

931-0232

(11. 3:0)
App 9A, Ch 9, HB 3

AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT OF FUNDS PART I		1. TRANSACTION CODE <input type="checkbox"/> A ADD <input type="checkbox"/> C CHANGE <input type="checkbox"/> D DELETE	PAF 2. DOCUMENT CODE 5
3. COUNTRY/ENTITY		4. DOCUMENT REVISION NUMBER	
5. PROJECT NUMBER (7-12119) [931-0232]	6. BUREAU/OFFICE A. SYMBOL DSB	7. PROJECT TITLE (Maximum 40 characters) [Information as a Tool in Development]	
8. PROJECT APPROVAL DECISION <input type="checkbox"/> A APPROVED <input type="checkbox"/> D DISAPPROVED <input type="checkbox"/> DE DEAUTHORIZED		9. EST. PERIOD OF IMPLEMENTATION YRS. [] [] OTRS. []	

10. APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)

A. APPROPRIATION	B. PRIMARY PURPOSE CODE	PRIMARY TECH. CODE		E. 1ST FY		H. 2ND FY		K. 3RD FY	
		C. GRANT	O. LOAN	F. GRANT	G. LOAN	I. GRANT	J. LOAN	L. GRANT	M. LOAN
(1)									
(2)									
(3)									
(4)									
TOTALS									

A. APPROPRIATION	N. 4TH FY 76-80		O. 5TH FY 81		LIFE OF PROJECT		11. PROJECT FUNDING AUTHORIZED		A. GRANT	B. LOAN
	P. GRANT	R. LOAN	M. GRANT	S. LOAN	T. GRANT	U. LOAN	ENTER APPROPRIATE CODE(S) 1. LIFE OF PROJECT 2. INCREMENTAL LIFE OF PROJECT	C. PROJECT FUNDING AUTHORIZED THRU		
(1) SELECT	4604*		475		8750				1	
(2)	525									
(3)										
(4) TOTALS	5129		475						8	1

12. INITIAL PROJECT FUNDING ALLOTMENT REQUESTED (\$000)			13. FUNCS RESERVED FOR ALLOTMENT		
A. APPROPRIATION	B. ALLOTMENT REQUEST NO.		TYPE & NAME (CHRG, SERV, MFRS)		
	C. GRANT	D. LOAN	SIGNATURE		
(1)			DATE		
(2)					
(3)					
(4) TOTALS					

14. SOURCE/ORIGIN OF GOODS AND SERVICES

ECO BBI LOCAL OTHER

15. FOR AMENDMENTS, NATURE OF CHANGE PROPOSED

To authorize funding for FY81 for the procurement fo materials and services under this project during FY81.

* FY 76-FY 81 (partial FY81 funding)

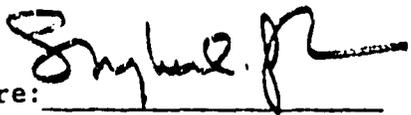
FOR PRO/MS USE ONLY	16. AUTHORIZING OFFICE SYMBOL	17. ACTION DATE	18. ACTION REFERENCE (Optional)	ACTION REFERENCE DATE
		MM DD YY		MM DD YY

PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT OF FUNDS

PART II

ENTITY : DS/Bureau
PROJECT : Information as a Tool in Development
PROJECT NUMBER: 931-0232

I hereby authorize an amendment to the PAF signed 4/6/78 and authorize the allocation of \$475,000 to initiate a consolidated information contract under this Project during FY1981 to support the Agency's programs of information management and service. This activity will be funded from the operating expense budget in FY82 and future years.

Signature: 
Stephen Joseph
Acting AA/DS
Date: 4/22/81

Clearance: DS/DIU, L. Allen ll date 4/2/81
DS/PO, B. Chapnick 30 date 4/22

MEMORANDUM

TO : Acting AA/DS, Mr. Stephen Joseph

FROM : DS/DIU, Lida L. Allen *Lida L. Allen*

SUBJECT : FY81 Funding for Project 931-0232, Information as a Tool in Development

I. PROBLEM: The first PAF of FY81 has given DS/DIU authorization to use \$525,000 of the \$1,000,000 in program funds allotted for Project 931-0232 in FY81. Your authorization to use the remaining \$475,000 is needed at this time to initiate planned clearinghouse activities.

II. DISCUSSION:

A. Background of Project No. 931-0232:

The thrust of Project 931-0232, is to develop and maintain various technical information programs needed for the design, implementation and evaluation of the Agency's bilateral assistance projects.

Project No. 931-0232 grew out of and continued the information activities initiated in FY 1973-1975 under Project entitled "EIU Information Networking" was approved on October 3, 1975, and from it, a project paper carrying the title of "Information as a Tool in Development" was later approved on December 9, 1975.

Since its inception in 1975, the scope and activities of Project 931-0232 have been continually modified and expanded to meet the growing technical information transfer needs of the USAID's, Mission counterparts and AID/W.

The evaluation team which met on November 8, 1978 found that the project was effective in achieving the purpose for which it was approved and recommended that the project be extended.

B. The Clearinghouse

The project to date has been, of necessity, both developmental and operational--creating the systems and obtaining documentation, while at the same time providing information and document transfer to Agency personnel and their counterparts from the systems and resources being established. The developmental phase is coming to its conclusion.

The newest phase of the project now being planned will consolidate the diverse contracts and will put all of our information transfer activities under a clearinghouse operation with a prime contractor. The integration of the development information delivery system and its contract management will allow rapid and easy access to and delivery of all relevant development information in a timely fashion to end-users who need it.

The detailed program plan and budget describing this new approach to providing information services is given in Attachments A and B. Contract monitoring of the prime contract will be by the

C. Funding:

In FY81 we were authorized to use \$525,000 of the \$1,000,000 in our OYB to continue funding essential on-going activities. Authorization of the remaining \$475,000 is needed at this time to initiate the Clearinghouse contract.

The FY82 budget includes \$1.5 million in operating expenses for Project 931-0232 and is referred to in Mr. McPherson's memorandum to Dr. Stephen Joseph, dated 13 March 1981. (Attachment C).

In a recent telephone conversation with Lida L. Allen, Mr. Robert K. Clark of FM/BD further confirmed that \$1.5 million of Operating Expenses is allocated in FY82 for Project 931-0232.

Although this project has been funded from the program expense budget in the past, the Agency has decided to fund this activity from the operating expense budget beginning in FY1982. Congressional inquiries about the appropriateness of program funding together with the "red-lining" of this project last year led us to re-examine the funding source and decide that this type of activity is more appropriately funded by the operating expense budget.

DIU understands that Project 931-0232 will continue to be funded from Operating Expenses and the office will request such funds for the maintenance of this project in the future.

The activities of Project 931-0232 which will be integrated under the prime contractor are detailed in the revised Project Paper (Attachment A). These activities are:

- * Indexing and Abstracting of AID project documentation and AID generated or sponsored technical and research reports.
- * Cataloging and classifying library and information materials
- * Microfiching the above materials
- * Providing on-demand delivery in microfiche or hard copy of these materials to LDC institutions, AID/W, USAID's and others concerned with development
- * Publishing the quarterly journal, AID Research and Development Abstracts.
- * Acquiring information materials
- * Thesaurus construction and maintenance
- * Facilities Support Services
- * Management of Files

III. RECOMMENDATION:

That you signify approval for the use of the \$475,000 remaining in the FY81 allocation to initiate the Clearing House contract for this project by signing the attached PAF.

Clearance: ~~FM/BD, R. Clark~~ date _____
DS/MGT, M. Thome MT date 4/6/81
DS/PO, B. Chapnick BC date 4/22

cc: Members of DIU Working group
DS/DIU, M. Brown
DS/DIU, David G. Donovan

PROJECT PAPER

(REVISED)

INFORMATION AS A TOOL IN DEVELOPMENT

DS/DIU

January 28, 1981

INFORMATION AS A TOOL IN DEVELOPMENT: PROJECT PAPER

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I. PROJECT SUMMARY

A. Facesheet Data

See attached project paper facesheet.

B. Recommendation

That this project and budget be approved
as follows:

FY 1981	\$ 1,461,000.00
FY 1982	\$ 2,045,000.00
FY 1983	\$ 1,765,000.00
FY 1984	\$ 1,942,000.00
<u>FY 1985</u>	<u>\$ 2,135,000.00</u>

Total: \$ 9,348,000.00

II. PROJECT DESCRIPTION

A. Project Background:

1. Basic Issues and Assumptions

Over the past few years there has been a growing international awareness of the need for more effective transfer of technological information, particularly to the developing countries from the industrialized nations. One of the most notable demonstration of this awareness was the U.N. Conference on Science and Technology for Development (UNGSTD) Conference in August 1979 which was dominated by exhortation from the developing countries for the U.S. to share its technical information more effectively.

