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FINAL REPORT
ON
INVENTORY OF A.I.D. SCIENCE AND TECHNOLOGY
PROJECT ACTIVITIES
AS MODIFIED, BASED ON AID/WASHINGTON TEST

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Submitted to:

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I. Background and Overview

The requirement for an accurate, reliable, and consistent project reporting system has been widely recognized throughout A.I.D. Although there are numerous existing information and financial systems within the Agency, none of them provides for the following:

- reporting subject-specific funding data at the sub-project or component level;
- mutually exclusive reporting of project activities and related funds;
- periodic updating of obligations and expenditures during project implementation.

Without those capabilities, the following problems exist:

- Program budgeting must be done in the absence of accurate, current funding data.
- In response to subject-specific inquiries, A.I.D. staff must search individual project files for relevant funding data. Often, the same request made on different occasions results in different answers.
- All external Agency reporting must be based on estimates from project papers and undimensional coding schemes. This reporting includes
 - reports to Congress, OMB, NSF, HHS, etc., usually on an annual basis;
 - responses to Congressional inquiries; and
 - presentations to special groups, such as Congressional committees.
- A.I.D. does not have accurate, comprehensive data to exchange with U.S. Federal or international counterparts and the scientific community.

In response to this general dearth of data, a centralized information system was envisioned. At the outset of this project,* an Inventory Task Force was established that represented all A.I.D.

interests: subjects, regions, and administrative divisions. It was the consensus of the Project Officer and the Inventory Task Force that the proposed information system should collect detailed funding data in the following categories:

- Agency special concerns;
- Geographic location of projects/beneficiaries;
- Target populations/beneficiaries;
- Subjects, with emphasis on science and technology activities;
- Research;
- Agency inputs.

Several early attempts were made to classify the above information into a simple scheme that could be applied to all projects and result in the required specificity and flexibility. However, the multi-dimensional nature of A.I.D. programs and the varying views of Agency personnel on both information needed and information available required numerous revisions.

II. Other Agencies' Experiences

All agencies have financial reporting systems requiring varying degrees of detail. In an effort to draw from their experience, an investigation into other U. S. Federal and international agencies' project reporting systems was performed. Agency reporting systems were reviewed by interviewing representatives and/or examining system documentation. The agencies contacted were as follows:

- Department of Agriculture (USDA)
- Department of Energy (DOE)
- National Institutes of Health (NIH), Department of Health and Human Services (HHS)
- Environmental Protection Agency (EPA)
- Department of the Interior (DOI)
- National Science Foundation (NSF)
- Department of Defense (DOD)
- National Technical Information Service (NTIS), Department of Commerce (DOC)
- National Aeronautics and Space Administration (NASA)
- United Nations Development Programme (UNDP)
- World Health Organization (WHO)
- Food and Agriculture Organization (FAO)
- International Development Research Centre (IDRC)

Most agencies' project reporting systems relate directly to their programs and are keyed to program account numbers. These programs are usually organized according to their subject relationship to the agency's activities (e.g., NSF's Directorate for Mathematical and Physical Sciences or NIH's Division of Cancer Treatment). Each program's descriptive title carries with it the level of funding. Therefore, a breakdown of the projects according to a subject classification scheme is not required. In those cases where more detailed subject information is collected (e.g., NIH), funding data are not linked with the subjects follow the project level. Double counting is considered inevitable, and has been negotiated into their Congressional reporting guidelines.

None of the agencies investigated had the problem of reporting on very large or complex projects that cover multiple subject areas reported according to a single project number. Therefore, none of the systems could satisfy A.I.D.'s major requirement, i.e., to provide a simple means of disaggregating funds according to specific subjects. In addition, none of the other systems had dealt successfully with the problem of collecting data within a decentralized organizational structure. Several organizations (e.g., DOE, DOI, NASA) were unable to collect comprehensive funding information within their decentralized structures.

The investigation indicated that the USDA's CRIS (Current Research Information System) was the only model that would result in the types of data required for subject-specific reporting. Therefore, CRIS was selected as the model to be followed. The CRIS system collects data on ongoing research projects according to a multi-dimensional scheme that correlates project activities and commodities and allows for the disaggregation of funding for those specific entities.

