African Programme for the Control of Epizootics (PACE)

Documentation Mission Report:
Document Management Component

Draft Report

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Summary

The Pan-African Programme for the Control of Epizootics (PACE) has accumulated a large number of documents over the seven years the project. The documentation mission resulted from the recognition of a need for project's archiving and document management and recommended a proper documentation and archiving of the project outputs.

Stakeholder comments suggested the need for comprehensive archiving of project documents under one roof in addition to strengthening the AU-IBAR library collection to meet the information needs of the Institution. The library lacked current information resources and had a manual catalogue. An in-depth analysis of the current filing system revealed an elaborate system that was not strictly complied with leading to misfiling and difficulties in accessing documents. A new database allowing searching of documents using various criteria and hosted on an intranet was proposed. The intranet will host a virtual library from which project documents can be downloaded. The key PACE Documents were gathered and digitised where necessary in readiness for the creation of the virtual library. Over 150 documents were indexed as a first step to the creation of the database.

The challenges faced included the departure of the team leader and the delay in contracting the consultant who was to create the database software.

Recommendations

- That the AU-IBAR library be transformed into a one-stop shop documentation centre for all projects past and current
- The filing system created for PACE be extended for use in all AU-IBAR projects and member countries be incorporated in its implementation
- That filing of docs in server/database be undertaken by one person to preserve integrity and security of documents, and to ensure uniformity and consistency
- All documents filed be labelled comprehensibly and logically for easy access
- Another mission be formulated to facilitate the database creation and the indexing of mission reports – this mission should be linked to the Bamako mission if possible

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1. Introduction

The PACE programme is a major development programme in the field of animal health in Africa aimed at building upon the headway made in the campaign against Rinderpest in order to establish affordable national and continental epidemiological surveillance networks for the main animal diseases. It is also aimed at providing the countries with the capacities needed to organize economically and technically justified control programmes and develop effective and sustainable distribution of veterinary products and services.

The overall objective of the programme is to relieve the poverty of those involved in the livestock-farming sector (producers, service providers and consumers) in Africa by improving animal productivity, trade and food security.

The PACE programme covers 32 sub-Saharan Africa countries. The Programme is coordinated by the Inter-African Bureau for Animal Resources (IBAR) of the African Union (AU). The organizational chart of the programme includes a programme Coordination Unit (PCU), based in Nairobi. National operations are planned and implemented in each country through National Project Coordinations, supported by two Regional Coordination Units based in Nairobi for Eastern Africa and Bamako for West and Central Africa.

The projects implemented in each country are technically backed-up by Common Service Units (CSU) housed in IBAR, Nairobi, and Technical Assistants recruited through a service contract stipulated in 2002 with the consortium GTZ/IS - SATEC.

Over its seven years of existence, PACE has generated a large number of documents at the Program Coordination Units (PCU) level and at member country level. The documentation mission comes at the end of PACE its genesis being the final evaluation of PACE which critiqued the project's archiving and document management and recommended a proper documentation and archiving of the project outputs.

The main purpose of the PACE documentation mission was to design and prepare a comprehensive documentation on the implementation, management and achievements of PACE and to consolidate and organise all documentation and information currently available at both PACE Coordination Units. The expected product will constitute the memory of the seven-year implementation of the programme.

The documentalist's component of the mission involves proposing on an appropriate filing system and reinforcement of AU-IBAR capacity for management of collection documentation and storage including a functioning means of information sharing. The ToR of the documentation component are as follows:

- Propose appropriate system of filing the PACE documentation and improvement methods in the light of the existing documents prepared by the PCU, the EU, the common services and the national coordinations

- Specific proposals should be made regarding the functionality of the current system
- Conceive the design of the storage of documents and material in particular the organisational, managerial and administrative, financial aspects with the technical expert and make recommendations how the overall design of the documentation of the programme can be streamlined in the future.
- Make realistic proposal for the reinforcement of AU-IBAR capacity at regional and national level as well as institutional strengthening under the current management and organizational structure for the collection, documentation and storage of PACE material
- Propose a functioning and sustainable information means and technologies at country, regional and Pan-African level

The specific activities to be undertaken include:

1. Briefing with PACE, AU/IBAR and ECD
2. Discussion with stakeholders
3. Analysis of filing system
4. Proposal of new filing system and recommendations for the future
5. Gathering and analysis of documents
6. Filing of existing documents
7. Submission of draft mission report

The methodology adopted in addressing the ToR, includes collating of the views of stakeholders on the current filing system and general information management. In addition, the existing filing system is analysed as a basis for proposing a new filing system. A new filing system is designed in consultation with PACE staff and applied in the indexing of about 150 key PACE documents. An inventory of the documents is made and documents not available in soft copies digitised.

Dr. Abdulaye Niang, who left on health grounds, initially led the mission. The other two consultants took a two-week break between September 15 and October 2, 2006 as a replacement for the team leader was sought. The mission was completed without a team leader and as a result, the Bamako part of it was postponed

2. Activities undertaken

2.1 Briefing sessions

The mission commenced on August 28, 2006 with briefing sessions with key AU-IBAR-PACE personnel including the Director of AU-IBAR, Dr. Modibo Traore, Mr. Otto Moller of EU, Dr. Andrea Massarelli and Dr. Ahmed Alsawalhy. Dr. Massarelli, the mission coordinator at that time explained the main task of the documentalist was ensuring that a soft copy and hard copy existed for key PACE documents and filing of these documents. The term filing was used interchangeably with the creation of a database.

The Director requested the documentalist to review the IBAR library with a view to making it an archive for all the Institute's documents. He also requested that the consultant explores the possibility of the establishment of cooperation between the AU-IBAR library and ILRI library for the purposes of information sharing.

2.2 Discussions with stakeholders

Discussions were held with PACE unit heads, administrative staff and the Documentalist. They centred on seeking views about the current filing system and general information management. The comments on documentation revolve around the organisation of documents, the library content and services and cooperation with ILRI.

a. **Organisation of documents:** The filing structure of the documents in the server was difficult to follow and the need for members of staff to buy into it for greater compliance was felt. Furthermore there was a lot of information stored in CDs that was not in use. There were gaps in the records, as some staff did not submit mission reports. Material in the library was not well organised and thus hard to retrieve. Important documents such as technical reports for closed projects had not been stored back in the library since the relocation of AU-IBAR offices. One of the reasons given for this is that the relocation was not professionally conducted leading to document mix up and slow reorganisation. Communication in the PACE project relied extensively on email and there was need for an effective email archiving system.

b. **Content:** The library should stock documents related to animal health as well as relevant grey literature and other resources both in electronic and print format. The Institution should acquire all key information on livestock including theses published in different universities all over the world. It should essentially be a clearing-house of such information in Africa. Some of the documents and information at the PCU should be disseminated to PACE countries.

c. **Cooperation with ILRI:** Cooperating with the ILRI library might not adequately serve the information needs of AU-IBAR as the two institutions had clear separate mandates. ILRI's mandate is mainly hardcore research in Africa and Asia while IBAR has a clear development mandate. ILRI might not have much of the required grey literature such as conference papers and project reports. Cooperation with ILRI might also be constrained by the limited collection the AU-IBAR library had to offer.

d. **The AU-IBAR Library Services:** The AU-IBAR library has a sizeable collection of journals and other publications but these are outdated and there is only one current journal subscription. The library does not host current project documentation, as project documents are deposited in the library when the projects are over. The current material is largely composed of gifts from various institutions. Members of staff rarely make order requests and the library budget is limited. The library has a manual catalogue and offers no current awareness service. While the library has large reading area reading furniture such as tables and chairs were lacking.