There is an immense and rapidly expanding body of information relevant to development. In addition to the AID generated research and project experiential information, there are other U.S. institutions, international organizations, other donor nations and LDC institutions that generate publication, research reports and other development relevant information.

One of the basic assumptions is that AID should play a major role both active and catalytic in expediting the availability of as well as the movement of relevant development information to the developing world. Movement of the information should be on a first priority basis direct to the LDC institutions and individuals involved, with a second but very high priority movement to the field designers, implementors, and evaluators of development including AID mission personnel, PVO's the Peace Corps and AID contractors.

It is assumed that the central information management function of the Office of Development Information and Utilization (DS/DIU) will aggressively select, acquire, catalog and store development information in its own data banks and reference centers as well as to arrange for and maintain ready access to other major development information resources, national and international. Project experiential data research reports, technical journals, bibliographies and other relevant publications will include but not be limited by the AID "memory."

Duplication of effort, overlap and waste of resources can result from inefficient use of available information. DIU's project "Information as a Tool in Development" is concerned with meeting this challenge in increasing the efficiency of AID's management of development information sources.

*In this paper the term "LDC institutions" refers to those institutions related to AID bilateral programs, and the term "LDC individuals" refers to USAID counterparts and officials of institutions related to AID bilateral programs. The term "document" is used throughout the text for simplicity; however, the term refers to other media besides print and includes but is not limited to audio, video and digital means of information transfer.

2. The Role of DS/DIU

The Office of Development Information and Utilization (DS/DIU) serves as the central development information and data management resource for AID. In overall terms, its role and function is to select, acquire manage information and data as well as to arrange for ready access to information and data pertinent to development. DIU then, through various modern dissemination, outreach and awareness activities encourages the fullest possible use of this information and data by all individuals, institutions and agencies concerned with development. In many instances, DIU must select, abstract, synthesize, and tailor information to meet specific or target end-user needs.

The role of DS/DIU, Division of Documentation and Information (DS/DIU/DI), charged with management responsibilities for this project, is as follows:

- a. To acquire all AID generated R&D and technical documents, all AID generated project/program documentation, and AID supported research results in printed, visual, audio, and digital formats.
- b. To select and acquire non-AID generated development information for the use of AID and LDC counterpart institutions.
- c. To catalog, index, and selectively abstract the acquired materials into the automated data base system for information processing, storage, retrieval, and dissemination.
- d. To assist LDC institutions and AID Missions and Regional Bureaus to gain access to AID's development information resource base and to obtain copies of desired materials in paper copy or microfiche.
- e. To arrange for and maintain on-line, time-shared, off-line batch, and other access to pertinent worldwide information systems and data bases.
- f. To actively disseminate and transfer AID documents, publications, and audio, video, and machine readable tapes and other media to LDC institutions and AID Missions and other end users.
- g. To administer the AID Development Information Centers which provide professional library and reference services, technical information and experiential data from AID, and access to external data bases and information sources.
- h. To provide access to AID's information resources by regularly publishing and distributing announcement journals, bibliographies, and development literature indexes and providing copies of the materials cited therein in response to specific requests or in response to standing requirements in paper copy or microfiche formats.
- i. To assist in the development of library and information capabilities in LDC institutions and Mission by providing consulting services; and to promote networking activities by maintaining contact with other development information centers and activities.

3. The Role of this Project

This project, "Information as a Tool in Development" has grown in increments over its history as new professional requirements have been added. These new requirements reflect the information explosion worldwide plus the increased demand for rapid, pertinent, selected information by the LDCs and other end-users. Information "overload" is also a problem in terms of end-user's capacity to select, tailor, adapt and otherwise manage information--if he can acquire it.

This project revision emphasizes a single comprehensive contract function bringing together all of the present separate acquisition, cataloging, microfiche, abstracting, data entry and other contract activities. Increased management efficiency is expected if only from the resulting inner coordination of the functional elements and one central responsibility for the total operational discipline.

Even with the most advanced computer technology, the processing and handling of information and data still tends to be relatively labor-intensive and expensive. The central "clearinghouse" contract activity proposed under the project should reduce the cost of the more systems oriented information management activities. Other activities of a reference nature, special subject searches, syntheses, tailoring of information of data, will still require direct-hire individuals familiar in full detail with the policies and programs of the Agency.

The role of this project is to develop the optimum mixture of efficient information systems management with personal experience base necessary to provide this Agency, the LDCs and other development information end-users with an increasingly effective and efficient central resource.

B. Project Description Summary

1. This project, entitled "Information as a Tool in Development," is a centrally funded project funded under the "Food and Nutrition" appropriation.

Approximately 66% of the resources and services previously provided under this project have been in agriculture and related subjects. With the new thrust proposed for the coming years, it is estimated that 75% of the resources and services will be in agriculture and related subjects. Additionally, of the some 35,000 requests processed yearly by DS/DIU/DI for documents, research reports, project experience and other development information, approximately 80% are directly for LDC institutions and individuals.

This project transfers technical and/or development information to a clientele made up of counterpart institutions and of AID Missions in the less developed countries in Africa, Asia, Latin American, and the Near East. It also serves the Peace Corps, PVO's other development assistance agencies in the LDCs and the Regional Bureaus in AID Washington.

2. When this project was initiated in the former Technical Assistance Bureau (TAB) as project 931-0232 in a project dated October 23, 1975, the project goal was:

Using R&D Information in the development process in the LDCs.

The project purpose was to:

Deliver R&D information to key LDC organizations and institutions concerned with development to meet their program and information networking needs, and to AID staff.

The focus of the original project was, thus, on technical or "R&D" material produced by TAB. In the fall of 1977, the AID Reorganization Task Force expanded the goal and purpose from centrally funded AID R&D information to embrace relevant AID generated technical information and development assistance without regard to source within AID. The scope was broadened further in 1979 to include selected materials from other development agencies, particularly the World Bank and the UN specialized agencies. In 1980, exchange agreements were initiated with the Canadian and British development assistance agencies to access their materials and add selectively to the AID development information data bases. It is anticipated that the exchange of data base tapes and documents with these and other development agencies will increase. It should be noted that the basic project design and system development were flexible to expand easily to accommodate the increase in scope and services.

3. The project goal and purpose of this phase of the project will, thus, explicitly be to promote knowledge of, access to, and utilization of all relevant development information and development assistance documentation for transfer to a primary target audience consisting of LDC institutions, and to a secondary audience of AID staff and other development assistance practitioners.

The goal of this project will be:

Increase the use of relevant development information and assistance documentation by LDC institutions, AID Missions and LDC counterparts, and other development assistance agencies.

The purpose of the project will be:

Increase the transfer to LDC counterpart institutions and AID Missions of the technical and experiential information of AID and other assistance agencies needed for effective policy determination and decision-making in development project and program design, implementation, and evaluation.

4. Unique characteristics of this development information transfer project are:

a. emphasis on a centralized access/response system for development information through collecting, organizing, retrieving, and disseminating all AID generated development information. The unique and valuable core of information will naturally remain the collection of AID generated information and documents. However, the project will stress access to and the use of all sources and development information relevant to LDC needs. It is the combination of a central information storage and retrieval system with a microfiche document collection that makes this system unique and valuable. The system can provide both bibliographic access and the critical element not available in most information systems--document delivery.

b. emphasis on identifying a select target audience of key counterpart institutions in the LDC's and appropriate officials within the AID Missions as its primary clientele. All institutional recipients of DS/DIU/DI awareness services have filled out a questionnaire which provides a profile of their information needs for inclusion in the "AID Document Distribution System" (ADDS) data base. ADDS provides a valuable subject oriented mailing list used by other offices of the Agency and is one of the evaluation tools of the project.

c. emphasis on delivery of AID generated documents, as well as bibliographic retrieval. Any AID R&D document or project documentation will be available to clients in an original edition, if available, or their choice of a paper reproduction or a microfiche duplicate.

d. emphasis on the transfer of technical information as a vital technical assistance activity of AID. Within the premissable limits of copyright and project funds, documents are delivered at no cost, or at the least price possible, to LDC recipients and to AID Missions. Individuals and institutions in developed countries purchase the materials at cost.

e. emphasis on rapid response to requests for information and/or documents. Through its centralized information storage and retrieval system, quick on-demand access can be provided to AID technical documents or project documentation. The document delivery and distribution system is also set up to arrange for the quick distribution of documents to recipients.

f. emphasis on an AID development information data base which will be accessible to users on an international basis through the use of a universal data base management information system which is internationally accepted and adopted in developing countries, as well as in developed nations and international development assistance organizations worldwide. Such a system is the MINISIS system of the UN and Canada's International Development Research Center.

