:

- status quo—continuation of approved and existing activities
- expanded decontamination—expansion of the work piloted in Bangladesh and Indonesia
- lab equipment—increase of procurement services
- vaccination—support of mass vaccination campaigns in selected countries

Avian and Pandemic Influenza Simulation:

USAID/Washington participated in the United Nations World Food Programme Avian and Pandemic Influenza Simulation, Pandemic Logistics Learning Exercise (PLX2) in November 2008 in Malaysia. The project procured and shipped backpack sprayers, surgical masks, and other AIIS stock items to support this activity.

Global Distribution System

Avian Influenza Commodity Support Optimization Group

In order to synthesize two years of experience in managing the AIIS and global distribution system, TO2 established an advisory group to analyze current system performance and development of creative solutions to meet identified challenges. The goal of the AI Commodity Support Optimization Group (AICSOG) is to further streamline the global distribution system, striving for increased efficiency in procurement, warehousing, inventory management, and distribution for the AIIS and related commodities. Led by the TO2 director, the AICSOG includes technical experts in procurement, warehousing, inventory control, international freight forwarding, and quality assurance from TO2 partners MAP, UPS SCS, CAUSA, FHI, PATH, USAID, and JSI. The first meeting of the AICSOG is scheduled for May 13, 2009, and will include the USAID Contracting Officer's Technical Representative (COTR), TO2 management team, MAP team, UPS team, and order fulfillment team.

In the constantly evolving environment of response to pandemic threats, these regular meetings provide USAID and the project an opportunity to marry programmatic goals more closely to appropriate supply chain solutions.

Warehouse Management

Warehouse and Operations

Decontamination Strategy:

The project completed the procurement for the decontamination strategy in Indonesia and Bangladesh and received final shipping instructions for the Virkon (expiration August 2009). The 2,000 five-kg pails of Virkon will be sent to Indonesia and Bangladesh by sea. The remaining 453 pails, with an August 2009 expiration, remain in stock awaiting shipping instructions. The commodities will be shipped to the identified countries as the vendors make them available. The project received word from the API Unit that we will support decontamination activities in Egypt and support procurement activities for the DAI (Development Alternatives, Inc.) wet marketing training in Nigeria.

Disposal of Unusable Goods:

The project received Office of Acquisition and Assistance (OAA) approval to dispose of unusable goods that are stored in the MAP warehouse. USAID also approved a list of items to be donated or disposed of, including capital goods. A Request for Proposal (RFP) was issued for the disposal of the unusable goods and a letter of donation was issued and sent to seven nongovernmental organizations (NGO) for the usable items. Clean Harbors was selected to provide disposal services for the unusable goods. The task order submitted a request to OAA for approval to dispose of unusable stock at the Bangkok RDC.

Internal Audit:

The MAP International Savannah warehouse inventory audit, originally scheduled for December, was postponed because the identified accounting firm withdrew from negotiations. The project is currently identifying other appropriate firms to conduct this audit of inventory quantities and warehouse management practices; a reschedule date for May 2009 has been tentatively set.

MAP Assessment:

Bill Johnson and Technical Director/Field Coordinator Jim Eberle visited the MAP warehouse in Savannah and the MAP offices in Brunswick, Georgia in February 2009. They conducted an assessment of the processes being used in the warehouse and prepared the report, Quality Assessment: MAP International Warehouse. Recommendations from the report include the following:

- Improve communications between the stakeholders and between the departments/teams within each stakeholder group.
- MAP should prepare a monthly report that provides feedback on critical issues and lessons learned.
- Conduct a quality assessment of the packaging and shelf life of AI commodities currently in the MAP warehouse.

Staff Training:

The MAP team will hold warehouse training for associates, which will include slotting, cost ration, forward pick, and reserve configuration strategies. Participants will also learn how to measure the effectiveness of warehouse design.

MAP Warehouse Lease:

The lease for the Savannah warehouse space was reviewed and revised. Effective May 1, 2009, the total warehouse space will be reduced to 40,000 square feet. The landlord guaranteed the project the first right of refusal for the excess space, with the option to rent the adjacent space in increments of 2,500 square feet. The insurance coverage for the stockpile commodities, including the flood risk classification for the warehouse, is being reviewed.

