

## Evaluation Mission Schedule

Date and Day	Time	Activities		Venue
		Nakalawa / Suva	Ishii / Hirano	
4/Nov (Sat)	19:00	Leave Tokyo (Ms. Nakatani)		
5/Nov (Sun)	6:45	Arrival at Nadi (Ms. Nakatani)		
	AM PM	Nadi - Suva (Ms. Nakatani) Internal Meeting with Japanese experts (Ms. Nakatani)		
6/Nov (Mon)	14:00	Leave Tokyo (Ms. Endo)		
	8:20 AM AM	Arrival at Nadi (Ms. Endo) Nadi - Suva (Ms. Endo) Interview: S/Namori SD (Ms. Nakatani)		Navua Hosp. CEHS
7/Nov (Tue)	14:00	Courtesy call on CEHS		Project Office
	14:30 8:30 11:00	Internal meeting among Japanese side Interview with CHNs (Suva SD) Courtesy call and interview with DNS, MOH		MOH CEHS
8/Nov (Wed)	14:30	Courtesy call and interview with DPH, MOH		Project Office
	15:30	Interview with Dr. Sakea & Sr. Tukana		MOH
9/Nov (Thu)	9:00	Interview: Rewa SD (Ms. Endo/Nakatani)		Project Office
	14:00	Interview: Naitasiri SD (Ms. Endo/Nakatani)		Nausori HC
10/Nov (Fri)	16:00	Courtesy call and interview with FSHP		Vunidawa Hosp.
	9:00	Interview: Suva SD (Ms. Endo/Nakatani)		MOH
11/Nov (Sat)	PM	Interview: Taileva SD (Ms. Endo/Nakatani)	19:00	PD Patel Buidg.
	AM	Observation of In-service training: Rewa SD (Ishii/Hirano/Endo) suva SD (Nakatani)	6:45 AM	Korevou HC Commissioners Office Rewa Old People's House
12/Nov (Sun)	AM	Meeting with Dr. Saketa		
	14:00	Internal meeting among Japanese side		
13/Nov (Mon)	Full Day	Internal meeting among Japanese side		Project Office
	AM	Internal meeting among Japanese side / Preparation of workshop		Project Office
14/Nov (Tue)	PM	Preparation of workshop	PM	Project Office
	8:30	Workshop - Mataika House		Project Office
15/Nov (Wed)	16:30	Courtesy call on JICA Fiji Office		Tanavatu
	12:00	Meeting with Dr. Tupe/Dr. Saketa		JICA Fiji Office
16/Nov (Thu)	14:30	Courtesy call to CEO		CEHS
	9:00	Drafting Minutes of the Meeting (M/M)		MOH
17/Nov (Fri)	11:00	Submission of draft minutes to Dr. Tupe/Dr. Saketa		MOH
	9:00	Collecting comment from Dr. Tupe/Dr. Saketa		CVM
18/Nov (Sat)	14:30	Meeting: Debriefing with Directors for the minutes		MOH
	15:00	Joint Coordinating Committee Meeting (JCC-3)		Tauoa Plaza
19/Nov (Sun)	6:00	Report to Embassy of Japan		Embassy of Japan
	10:30	Report to JICA Fiji Office		JICA Fiji Office
20/Nov (Mon)	10:30	Departure from Nadi		

## List of Stakeholders Consolidated by the Evaluation Mission

### (1) The Japanese side

- |    |                      |                                |
|----|----------------------|--------------------------------|
| 1. | Ms. Sachiko Yamada   | Chief Advisor/Health Promotion |
| 2. | Mr. Kazuhiro Ootsuki | Project Coordinator            |

### (2) The Fijian side

#### <Counterparts at the Central East Division>

- |    |                        |                                   |
|----|------------------------|-----------------------------------|
| 1. | Dr. Salimoni Tuqa      | Director, CEHS                    |
| 2. | Dr. Sala Saketa        | General Manager, Community Health |
| 3. | Mrs. Salanieta Matiavi | Manager Nursing Services, Eastern |
| 4. | Mr. Joe Qalova         | Training Officer, CEHS            |
| 5. | Mrs. Mcreani Tukana    | Manager Nursing Services, Central |
| 6. | Mrs. Talatoka Tamani   | In-service Training Coordinator   |

