



## Trip Report: **ARMENIA Trip II**

**Dates:**

December 5, 2014 through December 20, 2014

**Authors:**

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**Institution(s):** Virginia Tech Office of International Research, Education and Development

**Purpose:**

To continue work plan tasks, facilitate signing of MOU with Agrarian University, and mentor new project accountant for InnovATE/Armenia.

**Sites Visited:** Armenian National Agrarian University, Hyelands Ecovillage Resort, Garni temple Historical site, Guymri Regional Agriculture Center, Guymri Private School #31, IGIT Dairy Factory, Shirak Marz, Arevik Farm and Veterinary Center

**Description of Activities:** Project Roll Out and MOU signing with ANAU, begin discussions on NICRA and overhead rates, pre-award survey, Conflict of Interest policy, invoicing procedures, briefing for USAID mission, work plan revisions, development office plan, LOE and timekeeping/recordkeeping on projects

**Suggestions and Recommendations:** In reviewing LOE forms, each full time USAID funded staff member is recording 40 hours worked per week. Need to explore how to accurately divide staff time and allocate funding from other research projects according to actual time expended. Also recommend developing labor contract annexes to ensure staff members receive full salary in light of declining Armenian Dram value.

**List of Contacts Made:**

Name	Title/Organization	Contact Info (address, phone, email)
Marmaryan Yuri G	Vice Rector of Education, ANAU	<a href="mailto:mamaryan@armenia.com">mamaryan@armenia.com</a>
Gagik Santrosyan	Dean, Agronomy Dept, ANAU	
PAM	English Teacher ATC	374-933-12503
Gagik Santrosyan	Associate Professor, Dean of Dept of Agronomy	<a href="mailto:Santros_Gagik@mail.ru">Santros_Gagik@mail.ru</a>
Caroline and Arthur Zakarian	Owners, Hyelands Ecovillage Resort	Hyelands.com, 098-333322 Glendale 626-926-2360
Andranik Igityan	Son/Owner, IGIT Dairy Factory	Arevik, <a href="http://www.igitak.am">www.igitak.am</a> , 374-312-60006
	Director Farm and Vet Center	Arevik, Shirak Marz
Jivan Aslanyan	Director Shirak Regional Marz Ag Support Center	Guymri, Shirak Marz <a href="mailto:shasc@rambler.ru">shasc@rambler.ru</a> , <a href="mailto:aafb@nm.ru">aafb@nm.ru</a>
?	Head of School, Public #31	Guymri, Shirak Marz

## Appendix:

### Trip Log (activities by day)

#### 2014

*December 5-7-Travel to Armenia (Neilan and Hudson)*

December 8-meet with ICARE-ATC staff

December 9-work with Arthur on Development Approaches

December 10-work with Finance staff to determine differences between labor contracts and service contracts, chart of accounts shared, administrative accounts, discussed scholarships and how to manage and report funds

December 11-discuss endowment issues, follow up on TIAA-CREF endowment management under Armenian regulations, VT Foundation, Accounting system requires balanced budget each year with audit report. Discussed posting annual audit report on website to increase transparency and understanding of rationale for fund raising efforts

December 12-update strategic plan and obtain position descriptions and labor or service contracts. Learned about the spiraling exchange rate with the Armenian dram, addressing issue in labor contracts with annex to balance salaries at end of year

*December 13-15-Travel to Armenia (Hammett)*

December 14-PAM, ATC English Teacher's program for learning language through holiday songs

December 15- Roll out of InnovATE, MOU Signing by ANAU and ICARE and VT and reception with "American Brownies" for Faculty. Meeting to approve Work plan with USAID Mission representative Marina Vardanyan. Shared information on PEER pre-proposal for water and fisheries.

Field Trip to North of Armenia-travel to Guymri, Shirak Marz.

December 16- in Shirak Marz-Visit Public School, Farmers Market, Regional Extension Center, Farm Veterinary Center and Cheese Manufacturing Plant. Dinner home hosted by local orchardist and family in Maralik en route back to ATC

*December 17-18-Return Travel to Virginia (Neilan)*

Work with Development Director on Development Plan and approaches. Reviewed web based video and fund raising pages on ICARE website

December 18-Finalize revisions to Work plan to reduce number of USAID deliverables and indicators

*December 19- Return Travel to Virginia (Hudson)*

*December 20- Return Travel to Virginia (Hammett)*