

Site Financial and Management Review

Bangladesh Visit Details

Date: May 18 – May 23, 2024

Program Office Attendees: Julia Rankine, Eden Kahsay

Site Team Attendees: Shams El Arifeen, Sanwarul Bari, Mohammad Zahid, Farzana Islam, Shahana Parveen, Atique Iqbal Chowdhury, Titu Chowdhury, Afruna Rahman, Mustafizur Rahman,

Visit Purpose

The site financial and management review visit is one component of the CHAMPS site transition to Year 10 (2024-2025) with reviews for Years 7-8 of Vaccine Effectiveness and Core Site financial activities. Information gathered from this review will allow the CHAMPS program office to process the fourth year of funding, contribute to the annual CHAMPS Progress Narrative submitted to the Bill & Melinda Gates Foundation, and will assist the Program Office in improving site implementation and performance management across the CHAMPS sites. In addition, we will combine a learning visit and discussion around HDSS Leadership Center financial budgeting and reporting activities and planning for the next phase.

Visit Agenda

Time	Location	Activity	Logistics & People Involved
Saturday, May 18th			
2:15 AM	Dhaka	Arrive in Dhaka - QA 0638	JR, EK BD contact persons: Sanwarul Bari: +8801713147824 Mukta: +8801971582511
4:00 AM	Dhaka	Check-in at Amari Dhaka Bangladesh (SYNXIS) House 47 Road No 41 Dhaka BD 01212	JR, EK Amari/icddr,b shuttle will pick up from the airport?
Sunday, May 19th			
8:30 AM	Pick-up from Amari Dhaka	Transport to icddr,b	JR, EK Icddr,b transport will pick up from Amari Hotel at 8:30 am
9:00 – 10:30 AM		Introductions & Technical Site Updates (VE, HDSS-LC & Core Site Activities)	JR, EK, Dr. Bari Atique, Zahid, Titu, Muntasir, Shashana, (please list others)
10:30 AM -12:00 PM	TBD Titu will determine	Budgeting Process/ Financial Reporting Process(HDSS-LC & Core Site activities)	JR, EK, Titu, Azad
12:00-1:00 PM	TBD Titu will determine	Lunch	JR, EK, Shams, Bari, Mustafiz, Farzana, Shahana, Atique, Sajib, Titu, Afruna, Muntasir, Imrul, Azad, Faruqe,
1:00 – 3:00 PM	TBD Titu will determine	Internal Controls Discussions: Travel, HR & Procurement review discussion	JR, EK, Titu, Azad, Imrul, HR, Procurement

3:00 – 4:30 PM	TBD Titu will determine	Capital Equipment & Inventory Controls discussion	JR, EK, Titu, Azad
4:30 – 5:00 PM	TBD Titu will determine	Day 1 wrap up & next steps/ updates to agenda	JR, EK, Titu, Azad
5:00 PM	Icddr,b	Transport from icddr,b to Amari	JR, EK (icddr,b will arrange transport)
Monday, May 20 th			
8:30 AM	Pick-up from Amari Dhaka	Transport to icddr,b	JR, EK Icddr,b transport will pick up from Amari Hotel at 8:30 am
9:00 -10:30 AM	Icddr,b	Inventory & Lab Visit	JR, EK, Titu, Mahbub, Mustafiz, Muntasir, Mustak
10:30 AM– 1:00 PM	TBD Titu will determine	Financial Review Part 1: Closeout discussions & sample selections review - VE	JR, EK, Titu, Azad
1:00-1:45 PM	TBD Titu will determine	Lunch	JR, EK, Titu, Azad
2:00-4:00 PM	TBD Titu will determine	Financial Review Part 2: HDSS LC updates to budget and financial reporting & sample selections review	Dr. Bari, Atique, Zahid, JR, EK, Titu, Azad
4:00-5:00 PM	TBD Titu will determine	Day 2 wrap up, discuss follow up queries for VE & HDSS - LC	JR, EK, Titu, Azad
5:00 PM	Icddr,b	Transport from icddr,b to Amari	JR, EK (icddr,b will arrange transport)
Tuesday, May 21 st			
8:30 AM	IEDCR	Drive to IEDCR	JR, EK, Bari, Atique, Imrul
9:00 – 10:00 AM	IEDCR	Introductions – IEDCR Site Updates	JR, EK, Dr. Bari, Dr. Farzana & Mahbub
10:00 - 11:30 AM	IEDCR	Budget Discussion/Internal Controls/CHAMPS website	JR, EK, IEDCR Finance
11:30 AM – 12:00 PM	IEDCR	Wrap Up and Next Steps	JR, EK, Dr. Bari, Dr. Farzana & Mahbub
12:30 – 1:30 PM	TBD Titu will determine	Lunch at icddr,b	JR, EK, Titu, Azad
1:30 – 4:30 PM	TBD Titu will determine	Financial Review Part 3: Core Site updates to budget and financial reporting & sample selections review	JR, EK, Titu, Azad

