

**Consultative Workshop on Supply Manual Revision
Directorate General of Family Planning March 3–5, 2012**

Md. Abdullah
Mavere Tukai

March 2012



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Systems for Improved Access
to Pharmaceuticals and Services

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The goal of the Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program is to assure the availability of quality pharmaceutical products and effective pharmaceutical services to achieve desired health outcomes. Toward this end, the SIAPS result areas include improving governance, building capacity for pharmaceutical management and services, addressing information needed for decision-making in the pharmaceutical sector, strengthening financing strategies and mechanisms to improve access to medicines, and increasing quality pharmaceutical services.

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ACRONYMS AND ABBREVIATIONS

CWH	Central Warehouse
DC	Deputy Commissioner
DGFP	Directorate General of Family Planning
ICR	inventory control register
L&S	Logistics and Supply (unit)
MoHFW	Ministry of Health and Family Welfare
MOS	months of stock
PT	procurement tracker
SCIP	Supply Chain Information Portal
SDP	service delivery points
SIAPS	Systems for Improved Access to Pharmaceuticals and Services
UIMS	upazila inventory management system
USAID	US Agency for International Development
WMIS	warehouse management inventory system

INTRODUCTION

This workshop is a part of whole revision process of the supply manual of the Directorate General of Family Planning (DGFP), facilitated by the Systems for Improved Access to Pharmaceuticals and Services (SIAPS) and funded by the US Agency for International Development (USAID). This workshop was organized by the Bangladesh DGFP under the Ministry of Health and Family Welfare (MoHFW).

The DGFP is one of the Directorates of MoHFW responsible for ensuring planning and executing all family planning and reproductive health programs. DGFP's supply infrastructure for storing and distributing commodities is made up of one central warehouse, 20 regional warehouses, and 483 upazilas (subdistricts) family planning supply stores.

The DGFP and the users of the supply manual recognized the need for its revision as the DGFP supply operations have changed since the last time the manual was reviewed in 2006. For example, DGFP now allows split deliveries, stock is redistributed within a upazila which now have a computerized inventory management system, key supply personnel have changed roles, the supply chain information portal (SCIP) has been introduced, and there is now a system for disposing of unusable items. New government circulars will replace the ones currently used. The revised manual will present current effective practices and changes in the policy and highlight what are now obsolete and discarded policy and practices.

Background

With the changes in DGFP supply policies and procedures over a course of time, the manual was revised and edited subsequently in 1978, 1986, 1990, 1999, and the last revised version in 2006.

To revise the supply manual, the DGFP constituted a five-member steering committee plus with the Chief of the Central Warehouse, as the organizer and two representatives from SIAPS Bangladesh, including one desk officer from Logistics and Supply (L&S) unit and one representative from Regional Warehouse. The committee met on January 18, 2012, to finalize the strategies for reviewing all chapters. The core committee members worked independently for two weeks and a second meeting held on February 7, 2012, to finalize the participants to ensure that cross sections of the FP service delivery were represented. A workshop was then planned with the participants' list, program, and other logistics developed by the DGFP with support from SIAPS.

Workshop Objective

The workshop's main objective was to review the supply manual and attain consensus among the participants. Specific objectives included—

- Agreement on the supply manual revision process
- Revision of the supply manual

- Consensus by participants on the proposed manual revision modalities and way forward

Participation

The list of participants was determined in consultation between the core committee members and L&S Director to ensure participation of all levels of DGFP staff members who are directly or indirectly using the supply manual. A total of 30 people (23 from DGFP and 7 from SIAPS) participated in two-day workshop) attended in the workshop. In addition, the Director General DGFP and the L&S Director also attended the workshop (annex A).

Methodology

The workshop consisted of plenary sessions and presentations, group work, and group presentations (annex B). The workshop was jointly facilitated by the DGFP's Md. Saiful Islam, Additional Director, Central Warehouse, and SIAPS's Md. Abdullah, Senior Program Associate—Logistics.