III. Inventory System

A. Design of System Reporting Formats

To meet A.I.D.'s reporting requirements, the various categories of information (activities, descriptive terms, purposes) must be linked in a variety of ways. Ideally, a three or four-dimensional matrix would be most suitable. The only way to capture more than two dimensions on paper is via a CRIS-like format, which requires computation of percentages of percentages. It was determined that this type of form would be too cumbersome for A.I.D. projects, which could consist of, for example, 6 purposes, 20 activities, and 10 commodities (and possibly more). Instead, several two-dimensional matrices were designed. The entire reporting package contains a set of six forms, each one designed to remove undue complexity. The forms are:

- A project budget reporting form similar to the facesheet presently included in project papers;
- A Special Concerns Page that requests data on
 - Geographic locations
 - Ecological zones
 - Target populations
 - Agency special concerns, and
 - Other related funds (e.g., PL 480);
- A Master Matrix that requests
 - a division of project funds according to resource categories and project purposes, and
 - a further breakdown of each resource category and project purpose by subject area;
- A Project Purpose Page that requests data on specific project activities within project purpose areas (this form has not been tested);
- A Project Inventory Worksheet that collects funding data on project activities further subdivided according to other descriptive terms such as commodities, processes, diseases, etc.; and
- A Research Worksheet that collects project activity and descriptive term funding data on the research portion of projects.

The first three forms were devised from standard A.I.D. terminology. However, there was no existing classification of project activities, commodities, etc., that provided mutually exclusive subjects that could be used in a financial reporting system. Therefore, a totally new classification system was developed.

B. Design of Classification Scheme

The classification scheme of A.I.D. project activities and other descriptive terms was patterned after the USDA/CRIS classification scheme. Its primary features are:

- hierarchical lists of activities and descriptive terms, allowing the collection of funding data at very specific levels and the aggregation of funding data at broader activity and descriptive term levels; and
- the ability to aggregate data vertically through the scheme (i.e., on broad subject areas) and horizontally (i.e., on a specific activity, such as input supply systems) across each subject area.

The classification scheme includes the following:

Part I. PROJECT ACTIVITIES

Subjects

Agriculture/Fisheries

Forestry

Energy

Natural Resources/Environment

Water Use/Sanitation

Nutrition/Food Processing

Health

Population/Demography

Education/Communication

Human Habitats/Transportation

Employment/Enterprise

Public/Private Management/Institution Building

General Planning/Methodology

Within Each Subject, a set of activities for each of the following:

General planning/policy formulation/evaluation/data collection

Human resources development

Subject-specific activities including several categories per subject, e.g., agricultural crop production, primary health care, etc.

Technology transfer
Improvement of input supply
Infrastructure development
Commercial and market development
Management and institution building
Other activities, not elsewhere classified

Part II. DESCRIPTIVE TERMS

Subjects - same as for Project Activities, listed above.

Within Each Subject:

Agriculture/Fisheries

Crops and livestock
Agrochemical production agents and input supplies
Land reclamation and improvement techniques

Forestry

Forest species
Forest products
Forestry production agents and input supplies

Energy

End uses
Energy resources
Energy technologies/equipment

Natural Resources/Environment

Natural hazards
Types of pollution

Water Use/Sanitation

End uses
Water resources
Water supply and sanitation equipment

Nutrition/Food Processing

Foods
Food supplements
Food processing equipment

Health

Diseases
Pharmaceuticals
Pest control agents and techniques
Diagnostics
Health facilities

Population/Demography
Family planning methods
Health facilities

Education/Communication
Educational levels
Communication modes
Communications media/equipment/facilities/services

Human Habitats/Transportation
Types of housing/shelter
Location of communities
Modes of transportation
Vehicles/vehicle maintenance

Employment/Enterprise
Types of enterprise, business, or industry

Public/Private Management
Organization types

The terminology for the classification scheme was developed by project staff and A.I.D. representatives from each of the subject or sectoral areas. In addition, existing vocabularies were used as terminology authorities, e.g.,

- Technical and Purpose codes from Handbook III
- AID/DIU Thesaurus (draft was available during this project)
- Lists of A.I.D. project title words
- USDA/CRIS Classification Scheme
- BIFAD controlled vocabulary
- HHS/DRG thesaurus of biomedical terms
- MEDLARS thesaurus of the National Library of Medicine.
- The FAO and WHO controlled vocabularies.