#### <Ministry of Health Headquarters>

- |    |                               |  |
|----|-------------------------------|--|
| 1. | Dr. Lepani Waqatakirewa       | Chief Executive Officer                  |
| 2. | Dr. Tima Tuiketeei            | Director of Public Health                |
| 3. | Mrs. Rigietia Nadakuitavuki   | Director of Nursing Service              |
| 4. | Mrs. Lola Tuiloma             | National Nursing Advisor                 |
| 5. | Mrs. Sereana Tolani Balekiwai | Matron In-Service Training, CWM hospital |
| 6. | Mrs. Kini Silimuana           | Manager, Nursing, CWM Hospital           |
| 7. | Mrs. Jieni Namudu             | Senior Tutor, Fiji School of Nursing     |

#### <Naitasiri Sub-Division >

- |    |                    |                      |
|----|--------------------|----------------------|
| 1. | Elesi Gaunidali    | SDHS Naitasiri       |
| 2. | Atunaisa Nasilokia | Actg. H/S, Naitasiri |
| 3. | Meredani Mocetu    | D/N Saunakia         |
| 4. | Maria Uluiviti     | Z/N Vunidawa         |
| 5. | Mererai Vateqe     | D/N Lomaivuna        |
| 6. | Lidia Torovi       | Z/N Nadovu           |

**<Tailevu Sub-Division >**

- |                  |   |
|------------------|---|
| 1. Sera Sogaitu  | SDHS Tailevu                                    |
| 2. Arieta mate   | Z/N Waidalice                                   |
| 3. Salote Ranamu | Outpatient clinic nurse, Korovou Health Centre. |

**<Rewa Sub-Division >**

- |                       |  |
|-----------------------|--|
| 1. Sharda Segram      | Actg. SDHS Rewa                            |
| 2. Mereseini Kamunaga | School Health Nurse, Nausori Health Centre |
| 3. Kelera Boseiwaqa   | Z/N Nausori                                |
| 4. Kelera Veitaladrua | Z/N Naqeledamu                             |
| 5. Olivia Tuigau      | School health Nurse, Nausori Health Centre |

**<Serua/Namosi Sub-Division>**

- |                      |                         |
|----------------------|-------------------------|
| 1. Metu Qarau        | Actg. SDHS Serua/Namosi |
| 2. Aliti Kauata      | Actg. H/S Serua/Namosi  |
| 3. Susana Fakalua    | MCH/Family Planning     |
| 4. Sera Duwana       | Z/N Navua               |
| 5. Viema Qorovakarua | Z/N Veivatuloa          |
| 6. Mere Waqanidrala  | Z/N Deuba               |

**<Suva Sub-Division >**

- |                     |   |
|---------------------|---|
| 1. Susana Nakalevu  | SDMO Suva                                     |
| 2. Elenoa Gonelevu  | SDHS Suva                                     |
| 3. Irene Narayan    | School Health                                 |
| 4. Miriama Seru     | H/S Valelevu                                  |
| 5. Lavenia Tukana   | MCH   |
| 6. Matelita Buli    | Family Planning Nurse, Raiwaqa Healthy Centre |
| 7. Sainimili Lomani | Outpatient Nurse, Nuffield Clinic             |

**Fiji Health Sector Improvement Program (FHSIP)**

- |                            |                 |
|----------------------------|-----------------|
| 1. Dr. Vilikesa Rabukawaqa | Director, FSHIP |
|----------------------------|-----------------|

Date: 4.01. 2005  
Duration: March 2005-Feb 2008

**PDM (Project Design Matrix) (Version 1)**  
Project Name: Project for In-Service Training of Community health nurses

Implementation Agency: Japan Side: Japan International Cooperation Agency  
Fiji Side: Cent/East Divisional Health Service, Ministry of Health  
Project Area: 5 Sub-Divisions, Central Division  
Target Group: 1. 21 Supervisors of Community health nurses\*1  
2. 120 Community health nurses \*2