Workshop Proceedings

Day one was focused on the workshop introduction, understanding the procedure of review of the manual and the actual review work. The first presentation gave a background and rationale for the supply manual review (annex C); outlined the history of the supply manual. In addition, various contexts of the manual and its relevance to the current dynamics were presented or discussed. The second presentation (annex D) explained the process of review and the role of each participant in the workshop. Groups were formed after this presentation and spent the remainder of the workshop reviewing the manual.

The groups worked on individual chapters—reviewing each chapter and recommending changes, deletions, and additions—and presented their recommendations during the plenary sessions.

The second day was spent on finalizing the manual revision, gathering the feedback on the process as well as agreeing on the way forward.

Group Work

The facilitators formed four groups,¹ each consisting of six to seven members. Each group had a balance of representation from the DGFP and regional and upazila areas so that there would be a balance of skills and experience. The groups were given specific chapters to review and present through plenary session. Each group was given a specific topic through random selection.

- Group 1—Meghna
- Group 2—Padma
- Group 3—Jamuna

¹ Each group was named for a famous Bangladesh river.

- Group 4—Surma

The groups used the following guidance during the review process—

- Each member of the group was to read and review assigned chapters and discuss with other group member; the group should then reach consensus on what to be unchanged, modified, deleted, or added in the new manual.
- Group members should share the feedback/recommendations within the group.
- Group members should reach consensus among the group member on a particular issue.
- The group should list out the proposed modifications during the plenary presentation.
- During the presentation, the group should note any item content that needs to be removed.
- The group should then present its findings and recommendations to other workshop members.
- Each participant should participate in the feedback session after group presentation and develop a common understanding.
- The review should also update/incorporate current field practices

SUMMARIZED GROUP WORK FEEDBACK

Chapter 1. Introduction and Logistics Management System in Bangladesh National Family Planning Program (Group: Surma)

This introductory chapter includes a description of the National Family Planning Program logistics pipeline and distribution system, how the program's logistics are managed, activities for procurement and supply of commodities, and how data gathering and dissemination will affect the pipeline and distribution system.

The group recommendations were—

- Add a brief description of logistics cycle (Bangladesh context)
- Include a short description of DGFP procurement process
- Include information on the transportation system in DGFP supply chain that should include details about who is taking what responsibility in the distribution network and when
- Review definition of pipeline to reflect the current/right situation
- Specify nongovernmental organizations as one of the regular service delivery points (SDP); the guidelines used by government health facilities will be applicable for these organization
- Add a supply flow diagram
- Include definition of a supply manual
- Edit chapter, including review of wording, so information is presented clearly and accurately
- Add information about logistics pipeline software
- Add new information on digitization in DGFP, i.e., supply chain information portal (SCIP), WIMS, UIMS, PT, or add new chapter
- Add brief write-up on importance of FP logistics and its management

Chapter 2. Duties and Responsibilities of Logistics Management (Group: Padma)

This chapter covers logistics-related duties and responsibilities of the key logistics personnel at warehouse level, upazila level, and SDP level.

The group recommendations were—

- The organizational chart needs to be reviewed to reflect some changes made within DGFP, such as including job description of Additional Director, Drugs and Store Assistant Director (warehouse, Upazila Family Planning Officer UFPO, Sub-Assistant Community Medical Officer, and Family Planning Inspector have to be included.
- Each of the job description needs to be reviewed and modified according to present practices.
- External auditor should inform the Additional Director, Drugs and Store before conducting logistics audit at any level. Before going to audit to any warehouse/upazila stores, the auditors should have concurrence from the Additional Director
- If inventory control register (ICR) and computerized record-keeping system work well, then bin cards are no longer needed.
- Every warehouse job description needs to include conducting regular physical inventories.
- Put all the job descriptions in an annex in the manual. (Related pictures/illustrations can be added)
- In the receiving process, the system of adjustment in case of loss, damage, or found expiries during transportation should be mentioned.
- Storekeepers have to be empowered to redistribute short-dated items with consultation from supply officer and DDFP; this requires following present approval procedures.
- Submission date of MIS 2 and 3 reporting form has to be changed in job description

Chapter 3. Commodities Storage (Group: Meghna)

This chapter discusses the objective of storage, store layout, and its principles; appropriate storage guidelines for the warehouses and upazila stores; how to maintain first expiry, first out policy; commodities shelf life or expiry time; importance of manufacturing and expiry date, aspects of store security.