4:30 – 5:00 PM	TBD Titu will determine	Wrap Up and Next Steps	JR, EK, Titu, Azad
5:00 PM	Icddr,b	Transport from icddr,b to Amari	JR, EK (icddr,b will arrange transport)
Wednesday, May 22 nd			
8:30 AM	Pick-up from Amari Dhaka	Transport to icddr,b	JR, EK Icddr,b transport will pick up from Amari Hotel at 8:30 am
9:00 AM – 12:00 PM	TBD Titu will determine	Financial Review Part 3 (con't): Discuss follow up queries & clarifications from sample selections review Core Site, and Address outstanding items for VE, & HDSS LC	JR, EK, Titu, Azad
12:00 – 1:00 PM	TBD Titu will determine	Lunch at icddr,b	JR, EK, Titu, Azad
1:00 – 2:00 PM	TBD Titu will determine	Cost of MITS analysis	JR, EK, Titu, Azad
2:00 – 4:00 PM	TBD Titu will determine	Financial Review Part 4: Final sample selections review for debrief: Core Site, VE, HDSS-LC	JR, EK
4:00 – 5:00 PM	TBD Titu will determine	Informal Debrief & Next Steps	All
5:00 PM	Icddr,b	Transport from icddr,b to Amari	JR, EK (icddr,b will arrange transport)
Thursday, May 23 rd			
12:00 AM	Dhaka – Amari Hotel	Check out from Hotel Amari and transport to airport	JR, EK Amari shuttle from hotel to airport
3:45 AM	Dhaka Airport	Depart from Dhaka - QA 0639	JR, EK

** JR: Dr. Julia Rankine, EK: Eden Kabsay

Financial Visit Discussion Items

Bangladesh Site Update

Led by Site PI and Bangladesh's workstream site team leads

- Give an update of overall program including roles/responsibilities.
- Highlight changes or lessons learned in the last year that influenced the CHAMPS implementation model (including HDSS-LC)
- What did you change in the Year 10 CHAMPS budget and why.

Budgeting Process

- Discussion on Year 10 budgeting process including general reactions, feedback, and improvements
- Overview of the Visit – Life cycle of the grant
 - Budgeting
 - Internal Controls
 - Reporting

Financial Reporting Process & Cost per MITS analysis

- Discussion on reporting procedures for PIs, allocation of grant costs, decision-making process
- Delays in monthly reporting (Review Y7-9)
- Review procedures and determination for in-kind contributions
- Understand the site's closeout process (VE)
- Review CPM analysis and discussion of key findings and potential future analysis to review trends and cost efficiencies.

Internal Controls Review

- Review controls process for checkbook and petty cash
- Discussion on exchange rate management
- Review Site Procurement SOP
- Test SOPs against Year 7-8 Budgets: Expenditure List items (Appendix 1) and across all budget categories
- Discuss allocation of grant costs
 - *Discuss capital equipment*
 - *View the lab consumable control & procurement policies*
 - *View supply control process*
 - *View Human Resource compliance*