2.3 Analysis of existing filing system

An in-depth examination of the current filing system brought about four main observations. First, there is in place an elaborate filing system for both hard and soft copies. It has a comprehensive coverage of the documents of the programme. The system is however too

elaborate and detailed and requires a deep understanding to follow and utilize. The consultant has proposed a simpler system with fewer clusters elaborated in the next section.

The second observation is that despite the elaborate system, the actual filing was incomplete and sometimes mixed up. While the filing of hard copies is well done and administration staff are satisfied with it, the same can not be said of the electronic copies. Often documents relating to an activity such as a conference, i.e. invitation letters, programmes and even papers presented will be filed in the appropriate folder, but the conference report will be missing. Poor labelling of folders and files also made documents difficult to locate.

Thirdly, the actual filing in the server is subdivided into two main categorisations. One is chronological, while the other topical. The chronological system though very comprehensive is only helpful to the person filing. Retrieving documents from this category requires the date of filing – not just the date of the event and/or correspondence. In addition there is duplication of effort as some are documents filed under both sequences. In some cases key documents have been partially filed in the subject sequence while the complete filing has been done in the chronological sequence. A classic example of this was found with mission reports where only 2000 and 2001 reports were available from the mission reports folder in the subject sequence, while the comprehensive collection was found in the chronological sequence. Retrieval of electronic copies of mission reports was hence particularly difficult. On the whole, document retrieval is not easy retrieve and is next to impossible for outsiders to access.

Another hurdle with the electronic filing system requires direct searching and filing in the AU-IBAR server. This is not an advisable way of filing as it can easily compromise the security and integrity of institutional data and information. Searching without an interface can also be very laborious.

2.4 The Proposed Filing System

In addressing the need for better organised filing system and easier retrieval of documents, the consultant has proposed an electronic filing system involving the creation of a database to be accessed on an institutional intranet. The end product will be a virtual library of PACE documents.

Initial consideration for the use using of a free software – Weblis – from UNESCO was ruled out in favour of a tailor made solution. The latter was considered more suitable for the largely unconventional nature of documents to be indexed. The decision was arrived at in consultation with the head of Publications Unit, Dr. Baba Soumare and Mr. Dario Beraldi a consultant in database management.

The consultant has designed the search criteria to be used in document retrieval. The proposed design was discussed and agreed upon with PACE staff (Dr. Massarelli, Dr. Soumare, Ms. Ogutu, Mr. Beraldi). The search criteria allows a wide range of searching options including the more conventional access points such as author, title and key words, in addition to more PACE specific access points such as geographical region and document format. The selection of the document formats part of the search criteria is based on a truncated version of the current filing system. A data entry sheet that allows for database creation using various entries corresponding

with the search criteria was also designed. Both the search criteria and data entry sheet appear in Annex A.

The software to be used to run the intranet will be designed by Mr. Beraldi. This software is similar to that designed for the *Institut du Sahel* website. Mr. Beraldi presented a proposal to this effect to (Dr. Massarelli, Dr. Soumare, Mr. Saeleart, Ms. Ogutu and Ms. Aduke). The proposal was accepted subject to the effecting of a formal contract for the work. This presentation is annexed in this report. A sample of the search page has been sent to Dr. Soumare for review.

One of the key features of the virtual library is the links to electronic copies for download. This is particularly important in disseminating key information to PACE countries. Furthermore, although the search criteria has specifically been designed for PACE documentation, the database will have the necessary flexibility to accommodate all manner of documents and can be used to host the AU-IBAR library catalogue.

2.5 Gathering of Documents

The gathering process involved, an inventory of key PACE documents (listed in Annex B) available in hard and soft copy versions. While the hard copies were largely made available by PACE staff, the consultant searched for the soft formats from the AU-IBAR server. The documents that were not available in soft format were scanned as PDF files, while those not available in hard copies were printed. A total of 95 documents were digitised through scanning and over 60 were printed and bound.

The documents were gathered according to the list in Annex B although a longer list (Annex C) detailing items in categories such as Global Plans and Work Plans etc was prepared. Key documents such as annual reports that were missing from the list were added on to it. This exercise was important in availing hard copy documents for indexing, soft copy documents for uploading on the intranet and as an input designing the search page. This was a lengthy process that continued right up to the end of the mission as new documents kept surfacing from different sources.

2.6 Document Indexing

The consultant indexed the key PACE documents using the above-mentioned worksheet. A total of about 152 documents were indexed. At the time of indexing, Mr. Dario had not been formally contracted to create the intranet software. As a result, the indexing records were entered on worksheets in MS Word format. These records form the core from which the database will be created. A simple classification system using document categorization and titles was created for the purposes of the physical filing. The hard copy documents were filed in pamphlet boxes using this classification.

Indexing of all documents listed in Annexes B and C was completed with the exception of the mission reports. Due to the sheer numbers of mission reports (916 in total) and due to the poor filing system mentioned earlier it was not possible to index the reports within the mission days. The consultant proposes a separate mission for the purpose of indexing the mission reports. The

indexing of the PACE documents formed a core of the mission and took about 50 percent of mission time. Annex D provides a sample of different types of indexed records created.

3. Proposals on capacity reinforcement and sustainable means of information

The first three ToR formed the core of the documentation part of the mission and are addressed in section 2 above. According to Dr. Bessin, the fourth ToR falls under the Data and Communication Unit docket, while the Fifth was handled on a separate mission. This section therefore presents brief recommendations regarding the reinforcement of AU-IBAR capacity and a functioning and sustainable information means in addressing the fourth and fifth ToR.