The terms for the classification scheme were selected to represent project entities to which funding information could be related. Major consideration was given to the terms' mutual exclusivity and to their combined comprehensive coverage of the content of all A.I.D. projects.

C. The Data Collection System

In general, for each project, a set of completed forms as described in section III-A, is required. Each project will be identified by its project number and title. Life of Project funding data will be furnished. Appropriate terms from the classification scheme will be entered on the forms along with the amount of funds related to each term.

Currently, the data collection system consists of a set of instructions, six forms, and a two-part classification scheme. They are included as follows:

- Appendix A. Instructions for Completion of Inventory of A.I.D. Project Activities
- Appendix B-1. Project Budget Reporting Form (Project Data Sheet, formerly called Facesheet)
- Appendix B-2. Special Concerns Page
- Appendix B-3. Master Matrix
- Appendix B-4. Project Purpose Page (untested)
- Appendix B-5. Project Inventory Worksheet
- Appendix B-6. Research Worksheet
- Appendix C-1. Classification Scheme - Part I. Project Activities
- Appendix C-2. Classification Scheme - Part II. Descriptive Terms

The Inventory materials (except for the Project Purpose Page) were tested throughout AID/Washington (see section IV). The materials presented with this report have been revised to include changes indicated by the test results.

Eventually, additional information from other A.I.D. files will be linked to the Inventory, e.g., (1) the abstracts and descriptive terms and locational information from the Development Information Utilization (DIU) file, (2) selected financial data from the Financial Management (FM) files, and (3) selected data from the Contracts Management (CM) files. These linkages will provide comprehensive data for each project while avoiding duplication of effort in collecting and processing data already available at other locations within the Agency.

IV. AID/Washington Test of Inventory System

The AID/Washington test of the Inventory was performed via presentations made at meetings of each of the Sector Councils and at the S&T Advisory Group. A total of approximately 100 persons attended one or more of the briefings. Each of the attendees was requested to complete the Inventory forms for 3-5 projects. Twenty-two persons responded with completed forms for 24 projects. A list of respondents and an analysis of the test results are included as Appendix D.

The primary observations resulting from the test are as follows:

1. In general, A.I.D. staff were reluctant to spend the time necessary to learn how to report for the Inventory and to complete the forms. Regardless of how much time was required (comments indicated that 3-12 hours were required per project), the respondents said that it required too much of their time. A few respondents were enthusiastic and willing to participate. Note: These observations are typical of any reactions to filling out forms or questionnaires. Overall, the negative response was anticipated.
2. The instructions and forms were said to be unclear and difficult to use. Many of the suggestions made by respondents have been incorporated into the present forms and instructions. However, it is anticipated that there will continue to be difficulty in obtaining comprehensive and consistent data via written instructions due to the complexity of the system.
3. Several of the respondents met with project staff before, after, and, in some cases, during their performance of the test. It became apparent from these meetings as well as from written comments from other respondents that:

AID/Washington staff lacked the first-hand knowledge about the field projects to complete the Inventory to their own satisfaction. Sometimes they expressed dissatisfaction with the Inventory system or classification scheme. Close examination of their completed forms and project papers showed that they had used the correct terms and applied the system correctly according to the contents of the project papers. However, further discussions showed that their basic concern was that they knew the project papers did not accurately represent the project as it is currently being implemented and therefore the data provided were inaccurate.

- A.I.D. personnel are not accustomed to analyzing their projects according to subject-related content. In addition, they are not accustomed to the thought process required to analyze project content hierarchically, i.e., according to the Inventory classification scheme.