Virkon:

To respond to country demand for disinfectant, the API Unit asked the project to procure and stock 2,000 pails of Virkon in the Savannah warehouse.

Pre-Kitting of Personal Protective Equipment for the 3-D and SBS Kit:

MAP began pre-kitting the Depopulation, Decontamination, and Disposal (3-D) and Surveillance Biosecurity (SBS) PPE kit items that were in stock in the warehouse; however, the procurement activity was suspended. The API Unit determined that the incomplete pre-kitted PPE "plus" kits will be kept in stock as incomplete items; they were created to meet the request for 500 3-D and 500 SBS kits. They will be placed in quarantine until further instructions are received.

USAID Stockpile—Savannah, Georgia

JSI and warehousing partner MAP International continued to manage the USAID AIIS, ensuring continued quality of inventory in the stockpile. The project worked with USAID to suggest inventory management strategies for new types of product in the warehouse and monitored shelf life and general condition of products through regular cycle counts.

As part of ongoing quality assurance monitoring, the project is scheduled to conduct a review of stockpile items housed in the MAP International warehouse in Savannah.

Regional Distribution Center—Bangkok, Thailand

Based on recommendations of the USAID inspector general's audit in the fall of 2008, the project is working in close collaboration with USAID and subpartner UPS to develop a plan to close the regional distribution center in Bangkok. The project awaits USAID direction to identify recipients for a large portion of the remaining PPE and laboratory kits stored in Bangkok. If USAID cannot identify recipients for all commodities stored at the RDC, the project will return remaining items to the MAP warehouse in the United States for quality assurance testing and incorporation into repacking of the stockpile PPE. When the RDC is closed, all project shipments of stockpile commodities will originate from the MAP Savannah warehouse, providing USAID with maximum control of items in the stockpile.

Commodity Procurement

Vaccination Campaign:

In November, additional procurement for the Operational Research in Indonesia for More Effective Control of Highly Pathogenic Avian Influenza (OR) program was completed. Procurement included temperature monitoring equipment and small cold chain equipment, including spare parts for vaccination equipment (one order from Socorex-Switzerland and one order from PT Medion). Vaccine was delivered to the districts on November 10–14, 2008.

3-D Kits and SBS Kits:

The field test of the 3-D and SBS kits in Bangladesh in September 2008 was a great success. The collaboration among USAID partners—the Stamping Out Pandemic and Avian Influenza Project (STOP-AI), Global Avian Influenza Behavior Change and Communications Support Activity (AI-COMM), and the USAID | DELIVER PROJECT—was a great example of how to capitalize on complementary strengths of these partners. Based on field test results for prototype versions of the kits, their contents were finalized. An order was placed for 500 of each kit, and the project submitted the OAA packet for procurement of commodities for the kits to USAID in November 2008 for approval. The USAID API Unit suspended the procurement activity for 3-D and SBS kits, however, and that order was canceled in early 2009 as the overall landscape of the highly pathogenic avian influenza (HPAI) virus shifted and USAID's strategy for commodity support to field operations changed.

Instead of procuring and assembling a large number of kits, the API Unit will evaluate the need during this flu season and, in April 2009, will determine the demand for the kits. Meanwhile, the project is authorized to procure 10 3-D kits and 20 SBS kits.

Avian and Pandemic Influenza Simulation:

The project procured commodities to support the United Nations World Food Programme Avian and Pandemic Influenza Simulation, Pandemic Logistics Learning Exercise (PLX2), in Malaysia in November 2008.

Decontamination Strategy:

As part of the decontamination strategy in Indonesia and Bangladesh, the project ordered cleaning solution and pressure washers. Procurement Specialist Rudolph Peltier and in-country counterparts coordinated the manufacturer of the pressure washers, Karcher, to train 35 FAO personnel in Indonesia. Peltier has contacted DAI's STOP-AI Project counterparts in Bangladesh to coordinate a similar training.