- Due to the large number of documents handled by PACE, the PCU should have a documentation officer specifically assigned the duties of sourcing, trailing, and ensuring proper and timely filing of hard and soft copies of important documents.
- At country level, PACE offices should assign the responsibilities of ensuring all relevant documents are forwarded in soft and hard copies to the PCU to a specific officers. Such officers should work closely to the proposed documentation officer at the PCU to ensure the archiving activities are effective and well coordinated
- Policies regarding timelines for submission, forwarding of documents, and filing should be formulated and enforced. Regular reviews of the functionality of the filing system should be undertaken
- PACE Country offices should have computers and email and internet facilities
- Each office should have a website providing key content for salient issues in animal health and intranet containing key project documents. The country intranets should be interfaced with the PACE web site/intranet to enhance coordination between the PCU and the country offices and information sharing among PACE countries
- For countries lacking the necessary technology, soft copies should be sent to the PCU for uploading onto the AU-IBAR intranet

4. Challenges encountered

The following constraints posed challenges in effectively undertaking the mission

a. A considerable amount of time was spent in clearly comprehending the terms of reference, which impacted on the commencement of the respective tasks.
b. The document gathering exercise also took a considerable amount of time, especially because of the weak filing server system.
c. The Bamako part of the mission, a key component of the initial ToR, could not be fulfilled due to the illness and departure of the team leader and lack of a replacement.
d. The delay in contracting Mr. Dario meant that the software was not available during the mission period and the creation of the database had to be postponed.
e. Indexing of mission reports could not be undertaken within the mission days because the documents were too numerous and the soft versions difficult to retrieve.

5. Recommendations

The following recommendations are made to guarantee the completion of all the components of the documentation mission and to promote the sustainability of an integrated well functioning knowledge management system:

- That the AU-IBAR library be transformed into a one-stop shop documentation centre for all projects past and current and for livestock publications in Africa
- The filing system created for PACE be extended for use in all AU-IBAR projects and member countries be incorporated in its implementation
- That filing of docs in server/database be undertaken by one person to preserve integrity and security of documents, and to ensure uniformity, consistency and accountability
- All documents filed be labelled appropriately and logically for easy access
- Another mission be formulated to facilitate the database creation and the indexing of mission reports – this mission should be linked to the Bamako mission if possible

ANNEXES

Annex A: Categorization of search criteria

1. Free text search (searches all fields)
2. Document title
3. Document author (most of the docs will have a corporate author)
4. Project
5. Period – allows to search in a specific year or range of years
6. Key words – comprise subject headings by which docs can be accessed – will constructed with the help of AGROV Thesaurus (FAO)
7. Regions including: PACE countries, PACE regions in Africa, Geographical regions e.g. Rift Valley and Somalia ecosystem
8. Conferences/workshops Meetings, e.g. ACM,
9. Document formats/category e.g.
    a. Global plans (with drop-down menus for countries),
    b. Reports:
        i. Mission reports (with drop-down menus for PACE units),
        ii. Country reports (with drop-down menus for countries),
        iii. Annual reports
        iv. Annual coordination meetings
        v. EU monitoring reports
    c. Programme management:
        i. Financing agreement
        ii. MTR
        iii. FEM
        iv. MOUs
        v. Project proposals
        vi. Manual of procedures
        vii. Work plans and consolidated WPCE
        viii. Management meetings
        ix. Financial reports
    d. Publications:
        i. Research reports/papers
        ii. Newsletters
        iii. Posters
        iv. Brochures
        v. Press Kit
        vi. Press releases
    e. Audiovisual:
        i. Video clips
        ii. Audio clips

Data Entry Form/Sheet

Data entry fields

1.	Author (provide provision for repeated entry)
2.	Corporate author (provide provision for repeated entry)
3.	Title
4.	Parallel Title
5.	Serial title
6.	Language (to select English or French or both)
7.	Edition
8.	Volume No.
9.	Geographical region
10.	Place of publication
11.	Publisher
12.	Year of publication
13.	Project
14.	Project code
15.	Collation – no of pages, whether illustrated etc
16.	Conference/Workshop title
17.	Document format/category – see no. 9
18.	Document subcategory
19.	Media type Eg. monograph, CD, DVD, video, audio tape (provide provision to select)
20.	Supplementary information (eg document accompanied by CD-ROM)
21.	Notes eg conference sponsor
22.	Keywords/Topics
23.	Hyperlinks for soft copies, video clips, audio clips etc
24.	Abstract – where applicable
25.	Call number/file number
26.	Number of copies
27.	Date of Entry (should be automatically generated)

Annex B: Pace Documents List

1. PACE Financing Agreement
2. PACE Global Plans
3. Advisory Committee Meetings Reports
4. PACE Policy Committee reports
5. PACE Work Plans and consolidated WPCE
6. PACE final MTR Report
7. PACE Annual Coordination Meetings Reports
8. PACE Manual of Procedures
9. Back to Office Mission Reports
10. Management meeting reports
11. Financial reports
12. Various Interim Financial Reports on PACE
13. Memorandum of Understanding between RAO and NAO for Countries in PACE
14. Extension of PACE Regional and Country Programmes 2004-2006, PACE 2003
15. Progress Reports on Regional Technical TA, recruited under, GTZ Service Contract
16. Rider to the PACE Financing Agreement
17. Extension of PACE – PCU's Vision, Drs Bessin, Diop & Bourzat, Dec 03-Jan 04
18. Follow-up and consolidation of PACE Achievements' Concept Note Dr R. Bessin, B.A. Diop, A. Massarelli
19. Backstopping Mission to the Management of the PACE PCU, Draft Report, December 2001, J.E. Ternoy, External Consultant Consortium lead by AGRIFOR Consult of Belgium
20. EU Monitoring Reports on individual counties visited
21. Bulletins for the PACE Somalia Project
22. Various publicity materials produced by the Communications Unit
23. Pan African animal health yearbook, 2003
24. PACE – Somalia component: Terms of Reference for a Project Evaluation
25. PACE – Somalia component: Global Plan October 2000 to October 2000
26. Consultancy Reports
27. Annual Reports

Annex C: Extended PACE Documents List

Global Plans

1.	Fight against lineage 1 rinderpest virus project – Global Plan, June 2001
2.	PACE Tanzania Global Plan Document Aug 2001-Dec 2004
3.	PACE Mauritania: Program Global Plan 26/08/00
4.	PACE Republic of Guinea Plan Global February, 2000
5.	PACE Benin, October 2000 – September 2005
6.	PACE Equatorial Guinea
7.	PACE Guinea-Bissau Global Plan –Oct 2000
8.	PACE Ethiopia Global Plan, Dec 1999
9.	PACE Republic of Congo Global Plan, March 2001
10.	PACE Senegal Global Plan, November 1999
11.	PACE Togo Global Plan, June 2000
12.	PACE Burundi, Project PACE Burundi, 26/08/2002?, PACE Burundi, Global Plan
13.	PACE Chad, Dossier d'Instruction, August 2000
14.	PACE Gambia Global Plan, January 2001
15.	PACE Cote d'Ivoire May 2000
16.	PACE Mali March 2000 – Global Plan?
17.	PACE Ghana (Ghana National Project), 2000-2005, Oct 2000
18.	PACE Burkina Faso Nov 2000
19.	PACE Eritrea Nov 2000 – Oct 2004
20.	PACE Gabon
21.	PACE Niger, Aug 2000
22.	PACE Kenya National Project (MARCH 2001-Oct 2004), Feb 2001
23.	PACE Uganda (2001 to 2004), Oct 2000 – Global Plan?
24.	PACE Nigeria Country National Project (Oct2000 to Sept 2005), May 2000
25.	PACE Somali, October 2000 to Oct 2004
26.	PACE Central African Republic Programme Budget (2000-2005)
27.	PACE Cameroon July, 1999 –Global Plan
28.	PACE Djibouti 2001-2004
29.	"Fight against lineage 1 rinderpest virus" project