5. DS/DIU/DI does not originate development information as such; it provides expertise in providing access to information. However DS/DIU/DI information products and services are grounded on an experiential base of knowledge of the kinds of documents and information that are being chosen for use over time within and LDC context by LDC counterparts and AID Missions.

The LDC information transfer agents are, thus, able to choose from AID's information resources those services or products for which they have a need.

The feed back from DS/DIU's information transfer system enables DS/DIU/DI to emphasize certain kinds of information in its information outputs and services rather than trying to guess or predetermine from Washington the best kinds of information or documents which should be delivered.

C. Project History

1. Historical evolution of Project No. 931-0232:

As stated earlier, Project No. 931-0232 grew out of, and continued, information activities initiated FY 1973-1975 under Project No. 931-0987, a utilization and evaluation project. A PID entitled "EIU Information Networking" was approved on October 3, 1975, and from it, a project paper carrying the new title of "Information as a Tool in Development" was developed and approved on December 9, 1975. The project was assigned the number 931-0232.

Organizationally the project emerged as the operational arm of the "Information Cluster," a programmatic entity within TA/PPU/EUI created during the TAB 1976 ABS exercise and distinguished from the "Utilization Cluster". This structuring recognized, for the first time, a discrete and valid TAB information function and role.

Operationally, the direction and program of Project 931-0232 were managed from within the "Information Cluster" where direct-hire AID and RSSA staff carried out the tasks involved in acquisition and processing of TAB R&D documents and the creation and operation of an information center. Contract services were used to provide technical support in micrographics, printing, computer data base design and services, and micropublishing and distribution. The "Information Cluster: developed "AID Research and Development Abstracts," the Catalog of Research Literature for Development, the innovative micrographics and on-demand micropublishing activities, the "Research and Development Data Base" (RANDD), and the TAB information center as functional parts of this project.

In the project's third year, a major reorganization within AID took place. The "Information Cluster" activities of TAB were amalgamated in the current operational unit of DS/DIU/DI with PPC/DI activities including the AID Reference Center, the "AID Memory" and the "Development Information System" (DIS) and with the PHA/POP library and its distribution activities.

D. Project Description

1. The focus of this new phase of this project in using information as a tool in development will be to provide, through a unified and highly coordinated information system, the relevant development documents and technical reports and experiential project documentation which are needed for decision making development project and program design, implementation, and evaluation in the LDCs. The primary achievement of the integrated development information delivery system will allow rapid and easy access to and delivery of all relevant development information in printed, audio-visual, and machine-readable (digital) formats.

2. Primary Project Activities:

Design of the new development library/information system will integrate the DS/DIU activities listed below under a unified project management, and these functional components will be conducted by one prime contractor.

These basic activities are:

- development information data bases
- technical information processing
- micrographics
- document delivery systems
- information awareness services and products

a. DEVELOPMENT INFORMATION DATA BASES:

The basic information storage and retrieval component of the system will be a combination of the several separate data bases currently being used within DS/DIU/DI, along with the development of a consistent, unified thesaurus of access terms and a new software package to make these data bases readily accessible to an international clientele of LDC and AID users through remote terminal access or machine-readable data transfer via an internationally accepted library information system, such as MINISIS.

(1) The current data bases are:

(a) The Development Information System (DIS).

The DIS is a data base which provided abstracts and bibliographic citations of AID project design implementation, and evaluative documentation, including Project Papers, (PP's) Project Evaluation Summary, (PES's) special evaluations. The DIS is composed of two basic files, one containing abstracts of project activities and one containing bibliographic citations of project documents.

The current rate of input into the system is 40 projects per month, which includes around 200 bibliographic citations. As of 4/1/80 the DIS contains approximately 2,600 projects and subprojects, active in 1974 or later, and 10,000 project documents. In addition there is information on 2,500 knowledgeable individuals and development assistance organizations which played a major role in the implementation of these projects.

Outputs from the DIS include:

- on-demand project design and evaluation descriptions by subject, geographic, project number, or log-frame elements
- bibliographic access by country, project number or type of project documents

(b) The Research and Development Data Base (RANDD).

The purpose of this data base is to identify and cite all technical research and development materials produced directly by AID or under AID programs or projects. The reports in the system encompass the period from 1968 to the present, with a few items dated as far back as 1962.

The subject fields covered in RANDD are: agriculture, rural development, development assistance, economics, nutrition, health, population, education, urban development, human resources, communications and information science, and science technology in development. Each document listed in RANDD is on microfiche.

As of 4/1/80, RANDD contained 8,500 document citations. The current input rate into RANDD is about 130 titles per month.

Outputs from RANDD include:

- on demand subject and/or geographic bibliographies
- cumulative indexes to authors, titles, project/contract numbers, contractors,
- cumulative and regularly produced catalogs of the data base.

(c) The A.I.D. Document Distribution System (ADDS). ADDS is an address directory approximately 7,400 LDC counterpart institutions, A.I.D. Missions and Offices, and other development organizations. Each addressee listed in ADDs has filled out a subject profile questionnaire to indicate their particular subject areas of interest.

Currently ADDs contains 6,000 LDC institution addresses, 400 AID addresses, and 1,000 other development organization addresses. The current input rate is about 25 addresses per month. Outputs from ADDS include:

- mailing lists on labels, envelopes, etc.
- directory of recipients by subject interest, geographic location, or type of institution.

The system itself may be used to develop unique mailing list files by all AID offices. The flexibility of ADDs, combined with the selective retrieval capabilities of the DIS and RANDD, gives this system an enormous capability for targeting of specific audiences, based on the information choices indicated by the users of the system. The production of information announcements and information publications are tailored to specific user needs or specific country situations.

(2) The three DIU data bases described above are currently maintained as separate files, and each data base has a unique set of protocols for use and access. Also, each data base has a unique index vocabulary and a set of user instructions different from the others. The INQUIRE software used by AID's central computer is primarily oriented towards data processing activities and not towards library information system storage and retrieval of document/project citations. A library oriented information system should include:

- on-line data entry and modification
(for acquisition, cataloging, indexing, and abstracting activities)
- on-line retrieval via a multilevel classified subject and geographic thesaurus (for production of on-demand bibliographies and for the production of regularly appearing information tools from the system)

Since these data bases are on the AID computer in AID/W, they can only be used by AID/W staff and contractors. They are not accessible to national/international donor organizations and developing country clientele, nor can they be used easily by those not highly skilled in the INQUIRE software system.

Under this component of the project, a contractor will be given the responsibility for developing a single thesaurus for use in accessing all of the DS/DIU/DI information systems.

(3) System Access

(a) AID/W: After the new system has been completed, any DS/DIU/DI or AID/W staff person will be able to sit at a remote terminal and use the information sources in the system in an on-line mode. Outputs will be provided at remote sites by an on-line printer. Complex or lengthy inquiries, on-demand bibliographies, and other data base outputs will also be provided by DS/DIU/DI staff in the Development Information Centers.

(b) LDCs/USAIDs: DS/DIU/DI staff will conduct or coordinate searches in response to Mission or LDC requests. However, the information system software which will be chosen for the unified AID information system will be one which is internationally accepted and employed by a majority of international development organizations and national information organizations in both developing and developed countries for the storage and transfer of development information.

The choice of a universal system and the use of minicomputer terminals will permit direct or indirect access by LDC institutions or USAIDs having data processing facilities available to them. Also, periodic worldwide distribution of duplicates of the information system data base tapes will be possible through this information network.

(4) Conversion Outline for the New AID Information System

<u>AID System (current)</u> -----converted to-----	<u>AID Information System</u>
large central computer in AID/W	minicomputers at remote sites
current separate data bases	integrated data base & files
DIS project file	- project abstract file
DIS document file	- project documentation file
RANDD document file	- technical document file
ADDS	- address/profile file
DIS descriptor file	- unified AID thesaurus file
RANDD descriptor file	- unified AID thesaurus file
old update programs	new update programs
old report generation programs	new report generation programs
upper case character system	upper/lower case character system for publication needs
INQUIRE data base management language	user oriented language such as MENU
DIS thesaurus & RANDD thesaurus only accessible separately off-line	new unified AID thesaurus available on-line
AVOCCN thesaurus maintenance language	AVOCCN or other thesaurus maintenance language
Technical Processing Off-line (acquisitions, cataloging, indexing, abstracting)	Technical Processing On-line
User Community Restricted to DS/DIU and other trained AID/W personnel	International User Community
Hardcopy computer Xerox reports	Hardcopy computer, microfiche, and magnetic tapes output for reports

A new AID development information system will be designed and then converted from the existing DS/DIU/DI data bases to a unified data base using a common information system management software for processing and access. The new software will be "user friendly" for easy use by occasional users at remote terminals.

b. TECHNICAL INFORMATION PROCESSING:

The second component of the unified development information system is the technical processing of development documents and information. This component will be coordinated in-house by AID direct hire staff and selected activities will be performed partially or wholly under contractor services. This component will be comprised of the following activities:

(1). Selection and acquisition of documents and publications.