The group recommendations were—

- Include explanation of receiving process—Add illustration showing basic store layout including commodity flow/movement, location of receiving bay, quarantine area, picking, packing, dispatch and quality check area
- Add pictures of well organized store

- For fire-fighting procedures and guidelines, have local fire service telephone number prominently displayed hung inside and outside the store
- Add no smoking stickers as a condition for the store management
- Mark expiry dates on products in clear and visible way (it was just a recommendation to include in the storage guideline if the expiry dates are not visible or unclear)
- Adopt housekeeping/cleaning process in the new version following development of STGs
- Review shelf life of contraceptives before final printing of the manual

Chapter 4. Determination of Supply Quantity (Group: Jamuna)

This chapter addresses the maximum-minimum stock policy of DGFP, definition and methods of determining maximum and minimum quantity, how to determine supply quantity for lower level, how to prepare emergency indent order (when, how, who).

The group recommendations were—

- Explain the advantage of maximum-minimum policy to ensure stock availability at all level
- Explain the criteria of hard to reach area (island, remote areas, areas lacking good communications)
- Indent order must be filled out following proper procedures—cannot be done verbally or over the telephone
- Clearly state policy on buffer stock supply—when, how much, and where
- Rationing policy needs to be included during less stock at supplier level
- Supply quantity determination—average of last six months for warehouse to upazila use distribution, last month's distribution for upazila to SDP use
- Little change is needed in objective statement
- Chapters 4 and 6 can be merged together and given new name

Chapter 5. Recording and Reporting (Group: Meghna)

In this chapter, all the recording and reporting formats used in DGFP logistics system are described briefly with individual detail job aids (how to fill in those formats). There is also an example of a reporting flow chart.

The group recommendations were—

- Update reporting/information flow chart
- Change all the recording and reporting forms according to revised commodity form
- Provide instructions on preparing reports in tabular form—who prepares, when they should prepare and send, and where to send reports
- Review reporting forms 7 and 7B and make sure item numbers and names are match on forms 7 and 7B.
- Add three new items in the 7 and 7B forms—IUD Medical Surgery Requisition (MSR) kit, tubectomy MSR kit, and vasectomy MSR kit
- Review all chapter job aids to simplify and add them as annex
- Review number of Inventory Control Registers (ICRs) used at different level
- Record pethidine injection in a separate ICR to avoid any conflicts with narcotics department
- Add brief description on all MIS tools (SCIP, PT, Web logistics management information system, WIMS, UIMS). Or develop a separate manual on digitization in DGFP logistics system
- Re-arrange the definition of report

Chapter 6. Review of Stock Status (Group: Jamuna)

This chapter includes discussion of the months of stock (MOS)—definition, how to calculate MOS, when to calculate, review stock status any point of time, review stock status, and action require

The group recommendations were—

- Add definition of MOS, potential stock-out, and under stock.

- Add a glossary on all logistics terms used in DGFP as an annex.
- Clearly define hard to reach or remote areas and what their supplies policies should be in the manual.
- Group suggests that MOS should be months of stock which is internationally accepted instead of months of supply as used in previous manuals
- Calculation of MOS at warehouse level will be based on average monthly consumption, but MOS calculation at upazila and SDP level, only last month's consumption (no average) will be considered.
- Chapter 6 can be merged with chapter 4 with a new chapter name

Chapter 7. Physical Inventory (Group: Padma)

This chapter discusses the definition of physical inventory, importance of physical inventory, how to conduct a physical inventory (steps), who conducts a physical inventory in DGFP logistics system, and how to report on physical inventory.