PACE Work Plans and Cost Estimates (WPCE) for PCU

1.	1st January to 29th February 2000
2.	1 March 2000 to 28 Februrary 2001
3.	1 April 2001 to 31 March 2002
4.	1 June 2001 to 31 May 2002
5.	1 June 2002 to 31 May 2003
6.	1 September 2005 to 28 February 2007
7.	PACE Programme Estimate No. 7
8.	WP&CE for the inception of PACE programme
9.	mo9 A2 cl
10.	111 A21 AWP&CE Year 2

11.	120 A21 AWP&CE Year 2
12.	Year 3 of the Programme
13.	Amendment No 2

Consolidated Work Plans and Consolidated WPCE

1.	Ethiopia, Guinee Conakry, Mali, Rwanda, Senegal, 1 Aug 2000 to 31 July, 2001 Vol. 1
2.	Benin, Cote d'Ivoire, Eritrea, Gabon, Ghana, Mauritania, Niger, CAR, Chad, Togo, 1 Dec 2000 to 30 November 2001
3.	Congo Brazaville, Ethiopia, Guinea, Rwanda, Senegal, Sudan, Tanzania, 01 Nov 2001 to Oct 2002Vol. 1
4.	Burkina Faso, Djibouti, Buinea Bissau, Kenya, Nigeria, Somalia, The Gambia, Uganda, 2001 to 2002 Vol. 1
5.	Benin, Burkina Faso, Cameroun, CAR, Cote d'Ivoire, Djibouti, Erytree, Gabon, Ghana, Guinee Bissau, Guinee, Equatoraile, Mali, Mauritanie, Niger, Nigeria, Ouganda, RDC, Somalie, Tchad, Sudan-North, May 2002 au 30 Avril 2003 Vol. (French)
6.	Benin, Burkina Faso, CAR, Djibouti, Eritrea, Gabon, Ghana, Guinea Bissau, Mauritania, Niger, Somalia, Sudan (North), Togo, Uganda, 01 May 2003 to 30 April 2004 Vol. 1
7.	Burundi, Congo, DRC, Ethiopia, Guinea, Equatorial Guinea Senegal, Kenya, Mali, Nigeria, Rwanda, Sudan (Southern Sector), Tanzania, The Gambia, 01 Nov 2003 to 31 Oct 2004 Vol. 1

PACE Work Programme & Cost Estimate for PACE Common Services & Co-ordination Units, Nairobi – Bamako

1.	1st January to 29th February 2000
2.	1 March 2000 to 28 February 2001
3.	1 April 2001 to 31 March 2002
4.	1 June 2001 to 31 May 2002
5.	1 June 2002 to 31 May 2003
6.	1 June 2003 to 31 May 2004
7.	1 July
8.	1 September 2005 to 28 February 2007
9.	Account: 7ACP RPR 744
10.	PACE Programme Estimate No. 7
11.	WP&CE for the inception of PACE programme
12.	mo9 A2 cl
13.	111 A21 AWP&CE Year 2
14.	120 A21 AWP&CE Year 2
15.	Year 3 of the Programme
16.	Account: 7ACP RPR 744
17.	2004 to 31 October 2004

18.	Ammendment No 2

PACE Work Plans and consolidated WPCE

1.	Ethiopia, Guinee Conakry, Mali, Rwanda, Senegal, 1 Aug 2000 to 31 July, 2001 Vol. 1
2.	Benin, Cote d'Ivoire, Eritrea, Gabon, Ghana, Mauritania, Niger, CAR, Chad, Togo, 1 Dec 2000 to 30 November 2001
3.	Congo Brazaville, Ethiopia, Guinea, Rwanda, Senegal, Sudan, Tanzania, 01 Nov 2001 to Oct 2002Vol. 1
4.	Burkina Faso, Djibouti, Buinea Bissau, Kenya, Nigeria, Somalia, The Gambia, Uganda, 2001 to 2002 Vol. 1
5.	Benin, Burkina Faso, Cameroun, CAR, Cote d'Ivoire, Djibouti, Erythree, Gabon, Ghana, Guinee Bissau, Guinee, Equatoraile, Mali, Nauritaie, Niger, Nigeria, Ouganda, RDC, Somalie, Tchad, Sudan-North, May 2002 au 30 Avril 2003 Vol. (French)
6.	Benin, Burkina Faso, CAR, Djibouti, Eritrea, Gabon, Ghana, Guinea Bissau, Mauritania, Niger, Somalia, Sudan (North), Togo, Uganda, 01 May 2003 to 30 April 2004 Vol. 1
7.	Burundi, Congo, DRC, Ethiopia, Guinea, Equatorial Guinea Senegal, Kenya, Mali, Nigeria, Rwanda, Sudan (Southern Sector), Tanzania, The Gambia, 01 Nov 2003 to 31 Oct 2004 Vol. 1

PACE Annual Coordination Meetings Reports

1.	1st meeting for Eastern Africa (2001), Entebbe, 29-31 August 2001, Final report
2.	2eme Reunion annuelle de coordination des composantes nationale du PACE, Cotonou (Benin), 25-28 Juin 2002 –Rapport final
3.	3rd meeting – Arusha – all documents 2003 – Final report
4.	4eme Reunion annuelle de coordination des composantes nationales du PACE, Yaunde Cameroun, 22-26 Juin 2004, Rapport final provisoire
5.	5eme reunion annuelle de coordination du PACE, Daka (Senegal) : 28 Juin- 1 Juillet 2005, Rapport Provisoire

Financial Reports

1.	European Commission Europeaid Cooperation Office Financial audit of Pan-African Programme for the control of Epizootics Programme (PACE) Moor Stephens Chartered Accountants, London, 22 November 2005, Country: Kenya, Period covered: 1 March 2000 to 31 March 2005, Date of the Mission 11 April 2005 to 3 May 2005