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>Overall Goal</b></p> <p>Quality of community health services by community health nurses is improved in Central Division</p>	<ul style="list-style-type: none"> <li>Score of Performance Management System for Community health nurses is improved in Central Division</li> <li>Patient satisfaction for community health service is improved in Central Division</li> </ul>	<ul style="list-style-type: none"> <li>Performance Management Standard</li> <li>Interview</li> </ul>	
<p><b>Project Purpose</b></p> <p>Management skills and competence of community health nurses are reinforced through in-service training in Central Division</p>	<ul style="list-style-type: none"> <li>Annual accomplishment report at each zone/ district and sub-division is published</li> <li>Number of community group activity is increased in Central Division.</li> </ul>	<ul style="list-style-type: none"> <li>Project report</li> <li>Survey</li> </ul>	<p><b>Project Purpose</b></p> <p>Working condition for community health nurses does not become worse</p>
<p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1 Role and function of community health nurses are redefined</li> <li>2. Supervisors' knowledge for in-service training is reinforced.</li> <li>3 In-service training for community health nurses functions in each sub-division</li> <li>4 Project model of in-service training is presented to other divisions/countries</li> </ol>	<p>(Output1)</p> <ul style="list-style-type: none"> <li>The Position Description with defined roles and functions of supervisors</li> <li>The Position Description with defined roles and functions of community health nurses.</li> <li>Implementation of evaluation of community health nurses with the Competency Requirement Standard</li> <li>Degree of utilization of the handbook in practice</li> </ul> <p>(Output2)</p> <ul style="list-style-type: none"> <li>Number and timing of task force meetings implemented</li> <li>Satisfaction rate of supervisors of Trainers' Training</li> <li>Participation rate of supervisors in Trainers' Training</li> <li>Annual reports on prioritized issues and in-service training plan in each sub-division (to Cent/East Divisional Health Services)</li> </ul> <p>(Output3)</p> <ul style="list-style-type: none"> <li>Sub-divisional business plans announcing implementation of in-service training</li> <li>Number of implemented in-service training and number / participation rate of trainees.</li> <li>Number of visits to nursing stations by supervisors.</li> <li>Number and timing of monitorings</li> <li>Kinds and volume of materials developed and distributed for in-service</li> </ul>	<ul style="list-style-type: none"> <li>Position Description</li> <li>Position Description</li> <li>Sub-divisional activity report / Evaluation report</li> <li>Questionnaires</li> <li>Project report</li> <li>Questionnaires</li> <li>List of attendances</li> <li>Published report / Project report</li> <li>Business plan / Project report</li> <li>Training record at SD/ Project report</li> <li>Statistical table at SD</li> <li>Project report</li> <li>Project report</li> </ul>	