The group recommendations were—

- Form a committee at upazila level to conduct physical inventory at regular intervals
- Provide on the job training if knowledge gap is identified during physical inventory
- Add new column—returned from facility—in the physical inventory instrument
- Include representative from organization providing technical assistance
- Make reporting on inconsistency during physical inventory mandatory
- Keep provision for separate ICR for unusable items

Chapter 8. Management of Unusable Commodities (Group: Surma)

This chapter addresses how commodities become unusable, separation process of unusable from the usable, saving commodities from expiring and becoming unusable, recording and reporting of unusable commodities, process of returning unusable commodities to supply source, condemnation process of unusable, destruction process of used disposable syringes, and reporting on destruction.

The group recommendations were—

- Make the condemnation process as simple as possible.

- Exclude Deputy Commissioner representative from empty vials destruction committee.
- Include clear directions for Family Welfare Assistants on destruction of used syringes
- Exclude Upazila Health and Family Planning Officer or his or her representative from upazila survey committee.
- Reform the committee at both WH and upazila level, especially the member secretary position.
- Form a board for the CWH to handle the condemnation process and clearly specify what its role is and what actions it needs to take
- List in this chapter items would be destroyed and how, and what items can be auctioned. Also increase number of disposal groups from three to four.
- Decentralize approval power to DDFP as a chairman of the condemnation committee up to a certain level of commodities (in terms of money)
- Give clear instructions in the manual about damaged furniture at clinic level
- Clear instruction is required as to which budget line will cover the cost of destroying unusable supplies
- Related circular's reference can be mentioned in the chapter with memo and page number
- Rearrange the chapter's subhead
- Insert clear instruction/process how empty vials will be destroyed
- Provide information on what is auction process for unusable items

Chapter 9. Monitoring and Supervision of Logistics

Methodology: Open discussion, question and answer, and accumulated feedback
The group recommendations were—

- Review definition of monitoring and supervision
- Ensure that all the monitoring checklists are written in Bangla
- Revise all monitoring checklists and make it specific and on one page if possible

- Include policy of regular monitoring
- Include specific questions on unusable condemnation and empty vial destruction in the monitoring checklist

Chapter 10. Logistics-Related Circulars

Methodology: open discussion, question and answer, and accumulated feedbacks

The group recommendations were—

- All the circulars should be reviewed and categorized by one of the following
 - Need to discard
 - Keep as it is
 - Check to see if there is new circular and if so, replace old one with the new version

Regarding the annexes in the present manual, the workshop participants came to a consensus that in the next workshop it will be decided considering the thickness of the first draft revised version.

WAY FORWARD

After the review of each chapter of the supply manual, the participants brainstormed on the steps to be followed to facilitate completing the review. Below is the list of recommendations on the way forward:

- Incorporate feedback/comments from the workshop—4 weeks
- Collect related circulars (new) for inclusion—4 weeks
- Revision Committee will meet to finalize the draft edited version through off-site intensive meeting, brain storming, reviewing feedbacks of the workshop— 6 weeks
- Committee can include two to three efficient participants from this group to assist them
- Share the first revised version and any other updates in second workshop—end of May
- Include further feedback that was missed in the first draft but essential
- Have manual edited and proofread by editors—end of June
- Designing the cover page by a professional designer—end of June
- Final draft ready for final consensus
- Dissemination workshop to present draft version— mid July
- Send the final edited version to Director General (DG) and get concurrence by DG
- Obtain signatures for preface and acknowledgment by DG and Director L&S
- Print and distribute manual— August 2012
- Arrange training for DGFP staff members on the new manual

Concluding Remarks by DGFP High Officials

Director General of Family Planning Mr. M. M. Neazuddin was pleased to be present at the workshop for few moments. He congratulated the Director of L&S, Additional Director, CWH, and the participants for their effort in providing some good recommendations for the revised manual. He also gave a special word of thanks to SIAPS Bangladesh for their assistance in organizing the workshop. He also commended that revising this present manual by incorporating recommendations from this workshop and all the physical practices in the field of logistics will result in an up-to-date and complete manual.