2.	European Commission EC Delegation – Kenya, Final Report, Financial audit of Pan-African Programme for the control of Epizootics Programme (PACE) Moor Stephens Chartered Accountants, London, 22 November 2005, Country: Kenya, Period covered: 1 June 2003 to 31 March 2004, Date of the mission: 24 May 2005 to 31 May 2005
3.	European Commission Draft Report, Financial audit of Pan-African Programme for the control of Epizootics Programme (PACE PCU) Country: Kenya, Period covered: 1 February 2005 to 30th November 2005, Date of the mission: 27 March 2006 to 31 May 2006
4.	OAU-IBAR PACE Programme, Unite de Coordination – Bamako – Mali Fonds Europeen de Developpement – FED – fed VII ET VIII, Accord de Financement : 6125/REG, Numero comptable : 8ROC009 Periode budgetaire : du 1/3/2000 au 28/02/01, Au 31/05/01 (by Addendum) Rapport Financier sur : Le Quatrieme trimestre du DP1, Periode : 1/01/01 au 31/03/01
5.	OAU-IBAR PACE Programme, Unite de Coordination – Bamako Fonds Europeen de Developpement – FED – fed VII ET VIII, Accord de Financement : 6125/REG, Numero comptable : 8ROC009 Periode budgetaire : du 01/06/01 a 31/05/02 Rapport Financier sur : Le Quatrieme trimestre du DP2, Periode : 1/06/01 au 31/08/01
6.	OAU-IBAR PACE Programme, PACE Programme : Coordination Unit – Bamako European Development Fund – EDF – Project No : 7 ACP RPR 744, REG/5007/005 Financing Agreement Number: 6125/REG Financial Report on the Second Period of the Year two of the programme Budget period: 1/6/2001 – 31/05/2002, This period: 1/09/2001-31/12/2001
7.	OAU-IBAR PACE Programme, PACE Programme : Coordination Unit – Bamako European Development Fund – EDF – Project No : 8 ACP ROC 09/3, REG/5007/005 Financing Agreement Number: 6125/REG Financial Report on the Second Period of the Year Three of the programme Budget period: 1/6/2002 – 31/05/2003, This period: 1/09/2002-31/12/2002
8.	OAU-IBAR PACE Programme, PACE Programme : Coordination Unit – Bamako European Development Fund – EDF – Project No : 8 ACP ROC 09/3, REG/5007/005 Financing Agreement Number: 6125/REG Financial Report on the Third Period of the Year Three of the programme Budget period: 1/6/2002 – 31/05/2003, This period: 1/12/2002-28/02/2003
9.	OAU-IBAR PACE Programme, PACE Programme : Coordination Unit – Bamako European Development Fund – EDF – Project No : 8 ACP ROC 09/4, REG/5007/005, Financing Agreement Number: 6125/REG Financial Report on the First Period of the Year Four of the programme Budget period: 1/6/2003 – 31/05/2004, This period: 1/06/2003-31/11/2003

10.	OAU-IBAR : PACE Programme, PACE Programme : Coordination Unit – Nairobi European Development Fund – EDF – Project No : 7 ACP RPR 744, REG/5007/005 Financing Agreement Number: 6125/REG Financial Report on the Third Trimester of the AWP1 Budget – PCU – Nairobi Budget period: 1/3/2000– 18/02/2001, This period: Period 4: 1/10/2000-31/12/2001
11.	OAU-IBAR : PACE Programme, PACE Programme : Coordination Unit – Nairobi European Development Fund – EDF – Project No : 7 ACP RPR 744/50, REG/5007/005, Financing Agreement Number: 6125/REG Financial Report on the First Period of the Third Work Programme Budget period: 1/6/2002 – 31/05/2003, This period: Period 4: 1/06/2002-31/08/2002
12.	OAU-IBAR : PACE Programme, PACE Programme : Coordination Unit – Nairobi European Development Fund – EDF – Project No : 7 ACP RPR 744/50, REG/5007/005, Financing Agreement Number: 6125/REG Financial Report on the Second Period of the Third Work Programme Budget period: 1/6/2002 – 31/05/2003 This period: Period 4: 1/09/2002-31/11/2002
13.	OAU-IBAR : PACE Programme, PACE Programme : Coordination Unit – Nairobi European Development Fund – EDF – Project No : 7 ACP RPR 744/30, REG/5007/005Financing Agreement Number: 6125/REG Financial Report on the Fourth Period of the Second work programme Budget period: 1/6/2001 – 31/05/2002, This period: Period 4: ¼/2002-31/05/2002
14.	Project: 9ACP RPR 032; PACE Programme Estimate No:6 Subject: Reimbursement of Expenditure Claim Ref: 520-F 011 1.2, 26 May 2005
15.	Project: 9ACP RPR 032; PACE Programme Estimate No:6 Subject: Reimbursement of Expenditure Claim No. 2 Ref: 520-F 011 1.2, 14 July 2005
16.	Project: 9ACP RPR 032; PACE Programme Estimate No:6 Subject: PE 6 Financial Report (PERIOD 14/07/05 – 31/12/05) Ref: 627 L2.1, 5th July, 2006
17.	Project: 9ACP RPR 032; PACE Programme Estimate No:7 Subject: Reimbursement of Expenditure Claim No. 1, Ref: 623 L2.1 2, 9 June 2006

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1.	Unite de Communication PACE. Note relative a l'activite PACE 'Appui aux Ecoles Veterinaires', Naiel Gregoire, Mai 2003
2.	OAU-IBAR, PACE Delivery of Veterinary Services (Unite de Legislation et Privatisation veterinaires, Yvon Le Brun
3.	NADIS Info – Nigeria PACE project, Edition No. 9, May, 2006
4.	An estimation of the economic impact of Contagious Bovine Pleuropneumonia (CBPP) in Africa. Emmanuel Tambi et al. AU-IBAR, PACE, EC, IARC, 2006
5.	Animal Resource Bulletin, Issue No. 7, May 2006, Min of Agric, Animal Industry and Fisheries, PACE-Uganda
6.	Patterns of change in Beef Production and Consumption in Africa, Emmanuel Tambi,