Annex 3

Activities	Inputs	Outputs
<p>Establish Project Operation Unit. Conduct Supervisors' meeting for Project.</p> <p><b>Output 1</b></p> <p>1-1 Review and revise the Position Description (PD) for community health nurses, health sisters, senior health sisters and sub-divisional health sisters. 1-1-1 Review and revise PD of SHDS and health sisters. 1-1-2 Review and revise PD of community health nurses. 1-1-3 Present PD to other health personnel at each SD. 1-2 Establish the Competency Requirement Standard (CRS) for community health nurses. 1-2-1 Establish CRS task force. 1-2-2 Discuss and develop CRS. 1-2-3 Distribute to community health nurses and evaluate current competency. 1-3 Develop and distribute handbook for community health nursing management. 1-3-1 Establish the handbook task force. 1-3-2 Discuss and develop the handbook.</p> <p><b>Output 2</b></p> <p>2-1 Form the in-service training task force in each sub-division. 2-1-1 Publish policy for task force. 2-1-2 Establish task force. 2-2 Implement trainers' training in human resource development for sub-divisional medical officers, senior health sisters and health sisters. The subjects for training are: 2-2-1 Introduction to method and process of in-service training, 2-2-2 Communication skills including counseling, leadership, coaching and preceptorship, 2-2-3 Health planning, monitoring and evaluation (participatory Project Cycle Management, Precede-Process Model) 2-2-4 Information management, and 2-2-5 Community development (Community Capacity Building) 2-3 Define prioritized training needs within each sub-division. 2-4 Develop annual in-service training schedule for community health nurses at sub-divisional level.</p> <p><b>Output 3</b></p> <p>3-1 Conduct regular in-service training for community health nurses by the task force.</p>	<p>training (Output 4)</p> <ul style="list-style-type: none"> <li>• Number of published progress report.</li> <li>• Number of presentations at conference.</li> <li>• Number of seminars/workshops and number of participants.</li> </ul>	<p>Project report</p> <ul style="list-style-type: none"> <li>• Project report</li> <li>• Project report</li> <li>• Project report</li> </ul>
<p><b>Activities</b></p> <p>Rate of Transfer and resignation remain same.</p>	<p><b>Fiji side</b></p> <ol style="list-style-type: none"> <li>1) Counterpart Personnel(36M/M)</li> <li>2) Office space and equipment <ul style="list-style-type: none"> <li>- Office space</li> <li>- Desks, chairs, and bookshelves for four persons.</li> <li>- Meeting table and chairs</li> <li>- Phone line and Phones</li> <li>- Car Parking Space</li> </ul> </li> <li>3) Training /meeting Facilities</li> <li>4) Transportation for counterpart and MOH staff</li> <li>4) Driver (one)</li> <li>5) Insurance for driver/car</li> <li>6) Recurrent costs ( telephone, electricity, water)</li> </ol> <p><b>Japanese side</b></p> <ol style="list-style-type: none"> <li>1) Personnel <ol style="list-style-type: none"> <li>1-1) Long-term expert(36M/M) <ul style="list-style-type: none"> <li>- Chief Advisor/Health Promotion Coordinator</li> </ul> </li> <li>1-2) Short-term expert <ul style="list-style-type: none"> <li>- In-Service Training</li> <li>- Community Development</li> <li>- Leadership, mentoring</li> <li>- Health Planning, monitoring, and evaluation</li> <li>- Information Management</li> </ul> </li> <li>2) Material <ul style="list-style-type: none"> <li>- Others</li> <li>- Material for In-Service Training</li> </ul> </li> <li>3) Equipment <ul style="list-style-type: none"> <li>- Vehicle</li> <li>- Photocopier</li> <li>- Computer and printer</li> <li>- Multimedia Projector</li> </ul> </li> <li>7) Counterpart training in Japan <ul style="list-style-type: none"> <li>- Human Resource Development for Community Health Workers</li> <li>- Others</li> </ul> </li> </ol> </li> </ol>	<p><b>Precondition</b></p> <ul style="list-style-type: none"> <li>• Other 6 Divisions in MOH</li> </ul>

**Annex 3**

<p>3-1-1 Develop work plan and indicators in each zone and district.          3-1-2 Discuss current activities using case discussion, role playing.          3-1-3 Discuss planning, implementation and evaluation of community activities.          3-1-4 Develop annual accomplishment report at each zone and district.</p> <p>3-2 Conduct individual consultation          3-3 Conduct monitoring for in-service training within each sub-division          3-3-1 Report in-service training activities          3-3-2 Conduct meetings for the task force regularly.          3-3-3 Tour outstanding cases (including other divisions).          3-4 Develop and distribute materials for in-service training          3-4-1 Establish the materials task force          3-4-2 Develop and distribute materials.</p> <p><b>Output</b>          4-1 Publish reports for in-service training.          4-2 Present progress at conferences/meetings          4-3 Conduct seminars or workshops at divisional, national and regional level for mutual exchange and dissemination of the Project model.</p>	<p>8) Trainers training in Fiji</p>	<p>provide resources upon request by the project manager/courteparts.          Collaboration with other donors is discussed.</p>
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\*1: Supervisors of Community health nurses, i.e. 5 Sub-Divisional Medical Officers, 5 Sub-Divisional Health Sisters, 3 Senior Health Sisters and 8 Health Sisters  
 \*2: Community health nurses, i.e. Outpatient Nurses, FPMCH Nurses, & Zone Nurses at Health Centers and District Nurses at Nursing Stations.

Date: 16/11/2006

Ver. No.: 2

**PDM (Project Design Matrix) (version 2 draft)**

Project Name: Project for In-Service Training of Community health nurses

Duration: April 2005-March 2008

Implementation Agency: Japan International Cooperation Agency

Fiji Side: Cent/East Health Service, Ministry of Health

Project Area: 5 Sub-Divisions, Central Division

Target Group: 1.) Supervisors of Community health nurses\* 2.) Community health nurses\*