Mr. Meazuddin said that the workshop deliberations and the hard work put in by all participants will expedite the finalization of the revised manual.

In his concluding remarks, the Director L&S Md. Kafil Uddin thanked SIAPS for organizing the event, USAID for its funding, and the participants for attending and contributing in the process of revision the present manual. He said that DGFP recognized that the supply manual needs to be revised considering user's demand and practical need. He added that the DGFP recently recruited a large number of staff member who has minimal or no knowledge about the DGFP logistics management system. Therefore, this revised manual will be their guide for learning about the logistics system.

ANNEX A. PARTICIPANTS AND GUESTS

NAME	DESIGNATION
M. M. Neazuddin	Director General, DGFP
Md. Kafil Uddin	Director (L&S), DGFP
Md. Saiful Islam	Additional Director, CWH, DGFP
Md. Momtaz Uddin	Deputy Director (L&S), DGFP
S.M. Anwar Hossain	Deputy Director, Narshingdi, DGFP
Abdul Latif Mollah	Deputy Director, Madaripur, DGFP
Shahnaz Parveen	Assistant Director (Monitoring), DGFP
Md. Rokon Uddin	Assistant Director (Coordination), DGFP
Md. Shahdat Hossain	Procurement Officer, DGFP
Golam Md. Azam	UFPO, Savar, DGFP
Md. Shahjahan	UFPO, Bhaluka, DGFP
Md. Shamsuddin Mollah	FPO, L&S Unit, DGFP
Md. Abdul Kadir	CSO, CWH Mohakhali, DGFP
Md. Shah Alam	RSO, RWH Chittagong, DGFP
Md. Shafiar Rahman	RSO, RWH Rajshahi, DGFP
Sarder Md. Hannan	RSO, RWH Faridpur, DGFP
Md. Shahin Hasan	RSO, RWH Pabna, DGFP
Md. Serajul Islam	Storekeeper, CWH Mohakhali, DGFP
Shah Kibria Omar	Storekeeper, CWH Mohakhali, DGFP
Abul Khayer Sheekh	Storekeeper, RWH Khulna, DGFP
K.M. Faruk Hossain	Storekeeper, RWH Chittagong, DGFP
Hasanur Rashid	UFPA (Store), Shahjahanpur, Bogra, DGFP
Md. Shafiuddin	Pharmacist, Chuadanga, DGFP
Md. Azharul Islam	Pharmacist, Madhupur, DGFP
Md. Giasuddin	FPI, Raipura, Narshingdi, DGFP
Hasina Mamtaz	FWV, Manikgonj, DGFP
Saleha Khatun	FWA, Savar, DGFP
Nalini Ranjan Paul	UDA, CWH Mohakhali, DGFP
Mian Abdul Kader	PA-Logistics, Chittagong, SIAPS-BD
Mohammed Hossain	PA-Logistics, Khulna, SIAPS-BD
Syed Ahmed Mostafa Al-Amin	PA-Logistics, Sylhet, SIAPS-BD
Md. Azim Uddin	PA-Logistics, Dhaka, SIAPS-BD
Md. Abu Shah Jamal Molla	PA-Logistics, Bogra, SIAPS-BD
Md. Abdullah	SPA-Logistics, SIAPS-BD
Prakash Raj Pant	Deputy Director-Logistics, SIAPS-BD
Dr. Zubayer Hussain	Country Program Director, SIAPS-BD
Mavere Tukai	Principal Technical Advisor, SIAPS-USA
Dawn Greensides	Country Portfolio Manager, SIAPS-USA

ANNEX B. CONSULTATIVE WORKSHOP ON SUPPLY MANUAL REVISION

Organized by: Directorate General of Family Planning (DGFP)