During the development of this project, the emphasis was on procuring all AID generated R&D and project development documents; this activity resulted in the procurement of a large volume of documents. The statistics from this retrospective activity, however, do not give a total picture of the actual rate of the total document production of AID/W and USAID Missions.

During this phase of the project, it is expected that a more accurate picture of total AID information generation will appear. The acquisition activity will be strengthened during the course of this project, and a new emphasis will be placed on acquiring relevant development documents and project information from other development organizations, from donor agencies, from LDC host country institutions, and from other U.S. government agencies and PVCs. This activity will be accomplished by contractor staff working under the general guidance of DS/DIU/DI direct hire staff.

The document universe to be acquired is outlined below:

(a) <u>AID supported/generated development materials</u>	(b) <u>AID Project Documentation</u>	(c) <u>Non-AID development materials</u>
Research results	PIDs, PPs (PROPS, CAPS), Pro-Ags, PIO/Ts, PESs (PARS)	Books
Annual & periodic reports	Program connected	Monographs
Journal & newsletter articles	ABSSs, CPs, CDSSs	Journals & articles
Theses, dissertations	Special Evaluations	Other donor documents and project material
Technical papers & reports	Review Papers, Memos, and Audit reports.	Reference materials
Feasibility studies		
Sector studies		
Conference proceedings		
Manuals		
Bibliographies		
<u>Target</u>	<u>Target</u>	<u>Target</u>
Extend acquisition activities for on-going and retrospective materials	Continue on-going acquisitions of 1974 to current documents and of selected pre-1974 project documentation	Establish a regular exchange and acquisition activity

(2). Cataloging, indexing, and abstracting of development documents and publications. These input activities will be performed wholly by a contractor with oversight by AID direct hire staff.

(a) AID R&D and development publications will be catalogued (for the Development Information Centers), indexed for the AID development information system and selectively abstracted for inclusion in awareness publications.

(b) AID project documentation will be indexed and abstracted for the DIS.

(c) Non-AID publications will be cataloged and selectively indexed and/or abstracted.

(d) The contractor will also develop procedure manuals for these input activities, including the development of bibliographic standards which will assist the Agency in citing AID technical documents and project documentation

(3). Data entry of R&D bibliographic input sheets, ADDS questionnaires, and project documentation input sheets into the centralized development data base. This activity will be performed wholly by contract personnel with oversight by AID direct hire personnel.

c. Micrographics: A unique, and extremely valid, feature of the original project was the emphasis on micrographics for the storage and retrieval of R&D documents. Using microfiche gives AID instant access to out-of-print documents, and also makes it easy to ship small special collections on specific topics to LDC's or to AID staff overseas. Microfiche provides for greater security of the files from loss from fire, water, or when the only current and pre-1974 copies of materials are loaned in the conventional manner.

All AID documents which are acquired will continue to be microfiched when received. In addition, during this phase of the project, a backlog of 25,000 AID documents on-hand will be filmed. (An estimated 25,000 of the 30,000 document backlog are of a priority, substantive nature and should be microfiched.) This will give DS/DIU/DI the capability of sending copies of specific project documentation or sets of project documentation in specific project areas or geographical areas to AID Missions for use by LDC counterparts and to LDC institutions on a selective basis in consultation with Missions. In addition, the possibility of filming other U.S. Government and other donor agency documents on development topics will be explored in this phase of the project. Estimated statistics on the microfilming effort are:

	<u>Documents</u>
R&D/development information documents/on-going:	1500 documents p/y
R&D/development information documents/retrospective:	25,000 documents
	<u>Projects</u>
Projects on-going per/year	200 projects p/y
Project documents on-going per/year	1,100 documents p/y
Projects/retrospective	2,400 projects
Project documents/retrospective	13,200 documents

Another activity under the micrographics component will be a pilot activity to examine the feasibility of on-site microfilming of AID project documents in AID Missions and offices. This valuable and previously unrecorded body of literature will be microfilmed and made accessible to all AID and authorized non-AID users. If the pilot program is successful, it will be expanded to additional posts.

The micrographics activities will be performed by the contractor with general guidance by DS/DIU/DI direct hire staff.

d. DOCUMENT DELIVERY SYSTEM

The fourth component of this project involves the development of a central access point, or clearinghouse type activity, within AID where LDCs, USAIDs, AID/W, and other development organization can obtain copies of the documents listed in the data bases and microfiched. The clearinghouse will store, retrieve, and provide documents in various formats on an on-demand basis.

This document delivery function, combined in a system with the AID development information data base and the microfiche libraries of DS/DIU/DI, comprise the feature that makes this information system unique and of value to the developing countries and to AID Missions and other development organizations. Bibliographies on specific development subjects and projects can be generated from the data base, documents cited can be readily accessed and copies can be made and shipped to the LDCs within a short period of time.

(1) Using the microfiche cards, copies of all documents on microfiche can be produced and shipped as either paper reproductions of the documents or as duplicates of the microfiche itself.

(2) Since, however, it is not cost-effective to make paper reproductions from microfiche when the original paper edition is available, DS/DIU/DI will announce new AID publications in DS/DIU/DI's current awareness publications after the originating office has made its initial distribution. Ample numbers of copies of selected new publications will be given to DS/DIU from the initial printing. These newly published items will then be distributed on an on-demand basis by a contractor who will store and distribute extra copies of the publication.

(3) Another aspect of the document delivery effort will be a new emphasis on supplying complete microfiche libraries to selected LDC institutions and to AID Missions on specific topics and on specific geographic areas, especially if the institution has the capability to reproduce copies for use within a certain region.

The clearinghouse activity will be performed by the prime contractor with general guidance by DS/DIU/DI direct hire staff.

e. INFORMATION AWARENESS SERVICES AND PRODUCTS

Information awareness services and products provide access to the AID technical and project documents cited in the development information data bases and available in paper or microfiche formats. They are provided on a regular basis, such as the AID Research and Development Abstracts (ARDA) or cumulative indexes or they are produced from the data bases and catalogs of DS/DIU/DI on an on-demand basis. The primary information outputs from this project thus far are:

(1) the two volumes of the Catalog of Research Literature for Development which listed all the 6,660 titles on all development subjects in the R&D data base up through 1977; this will be updated using computer generated indexes to the development information data bases.

(2) the quarterly AID Research and Development Abstracts (ARDA) which lists and abstracts about 600 new R&D titles each year. ARDA is distributed to all AID Missions and to some 6,000 LDC counterpart institutions. Recipients of ARDA can then order paper or microfiche copies of the documents listed. When the Agency has a supply of copies from the original printing, those copies will be used before photo-copies are made. Recipients have been ordering an average of 20,000 items per year. (See Appendix C.)

Each issue of ARDA features recent documents on all development topics or retrospective documents on key subject areas. The selection policy for inclusion in ARDA is based on:

(a) new key subject and problem areas that arise, such as postharvest food losses, rainfed agriculture, pasture and range management, potable water, appropriate or low-capital intensive technology, and alternative and small scale energy sources;

(b) continuing topics of development interest such as non-formal education, women in development, natural resources, and environment, and integrated rural development;

(c) topics of continuing development interest or kinds of documents where the demand is high;

ARDA helps alleviate the problem of information "overload" by providing a selective choice mechanism for information transfer agents.

During this phase of the project, changes in ARDA's format and scope will be broadened to include listing development documents and sources other than AID, including publications of other U.S. Government agencies, LDCs, and other development agencies and PVCs. The ARDA ordering instructions will be translated into French and Spanish.

(3) on-demand bibliographies retrieved from the RANDO data base by subject, geographic, and other search parameters.

The next phase of the project will involve producing more information tools by directly using the computer data base to provide text copy and a photo-composition capability. In addition to ARDA, such tools will include:

---frequent accessions lists of new titles,

---yearly directories from ADCS,

---cumulative indexes to the R&D and DIS files of the data base, and

---computer-output-microfiche editions of the card catalog files of the

AID Development Information Centers, the development information thesaurus, and indexes to the development information data base.