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>Overall Goal</b> Quality of community health services by community health nurses is improved in Central Division.</p>	<ul style="list-style-type: none"> <li>• Patient satisfaction for community health service is improved in Central Division.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>	
<p><b>Project Purpose</b> Management skills and competence of community health nurses are reinforced through in-service training in Central Division.</p>	<ul style="list-style-type: none"> <li>• Level of managerial competency of Community Health Nurses</li> <li>• Annual accomplishment report at each zone/ district and sub-division is published.</li> <li>• Number of project proposal by Community Health Nurses</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Survey</li> <li>• Survey</li> </ul>	<p><b>Project Purpose</b> Working condition for community health nurses does not become worse.</p>
<p><b>Outputs</b> 1. Standard of competencies and function of community health nurses are established 2. Supervisors' knowledge on management of in-service training is improved.</p>	<p>(Output1) The following documents are authorized by MOH by the end of Nov. 2007:</p> <ul style="list-style-type: none"> <li>• Competency Standard</li> <li>• Standardized recording formats and recording handbook</li> </ul> <p>(Output2)</p> <ul style="list-style-type: none"> <li>• Number of supervisors training conducted with approval by Divisional training committee</li> <li>• Evaluation of supervisors training by the participants</li> <li>• Degree of understanding by the participants</li> <li>• Number of participants attending supervisors training</li> <li>• Annual SD/IST training plan (submitted to Divisional Training Committee)</li> </ul> <p>(Output3)</p> <ul style="list-style-type: none"> <li>• SD/IST program of information management/planning</li> <li>• Sub-divisional business plans announcing implementation of in-service training.</li> <li>• Number of SD/IST in-service training and number / participation rate of trainees.</li> <li>• Number of support by division for SD in-service training.</li> <li>• Number of SD/IST reports by SD supervisors.</li> <li>• Number of SD/IST task force meeting</li> <li>• Kinds and volume of materials developed and distributed for in-service training.</li> </ul>	<p>(Output1)</p> <ul style="list-style-type: none"> <li>• Minutes/Approval letter</li> <li>• Minutes/Approval letter</li> </ul> <p>(Output2)</p> <ul style="list-style-type: none"> <li>• Minutes of Divisional training committee</li> <li>• Reports of supervisors training</li> <li>• Quiz, Interview</li> <li>• Questionnaire</li> <li>• Reports of supervisors training</li> </ul> <p>(Output3)</p> <ul style="list-style-type: none"> <li>• SD business plan</li> <li>• SD business plan</li> <li>• Reports of SD in-service training</li> <li>• Project reports</li> <li>• Reports of SD in-service training</li> <li>• Report of SD/IST taskforce meeting</li> <li>• Project report.</li> </ul>	
<p>3. In-service training for community health nurses functions in each sub-division.</p>			
<p>4. Achievements of the project are presented to other divisions/countries.</p>			

<p>(Output4)</p> <ul style="list-style-type: none"> <li>• Number of report to MOH (JCC, NEC etc).</li> <li>• No. presentation at meetings.</li> <li>• Number of seminars/workshops and number of participants ( within and out of target area ).</li> <li>• No. distribution of news letters</li> </ul>	<p>(Output4)</p> <ul style="list-style-type: none"> <li>• Project report</li> <li>• Project report</li> <li>• Project report</li> <li>• Project report</li> </ul>
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Activities	Inputs	Assumption
<p>0-1 Establish Project Operation Unit. 0-2 Conduct Supervisors' meeting for Project.</p> <p><b>Output 1</b></p> <p>1-1 Establish the Competency Standard of community health nurses (competency standard) for community health nurses.</p> <p>1-1-1 Establish a task force. 1-1-2 Develop the competency standard. 1-1-3 Implement trial and revise the competency standard. 1-1-4 Submit a final version draft of the competency standard to the MOH. 1-1-5 Assess competencies of community health nurses with endorsed competency standard.</p> <p>1-2. Establish the recording formats and handbook of community health nurses.</p> <p>1-2-1 Establish a taskforce. 1-2-2 Develop formats and handbook 1-2-3 Implement trial and revise. 1-2-4 Submit a final draft of formats and handbook to the MOH.</p> <p>1-3 Develop tools regarding information analysis.</p> <p>1-3-1 Establish the task force 1-3-2 Develop data entry standard for CMR. 1-3-3 Develop CMR analysis format (data summary sheet and Data analysis format). 1-3-4 Monitor trial and revise.</p>	<p><u>Phil side</u></p> <p>1) Personnel 1-1) Project Manager 1-2) Assistant 1-3) Full-time counterpart 1-4) Driver</p> <p>2) Office space and equipment - Office space, meeting table and chairs - Desks, chairs, cabinets, and bookshelves for four persons. - Phone line and Phones - Car Parking Space</p> <p>3) Training /meeting Facilities 4) Transportation for counterpart and MOH staff 5) Insurance for diver/car 6) Recurrent costs ( telephone, electricity, water) 7) Activity Cost ( cost sharing)</p> <p><u>Japan side</u></p> <p>1) Personnel 1-1) Long-term expert(36MM) - Chief Advisor/Health Promotion - Coordinator 1-2) Short-term expert - In-Service Training - Community Development - Health Planning, monitoring, and evaluation - Information Management - Others</p>	<ul style="list-style-type: none"> <li>• 15 competencies required by Public Service Commission remains same.</li> <li>• New format of nursing activity report is developed and distributed within project period.</li> <li>• Large scale outbreaks don't happen.</li> <li>• Political situation remains stable.</li> <li>• Turnover rate remains same.</li> </ul>
<p><b>Output 2</b></p> <p>2-1 Develop annual training plan regarding in-service training for SD supervisors. 2-2 Implement supervisors training 2-2-1 Introduction and methodologies of in-service training. 2-2-2 Communication skills including counseling, leadership, coaching and preceptorship, 2-2-3 Information management(Analysis of monthly report and community profile etc) 2-2-4 Health planning, monitoring and evaluation (participatory Project Cycle Management Precede-Process Model etc)</p>		