	Onesmus Maina, AU-IBAR, PACE, EC, Sept, 2005
7.	Guidelines for the Development of Performance Indicators to Assess National Epidemio-Surveillance Systems or Networks, AU-IBAR, PACE, 2004
8.	Ex-ante economic analysis of animal disease surveillance, Emmanuel Tambi, Onesmus Maina, J. Mariner, AU-IBAR, PACE, EC, Dec. 2005
9.	Delivery of Livestock Services: Some experiences from sub-Saharan Africa, Emmanuel Tambi, Onesmus Maina, AU-IBAR, PACE, Year?
10.	The WTO agreement on agriculture: Effects on livestock production and trade in Africa, Emmanuel Tambi, Rene Bessin, AU-IBAR, PACE, EC, Jan 2006
11.	Particpatory Epidemiology: Lessons learned and future directions. Proceedings of a Workshop held in Addis Ababa, Nov 2001
12.	Annuaire Panafricain de la Sante Animale 2003
13.	What can be gained from Epidemio-surveillance of Animal Diseases
14.	PACE Newsletter, Feb 2006, Ghana
15.	Animal Heath Newsletter, Issue No. 7, April-June 2004, Tanzania
16.	A Pictorial Guide of Investigations of Stomatitis Enterities Syndromes in Central and Southern Somalia, Somali PACE Project, 1998-1999
17.	Bulletin of the Somalia PACE Project: Livestock Health for Food Security and Trade. August-Oct 2003, Vol. 1 Issue 4
18.	Bulletin of the Somalia PACE Project: Livestock Health for Food Security and Trade. April-August 2004, Vol. 2 Issue 2
19.	Bulletin of the Somalia PACE Project: Livestock Health for Food Security and Trade. November 2003-March 2004, Vol. 2 Issue 1
20.	CENAD Info – PACE Cameroon
21.	AU-IBAR, PACE, Press Kit, Dossier de Presse (comprises –, , ,
22.	Brochure : PACE
23.	Door sticker
24.	PACE Bulletin Vol 1 No 1, Sept 2001,
25.	PACE Newsletter, Vol. 2 No. 2, Nov 2002,
26.	PACE Update, Dec 2000
27.	Factsheet on livestock production in Africa
28.	Poster on Un système multiposte et multilingue de gestion de l'information en santé et production animales pour les pays africains, Berhanu Bedane, Daniel Bourzart, AU- IBAR, PACE
29.	Poster : PACE Communication Strategy
30.	Poster: PACE is an African managed programme with the goal of achieving enhance food security and significant reduction of poverty
31.	Poster: Review of PACE National Programme Progress
32.	Flier: What should I do if I see dead/sick chicken? – PACE Nigeria
33.	Flier: Protect your Birds from Avian Influenza "Bird Flu", Biosafety, PACE Nigeria
34.	Flier: Safe Disposal of Dead Birds, Ministry of Livestock and Fisheries Development, Dept of Vet Services, PACE-Kenya, May 2006
35.	7th AU Conference of Ministers Responsible for Animal Resources : Conference programme : Finalising the eradication of rinderpest and control of other transboundary animal diseases for the promotion o livestock trade and poverty

	alleviation in Africa
36.	Improved Access for African Livestock Commodities. Policy Briefing Paper No. 11
37.	PACE Newsletter June 2002 Vol.2. No.1
38.	Veterinary Newsletter Vol. 2 July 2004
39.	Veterinary Newsletter Vol. 2 September 2005
40.	Veterinary Newsletter Vol. 3 March 2006
41.	e-nsider AU-IBAR, August 2006
42.	Avian Influenza Information Package

Progress Reports on Regional TA - GTZ Service Contract

1.	Handlos, Michael, TA to PACE Ethiopia, Pan-African Programme for the Control of Epizootics (PACE), Service Contract financed under the 8th European Development Fund – Project Nr 8/ACP/TPS 32, Final Report January 2003 to October 2004
2.	Hoereth-Boentgen, Detlef W., TA to PACE Kenya Pan-African Programme for the Control of Epizootics (PACE), Service Contract financed under the 8th European Development Fund – Project Nr 8/ACP/TPS 32 Final Report January 2003 to October 2004
3.	Heinonen, Risto., TA to PACE Uganda Pan-African Programme for the Control of Epizootics (PACE), Service Contract financed under the 8th European Development Fund – Project Nr 8/ACP/TPS 32 End of Contract Report
4.	Krebs, Hanns-Achim, Regional TA posted to Cameroon Pan-African Programme for the Control of Epizootics (PACE), Service Contract financed under the 8th European Development Fund – Project Nr 8/ACP/TPS 32 End of Contract Report October 2003 – October 2004
5.	Leperre, Phillipe, TA to PACE Tanzania Pan-African Programme for the Control of Epizootics (PACE), Service Contract financed under the 8th European Development Fund – Project Nr 8/ACP/TPS 32 Terminal Report December 2003 – October 2004
6.	Hartwig, Wilfried, TA to PACE Sudan Pan-African Programme for the Control of Epizootics (PACE), Service Contract financed under the 8th & 9th European Development Fund – Project No. REG/5007/005; FA no. 6125/REG 8/ACP/TPS 32/40 & 9ACP RPR O32 End of Year Report July-December 2004
7.	Massarelli, Andrea, Assistant Technique Coordinnateur Veterinaire Expatrie de la Composante Tchadienne du PACE Pan-African Programme for the Control of Epizootics (PACE), Final Report Chad June 2003 – October 2004

8.	Denormandie, Nicolas, Regional Technical Assistant in Charch of West African Coastal Countires, based in Bamako, Mali Pan-African Programme for the Control of Epizootics (PACE), Final Report May 2003 – October 2004 Service Contract financed under the 8th European Development Fund – Project Nr. 7-ACP-RPR-744/745 8 ACP-TPS-032
9.	AU-IBAR-PACE-EU, GTZ-SATEC Half Year Report (September – December 2004), Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32
10.	AU-IBAR-PACE-EU, GTZ-SATEC Annual Report of the National TA Contract Pan-African Programme for the Control of Epizootics (PACE) Year 2004 Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32
11.	Bastiaensen, P.X. M., GTZ International Services Pan-African Programme for the Control of Epizootics (PACE) Final Report Regional Technical Assistance
12.	AU-IBAR-PACE-EU, GTZ-SATEC Annual Report of the National TA Contract Pan-African Programme for the Control of Epizootics (PACE) Year 2005 Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32, Vol. I
13.	AU-IBAR-PACE-EU, GTZ-SATEC Annual Report of the National TA Contract Pan-African Programme for the Control of Epizootics (PACE) Year 2005 Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32, Vol. II
14.	Bastiaensen, Patrick, Regional TA posted in Mali AU-IBAR-PACE-EU, GTZ-SATEC Annual Report July – December, Pan-African Programme for the Control of Epizootics (PACE) Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32, Index B
15.	AU-IBAR-PACE-EU, GTZ-SATEC 5th Half Year Report of the National TA Contract Pan-African Programme for the Control of Epizootics (PACE), January – June 2005 Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32, Vol. I
16.	AU-IBAR-PACE-EU, GTZ-SATEC Annul Report of the National TA Contract Pan-African Programme for the Control of Epizootics (PACE), Half Year Report, January – June 2005 Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32 Vol II