The editing and publishing of information awareness tools and other information outputs will be accomplished by a contractor. However, the final content and format of publications must have the management approval of the DS/DIU/DI direct hire staff involved in the information output.

3. Related Activities:

a. REFERENCE AND INFORMATION ANALYSIS ACTIVITIES:

Although reference and information analysis activities are not funded under this project, these activities, conducted by DS/DIU/DI direct hire staff in the DS/DIU Development Information Centers, are an integral part of the functioning of this project in the dissemination and transfer of development information.

The answering of on-demand reference and research questions from AID staff in Washington, from AID Mission personnel, from LDC's, from other development assistance organizations, and from the public is an integral part of the information system. It is the professional direct hire staff of the Development Information Centers who will provide system users with central access to the DS/DIU/DI information system.

Reference personnel are engaged in a constant dialog with AID field personnel, with AID staff in Washington, and with LDC users. Their basic role is to respond in an efficient and professional manner to requests for development information and data.

The reference staff uses the RANDD data base to produce on-demand bibliographies on key development topics for the entire clientele of AID's information system; they also maintain linkages to data bases external to AID, as well as to other development information centers.

DS/DIU/DI personnel are available to assist in developing computer search strategies or techniques, assisting in difficult searches and providing guidance, counsel, and user education to users of all data base services in AID/W.

AID staff also serve as information brokers. Since, obviously, DS/DIU/DI cannot collect all the literature on development, one part of this component will be information brokering activities whereby an LDC institution will be given access to development information systems other than AID's.

In addition, this staff provides an information analysis service concerning specific types of development projects to Missions; this service is ultimately for the benefit of the LDCs. An information analysis consists of a analytical package of information drawn from AID's data bases, along with citations from external, commercial on-line retrieval systems. The information packages are on topics of direct relevance to a proposed or on-going project in an LDC. The content and format of the information package is tailored to the needs and level of sophistication of the user.

Activities in the Development Information Centers (DICs) include:

- management of the DICs;
- answering on-demand reference, research, and information analysis requests, and information brokering;
- selection of non-AID publications, reference materials, fiche collections, etc.;
- coordination of on-demand requests to the DICs for AID R&D and project documents;
- accessing AID and external data bases and providing assistance to users; and
- answering on-demand requests for data base bibliographies and other information products.

b. CONSULTATIVE AND NETWORKING ACTIVITIES:

(1) Consulting Three Indefinite Quantity Contracts (IQC) in library and information services will be funded under this project, but they will be conducted by three contractors other than the prime contractor.

By maintaining several IQC's in library and information services, DS/DIU/DI will continue to provide AID Missions and Offices, and through the Missions, LDC institutions, with high quality professional consultant assistance to design development information centers and libraries and to solve other information related problems. Such assistance can be provided in the development of information projects or in the structuring of the information component of other sector projects. The professional staff of DS/DIU/DI can also provide information management consulting on TDY's to USAIDs.

The Indefinite Quantity Contracts in library and information services will also be used to supply USAID Missions and LDC institutions with short time professional expertise to perform library and information tasks, activities, and operations.

(2) Networking includes the following kinds of activities:

(a) increasing the involvement of LDC counterpart institutions in the exchange of information and documents and the providing for more feedback from these institutions on the utilization of information and documents from AID;

(b) identifying the numerous decentralized special information centers and data bases which AID has funded to assist in achieving programs and project objectives and assisting in coordinating their activities within the LDC and international information infrastructure.

(c) reinforcing relations with the information components of other donor agencies, especially in the exchange of information, documents, and data base access;

(d) assisting in developing information systems and software of use to LDCs, other development institutions, and AID-funded information centers or clearinghouses in order to provide for international linkages;

(e) strengthening of existing LDC information networks and enhancing their activities through consultation and advice and provision of information services from DS/DIU/DI.

4. In terms of the contracts to be used in the performance of the tasks involved in this project, the functional components will fall under the kinds activities outlined below for contract management.

a. Prime Project Activities:

- development information data bases
 - development of the AID information system
 - and system conversion
 - system maintenance and enhancement
 - system searches and output products

- technical information processing
 - selections
 - acquisitions
 - cataloging
 - indexing
 - abstracting
 - data entry

- micrographics

- document delivery system
 - microfiche duplicates
 - paper reproductions
 - original documents

- information services and products
 - AID Research and Development Abstracts (ARDA)
 - regular reports, including
 - cumulative indexes,
 - data transfer tapes,
 - COM catalogs
 - on-demand reports,
 - bibliographies,
 - mailing lists

b. Related Activities

- reference/information analysis services in DS/DIU/DI
- library/information services IQCs

III. Project Analysis

A. Economic Analysis

It has not been possible to analyze this project on the basis of a quantified judgement of its direct effect on the economies of developing countries.

The economic value of development information is assumed to be the investment that has already been made through AID's funding of specific development R&D and of specific development projects. That is, DS/DIU/DI assumes that the value of the information for economic development has already been predetermined by the funding involved in the production of the specific information documents.

By making certain that this information is stored and is readily retrievable, this project helps to:

- make certain that the investment in publishing development information documents is not lost through poor access or poor dissemination;
- prevent the duplication of development research, especially on the LDC country level where R&D funds are limited;
- make available development information which LDC's simply cannot afford to produce, to buy, or to publish;
- prevent the waste of the research resources of AID, and other development agencies, because of lack of access to information resources which already exist;
- make available the documentation for similar project experiences for project planners in LDCs and within AID;
- prevent delay in delivery of information about and implementation of specific development programs or projects.

The constant and increasing demand for development information from the LDC's, AID Missions, and development oriented organizations currently being served by this project indicates a significant impact or success justifying the investment in development information storage, retrieval, and dissemination systems.

B. Social Beneficiaries

1. Immediate beneficiaries of the development information disseminated by this project are the public and private sector LDC counterpart institutions in Africa, Asia, Latin America, and the Near East which are the primary target group within ADDS. (Each year, a country listing will be sent to each AID Mission for review so that new institutions may be added to the primary target group.) These institutions perform the information transfer function wherein the professional audience which characterizes this target group acts as the agents for information administration, use, and transfer within a particular development environment.

The types of LDC institutions listed within ADDS (and not counting AID addressees) which are the current regular users of AID's development information are as follows: businesses and corporations, educational institutions, financial institutions, foundations, governmental units, hospitals and clinics, international organizations, libraries, private voluntary agencies, professional associations, research institutes.

2. An analysis of the type of documents ordered by LDC users during the period of FY75-FY80 gives a picture of the kinds of information activities which have been and are occurring based on the active choices of the professionals within the information transfer agencies. Out of a total document universe of 8,500 titles for the period covered, 124,000 documents have been chosen; these active choices by system users give a realistic picture of the subject interests of the system users.

The primary types of documents which have been chosen from ARDA and from the Catalogue of Research Literature for Development fall into the following subject areas, listed in rank order of popularity.

<u>Key Subject Area Based on Users Choices</u>	<u>Audience</u>
1. agricultural/rural project design and management	LDC project planners, managers
2. agricultural extension materials	" agricultural extension workers
3. field crops in the LDCs	" agricultural personnel
4. small scale industry and small plants design	" engineers/entrepreneurs
5. appropriate technology	" policy makers/technologists
6. alternative, renewable, or small-scale energy sources	" planners/industrial managers
7. water resources and technology	" agricultural planners
8. nutrition education	" agricultural extension workers
9. natural resources & the environment	" government planners, scientists
10. non-formal education	" educators, educational planners

Although this profile can only reflect the types of information in the documents which have been offered, the rank order or popularity is based solely on user demand. The documents chosen tend to reflect pragmatic interests within a development context, and the social beneficiaries of two of the subject fields, agricultural extension materials and small scale plant designs, are clearly visible as beneficiaries of direct informative knowledge to improve the quality of life and to generate employment. Thus, this project, with its dissemination of practical kinds of knowledge, has clear and strong potential for benefit to the poor majority through disseminating information relating the quality of life and the possibilities of new kinds of employment.

3. It should also be noted that each issue of ARDA cites documents which are available on the role of women in development, and the assumption is that by making this information freely available, this project can indirectly enhance the role of women in LDC's.

C. Technical Feasibility:

1. Microfiche technology:

Although the transfer of development information through printed materials and microfiche is relatively simple, the use of microfiche does imply a fairly sophisticated information broker function within the LDC's, along with an electrical system and an access to microfiche equipment supplies and repair facilities. The focus of this project, therefore, is on transferring development information through key counterpart institutions, especially libraries and research institutions. Development in microfiche technology has advanced to the point where the viewing equipment involved ranges from the fairly simple lap or table readers to complex microfiche reader printers.