<p>Support SD training committees the following activities:                  2-3 Define prioritized training needs and develop annual in-service training plan for community health nurses in each SD.                  2-3-1 Assess the needs of in-service training of community health nurses using the Competency Standard.                  2-3-2 Prioritize health needs of communities using analysis format.                  2-3-3 Discuss with community health nurses and develop annual in-service training plan.</p>	<p>2) Material                  - Material for In-Service Training                  3) Equipment                  - Vehicle                  - Photocopier                  - Computer and printer                  - Multimedia Projector                  7) Counterpart training in Japan                  - Human Resource Development for Community Health Workers                  - Others                  8) Activity Cost ( cost sharing)</p>	
<p><b>Output3</b>                  3-1 Develop procedure guideline of SD IST by Divisional Training Committee.                  3-2 Establish SD in-service taskforces in each SD.                  3-3 Conduct monitoring for SD in-service training in each SD.                  3-3-1 Conduct meetings for SD training task forces.                  3-3-2 Conduct SD in-service training observation tour for supervisors.                  3-4 Develop and distribute materials for in-service training.</p> <p>Support SD training task forces and SD supervisors the following activities:                  3-5 Regularly conduct in-service training for community health nurses.                  3-6 Submit reports of in-service training to the Divisional Training Committee.                  3-7 Conduct follow-up consultation to community health nurses the SD supervisors.</p>		
<p><b>Output4</b>                  4-1 Regularly report achievements of SD IST to MOH.                  4-2 Present progress at meetings.                  4-3 Conduct seminars or workshops at divisional, national and regional level for mutual exchange and dissemination of the Project model.                  4-4 Publish news letters.</p>		<p><b>Precondition</b></p> <ul style="list-style-type: none"> <li>Other 6 Divisions in MOH provide resources upon request by the project manager/counterparts</li> <li>Collaboration with other donors is discussed</li> </ul>

\*1: Supervisors of Community health nurses, i.e. 5 Sub-Divisional Medical Officers, 5 Sub-divisional Health Sisters, 3 Senior Health Sisters and 8 Health Sisters

\*2: Community health nurses, i.e. Outpatient Nurses, FPMCH Nurses, & Zone Nurses at Health Centers and District Nurses at Nursing Stations.

ANNEX:

1.	SD	=	Sub-Division or Sub-Divisional	2.	MOH	=	Ministry of Health	3.	IST	=	In-Service Training
4.	JCC	=	Joint Coordinating Committee	5.	NEC	=	National Executive Committee	6.	CMR	=	Consolidated Monthly Return