Freight Forwarding

Throughout the past year, TO2 completed 39 shipments valued at US$2,562,314.00 to 16 countries. *See the attached Shipment Report.*

Technical Assistance

Avian Influenza Logistics Technical Working Group

TO2 submitted a written proposal to USAID to create an avian influenza (AI) logistics technical working group and received approval to move forward; the first meeting was held on March 4. Technical staff will be recruited and will discuss their findings and experiences with emergency management of AI and other commodities. The goal of the group is to consolidate and document the collective AI and emergency logistics lessons learned and the tools developed for emergency management of commodities. The group will present this information in an initial concept paper, which it will circulate in April 2009. It will also develop tools to guide recipient countries and international partners in managing AI commodities.

Communications

New Publication:

- *USAID Launches Avian Influenza Regional Distribution Center in Thailand*

New Website Postings:

- Avian Influenza Commodities presentation
- AI Order Form content update
- Avian Influenza Commodities Update (presentation)
- General Instructions: Depopulation, Decontamination, and Disposal (3-D) Kit
- USAID AIIS Diagnostic Commodity Strategy Review: Meeting Report
- USAID Avian and Pandemic Influenza Response Unit: Decontamination Kit Review
- USAID Avian and Pandemic Influenza Response Unit: Avian Influenza International Stockpile: Commodity Review.

Country-Specific Technical Assistance

Since the project award in 2007, TO2 has established in-country programs to support host-country government efforts to prevent and respond to H5N1 outbreaks in Bangladesh, Indonesia, Nepal, and Nigeria.

Bangladesh

Working closely with the Government of Bangladesh Department of Livestock (DLS) to ensure that 200 pails of soon-to-expire Virkon would be used effectively, the project distributed posters about the use of the disinfectant for wet market poultry merchants. Follow-up visits to 41 wet markets were then conducted. Looking ahead to using the remaining Virkon (expiring in August 2009) and PPE in stock, project staff proposed a distribution plan to the DLS. The Government of

Bangladesh commended the project staff for their disposal of Virkon and clearing the warehouse to accommodate the incoming shipment of PPE.

The USAID/Bangladesh mission asked TO2 to develop a workplan that will be in effect until the end of the project. The budget and workplan were completed and submitted to the mission. The mission scheduled a partners' meeting for March 16, 2009, to determine how to coordinate the input from the stakeholders concerning the US$3 million in Technical Assistance Project Proforma (TAPP) funding.

Egypt

TO2 has indefinitely postponed the technical assistance mission to provide direct logistics management support to USAID/Egypt until the mission names a point of contact for AI activities. The project received word that the decontamination strategy will move forward. The project also received approval to ship stockpiled commodities to Egypt for the decontamination strategy. The shipment will include Virkon, PPE, pressure washers, and other related commodities.

Indonesia

In-Country Activities:

- The project's technical team, including a JSI technical advisor and PATH/Jakarta cold chain equipment experts, assisted FAO partners in preparing for the second vaccination campaign under the OR program. The team conducted refresher training in logistics and cold chain/vaccine/waste equipment management. All 64 Ministry of Agriculture (MOA) vaccine coordinators from the OR districts attended the training; each coordinator received adequate forms and laminated job aids. USAID has approved additional procurement for OR, including vaccine supplies and cold chain equipment.
- The project's newly hired logistician, Rio Chandra, conducted monitoring and assessment visits to the districts participating in the OR vaccination campaign. The project is still waiting for decisions from the government of Indonesia regarding future plans for the OR program, which may affect the project's procurement involvement. Until future plans are clear, we have been asked to hold any new procurement of cold chain equipment but continue delivering vaccines.
- On December 16–17, 2008, the MOA held a meeting to discuss program changes. Diding Caturherdinwati, the in-country office administrator, represented TO2. She provided an OR support workplan and a list of items to be procured for the decontamination program.
- The third vaccination campaign began on February 2, 2009, and the fourth vaccination is scheduled to begin in early May 2009. In-Country Manager Russ Vogel distributed a survey to the Indonesia National Committee for Avian Influenza Control and Pandemic Influenza Preparedness (KOMNAS FBPI) partner agencies to determine how much AI stock each partner is holding. He will discuss the results of the survey during a one-day workshop, scheduled for April 2009.

Management:

Following several delays, the project succeeded in opening a bank account in Jakarta. The project also finalized hiring of a Country Program Manager, Russ Vogel, who will begin his one-year contract in early January. He will be added as a second signatory for the Indonesia bank account.

