

Aid Memoire: Notes from Mentor Angola (MA) mtg

Wednesday 2 July Crawley

Present: Scott, Alice and German. With additional input from Richard.

Items/Points discussed:

- Overall EF finds the MA reporting satisfactory. However we really want them to report on significant issues, and the reality of what has been transpiring. It is a confidential report.
- Working relationship of openness and how EF can support the effective implementation of the program. So critical issues should not wait until an periodic report; Mentor to update EF regularly; suggest call every two weeks min.
- The Performance Assessment Framework is not a work plan. The EF wants to receive from MA a Gantt chart style work plan at least updated monthly on quarterly / semi annual plans. It should be covering the most critical issues and include planned vs. actual.
- Person based in Luanda a priority; [REDACTED] Sergio to do this with Alessandro's regular support. [REDACTED] [REDACTED] to get things done especially on deliverables but importantly on National NTD Plans, policies, treatment guidelines, IEC materials. Stakeholder coordination. MoU with Mentor still to be signed.
- Joint work relating to WHO particularly with AFRO and GVA people. Pursuing the visibility we give to the program/ EF to follow up.
- WIP on what could eventually be published and provide thought leadership from the work achieved. Revisit this later in the year.
- HR planning/recruitment update; appreciate keeping EF informed of critical delays and replacements.
- STH and SCH Mapping almost completed in Uige, to be completed in the next couple of weeks in Huambo; all preliminary data available by the end of July; official results by the end of August (to be confirmed).
- WASH component to be started next quarter with Nico/Logistician arriving soon; will organize KAP. Hopeful for the recruitment of a WASH coordinator, to sign contract and be in country by September.
- MDA micro planning to begin with treatment strategy determined. Drug allocations and availability may mean a phased approach to MDA but must be analyzed to be cost effective.

- **Budget issues:**
 - The management of the budget needs to be enhanced. The original budget was done not to overburden Mentor before funding was assured. Now that the program has gotten underway; much more detailed work has to be undertaken to validate the current budget.
 - Mentor need to review and clarify all the budget assumptions and to spell them out in more detail. Place these in the budget workbooks for reference. [REDACTED] needs to be clear/transparent and with details. Avoid 90% of all “lump sum” items; spell out detailed assumptoins and submit these to EF.
 - Mapping budget vs. actuals. Looks like very significant overspend. This will need a separate report with a detailed financial report with justifications; and how adjustments were made for Uige and Huambo.
 - Proposal/budget needed to be made to understand how to cover LF mapping.

- Discussion on what variances are acceptable to EF. Should it be on the category level? 10% of total line? What is acceptable? Answer: Yes/No.
 - Yes: variance based on programmatic reasons, i.e. delayed or deferred activity or activity that saw a high level of achievement i.e. more beneficiaries; therefore more expensive.
 - Answer; Not acceptable: re: poor level of planning and budget assumptions completely wrong. Overspending based on inadequate levels of control.

- Allocation of managers/coordinators or national level time commitments; % charged to EF. Lay out the rationale. [REDACTED]
[REDACTED]
[REDACTED]

- Clarification needed on the issues of “vehicle rental” If Mentor is actually “leasing” a vehicle to the EF program; this has to be justified in view of the total program and 3-5 year planning horizon as well as the overlap of vehicle purchases. Budget assumptions need an entire section on the inventory of existing vehicles and transparency on the entire lot.

- Discussion on the increases envisioned on charging higher percentages to fixed costs such as team housing, etc. to the EF program. Again explicit assumptions justified in the budget.

- Some discussion on fraud and mismanagement controls and precautions given the high level of “soft items” in the budget and the highly corrupt working environment. Mentor shared operations manual; EF would like joint monitoring visits with German to monitor.

Points arising, Mentor needs to provide further information or respond and by when (can be before!).

Item or Issue to address:	By when:
Alice/German to provide for us proposed dates for face-to-face Crawley meetings and Angola field missions up to the end of March 2015. Some "Crawley" visits could coincide with field missions.	31 July
Continued follow up and update to EF on LF tests release	Every week
Continued up date EF on PC donation application "facilitating" MoH.	Every week
Preliminary Mapping results in all 3 provinces reported to EF	31 July
Convening NTD working group/task force meetings at National Level; also coincide with EF country visit to provide visibility	Update by July 15th
Alice to provide EF with a Mentor Angola Organization chart; all positions funded by EF and percentages. Positions filled; not filled with dates. Names of Manager level/"consultants" included. Should related to budget assumptions also.	31 July
Work plans to be provided with sufficient detail to highlight CRITICAL path issues and delays; Cascade to HQ/EF for each provincial team; Luanda office; etc. Overall work plans include key procurement/HR issues; LF mapping time frames, school holidays, key deadlines, etc.	31 July
Next quarter priority; treatment strategy; MDA micro planning Could be that a phased approach provides more flexibility with drug allocations. But should be cost effective.	Update in next report
Periodic report should provide an update on the stakeholder analysis; such as challenges with MoH officials, etc. Pedro signing off; and getting things done, etc. MoU signed?	Include in periodic report
Budget: All budget assumptions need to be revisited and updated with details especially on allocations and percentage of fixed costs; national level personnel, vehicles, etc.	31 July
Budget: Mapping Budget vs. Actuals. Need specific financial report on the mapping and justifications on why overspending was allowed and accounted for; budget and plans for LF mapping should be submitted.	31 July; and if not final and interim in August.
Part of providing details cost assumptions is also to provide us with the overall budget of the Angola program and the EF proportions and allocations to the overall Country program budget. Overall high-level total country program budget should be included as a reference to the budget assumptions.	31 July.
Mentor to send Financial Management Manual and Annexes	Done
Mentor to send Country level PC Meds application	Done
**EF to follow up on WHO/AFRO PC med allocations	16 July