List of Japanese Experts Dispatched to the Project

Up dated 31/Oct/2006

Field	Year Month	JFY 2005												JFY 2006												JFY 2007												Remarks
		4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	
Long-term Expert	Chief Advisor / Health Promotion チーフアドバイザー/ヘルスプロモーション Coordinator 業務調整	Sachiko YAMADA 3.Jun'04 - 2.Jun'08 山田幸子																																				
		Kazuhiro OTSUKI 2.Apr'05 - 1.Apr'07 大槻和弘																																				
		Kayoko HIRANO 30.Apr'05 - 8.May'05 平野かよ子																																				
Short-term Expert	Community Health Nursing 地域保健看護師養成	Tomofumi SONE 30.Apr'05 - 8.May'05 曾根智史																																				
	Community Health Management 地域保健管理	Kazuko SAEKI 8.Aug'05 - 18.Aug'05 佐伯和子																																				
	Human Resource Development 人材育成計画	Keiko NAGAI 5.Sep'05 - 6.Oct'05 長井圭子																																				
	Information Management 地域保健情報管理																																					
	Community Health Nursing 地域保健看護師人材育成																									Toru ITOKAZU 2.Sep'06 - 16.Sep'06 糸教公												
	Community Health Nursing Management 地域保健看護管理																									Koichiro WATANABE 19.Sep'06 - 2.Nov'06 渡辺紘市郎												
	Community Health Nursing 地域看護師人材育成																									(Unknown) -												
	Community Health Management 地域保健情報管理																									Izumi AITSUTA 26.Feb'07 - 9.Mar'07 熱田泉												



## List of Equipment and Machinery Provided by the Japanese side

Up dated 31/Oct/2006

JFY	No.	Equipment	Qty	Total Price	Delivered on DD/MM/YYYY	Installed at	Status		Remarks	
							Running	Management		
05	1	Vehicle (4WD station wagon)	1	F\$51,000.00	29.04.2005	Project Office	A	A		
05	2	Multimedia projector + camera unit: 車両(四輪駆動車) 投影カメラ付き液晶プロジェクタ	1	F\$6,510.00	21.09.2005	Project Office	A	A		
05	3	Digital video camera デジタルビデオカメラ	1	F\$1,907.50	03.11.2005	Project Office	B	A		
05	4	Desktop computer デスクトップコンピューター	6	F\$16,662.00	04.11.2005	Vunidawa Health Centre (X1)	A	A		
					07.11.2005	Navua Health Centre (X1)	A	A		
					08.11.2005	Nausori Health Centre (X1)	-	C	Not being used since accessories were stolen	
					08.11.2005	Korovou Health Centre (X1)	A	A		
05	5	Printer プリンター	6	F\$6,402.00	10.11.2005	Suva Health Centre (X2)	B	B	1 set awaiting for repair	
					04.11.2005	Vunidawa Health Centre (X1)	A	A		
					07.11.2005	Navua Health Centre (X1)	A	A		
					08.11.2005	Nausori Health Centre (X1)	-	C	Not being used due to computer parts' replacement	
					08.11.2005	Korovou Health Centre (X1)	A	A		
06	6	Desktop photocopier 卓上コピー機	2	F\$5,350.00	10.11.2005	Suva Health Centre (X2)	-	B	Not being used due to computer's repair	
					21.08.2006	JICA Fiji Office	-	-	Tentatively stored in JICA	
					21.08.2006	JICA Fiji Office	-	-	Tentatively stored in JICA	
06	7	Desktop computer デスクトップコンピューター	1	F\$2,456.00	06.10.2006	Project Office	-	-	Tentatively stored in Project Office	
06	8	Laptop computer ノートブックコンピューター	1	F\$3,000.00	06.10.2006	CentEast Health Service	-	-	Tentatively stored in Project Office	
06	9	Multimedia projector + camera unit 投影カメラ付き液晶プロジェクタ	1	F\$4,890.00	17.10.2006	CentEast Health Service	-	-	Tentatively stored in Project Office	
06	10	Digital camera デジタルカメラ	1	F\$490.00	19.09.2006	CentEast Health Service	-	-	Tentatively stored in Project Office	
Grand Total										F\$98,667.50

Operational Expenses on Local Activities

Up dated 31/Oct/2006

Period	Year	JFY 2005	JFY 2006	JFY 2007	Grand Total
1st quarter (Apr - Jun)		F\$5,477.39	F\$7,188.02		
2nd quarter (Jul - Sep)		F\$21,882.66	F\$9,296.62		
3rd quarter (Oct - Dec)		F\$17,075.22			
4th quarter (Jan - Mar)		F\$10,296.08			
Total		F\$54,731.35	F\$16,484.64		F\$71,215.99