Nepal

Distribution Plan:

The USAID | DELIVER PROJECT TO2 staff, with the Animal Health Directorate (AHD), continue to visit the avian influenza (AI) high-risk areas (the mid- and far-western regions) of the country to assess the warehouse situation and to streamline the Directorate's AI logistics systems. The TO2 team is working with the Regional Animal Disease Research Laboratory in Dhangadi and in Surkhet, and provided on-the-job training to the warehouse managers on storage standards and stock inventory. The warehouses reported adequate storage space, but a lack of storage equipment, including pallets, racks, and cupboards.

Senior Program Manager Margo Nowakowski and the in-country team developed recommendations for a logistics management system for USAID-donated commodities following her December visit.

Specifically, the group recommends the following:

- Assign a designated storage space for the commodities.
- Appoint, through the MOA, a logistics employee to coordinate the work.
- Create an interagency cross-sectoral working group.

The recommendation to form a committee to oversee the AI Operational Plan was accepted.

The planned budget for the work is approximately US$75,000. A trip report was developed and distributed. Margo will work with the senior program manager, Meba Kagone, to determine their respective roles for TO2 work in Nepal. The API Unit has requested that the in-country team provide weekly reports of AI stock levels and consumption rates.

Nigeria

- In October, the project concluded a three-week technical assistance visit to strengthen the initial state- and federal-level systems put in place by the STOP-AI project in February 2008, and to conduct a rapid assessment of AI commodity distribution networks at lower levels of the supply chain. In addition, using draft tools first tested in Bangladesh, the team tested an approach for estimating the need for avian influenza commodities. Meetings were held with desk officers in Kaduna and Kano. It was determined that reporting of stock levels to the central level is insufficient. Warehousing storage at the district level is insufficient and disorganized. Some of the warehouses were too small and not properly cleaned. The team recommends that the stockpile be moved from Kaduna to Abuja. This will create a centralized reporting system and will relieve the states of the burden of reporting. In addition, a push system should be implemented with ample flexibility for emergency situations. A workplan is being developed for further technical assistance.
- At the end of quarter 1, the project conducted a debriefing for USAID on the findings and recommendations from the technical assistance visit in October 2008. The project received

approval to move forward with the proposed workplan and budget. TO2 submitted the USAID-approved workplan to the Ministry of Agriculture, and received MOA approval. The project has identified storage space, but the arrangements are not final; they should be finalized around mid-February. In the meantime, research is being conducted on the best way to procure shipping containers that to store commodities in-country.

Based on the recommendations from the technical assistance trip in September 2008, the project developed a job description for the Commodity Tracking Officer at the MOA. TO2 developed a scope of work for developing standard operating procedures and training materials for the STOP AI training scheduled for March 2009.

TO2 worked with Jennifer Antilla, an organizational strengthening advisor, to develop standard operating procedures and training materials that will be used to train 37 state desk officers in Abuja during May 11–16, 2009. TO2 is working with the field office to procure shipping containers, which will be used to store AI stock in Abuja.

Management Information System (MIS)

By the end of the fourth quarter 2008, the team fixed four issues (corresponding to seven bug reports). The Change Control Board met on December 11, 2008, to establish new priorities. The top priorities remain date alignment and multiple bill booking.

We held a training session for Task Order 1 staff on December 2, 2008. The training was an orientation for the My Commodities reports and for the website, in general. During the session, we identified a number of content changes that the communications team will address.
We received feedback on the service level agreement, and made a number of requested changes to that agreement as well as to the performance metrics report. We will submit these changes to the MIS advisor; they are part of the recommendations from the Independent Verification and Validation process, which is nearly complete.

The team began assessing various projects for the 2009–2010 MIS workplan; we submitted a summary report of actual and projected hardware and software expenses to assist in USAID's decisionmaking.

On Monday, January 26, the team implemented an extra data refresh cycle that enables users to view data entered into the Enterprise Resource Planning (ERP) system on the website earlier than before. The new data refresh takes place daily at noon; it supplements the two existing refreshes at 7 a.m. and 7 p.m.

Work on the date alignment project continues. In February, phase 2b of the project was put into production. The management information team continues to work on the remaining phases and implementation of web report changes. On March 20, the MIS team implemented phases 3 and 4 of the date alignment project, which incorporated data mapping and report changes in ORION and on the USAID | DELIVER PROJECT website. The remaining phase 5 was delayed due to an unexpected problem related to batch expiration dates; this phase is scheduled for completion the week of March 30.