It is the role of DS/DIU/DI to remain aware of the state-of-the-art of information technology in general and to make suggestions and recommendations for microfiche equipment based on the environment in which the technology is to be used. It is hoped, that USAIDs, too, will play a role in obtaining equipment for the use of Mission libraries, in recommending institutions in LDCs for the receipt of sets of microfiche materials, and in helping LDC institutions obtain microfiche reader/printer equipment.

A Mission has three basic options in determining the feasibility of choosing microfiche equipment for use in a Mission library program or information project.

a. A minimum capability, procurable for an outlay of under \$500, consists of either (1) a table-top microfiche reader for permanent use in the Mission; or (2) one portable microfiche reader (which doubles as a wall projector) which operates on a variety of electrical systems, including the cigarette lighter in an automobile. A minimum equipment recommendation for a Mission is the purchase of a table-top reader and one or two medium capacity metal cabinets for storing microfiche, along with a few portable microfiche storage books.

b. An intermediate capability, procurable for an outlay of around \$1,500 could consist of a table-top reader for permanent use in the Mission library/information center, one or two portable lap-readers for the use of technical staff in their offices (or in their counterpart offices or on field trips), and some fiche storage as in "a." above.

c. A comprehensive capability, procurable for an outlay of about \$5,000 would consist of a table-top reader, the portable reader(s), metal cabinets for storing large amounts of microfiche, and a reader-printer which reproduces paper copy prints from the microfiche versions of the text.

(Access to the microfiche files will be provided by the on-going issues of ARDA, by printed computer indexes from DS/DIU, and from computer-output-microfiche generated from the AID development information system.)

2. Computer technology:

The use of minicomputer terminals in the proposed AID development information system means that such terminals will more easily be available for the utilization by USAIDs worldwide (and of LDC counterpart institutions).

It is, thus, also the role of DS/DIU/DI to remain aware of developments in minicomputers, software, and computer terminals for providing advice and assistance in this area to Missions and/or LDC institutions planning information storage and retrieval systems.

D. Environmental Concerns:

The transfer of R&D and development information to the LDCs will not, in the main, have a direct impact on the environment in the project countries, unless, of course, the information transferred concerns a project directly involved with the environment.

It is assumed, however, that the direct and long term influence of improved access to environmental R&D information, including impact statements, will be of benefit to LDC planners in projects or programs regarding the environment.

E. Administrative Analysis:

1. Contractor(s):

a. Primary Project Activities:

During the earlier part of the project, University Microfilms International was the contractor for handling the R&D data base, for abstracting R&D documents, for microfilming, for document delivery, and for the publishing of ARDA and of the two volumes of the Catalog of Research Literature for Development. During FY79, a management decision was made to change the structure of the contract for the "Information as a Tool in Development" project. After FY79 the contract was broken up into four segments:

- microfiching
- micropublishing and distribution;
- printing and distribution of ARDA; and,
- technical processing, including abstracting, of technical and project documents, and data entry into the AID data bases.

These four clusters of tasks were then assigned to four separate small businesses (8(a) firms) for carrying out the tasks involved. The R&D data base (RANDD) was input into the AID computer for operation and maintenance.

At the beginning of this change, efficient system flow and consistent quality control were not as good as they were when one large and technically experienced contractor handled all facets of this project. However, project experience has identified those small 8(a) firms which have developed the competence to carry out the technical tasks involved in this project.

The course of action proposed by this project would be to contract out the primary project tasks and activities, including the development and operation of the new AID information system, on a competitive basis to one technically competent contractor to handle project activities under one prime contract.

An optional course of action would be to continue to contract out project activities in a segmented fashion to several small companies, preferably those 8(a) firms which have proven to be technically competent.

b. Related Project Activities:

(1) Reference and information analysis activities will be administered within the organizational structure of OS/DIU/DI; Professional staff will coordinate document delivery requests with the clearinghouse activity conducted by the prime contractor, along with requests for data base outputs.

(2) The three IQCs in library/information services will be administered within OS/DIU/DI.

2. Contract activities: Contracted activities in implementing and operating this project will thus be clustered and administered within the organizational structure of DS/DIU/DI as outlined below.

<u>Primary Project Activities</u>	<u>Project Contractor</u>	<u>DS/DIU/DI Contract Management/Monitoring</u>
development information data bases: (new system development, system conversion, data base facilities management, data base outputs)	prime	DS/DIU/Systems Analysis Unit
technical information processing: (selections, acquisitions, cataloging, indexing, abstracting, data entry)	prime	DS/DIU/Technical Information Processing unit
micrographics:	prime	DS/DIU/DI/Technical Information Processing unit
document delivery system:	prime	DS/DIU/DI/Technical Information Processing unit
information services and products: (ARDA, etc.)	prime	DS/DIU/DI/Technical Information Processing unit
<u>Related Activities</u>		
Library/information IQCs	three IQC firms	DS/DIU/DI/Technical Information Processing unit

3. Task Performance Outline under this Project

Performance of information activities associated with the project falls into these clusters of related tasks:

Task Performance
Direct Hire Contractor IQCs

DS/DIU/DI/Technical Information Processing Unit (two DS/DIU/DI d/h management staff:
(This unit manages the technical processing functions for on-going system input and output activities)

- | | | | |
|---|---|--|---|
| a. general project management and administration | X | | |
| b. selection and acquisition of AID R&D, technical, and project materials | | | X |
| c. cataloging, indexing, and abstracting | | | X |
| d. microfilming of R&D and project documents | | | X |
| e. document delivery | | | X |
| f. data entry into RANDD, ADDS, and DIS | | | X |
| g. editing & publication of regularly appearing information tools: ARDA, accessions lists, cumulative indexes, etc. | | | X |
| h. consulting and networking | X | | X |

DS/DIU/Systems Analysis Section (one DS/DIU d/h management person)
(This unit coordinates all DS/DIU/DI data base design and management.)

- | | | | |
|--|---|--|---|
| a. coordination of all data base activities and uses including development of the new system, system conversion, system design enhancement, data entry systems, user education, and acquisition of non-AID data base systems | X | | |
| b. restructuring of the data bases, software and thesaurus development | | | X |
| c. data base access and outputs, both regularly occurring and on-demand, along with production of data base reports, indexes, and COM | | | X |
| d. data base facilities management and outputs | | | X |
| e. consulting/networking | X | | X |

IV. Management Analysis

A. Financial Plan:

1. The total estimated cost of this 5-year project is \$ 9,850,000
2. Projection of expenditures by fiscal year (US \$ 000)

	<u>AID</u>
FY81	1461
FY82	2045
FY83	1765
FY84	1942
FY85	<u>2135</u>
total:	9348

3. Summary Cost Estimate and Financial Plan (US \$ 000)

SOURCE-----AID/W

Use/project inputs

Contract: clearinghouse activities:

data base system development and system conversion****	265
technical processing	2912
micrographics*	672
micropublishing and distribution* **	1860
ARDA publication**	443
data base facilities mgmt*****	938
Indefinite Quantity Contracts	262
Information materials acquisitions	706
Inflation Factor***	---
Contract administrative costs	488
Contingency	802

TOTAL: 9348

-
- * Inflation rate affected by the price of silver for film.
 - ** Inflation rate affected by postal rates/postage estimates included in budget.
 - *** Built into the budget estimate at 10% per annum.
 - ****Cost shown reflects contracting costs and does not show AID computer time costs required to develop conversion programs, prepare data for conversion, and execute conversion routines.

4. Costing of Project Outputs/Inputs

Project Outputs:

1. development of new AID information system
2. procurement of information materials
3. R&D and project documents processed
4. microfiche masters & sets
5. awareness tools published/distributed
6. titles reproduced and/or distributed
7. data base facilities management
8. library & information consulting/networking

Project OUTPUTS.....#1	#2	#3	#4	#5	#6	#7	#8	Total
<u>AID Appropriated</u>								
<u>Project INPUTS</u>								
Data base system development and conversion.....	265							265
Materials acquisitions.....	706							706
Technical processing.....		2912						2912
Micrographics.....		672						672
Publication:								
ARDAs.....		443						443
Micropublishing and distribution					1860			1860
Data base facilities management					938			938
Indefinite Quantity Contracts.....							262	262
Clearinghouse management.....							488	488
Contingency.....							302	302
Total:	265	706	2912	672	443	1860	938	1290

B. Evaluation Plan

1. Evaluation/Time Framework

	<u>FY81</u>	<u>FY82</u>	<u>FY83</u>	<u>FY84</u>	<u>FY85</u>
Interim Evaluation/in-house		endFY82			
Interim Evaluation/in-house & IQC			endFY83		
Final Evaluation/contractor					FY85

2. Evaluations

<u>FY</u>	<u>Type of Evaluation</u>	<u>Evaluation Tools</u>	<u>Evaluation Issues</u>
82	interim--done in-house	contractor's reports user statistics DS/DIU/DI reports	1. effectiveness of new micrographics contract 2. logistical problems in system 3. use statistics and predicted project outputs
83	interim--done in-house with an IQC work order for an interim report by an outside contractor	"	1. problems needing fine tuning in the system 2. issues of importance for PIO/T amendments
85	final--outside contractor & panel	" & contractor's report	1. success of project in meeting output goals 2. implications of project experience 3. AID's (and DSB's) continued support 4. future directions

C. Implementation Plan

The implementation of this project will primarily involve the writing of an RFP for contractual services from one prime contractor. The selection, but not the funding, of the IQCs is currently underway.