17.	AU-IBAR-PACE-EU, GTZ-SATEC Mid-Year Report January – June 2003, Pan-African Programme for the Control of Epizootics (PACE) Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32
18.	AU-IBAR-PACE-EU, GTZ-SATEC 2nd Half – Year Report July – December 2003, Pan-African Programme for the Control of Epizootics (PACE) Service Contract financed under the 8th European Development Fund – Project Nr. 8/ACP/RPR/TPS 32 Vol I & II
19.	Pan-African Programme for the Control of Epizootics (PACE) A Report of a Consultancy Mission (19th June to 14th July 2005) to Assess the Outputs and Achievements of the PACE Project in Sudan, Recommend Additional Interventions, and Identify Priority Areas for post-PACE Interventions
20.	Cheikh, L.Y. Pan-African Programme for the Control of Epizootics (PACE) Evaluation Cout-Benfice de la Surveillance Epidemiologique Veterinaire: Etude de Cas en Afrique de l'Uest Benin – Ghana - Mauritanie – Senegal
21.	Cheikh, L.Y. Pan-African Programme for the Control of Epizootics (PACE) Evaluation Cout-Benfice de la Surveillance Epidemiologique Veterinaire: Etude de Cas en Afrique de l'Uest Benin – Ghana - Mauritanie – Senegal
22.	AU-IBAR-PACE, EU GTZ-SATEC, PACE/EC Workshop, 10-11 May 2005, Nyeri, Kenya
23.	AU-IBAR-PACE, EU GTZ-SATEC Extension pf the Pan-African Programme for the Control of Epizootics (PACE)
24.	AU-IBAR-PACE, EU GTZ-SATEC Etude/Capitalisation sur les Formation en Sante Animale de Base au Tchad
25.	Pan-African Programme for the Control of Epizootics (PACE) Together for a Disease-free National Herd: A Communication Strategy and Plan for Greater Interaction among Veterinary Service Providers under the Pan-African Programme for the Control of Epizootics (PACE)
26.	KVAPS – Kenya Veterinary Association Privatisation Scheme Report on a Study on the Transformation of Kenya Veterinary Association Privatisation Scheme (KVAPS) into a Financial Institution The Transformation of Kenya Veterinary Association Privatisation Scheme (KVAPS) into a Financial Institution

27.	Alexandre, Caron AU-IBAR-PACE, EU, GTZ-SATEC PACE Epidemiology Wildlife Surveillance Team Training and Consolidation Workshop & PACE Ghana Training Workshop, Mole National Park, Ghana 8-29 July 2005
28.	The Veterinary Council of Tanzania Proposed Strategic Plan, Work Programme; Action Plans (2005-08)
29.	Heinonen, Risto, Genivieve Libeau AU-IBAR-PACE, EU, GTZ-SATEC Workshop Report on Surveillance Operations in the Somali Ecosystem (SES), Nairobi, 23rd & 24th June 2005
30.	Masiga, Walter, Julius Kajume, Chris Daborn AU-IBAR-PACE, EU An Assessment of Veterinary Service Delivery Systems in the Somali Eco-System

Annex D: Samples of Indexed Entries

Record No: (Should be generated automatically	1
Author	
Corporate author	AU-IBAR, PACE
Title	Fight against lineage 1 rinderpest virus project: Global Plan
Parallel Title (second title or title in other language)	
Serial title	
Language	English
Edition	
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2001
Project	European Development Fund project number REG/5007/0005 EDF VII & VIII
Project code	Financing agreement number 6125/REG
Collation – no of pages, whether illustrated etc	49p.
Conference/Workshop title	
Document format/category - see no. 9	Global Plan
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Rinderpest virus; Animal diseases; Animal disease control
Hyperlinks for soft copies, video clips, audio clips etc	
Abstract – where applicable	

Call number/file number	GP 001
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	Organisation of African Unity Interafrican Bureau for Animal Resources (AU-IBAR)
	Pan-African Programme for the control of Epizootics (PACE)
Title	Work Programme & Cost Estimate for PACE Common Services & Co-ordination Units, 1st June 2003 to 31 May 2004
Parallel Title (second title or title in other language)	
Serial title	
Language	English
Edition	
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2003
Project	European Development Fund Project Number REG/5007/0005 EDF VII & VIII
Project code	Financing agreement number 6125/REG
Collation – no of pages, whether illustrated etc	113p. with annexes
Conference/Workshop title	
Document format/category - see no. 9	Programme Management
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Planning; Budgeting
Hyperlinks for soft copies, video clips,	

audio clips etc	
Abstract – where applicable	
Call number/file number	WPCE 005 PCU
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	AU-IBAR – PACE Programme
Title	Rider No. 1 to Financing Agreement no. 6125/REG
Parallel Title (second title or title in other language)	Extension of time limit for Execution and Increase in Budget Ceiling
Serial title	
Language	English
Edition	
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2004
Project	Project Nos 7 ACP RPR 744, 7 ACP RPR 745, 8 ACP TPS 32, 8 ACP TPS 33, 8 ACP ROC 9 and 9 ACP RPR 32 – Panafrican Programme for the Control of Epizootics
Project code	
Collation – no of pages, whether illustrated etc	7p.
Conference/Workshop title	
Document format/category - see no. 9	Programme Management
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Project financing; Project implementation; Project components
Hyperlinks for soft copies, video clips, audio clips etc	

Abstract – where applicable	
Call number/file number	FIN 002 PACE
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	Organisation of African Unity Interafrican Bureau for Animal Resources (AU-IBAR)
	Pan-African Programme for the control of Epizootics (PACE)
Title	4th Annual Coordination Meeting of the PACE Programme 22 to 26 June 2004 (Yaounde, Cameroon), June 2004
Parallel Title (second title or title in other language)	Facilitation of the Annual PACE Coordination Meeting
Serial title	
Language	English
Edition	Final Report
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2004
Project	
Project code	
Collation – no of pages, whether illustrated etc	27p.
Conference/Workshop title	Annual Co-ordination Meeting
Document format/category - see no. 9	Programme Management
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Programme management; Programme finance; Data management
Hyperlinks for soft copies, video clips,	

audio clips etc	
Abstract – where applicable	
Call number/file number	COORD 005 YAO 2004
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	Organisation of African Unity Interafrican Bureau for Animal Resources (AU-IBAR)
	Pan-African Programme for the control of Epizootics (PACE)
	European Commission (EC)
Title	Manual of Procedures
	PACE
Parallel Title (second title or title in other language)	
Serial title	
Language	English
Edition	
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2000
Project	
Project code	
Collation – no of pages, whether illustrated etc	25p.
Conference/Workshop title	
Document format/category - see no. 9	Programme Management
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Administrative procedures; Financial procedures
Hyperlinks for soft	