At the Change Control Board (CCB) meeting on March 12, the group agreed to move forward with modifications to four management reports, which will be scheduled immediately after the date alignment project is completed. The CCB will have a special meeting on March 31 to review and assess the severity status of a number of bug tickets selected by the steering committee. In the future, a breakdown of bug severity will be presented at each CCB meeting, along with the quantity of opened and closed bug tickets.

As an outcome of our ongoing discussions with USAID on the status of Release 3 (R3), we met with USAID and Agility on March 27 to discuss the priority of individual electronic data interchanges (EDIs). USAID and Agility asked the team to provide estimates for the four highest-priority EDIs and alternate solutions by April 3.

MIS Development

Maintenance Work Completed

Changes to the ORION Suite, Data Warehouse, and Website:

- Date Alignment Project
  The date alignment project comprises a number of changes to address definition and use of dates throughout the DelPHi system. Phases 1, 2a, 2b, 3, and 4 of the project are complete. As we worked on this project, we improved the use and consistency of dates in ORION. At the request of users, we also added a new date to reflect the arrival of goods in-country. On implementation, an outline of changes, including screen shots and a glossary of dates, was distributed to users.

- Data corrections
  These were completed for a small number of ROs that were migrated from NEWVERN.

- Site map
  A new version was implemented to better reflect log-on authorization.

- Conversion of Worldwide Loans report
  The report was converted to PL/PDF to optimize the efficiency of the report. (The report development was completed as part of the original PL/PDF testing.)

Maintenance Work in Progress

Changes to the ORION Suite:

- Date alignment
  The second part of phase II is in testing, phase III and IV are in technical analysis, and phase V has not been started.

- Enabling multiple bills against a goods receipt notice (GRN)
  This change will allow the supply operations team to input multiple bills for the same GRN. A scenario where a vendor needs to send multiple bills for a single goods receipt from the warehouse was not originally envisioned for the system; but, currently, multiple bills are coming in for a single receipt. The background functionality has been developed and initially tested, and the associated reports and related changes will need to be researched. This project is on hold while we complete the date alignment project.

Changes to the Website:

- Item selector issues
  This issue was not on the list of priorities selected by the CCB at the December meeting. It will be placed on hold for resolution at a later date.

Server Maintenance:

- Transition to new servers
  The technical team is working on a plan to move our system to new servers, which will improve reliability and serviceability. A technical plan has been developed, and planning is underway for 2009 implementation.

Pending Issues

- status of R3 features
- system documentation requirements
- implementation of additional EDI formats
- implementation of new initiatives (R4)
- closure of action items from Independent Verification and Validation recommendations

Planned Objectives for Next Period

During the next reporting period, the project will continue to move forward with the avian influenza (AI) logistics technical working group, initiating discussions between select technical staff on their findings and experiences with emergency management of AI and other commodities. The goal of the group is to consolidate and document the collective avian influenza and emergency logistics lessons learned and the tools developed for emergency management of commodities. The group will present this information in an initial concept paper, which it will circulate in April 2009. The group will also develop tools to guide recipient countries and international partners in managing AI commodities.

In the coming months, the project will conduct technical assistance activities in Vietnam, Thailand, and Laos. Technical advisors will visit Vietnam and Lao to meet with USAID missions and field staff to assess the supply chain needs for infection control commodities and avian influenza support. It is hoped that this will set the stage for further technical assistance to ensure that USAID AI-related program investments will have access to a regular supply of any necessary commodities.

The project will also begin working with USAID to develop a segmented procurement strategy for future commodity needs. Identifying the elements of an effective and efficient procurement strategy will include analyzing life cycles of products, market value, and other key indicators for procurement excellence.