4. There was a significant positive difference in respondents' acceptance of the Inventory and their ability to complete the forms when project staff met with them. In these instances, project staff had also reviewed the project papers in advance. Extensive formal training and/or individual "hand-holding" will be required to ensure that:

- the Inventory forms are completed properly, and
- the results have enough consistency that they can be merged into a data file and searched with the necessary degree of confidence to provide financial data to meet internal and external Agency requirements.

5. Several respondents' comments indicated that they cannot see the value of the Inventory, especially in relation to the staff resources required to perform the necessary work. They are not interested in the data collected by the Inventory (instead they want more quantitative data showing the results of projects) and do not really understand who wants it and why. One approach to changing their attitudes might be to create a mini-file of the data and show the respondents, e.g., via a microcomputer, how the data can be used. However, this approach is likely to impress favorably only those who are, currently, information users. Others may require several years to become active users or supporters of the Inventory and the service it provides.

V. Recommendations for Field Testing of Inventory

During the Inventory project, some field visits were made to Central America and to Egypt, where the idea and general outline of the Inventory were presented. The idea of the Inventory was generally well-received, and the mission representatives who were interviewed expressed willingness to furnish the necessary data, especially if they were given access to the resulting data base for their own use in project management and planning.

Those visits were made early in the Inventory project, before the classification scheme was completed. Therefore, the classification was only described in general terms. The complexity of the scheme and the reporting forms was not evident at that time.

Therefore, the Inventory system requires testing in the field to determine any revision required before implementation of the system. This testing must be performed via visits to several selected missions.

A. Selection of missions to be visited

The missions to be visited should include the following:

- At least one mission in each region; at least one regional office;
- Missions with major science and technology projects;
- Missions with experience in information and data systems, e.g., mission project reporting systems and/or MACS (Mission Accounting Control System); missions with microcomputers.
- One or two missions that have some science and technology projects but little or no sophistication in information and data systems and the use of microcomputers.

B. Planning the visits

The visits must test the Inventory materials. However, it is important to prime the mission personnel and to attempt to gain their support for the Inventory system. The following steps are recommended:

1. Prior to visits:

a. Immediately following the cables to the selected missions to schedule the visits, a package of materials describing the Inventory should be sent to the missions. The package should contain the following:

- Inventory overview
- Complete classification scheme, including
 - Special concerns
 - Project resource and purpose categories
 - Project activities
 - Descriptive terms
- A brief description of how the above scheme will be applied.

It is strongly recommended that the entire package should not be sent initially. Sending the classification scheme alone will allow the mission staff to realize the breadth and depth of subject areas being sought. The staff may then begin to analyze their projects' contents in those terms without having to be concerned about the multi-dimensional approach to collecting the data.

b. A sample file of completed project data should be assembled and input to a microcomputer data management system. Output formats showing the different uses of the data should be developed. The system should allow for retrieval and aggregation of the project data on, e.g.:

- selected subject areas
- countries and/or regions
- specific activities or commodities

Preferably, the data base should include the corresponding data from DIU (location, information, abstracts, and descriptors).

These are only a few of the possible scenarios that might be chosen:

- comparative data, i.e., amount of research funding compared with planning/policy funding.

- Agency priority areas, e.g., public/private management/institution building.

This demonstration file can be used during initial briefings at the missions. The data can be mocked up into an attractive retrieval system with user-friendly interface language. Graphics capabilities might be utilized.

Earlier in this report some of the pro's and con's of such a demonstration file were addressed. In relation to field visits, we would furnish additional words of caution, especially since mission personnel usually do not have the opportunity to think in terms of a global data system.

At the outset of a new information system, the user clientele may react in various ways, e.g.,

- the "that's not it" syndrome -- where the viewer of the data cannot relate to the content or arrangement of the data, and so decides that the data will not serve him or her;
- the "big brother is watching" syndrome -- where the viewer will fear undue exposure to the Agency, i.e., that too much will be learned about his or her program or projects. Comparisons and projections of data are particularly threatening to persons who have to furnish their own data to a data management system. The same persons might be completely receptive to a system containing another organization's or agency's data, e.g., World Bank project data. But reporting within their own organization will be avoided at all costs.

