



APPENDIX 5 – REPORT SHEET

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| REPORT SHEET – I Aid Africa projects | 0 |
| <i>Project</i> | 0.1 |
| I Aid Africa | |
| Report period | 0.2 |
| AUGUST TO DECEMBER.2012 | |

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|-------------------------------|---|-----|
| Project owner | AICT KOLANDOTO HOSPITAL | 1.1 |
| Report manager/s | DR.E.Z.KATANI | 1.2 |
| E-mail & telephone | elikatani@yahoo.com/ +2557845814 & +255684874418 | 1.3 |
| Other references | CBM | 1.4 |

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| Progress report summary | 2 |
| The distribution of spectacles most were delivered at Kolandoto Hospital some delivered at Bariadi and Mkula Hospital, this period outreach clinic was not done because of lack of fund from CBM and our programme vehicle got accident. | |

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| Activities during the report period | 3 |
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| Activities during the report period | 3.1 |
| 2 Nurses trained for 3 months for refraction and distribution of spectacles. | |

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| Project progress | 3.2 |
| <i>Results</i> | Delivered |
| Delivered number of MYOPIC (-0.25 / -0.50 / -0.75 / -1.00 / -1.50) | 3/6/0/0/0 |
| Delivered number of MYOPIC Photo Chromatic (-0.25 / -0.50 / -0.75 / -1.00 / -1.50) | 0/0/0/0/0 |
| Delivered number of HYPERMETROPIC (+0.25 / +0.50 / +0.75 / +1.00) | 3/2/4/4 |
| Delivered number of PRESBYOPIC (+1.50 / +2.00 / +2.50 / +3.00 / +3.50) | 30/10/7/14/2 |
| Delivered number of APHAKIC (+10.00) | 0 |
| Delivered number of BIFOCALS (+1.50 / +2.00 / +2.50) | 1/0/1 |



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| Delivered number of BIFOCALS Photo Chromatic (+1.50/+2.00/+2.50) | 0/0/0 |
| Delivered number of PLANO Photo Chromatic | 0 |

| Changes in the project's activities made during the report period | 3.3 |
|---|------------|
| Spectacles supplied; | |
| Fred Masanja | |
| <u>Myopic</u> -0.25DS 10 | |
| | -0.50DS 10 |
| | -0.75DS 10 |
| | -1.00DS 10 |
| <u>Presbyopic</u> | +1.50DS 30 |
| | +2.00DS 30 |
| | +3.00DS 10 |
| | +3.00DS 10 |
| <u>Hyperlopia</u> | +0.25DS 20 |
| | +0.50DS 20 |
| | +0.75DS 20 |
| | +1.00DS 20 |
| Mathias Mlingwa | |
| <u>Myopic</u> | -0.25DS 10 |
| | -0.50DS 10 |
| | -0.75DS 10 |
| | -1.00DS 10 |
| <u>Presbyopia</u> | +1.50DS 30 |
| | +3.00DS 10 |
| | +3.50DS 10 |
| <u>Hyperlopia</u> | +0.25DS 20 |
| | +0.50DS 20 |
| | +0.75DS 20 |
| | +1.00DS 20 |
| Dr.Mwijage | |
| <u>Myopic</u> | -0.25DS 5 |
| | -0.50DS 5 |
| | -0.75DS 5 |
| <u>Presbyopic</u> | +1.50DS 10 |
| | +3.00DS 10 |
| <u>Hyperlopic</u> | +0.25DS 10 |
| | +0.50DS 10 |
| <u>Bifocal</u> | +2.50DS 10 |



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| Changes in personnel made during the report period | 3.4 | |
| Two nurses trained for Refraction and successfully completed. | | |
| Changes in the geographic area made during the report period | 3.5 | |
| Meatu district Hospital added as a station for specs distribution after one personel N.O. Fred Masanja Trained for Refraction. | | |
| New experiences made during the report period | 3.6 | |
| No funds were transferred from CBM this made failure of conducting mobile outreach clinic. That is why we managed to deliver few spectacles. | | |
| Activities since the beginning of the project | 4 | |
| Summary of the project's activities | 4.1 | |
| Only 87 spectacles were delivered during the report period at Kolandoto Hospital were 55 specs, 20 were distributed at Mkula Hospital and 11 were delivered at Bariadi .Since August 2012 up to nov. no any outreach clinic has conducted because of lack of funds from CBM has transferred to enable the Eye department to run the clinics. | | |
| Alterations of activities and discrepancies compared to the original project plan | 4.2 | |
| none | | |
| Project progress | 4.3 | |
| Add extra rows as needed. | | |
| Activity | Date and time | Comments |
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| Activity effects | 4.4 | |
| - | | |
| Departures from the original time plan | 4.5 | |
| - | | |