Appendix A

Performance Monitoring Plan

Scorecard Perspective	Indicator of Performance	Definition	Target Quality Level	# of Shipments	Oct-08	Nov-08	Dec-08
Supplier Performance	Order fill rate: Full quantity of an order (PO) available on time by ASN Scheduled Ship Date	Percent of Purchase Orders (full quantity) with an ASN Scheduled Ship Date in reporting month that is no later than 7 working days of Goods Available Date from PO					
	Alfred Karcher		70%	1/1			
	Bayer Vietnam		70%				
	BD Diagnostics		70%	1/1			
	C-Tech		70%	3/3			
	Cole Parmer		70%	1/1		100 %	
	Conney Safety Products		70%				
	Dupont		70%				
	Fisher Scientific		70%	1/1			
	Global-Protection		70%	1/1			
	Karcher		70%	1/1			
	Neogen Corporation		70%	1/1			
	PT MediBest		70%	1/1			100 %
	PT Medion Farma Jaya		70%	10/10	100 %	100 %	100 %
	Socorex		70%	1/1			100 %
	Solo, INC		70%	1/1		100	

Scorecard Perspective	Indicator of Performance	Definition	Target Quality Level	# of Shipments	Oct-08	Nov-08	Dec-08
						%	
	Steriline SDN BHD		70%	1/1		100 %	
	Synbiotics		70%				

Shipper Performance	**Bangkok**						
	Expedited Air Orders by Arrival at Destination Port Date	Expedited Air shipments with Arrival at Port Date no more than 2 days later than the Desired Receipt Date	70%	0/0	N/A	N/A	N/A
	Standard Air Orders by Arrival at Destination Port Date	Standard Air shipments with Arrival at Port Date no more than 7 days later than the Desired Receipt Date	70%	4/4	N/A	N/A	N/A
	Land Orders by Arrival at Destination Port Date	Land shipments with Arrival at Port Date no more than 1 month later than the Desired Receipt Date	70%	0/0	N/A	N/A	N/A
	Sea Freight Orders by Arrival at Destination Port Date	Ocean Freight shipments with Actual Arrival Date no more than 1 month later than the Desired Receipt Date	70%	0/0	N/A	N/A	N/A
	MAP						
	Expedited Air Orders by Arrival at Destination Port Date	Expedited Air shipments with Arrival at Port Date no more than 2 days later than the Desired Receipt Date	70%	0/0	N/A	N/A	N/A
	Standard Air Orders by Arrival at Destination Port Date	Standard Air shipments with Arrival at Port Date no more than 7 days later than the Desired Receipt Date	70%	17/18	88%	100 %	100 %
	Sea Freight Orders by Arrival at Destination Port Date	Ocean Freight shipments with Arrival at Port Date no more than 1 month later than the Desired Receipt Date	70%	4/4	N/A	100 %	N/A

Scorecard Perspective	Indicator of Performance	Definition	Target Quality Level	# of Shipments	Oct-08	Nov-08	Dec-08
	Land Orders by Arrival at Destination Port Date	Land shipments with Arrival at Port Date no more than 1 month later than the Desired Receipt Date	70%	5/5	100 %	N/A	N/A
Warehouse Performance	Right Quantity Received by Actual Receipt Date	Percent of quantities received compared to quantities ordered for shipments received in this reporting period	100%	31/31	100 %	100 %	100 %
	Right Condition by Actual Receipt Date	Percent of reported shipments arriving in perfect condition against total shipments	100%	31/31	100 %	100 %	100 %
	Inventory Discrepancies by Adjustment Date	Number and value of inventory discrepancies this month	0	0	N/A	N/A	N/A
			$0.00	$0.00	N/A	N/A	N/A