copies, video clips, audio clips etc	
Abstract – where applicable	
Call number/file number	MAN 001 PACE (3 copies)
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	African Union Interafrican Bureau for the Control of Epizootics (AU-IBAR)
	Pan-African Programme for the Control of Epizootics (PACE)
Title	PACE Annual Report June 2002 – May 2003
Parallel Title (second title or title in other language)	
Serial title	
Language	English
Edition	
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2003
Project	European Development Fund Project Number REG/5007/0005 EDF VII & VIII
Project code	Financing agreement number 6125/REG
Collation – no of pages, whether illustrated etc	79p.
Conference/Workshop title	
Document format/category - see no. 9	Reports
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Programme administration; Programme coordination; Programme activities; Data management
Hyperlinks for soft	

copies, video clips, audio clips etc	
Abstract – where applicable	
Call number/file number	ANN 002 PACE 2003
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	African Union Interafrican Bureau for the Control of Epizootics (AU-IBAR)
	Pan-African Programme for the Control of Epizootics (PACE)
Title	Pan-African Programme for the Control of Epizootics Regional Coordination for West and Central Africa
	Final Report 1999 - 2004
Parallel Title (second title or title in other language)	
Serial title	
Language	English
Edition	
Volume No.	
Geographical region	
Place of publication	
Publisher	
Year of publication	2004
Project	
Project code	
Collation – no of pages, whether illustrated etc	194p.
Conference/Workshop title	
Document format/category - see no. 9	Reports
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Programme administration; Programme finance; Programme implementation; Programme activities; Animal disease control; Veterinary services; Rinderpest control; CBPP control

Hyperlinks for soft copies, video clips, audio clips etc	
Abstract – where applicable	
Call number/file number	REG – COORD 001 PACE
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	Leperre, Phillipe, TA to PACE Tanzania
Corporate author	Pan-African Programme for the Control of Epizootics (PACE)
Title	Service Contract financed under the 8th European Development Fund – Project Nr 8/ACP/TPS 32
Parallel Title (second title or title in other language)	Terminal Report December 2003 – October 2004
Serial title	
Language	English
Edition	Annex A
Volume No.	
Geographical region	Tanzania
Place of publication	
Publisher	
Year of publication	2004
Project	Project Nr 8/ACP/TPS 32
Project code	
Collation – no of pages, whether illustrated etc	
Conference/Workshop title	
Document format/category - see no. 9	Reports
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	Animal disease surveillance; Rinderpest control; Veterinary services privatisation; Information management; Programme communication
Hyperlinks for soft	

copies, video clips, audio clips etc	
Abstract – where applicable	
Call number/file number	GTZ-SER 005 TAN
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	Cheikh, L.Y.
Corporate author	Pan-African Programme for the Control of Epizootics (PACE)
Title	Evaluation Cout-Benfice de la Surveillance Epidemiologique Veterinaire: Etude de Cas en Afrique de l'Uest Benin – Ghana - Mauritanie – Senegal
Parallel Title (second title or title in other language)	
Serial title	
Language	French
Edition	Version provisoire
Volume No.	Vol. I
Geographical region	Afrique de l'Ouest,
	Afrique du Centre
	Benin
	Ghana
	Mauritania
	Senegal
Place of publication	
Publisher	
Year of publication	2005
Project	
Project code	
Collation – no of pages, whether illustrated etc	53p.
Conference/Workshop title	
Document format/category - see no. 9	Reports
Media type Eg. monograph, CD, DVD, video, audio tape	Monograph
Supplementary information (eg document accompanied by CD-ROM)	Vol. I: Main report Vol. II: Annexes

Notes eg conference sponsor	Rapport de Consultation Programme Panafricain de Controle des Epizooties Coordination Regionale Afrique de l'Ouest et de Centre
Keywords/Topics	Epidemiology; Animal disease surveillance; Cost-benefit analysis
Hyperlinks for soft copies, video clips, audio clips etc	
Abstract – where applicable	
Call number/file number	CONSULT 002 EVA Vol.I
Date of Entry (should be automatically generated)	

Record No: (Should be generated automatically	**
Author	
Corporate author	AU-IBAR-PACE
Title	
Parallel Title (second title or title in other language)	
Serial title	PACE Bulletin
Language	English
Edition	
Volume No.	September 2001, Vol. No.1
Geographical region	
Place of publication	
Publisher	
Year of publication	2001
Project	
Project code	
Collation – no of pages, whether illustrated etc	12p.
Conference/Workshop title	
Document format/category - see no. 9	Publications
Media type Eg. monograph, CD, DVD, video, audio tape	Serial
Supplementary information (eg document accompanied by CD-ROM)	
Notes eg conference sponsor	
Keywords/Topics	PACE Programme; Animal disease surveillance; Rinderpest control; Rift Valley Fever control; Foot and Mouth disease; Public veterinary services; BSE
Hyperlinks for soft copies, video clips, audio clips etc	
Abstract – where	

applicable	
Call number/file number	PUB 026 BUL
Date of Entry (should be automatically generated)	

Annex E: Consultants' profiles

Rosemary N. Chacha

Qualifications

Ms. Chacha holds a Diploma, in Teaching and Training, a Master of Arts degree in Economics form the University of Nairobi, a Master of Arts degree in Library and Information Studies from Loughborough University of Technology, Leicestershire, United Kingdom and a Bachelor of Education degree from Kenyatta University/University of Nairobi.

Experience

Ms. Chacha has close to 20 years experience in information management. She is also an experienced teacher and trainer. She has held the following full time positions:

- Resource Centre manager at the Institute of Policy Analysis and Research (August 2000 – June 2005), a position involving a wide range of responsibilities including acquisition, indexing and cataloguing of publications, user services, data gathering and analysis, review of research papers, organisation of dissemination workshops, project proposal writing and dissemination of the Institute's publications.
- Senior Librarian at the University of Nairobi Library (1987 – 2003). She held several positions starting as a Senior Library Assistant and rising to the level of Senior Librarian with responsibilities involving information management, user services, teaching of information skills and staff supervision in various sections of the library.

Consulting assignments

- Reorganisation and automation of over 3000 publications at the Institute of Economic Affairs (IEA) Resource Centre (November 2005 – May 2006)
- Training in areas of development and management including: Gender and development, globalisation, intergovernmental transfers and local authority budgeting, strategic planning, human resource management, effective communication, time management, investment and business management and project management. The assignments were undertaken in South Sudan, Khartoum and Nairobi. The clients included CORAT Africa, East African Breweries, Lutheran World Federation and Zapp Kaas (February - June 2006).
- Proposal development on GMO policy in East Africa on behalf of Consumer Watchdog, (October 2005)
- Recruitment of information professionals on behalf of Maer Associates, August 2005
- Consultant in Programme Administration – African Economic Research Consortium (AERC) – July 1999 to June 2000 with responsibilities including preparation of grantee contracts, organising workshops and data analysis
- Information and Communication audit at the Catholic Diosease of Embu development projects, February – March 2006