Facilitated by: Management Sciences for Health (MSH)/SIAPS

Venue: BRAC CDM, Savar

Date: March 3-5, 2012

	<i>Time</i>	<i>Subject</i>	<i>Facilitator</i>
Day 1, March 3			
	5:00 PM – 7:00 PM	Registration and check-in at the BRAC CDM, Savar, Dhaka	SIAPS Team
	7:30 PM – 8:30 PM	Dinner at BRAC CDM	SIAPS Team
Day 2, March 4			
	9:00 AM – 9:45 AM	Inauguration Session: <ul style="list-style-type: none"> • Self Introduction • Welcome address with objective clarification • Remarks by MSH Representative • Inaugural remarks by the Chief Guest 	Md. Abdullah Mavere Tukai Md. Saiful Islam
	9:45 AM – 10:15 AM	Overview of supply manual revision	Md. Abdullah
	10:15 AM – 10:45 AM	Tea Break	
	10:45 AM – 11:00 AM	Group work formation & Task assignment	Md. Saiful Islam & SIAPS Team
	11:00 AM – 12:30 PM	Group Work: Chapter 1, 2, 3, & 4	
	12:30 PM – 1:00 PM	Group presentation & Open discussion to build up consensus	
	1:00 PM – 2:00 PM	Lunch Break	
	2:00 PM – 2:30 PM	Group presentation & Open discussion to build up consensus (cont.)	
	2:30 PM – 3:30 PM	Group Work: Chapter 5, 6, 7, & 8	
	3:30 PM – 4:00 PM	Tea Break	
	4:00 PM – 5:00 PM	Group presentation & open discussion to build up consensus	
Day 3, March 5			
	9:00 AM – 9:30 AM	Group presentation & open discussion to build up consensus (cont.)	
	9:30 AM – 10:30 AM	Group Work: Chapter 9 & 10	
	10:30 AM – 11:00 AM	Tea Break	
	11:00 AM – 12:00 PM	Group presentation & open discussion to build up consensus	
	12:00 AM – 1:00 PM	Review one & half day work and presentation on proposed changes (Q&A and open discussion)	
	1:00 PM – 2:00 PM	Lunch Break	
	2:00 PM – 3:00 PM	Next Steps	
	3:00 PM – 3:30 PM	Closing	
	3:30 PM – 4:00 PM	Tea Break	
	4:15 PM	Departure BRAC CDM	

ANNEX C. PRESENTATION ON SUPPLY MANUAL REVISION PROCESS

Consultative Workshop on Supply Manual Revision

Venue: BRAC CDM, Savar
Directorate General of Family Planning (DGFP)
3 – 5 March, 2012



  

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DIRECTORATE GENERAL OF FAMILY PLANNING

What is Supply Manual?

- Supply Manual is a reference guide book for the DGFP staffs who are directly or indirectly involved in logistics management activities.



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Recap:

- First printing in April 1976
- 1st edited version – April 1978
- 2nd edited version – November 1986
- 3rd edited version – October 1990
- 4th edited version – September 1999
- 5th edited version – October 2006



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Why Revision?

- Many changes taken place in the DGFP supply chain management during last 5-6 years
- Upazila Inventory Management System (UIMS) introduced
- Web-based reporting through Supply Chain Information Portal (SCIP)
- Online procurement tracking system introduced
- Stock adjustment among the Upazilas
- Modified reporting format
- Emphasized on de-junking & condemnation of unusable and obsolete items
- Empty vials destruction policy changed
- Nothing mentioned about the condemnation procedure at CWH
- Split delivery from the supplier introduced
- Most of the circulars became obsolete and new circulars needs to be incorporated
- Demand raised by the user of the Supply Manual



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Progress made so far:

- Discussed the issue in the monthly procurement meeting in October 2011
- Special meeting held at the office of the Director (L&S) on 4th January 2012
- Five members supply manual revision committee formed by Director (L&S) on 12th January 2012 (with DG's consent)
- Committee met twice (1st on 18th January and 2nd on 7th February)
 - Identify the areas/chapters needs to be revised
 - Identify new topics to be incorporated
- **Consultative workshop to get input from different level of the user**

What Next?