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| Action specific indicators | | 4.6 |
| <i>Results</i> | Initial value | Currently achieved |
| Completed progress reports | 4 | |
| Delivered number of MYOPIC (-0.25/-0.50/-0.75/-1.00/-1.50) | 714/657/174/130/53 | 711/651/174/130/53 |
| Delivered number of MYOPIC Photo Chromatic (-0.25/-0.50/-0.75/-1.00/-1.50) | Out of stock | 0 |
| Delivered number of HYPERMETROPIC (+0.25/+0.50/+0.75/+1.00) | 261/428/562/244 | 258/426/458/240 |
| Delivered number of PRESBYOPIC (+1.50/+2.00/+2.50/+3.00/+3.50) | 234/82/31/121/0 | 204/72/24/107/2 |
| Delivered number of APHAKIC (+10.00) | Out of stock | 0 |
| Delivered number of BIFOCALS (+1.50/+2.00/+2.50) | 490/338/573 | 399/0/572 |
| Delivered number of BIFOCALS Photo Chromatic (+1.50/+2.00/+2.50) | Out of stock | 0/0/0 |
| Delivered number of PLANO Photo Chromatic | Out of stock | 0 |
| Possible adjustments of the indicators | | 4.7 |
| We did some changes of the total number of spectacles according to the strength no 4.6 | | |
| Other results | | 4.8 |
| None | | |
| Personnel Add extra rows as needed. | | 4.9 |
| <i>Name</i> | Assignment | Active since (date) |
| Deus Shija | Distributor | 1 st Aug-Dec 2012 |
| Dr.EZ.Katani | Distibutor and Cordinator | 1 st Aug-Dec 2012 |
| Mr.Mlingwa | Distributor | 1 st Aug-Dec 2012 |
| Sosthenes Jinasa | Distributor | 1 st Aug-Dec 2012 |
| Fred Masanja | Distributor | 17 th Dec - 2013 |
| Dr.Mwijage | Distributr | 1 st Sept-Dec 2012 |
| Environmental work | | 4.10 |
| Only 3 stations were functional Kolandoto,Bariadi and Mkula hospital | | |



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| Other notes | 4.11 |
| The training went nicely 2 Nurses trained for refraction and were given spectacles Mr.Mathis Mlingwa from Mkula Hospital supplied 170 spectacles and Fred Masnja from Meatu Distric Hospital given 2000 spectacles.Dr.Mwijage 75 spectacles. | |



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| Instructions for the correct use of the progress report | |
| To be separated from the report proper prior to submission | |

The progress report is adapted to the information requirements of I Aid Africa in order for IAA to be able to follow up on the implementation and results of the project. The purpose of the progress report is to enable the project owner to be continually informed of the project's development, and to be able to inform other parties in turn. The content of the report is to be short, concise and correct. The report is to describe the activities and the financial results of each individual report period.

Detailed information on the progress report will be made available to members as soon as it is delivered to IAA.

The progress reports (weeks 50, 10, 18 & 26) are to be sent to the project leader of I Aid Africa at:
benjamin.grossmann@iaidafrika.org

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|-------------------|---|
| 0.1 Project | Enter the name of the project here. |
| 0.2 Report period | Enter the dates of the beginning and the end of the current report period here. Also add the dates to the page footing. |

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|-----------------------|--|
| 1.1 Project owner | Enter the name of the project owner here. |
| 1.2 Report manager | Enter the name of the local contact for the progress report here. |
| 1.3 E-mail, telephone | Enter the E-mail address and telephone number of the local contact here. |
| 1.4 Other references | In this space you may add other references as requested by co- contributors. |

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| Progress report summary | |
| 2.0 | Enter a short description of the main features of the progress report here. You may also add any possible comments on the progress report. |

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| Activities during the report period | |
| 3.1 Activities during the report period | Enter a short description of the most significant events of the report period. |
| 3.2 Project progress | Enter a description of the realization of the project compared to the activities plan. Add new rows as needed. <ul style="list-style-type: none"> • Activity • Degree of realization as a percentage of the entire activity. • Comments (for example: not initialized, initialized, delayed, terminated etc.) |
| 3.3 Changes in the | Describe any alterations made to the project's activities |



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| project's activities made during the report period | during the current report period. |
| 3.4 Changes in personnel made during the report period | Describe any changes in personnel concerning project leaders and other personnel made during the current report period. |
| 3.5 Changes in the geographic area made during the report period | Describe any changes made during the current report period concerning the geographic area that may come to affect the project. |
| 3.6 New experiences made during the report period | Describe any new experiences concerning the project, positive or negative, made during the current report period. |

| Activities since the beginning of the project | |
|---|---|
| 4.1 Summary of the project's activities | Give a summary of what has been achieved since the start of the project – compare the results to executive documents and project descriptions. (Is the project progressing, are the activities adequate, are any effects being noted?) |
| 4.2 Alterations of activities and discrepancies compared to the original project plan | Describe any significant alterations made to the activities of the project compared to the project plan originally submitted. |
| 4.3 Project progress | Enter a description of the realization of the project compared to the activities plan. Add new rows as needed. <ul style="list-style-type: none"> • Activity • Degree of realization as a percentage of the entire activity. • Comments (for example: not initialized, initialized, delayed, terminated etc.) |
| 4.4 Activity effects | Describe how project management estimate the effects of the project activities during the current report period. |
| 4.5 Departures from the original time plan | Describe and comment on any eventual departures from the time plan submitted at the start of the project. |
| 4.6 Follow up of indicators | List any results and figures you may have obtained since the start of the project. |
| 4.7 Possible adjustments of the indicators | Describe any eventual need of adjustments of the indicators. Would you prefer to present results with other quantitative figures than suggested? |
| 4.8 Other results | Describe any other results, apart from those measured by the indicators, provided by the project activities during the current report period. |
| 4.9 Personnel | Enter any personnel who participated in project activities during the current report period. Add new rows as needed. <ul style="list-style-type: none"> • The name of the person. • The person's assignment during the current report period. • The date when the person became involved with the project. |



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| 4.10 Environmental work | Describe how environmental work has functioned within the project during the current report period. |
| 4.11 Other notes | Enter any further comments or views you might want to express. |