Therefore, careful consideration should be given to whether a demonstration file is a wise choice for field visits. It should be considered especially carefully for missions where technical information and management data have been relatively inaccessible, since those staff members will be less attuned to the value to be gained from a system such as the Inventory.

If the decision is made to include a demonstration, an important tactic is to present the data being demonstrated as "typical data to be derived from the system" rather than claiming that it represents the final design. This allows the viewers to offer

suggestions for the scenarios they would find useful. It avoids having them reject the system from the start in contrast to viewing it with an eye towards lobbying for what they might find most useful.

The data collection system should be prepared both

- as forms for manual data collection, and
- for microcomputer-assisted data collection.

2. During the visits

The recommended length of visit is one week per mission. It would be preferable to have Inventory data collected for all, or most, projects in the missions visited. Larger missions might require two-week visits.

The agenda can be planned as follows:

- Day 1 - a.m. - Briefing of Mission Director
p.m. - Briefing of Program Office, Controller, and Data Management personnel
- Day 2 - a.m. - Briefing of Project Managers
p.m. - Meetings with specific Project Managers to review forms and scheme as they apply to specific projects, and train them to complete the Inventory.
- Day 3 - Same schedule as Day 2.
- Day 4 - Meeting with Project Managers to review completed forms, solve specific problems, answer questions.
- Day 5 - Wrap-up meetings with staff members; wrap-up meeting with Mission Director.

3. Evaluation of the Field Test

The results of the Field Test should be documented and evaluated for the Inventory's applicability to Field projects, the ease/complexity of completion of Inventory forms, and the consistency of reported data. In addition, specific requirements should be described for the approach to be taken in training A.I.D. field staff when the Inventory system is implemented. Revisions should be made to the classification scheme and reporting system as indicated during the field test.

VI. Recommendations for Further Revision of the Inventory

The current Inventory system has been developed primarily from guidance received from AID/Washington representatives. However, there are some specific areas of the Inventory and classification scheme for which there was not sufficient time or AID/Washington specialization to test and refine, primarily in the area of terminology and application of the terms.

It is therefore recommended that revisions should be made as described in the following paragraphs.

A. More Input from AID/Washington

The following issues need to be resolved by obtaining more information from AID/Washington:

1. Human resource activities require appropriate descriptive terms to be considered for linkage.
2. Energy Technology/Equipment needs to be developed; information was not furnished for revision of these terms.

B. Modifications to the Classification Scheme and Instructions

The following modifications are to be made to the classification scheme and instructions:

1. Project Activities

a. Condense the Terminology

The Activities have been patterned after the wording used in the USDA/CRIS system. However, they have proved to be too "wordy". Also, they are worded in a way that is confusing with project purposes and objectives. Their length hinders scanning by the user. The recommendation is to delete, globally, the following phrases from project activities:

Improvement of--
Protection against--
Analysis/improvement of--
Encouragement of--
Development of--

b. Construction Activities

Construction has not been included as an activity throughout each subject area, assuming that it was always construction for another specific activity. It was picked up on the Master Matrix for each subject. However, several sectors, e.g., health and education, need it as an activity to account for portions of project funds. Currently, construction is included in several subjects/sectors, but not all.

It is recommended that a construction activity should be added to each subject area as follows:

190 Construction/renovation of _____ facilities, e.g., for Agriculture/Fisheries, the code number would be A190 and the project activity would be called Construction/renovation of agricultural/fisheries facilities.

2. Descriptive Terms

- a. Foods, as listed, are not particularly A.I.D.-relevant. The existing terms could be condensed. Late suggestions from nutrition specialists indicate that a new category of terms may be required, to include, for example, "Weaning foods", or "Breast milk" (to link with the Nutrition education to report breastfeeding promotion).

Recommendations are (1) to add "Weaning foods" and "Breast milk" to the descriptive terms, and (2) to code using only the underlined descriptive terms, deleting the specific terms, i.e., using only the terms whose codes are 3700, 3800, 3900, 4000, 4100, 4200, 4300, 4400, 4500 and 4600.

- b. Family Planning Methods - delete all descriptive terms whose code numbers end with a number other than zero (0).