1. Implementation Plan Schedule for Start Up

The following basic implementation plan will be followed.

<u>Action</u>	<u>Agent</u>	<u>Time Req.</u>	<u>Completion date</u>
<u>FY81</u>			
Project Paper (PP) submitted	DS/DIU		10/31/80
PP advisory meeting	DS/DIU et al		11/18/80
PP review meeting	DS/DIU et al		12/15/80
PP approved	DS/PO		12/80
PAF submitted and approved	DS/DIU		12/23/80
IQC PIO/T			
Prime contract submitted	DS/DIU		12/23/80
RFP written	DS/DIU		12/80
PIO/T approved	DS/PO		1/81
IQCs signed	SER/CM		1/81
Clearinghouse RFP issued	SER/CM		2/2/81
Contractor selected; contract signed	SER/CM; DS/DIU	4 mos.	6/1/81
Contractor orientation	DS/DIU	15 days	6/15/81
PIO/T to extend technical processing activities	DS/DIU; SER/CM	1 month	9/30/81
<u>FY 82</u>			
Mini-computer equipment arrives	DS/DIU;	4 mos.	10/81
Contractor begins micrographics, distribution, and information outputs activities	Contractor		11/1/81
Data base conversion finished	Contractor	7 mos.	12/14/81
Parallel technical processing and system testing finished	Contractor		3/14/82
CCM and other system enhancements begins	Contractor		3/15/82

1. Implementation Plan for Key Events in Contract Life

<u>Action</u>	<u>Agent</u>	<u>Time Req.</u>	<u>Completion Date</u>
<u>FY81</u>			
Current contracts with 8(a) firms renegotiated for one year period.	DS/DIU/DI; SER/CM	2 mos.	8/30/80
New AID thesaurus completed	Contractor	- - -	11/30/80
Prime contract RFP for one contractor on a competitive bid announced, and contract negotiated for FY 81, 82, and 83	DS/DIU/DI; SER/CM	5 mos.	6/1/81
<u>FY82</u>			
AID Information system development Contractor performs all former project activities and operates new data system	Contractor	7 mos.	12/14/81
	Contractor	9.5 mos.	3/15/82
<u>FY83</u>			
Contract amendments for Clearinghouse for FY 84 and FY85	DS/DIU/DI; SER/CM	15 days	7/30/83
Work order for pilot project to microfilm Mission collections	DS/DIU/DI	15 days	April/83
<u>FY84</u>			
<u>FY85</u>			

LOGFRAME

<u>Narrative Summary</u>	<u>Indicators</u>	<u>MOV</u>	<u>Assumptions</u>
GOAL	Measures of Goal Achievement		
Increase the use of relevant development information and assistance documentation by LDC counterpart institutions, AID Missions, and other development assistance organizations.	Consistent and/or growing demand for development information by LDCs (as expressed in the recent UNCSTD conference).	<ol style="list-style-type: none"> 1. Published professional papers/conferences on development information needs in LDCs and role in development. 2. Analysis of information component of development projects. 	<ol style="list-style-type: none"> 1. Development information is a necessary part of technology transfer and the development process. 2. Development information is of value for LDCs and USAIDs in development projects and programs in LDCs. 3. LDCs will use development information if a system exists to foster its transfer and use.
PROJECT PURPOSE	EOPS		
Increase the transfer to LDC counterpart institutions and AID Missions of the technical and experiential information of AID and other assistance agencies needed for effective policy determination and decision-making in development project and program design, implementation, and evaluation.	<ol style="list-style-type: none"> 1. An operating system for the dissemination of development information to LDCs and USAIDs. 2. Consistent and/or growing demand for AID's development information products/services. 	<ol style="list-style-type: none"> 1. Contract records and project records. 2. Statistical analysis of computer records of demand for information products. 3. Analysis of recipient records in the system. 4. OS/DIV/DI statistics. 5. User feedback and surveys. 	<ol style="list-style-type: none"> 1. LDCs and USAIDs will acquire AID's development information and will access AID's information systems and demand will continue and grow. 2. AID's information system/clearinghouse represents a unique and valuable resource for use in development assistance. 3. Key LDC institutions can be identified.

<u>Narrative summary</u>	<u>Indicators</u>	<u>MOV</u>	<u>Assumptions</u>
OUTPUTS	Magnitude of outputs		
1. AID unified information data base system operational; AID thesaurus developed; software and programming completed.	1. Thesaurus produced; HP2000 minicomputer in use; terminals in DS/DIU/DI and DICs; terminals in selected Missions.	1. Contractor records; and computer system reports.	1. Feasibility of unified thesaurus and data base compatibility; data base software effective for project requirement; hardware/software acquisitions problem.
2. AID R&D, AID project documentation, and non-AID development materials acquired, processed, and cited in AID information data base. Non-AID materials acquired and processed.	2. 1500 R&D titles p/y input; documentation for 200 projects p/y input; 750-1000 non-AID documents acquired p/y; document backlogs processed.	2. DS/DIU/DI records and contractor reports; reports of documents in the system.	2. All relevant development material can be acquired; continued production of development information materials by AID.
3. AID R&D documents and project documentation microfiched.	3. Microfiche silver masters and diazo duplicates for each new R&D and project document; backlog filmed.	3. Contractor reports.	3. LDCs and USAIDS will use microfiche format, as well as paper, and readers are available.
4. Information system operational; Microfiche and paper copies of documents delivered worldwide to LDCs, to USAIDS, to other development organizations, and to AID/W.	4. Approx. 1500-2000 R&D titles distributed per month in paper and microfiche; Approx. 750 project documents distributed p/m.	4. Contracts records and reports; monthly statistics and semi-annual reports.	4. DS/DIU/DI can efficiently coordinate production of information products and services; and there is a continuing need for services.
5. Announcement services produced and distributed.	5. Four ARDAs per year to 7,500-8500 recipients; cumulative indexes each year to DICs and USAIDS (on CCM).	5. Contractor distribution records.	5. Continued availability and acquisition of materials for announcement.
6. Reference inquiries answered, and on-demand bibliographies and information analyses delivered on-demand to LDCs, USAIDS, AID/W.	6. 12,000 reference and information analysis queries answered p/y; 1,800 on-demand bibliographies p/y.	6. DS/DIU/DI records of queries answered.	6. Continued use by clients of the Development Information Centers.
7. Consulting and networking activities continued.	7. Three IQCs each year of contract; all AID regions visited by DS/DIU/DI staff on TDY.	7. Contract Office records on IQC use.	7. Continued need for library and information consultative service by LDCs and AID.