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The Process of Reviewing Supply Manual:

- Review of the chapters through group work
- Update/incorporate current field practices and any changes in the DGFP supply management policies and practices
- Each group will be assigned specific chapter for review, facilitate discussion during plenary presentation and incorporate the views of other participants during discussions
- The recommendations and discussions will be assigned to the steering committee, who will work to develop 1st revised version



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Feature/chapters of the present manual:

- Introduction
- Logistics Management System in Bangladesh National Family Planning Program
- Responsibilities of Logistics Management
- Storage of Commodities
- Determination of supply quantity
- Recording & Reporting
- Review of Stock Status
- Physical inventory
- Management of Unusable Commodities
- Monitoring & Supervision of Logistics
- Logistics related circulars



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Workshop Participants:

- Deputy Director Family Planning – 2
- Assistant Director (L&S Unit) – 2
- Upazila Family Planning Officer – 2
- Supply Officer – 4
- Warehouse Storekeeper – 4
- Upazila Store in-charge – 3
- Family Welfare Visitor – 1
- Family Planning Inspector – 1
- Family Welfare Assistant – 1
- Program Associate (MSH) – 5
- Supply Manual Revision Committee Member – 5

Every cross section of DGFP involved!



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ANNEX D. GROUP WORK AND GROUP'S RESPONSIBILITY

Group Work and Group's Responsibility

Consultative Workshop on Supply Manual Revision
Directorate General of Family Planning (DGFP)
3 – 5 March, 2012





Group – Meghna

- Md. Anwar Hossain
- Sardar Md. Hannan
- Md. Sirajul Islam
- Md. Shafiuddin
- Hasina Momtaz
- Mian Abdul Kader



Group – Padma

- Abdul Latif Mollah
- Md. Shahadat Hossain
- Md. Shahjahan
- Abdul Kadir
- Abul Khaer
- Saleha Khatun
- Shah Jamal Molla



Group - Jamuna

- Golam Md. Azam
- Shamsuddin Molla
- Shafiar Rahman
- K M Faruk Hossain
- Azharul Islam
- Al-Amin



Group - Surma

- Shahnaz Parveen
- Shahin Hasan
- Kibria Omar
- Hasanur Rashid
- Gias Uddin
- Mohammed Hossain
- Md. Azim Uddin



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Objective of Group Work:

- Read & review assigned chapter by each member
- Find out relevant areas needs to be revised/modified
- Share the feedback/recommendations within the group
- Bring consensus among the group member
- List out the proposed modification in the flip chart/computers
- List out the issues needs to be discarded
- Present group finding for the other participants
- Actively participate in the discussion
- Assist other group during consensus building



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Recommendations from the steering committee meetings – areas to be considered during review:

- Chapter – 1
 - Generic Logistics Cycle
 - Brief description on procurement process in DGFP
- Chapter – 2
 - Logistics related job description Of Additional Director (D&S), Assistant Director (CWH), UFPO, SACMO, Pharmacist at FWC, FPI
- Chapter – 3
 - Receiving process
 - Drawing of store layout
 - Photograph of good store



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Areas to be considered: (Cont.)

- Chapter – 4
 - Distribution process
 - Transportation system
 - Average consumption calculation process
- Chapter – 5
 - Reporting format (edited)
 - Job-aid needs to be reviewed
- Chapter – 6
 - Feedback mechanism
- Chapter – 7
 - Physical inventory at Upazila



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Areas to be considered: (Cont.)

- Chapter – 8
 - Condemnation process at CWH
 - Empty vial destruction
 - Condemnation process at Upazila
- Chapter – 9
 - Modified monitoring checklist
- Chapter – 10
 - Add new circulars
 - Discard obsolete circulars
- Add new chapter on digitization in DGFP logistics system



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THANK YOU



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Workshop Participants



DGFP high official



Group Presentation



Group Work



Open Discussion



Open Discussion