GREEN 70% = On or above Target

YELLOW = 69% - 50% Below target within defined tolerable range

RED = 50% or less Below Target

Appendix B

Shipment Quantities and Values

Quantity Summary by Subcategory
EPT - from 01-Oct-2008 through 31-Mar-2009

	AI Animal RDT	AI Animal RDT	Decontamination Kits	Decontamination Kits	Disinfectant	Disinfectant	Lab Kits	Lab Kits	Outbreak Response Misc.	Outbreak Response Misc.	PPE Kits	PPE Kits	UVT	UVT	Total Value
	Qty	Value	Qty	Value	Qty	Value	Qty	Value	Qty	Value	Qty	Value	Qty	Value	
Africa															
Congo	0	$0	0	$0	0	$0	0	$0	N/A	$0	400	$6,171	0	$0	$6,171
Madagascar	0	$0	20	$10,664	0	$0	0	$0	N/A	$0	750	$9,998	0	$0	$20,662
Nigeria	0	$0	0	$0	0	$0	0	$0	N/A	$0	7,500	$72,652	0	$0	$72,652
Uganda	0	$0	1	$606	0	$0	0	$0	N/A	$0	100	$1,516	0	$0	$2,122
Total Africa	**0**	**$0**	**21**	**$11,270**	**0**	**$0**	**0**	**$0**	N/A	**$0**	**8,750**	**$90,337**	**0**	**$0**	**$101,607**
Asia															
Bangladesh	28	$4,437	0	$0	2,454	$519,622	0	$0	N/A	$46,951	28,500	$255,740	0	$0	$826,750
Indonesia	0	$0	982	$353,657	3,080	$652,947	0	$0	N/A	$429,881	0	$0	7	$395	$1,436,880
Malaysia	0	$0	12	$4,824	8	$1,930	1	$678	N/A	$6,246	500	$5,025	0	$0	$18,703
Nepal	0	$0	100	$40,040	40	$9,479	9	$6,080	N/A	$0	2,000	$20,020	0	$0	$75,619
Thailand	0	$0	9	$3,150	0	$0	0	$0	N/A	$1,320	446	$3,903	0	$0	$8,373
Total Asia	**28**	**$4,437**	**1,103**	**$401,671**	**5,582**	**$1,183,978**	**10**	**$6,758**	N/A	**$484,398**	**31,446**	**$284,688**	**7**	**$395**	**$2,366,325**
Europe & Eurasia															
Azerbaijan	0	$0	1	$583	0	$0	0	$0	N/A	$0	600	$8,741	0	$0	$9,324

	AI Animal RDT	AI Animal RDT	Decontamination Kits	Decontamination Kits	Disinfectant	Disinfectant	Lab Kits	Lab Kits	Outbreak Response Misc.	Outbreak Response Misc.	PPE Kits	PPE Kits	UVT	UVT	Total Value
	Qty	Value	Qty	Value	Qty	Value	Qty	Value	Qty	Value	Qty	Value	Qty	Value	
Georgia	0	$0	2	$1,134	0	$0	0	$0	N/A	$0	500	$7,090	0	$0	$8,224
Total Europe & Eurasia	**0**	**$0**	**3**	**$1,717**	**0**	**$0**	**0**	**$0**	N/A	**$0**	**1,100**	**$15,831**	**0**	**$0**	**$17,548**
Latin America/Caribbean															
Chile	0	$0	10	$4,218	0	$0	0	$0	N/A	$0	925	$9,755	0	$0	$13,973
Colombia	0	$0	10	$3,855	0	$0	4	$2,602	N/A	$0	925	$8,915	0	$0	$15,372
El Salvador	2	$352	2	$822	0	$0	1	$693	N/A	$0	75	$771	1	$66	$2,704
Total Latin America/Caribbean	**2**	**$352**	**22**	**$8,895**	**0**	**$0**	**5**	**$3,295**	N/A	**$0**	**1,925**	**$19,441**	**1**	**$66**	**$32,049**
Middle East															
Egypt	0	$0	0	$0	492	$106,011	0	$0	N/A	$0	3,000	$26,934	0	$0	$132,945
Total Middle East	**0**	**$0**	**0**	**$0**	**492**	**$106,011**	**0**	**$0**	N/A	**$0**	**3,000**	**$26,934**	**0**	**$0**	**$132,945**
Others															
United States	4	$600	13	$4,798	0	$0	5	$3,055	N/A	$165	900	$8,371	1	$56	$17,045
Total Others	**4**	**$600**	**13**	**$4,798**	**0**	**$0**	**5**	**$3,055**	N/A	**$165**	**900**	**$8,371**	**1**	**$56**	**$17,045**
Grand Total	**34**	**$5,389**	**1,162**	**$428,351**	**6,074**	**$1,289,989**	**20**	**$13,108**	N/A	**$484,563**	**47,121**	**$445,602**	**9**	**$517**	**$2,667,519**

N/A: This subcategory contains items of differing type or unit of measure which can't be combined into a total. For quantities of the individual items in this subcategory, please use the "Quantity and Value Summary Report" and select an item.

For more information, please visit deliver.jsi.com.

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