LOGFRAME

<u>Narrative summary</u>	<u>Indicators</u>	<u>MOV</u>	<u>Assumptions</u>

INPUTS	Implementation Targets		

1. DS/DIU/DI staff	FY81 1461 FY82 2045	1. Signed project contract and IQC's.	1. Budget levels adequate for project activities and no reductions in DS/DIU/DI staff
2. <u>Prime Project Contract(s) for:</u> -info. system development and management -technical information processing -micrographics -document delivery -information products and services (ARDA)	FY83 1765 FY84 1942 FY85 2135 <u>9348</u>	2. DS/DIU/DI, DS/PO, FM/PAD, and CM/COD records	
3. Minicomputer and terminals			
4. <u>IQCs</u> for library/information services.			
5. DS/DIU/DI Development Information Centers staff and services			

Summary Chart of AID Information Activities and Project 931-0232

1972/1973	1974	1975	1976	1977	1978	1979-1980
TA/RUR/PAU	TA/RIG/PAU	TA/PPU/EUI	TA/PPU/EUI	TA/PPU/RUI	DS/DIU/DI	
			Information Cluster	Information Cluster		
NTIS PASA, 4/73-4/74 ARDA v.1, no. 1-3	UMI contract #1, 5/74 ARDA, 1:4 - 6:1; abstracting micrographics, & micropublishing.....9/78				ADDS is developed and operational, 77-78.....	
	UMI contract #2, 2/75 Catalog production & R&D data base.....9/78;				R&D data base input into AID computer for operation	
	Project 931-0232 approved 12/75 for TAB R&D pubs.....			Project 931-0232 responsible for TAB Info. Center 1/77		
				AID reorganization on 11/16/77 & DS/DIU/DI formed from TAB & PPC units**.....		
					Proj. 931-0232 becomes core AID information project. 3/78.....	
					UMI contract divided among four 8(a) contracts, 11/78.....	
					ADI-micrographics ARC-printing ARDA 6:1-8:1 EMA-micropublishing LTS assumes abstracting activity/ PANDD, ADDS, and DIS data bases maintained on AID computer	
			3/76 SER/DIS established			
			9/76	3/77		
			**SER/DIS	DIS operational.....		
			becomes PPC/DI and includes the AID Reference Center			

Appendix C

On-Demand R&D Document Fulfillment by Organization Type, FY 1975 - FY 1980

	<u>Paper Copies</u>	<u>Titles on Microfiche</u>	<u>Total</u>	
<u>Counterpart Institutions</u>				
Africa	6,635	1,383	8,018	
Asia	19,497	25,922	45,419	
Latin America	13,245	15,049	29,294	
Near East	952	3,954	4,906	
Total:	40,329	46,308	86,637	(70.12%)
<u>USAID</u>				
AFR	7,508	161	7,660	
ASIA	4,547	926	5,473	
LAC	5,782	1,001	6,783	
NE	4,126	318	4,509	
Total:	21,954	2,471	24,425	(19.7%)
<u>AID/W</u>	5,864	1,668	7,532	(6.1%)
<u>Others (Peace Corps, PVOs, International Agencies, etc.):</u>	4,726	235	4,961	(4.01%)
TOTAL	72,873	50,682	123,555	
	(58.98%)	(41.02%)		

On-Demand R&D Document Fulfillment by Fiscal Year:

	<u>Paper Copies</u>	<u>Microfiche</u>	<u>Total</u>	<u>Notes</u>
FY 1975	7,574	4,216	11,790	Funded under Project No. 931-0987
FY 1976*	12,883	8,447	21,330	" " " " 931-0232
FY 1977	11,418	4,412	15,830	" " " " " "
FY 1978*	15,126	19,972	35,098	" " " " " "
FY 1979	9,413	9,247	18,660	" " " " " "
FY 1980	12,873	8,551	20,847	" " " " " "
TOTAL	72,873	50,682	123,555	

*During FY 76 and FY 78 each of the two volumes of the Catalog of Research Literature for Development was distributed, along with sets of microfiche from each volume to selected institutions; this accounts for the greater distribution figures for both paper and microfiche for these two years.

Project 931-0232
Information as a Tool in Development
FY 81

Abstracting, Indexing, etc.	\$353,000-
ON-Demand Delivery	116,000-
Printing	10,000-
Microfiching	10,000-
IQC Basic Fees	9,000-
IQC Basic Expenses	105,000-
Data Base Fees	10,000- 11,000-
Thesaurus Development	40,000-
Information Materials	95,000-
Clearing House Orientation to Project Development	80,000-
Facilities Support Services	21,000-
Construction & Management of Files	<u>150,000-</u>
 TOTAL	 \$1,000,000-

NOTE: No funds are budgeted for hardware for the USAID Missions in this five-year budget. DS/DIU will provide duplicate microfiche and computer tapes of AID Project and R&D Documents to those USAID Missions which have microfiche readers or computer hardware to utilize the microfiche and computer tapes for local search and retrieval.

Project 931-0232
Information as a Tool in Development
FY 82

Abstracting & Indexing		\$404,000-
ON-Demand Delivery		335,000-
Library Technical Services		100,000-
Micrographics		120,000-
ARDA		
Printing	80,000-	
Distribution	70,000-	150,000-
Information Materials		110,000-
Facilities Support Services		300,000-
Construction & Management of Files		240,000-
Data Base Fees		20,000-
Thesaurus Development		<u>110,000-</u>
TOTAL		\$1,889,000-

Project 931-0232
Information as a Tool in Development
FY 83

Abstracting & Indexing		\$440,000-
ON-Demand Delivery		370,000-
Library Technical Services		100,000-
Micrographics		100,000-
ARDA		
Printing	88,000-	
Distribution	70,000-	158,000-
Information Materials		100,000-
Facilities Support Services		250,000-
Construction & Management of Files		70,000-
Data Base Fees		22,000-
IQC BOA		<u>9,000-</u>
TOTAL		\$1,619,000-

Project 931-0232
Information as a Tool in Development
FY 84

Abstracting & Indexing		\$480,000-
ON-Demand Delivery		400,000-
Library Technical Services		110,000-
Micrographics		120,000-
ARDA		
Printing	95,000-	
Distribution	80,000-	175,000-
Information Materials		110,000-
Facilities Support Services		275,000-
Construction & Management of Files		75,000-
Data Base Fees		25,000-
TOTAL		\$1,870,000-

Project 931-0232
Information as a Tool in Development
FY 85

Abstracting & Indexing		\$480,000-
ON-Demand Delivery		440,000-
Library Technical Services		110,000-
Micrographics		125,000-
ARDA		
Printing	105,000-	
Distribution	90,000-	195,000-
Information Materials		110,000-
Facilities Support Services		300,000-
Construction & Management of Files		80,000-
Data Base Fees		28,000-
IQC BOA		<u>9,000-</u>
TOTAL		\$1,877,000-

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON

THE ADMINISTRATOR

MAR 13 1981

MEMORANDUM

TO: AA/DS, Mr. Steve Joseph (Acting)

FROM: A/AID, M. Peter McPherson *MP*

SUBJECT: FY 1982 DSB Budget Request

*TO: DS/PC
by J.A.'s
C.A.*

This is to confirm the decisions I have made regarding the FY 1982 budget allocations to DSB. Attached is a table which shows the revised allocation by office. With respect to a number of specific activities which had been under review, I have decided on the following allocations for purposes of the FY 1982 Congressional Presentation:

Office of Agriculture

- The level for CGIAR is \$42.5 million.
- The level for all CRSPs is \$11.0 million. This total would include the nutrition CRSP, if it is decided to proceed with that project. DSB and the BIFAD will review the allocation of these funds among the various projects and make their recommendations to me.

Institutional Support Grants

- The level for AT International is \$4.5 million.
- The level for Title XII Strengthening Grants is \$6.0 million.
- No funding is provided for the UN Fellows.

Development Information and Utilization

- The level for the office is \$2.0 million. In addition, \$1.5 million have been budgeted in Operating Expenses for the project, "Information as a Tool in Development".

Due to the extreme budgetary constraints we face for FY 1982, the upward adjustments involved in the allocations above will have to be made within the existing Bureau total of \$297,825,000.

Attachment: Revised budget allocations
by Bureau.

Thanks for your help.

DEVELOPMENT SUPPORT BUREAU
(\$000)

<u>Country/Program</u>	<u>FY 1980 Actual</u>	<u>FY 1981 OYB</u>	<u>FY 1982 Carter</u>	<u>FY 1982 Reagan</u>
Agriculture	55,274	58,185	78,395	71,855 ^{1/}
Development Information/ Utilization	2,250	2,542	3,650	2,000 ^{2/}
Program Office	1,295	1,055	1,500	1,500
Education	6,929	4,750	6,500	5,500
Energy	7,185	13,000	16,700	13,800
Environment/Natural Resources	1,700	1,000	8,400	3,250
Health	18,964	18,644	22,500	17,500
Housing	1,677	1,050	3,520	1,280
Institute Support Grants	11,527	11,425	16,500	10,500 ^{3/}
International Training	452	700	750	700
Nutrition	6,032	4,950	7,500	5,300
Population	124,403	126,346	241,300	158,000
Rural/Administration Development	4,680	3,600	6,150	4,940
Urban Development	<u>1,294</u>	<u>1,500</u>	<u>2,000</u>	<u>1,700</u>
DSB TOTAL	<u>243,662</u>	<u>248,747</u>	<u>415,365</u>	<u>297,825</u>

^{1/} Includes \$11.0 million for the CRSP program, including nutrition and \$42.5 million for CGIAR.

^{2/} Another \$1.5 million is included in the Operating Expense budget for the project, "Information as a Tool for Development."

^{3/} Includes \$4.5 million for ATI; \$6.0 million for Title XII Strengthening Grants and \$0 for UN Fellows.