3. "Subject" Descriptive Terms

Add a set of all of the subject areas to the Descriptive Terms. This will add the "subject" dimension for certain problem areas, e.g.:

For the development of instructional materials for an agriculture extension project, "Education" project activities would be linked with "Education" descriptive terms. It would be impossible to determine that this project was for agriculture extension, unless there were other agriculture extension activities in the project, or the assumption were made from the information provided on the Master Matrix. Adding the subject areas as descriptive terms will allow "Agriculture/Fisheries" to be assigned as a descriptive term, thus allowing those agriculture extension activities to be specifically retrieved.

4. Health Facilities

Delete "Health facilities" from Health and Population/Demography descriptive terms. They may be added later to the Special Concerns page, if field testing indicates that they are required. At present, it appears that they are required only at the "project" level, rather than at the "project activity" level.

C. Other Issues

The following are issues that were raised during the course of the Inventory project, along with explanations for how they have been treated, or recommendations for further treatment.

1. Technology Transfer/Human Resources Development

Africa Bureau's ARDMIS system representatives suggested moving the Technology Transfer category to follow the Human resources Development category. This is appropriate for Agriculture, but it is not suitable throughout the scheme. The Technology Transfer category has not been relocated during the revision of the classification scheme.

2. Linkage of Project Activities with Descriptive Terms

Project activity terms are to be linked with descriptive terms only when descriptive terms represent commodities, equipment, etc., that are being developed or "worked on". They are not to be selected if they are merely "in use" in a project.

For example, if audio-visual equipment is purchased for health education activities, that would be coded as G201, Health Education and Improvement of Informational Tools. It would not be linked with a descriptive term. If, however, a project requires the development of audio-visual equipment, it would be coded as follows: I113, Educational Technology Development, and would be linked with 8499, Other Communications Media, Equipment, Facilities, Services.

The exception to the above rule is within those subject areas (Agriculture and Forestry) where Input Supplies are provided as descriptive terms.

Recommendations for descriptive terms to be linked with project activities are shown in the right-hand column of Part I of the classification scheme. Also, recommendations have been made for project activities that should not be linked with descriptive terms. This recommendation has been made in order to maintain some control and discipline to the system, and to avoid undue scattering of data that result in unreliable data reporting. However, this does not preclude the eventual use of any descriptive terms with any project activities to which funding data can be assigned.

3. Overall Re-Evaluation of Needs

The Inventory System has evolved substantially since the inception of this project. It is a "brokered" system in that many constituencies within the agency need different data (and, more often than not, each of those needs requires information reported in a different way). In response to those needs, the Inventory has grown more and more complex. At the same time, it does not really meet any need perfectly. It would be wise at this point to list the various constituencies, define their needs, and rate the importance of each need. It would be far better to answer some needs well, than many needs poorly.

4. Restructure Classification Scheme

The Project Activities may be easier to use if they are converted into a single list rather than classified according to major subject areas, as they are currently. Instead of repeating activities (e.g., Planning, Training, Input Supplies, etc.) throughout the Classification Scheme, each activity should appear only once. A set of broad subject areas could be included in the Descriptive Terms, to which all the general activities could link (See B-3, above).

5. Use of Broad Activity Levels Only

It is recommended that, initially and perhaps for the first two to three years of operation, funding data should be collected at the broad (underlined) activities only. After the system is well under way, the further subdivision of activities would seem less arduous. In addition, significantly more time could be devoted to developing the specific activities with input from all relevant sectors. This graduated approach to information gathering is the one adopted by the ARDMIS system, and it seems to have generated relatively little resistance among their staff members.

INVENTORY OF A.I.D. PROJECT ACTIVITIES

INSTRUCTIONS

A. OVERVIEW

The Inventory of A.I.D. Project Activities consists of a Classification Scheme representing the content of all A.I.D. projects and a set of forms to collect funding data on each of the projects. There are six forms:

The Cover Page corresponds to the Project Data Sheet (formerly called facesheet). The only difference is that the Purpose and Technical Codes and the geographical information will be replaced with more detailed Inventory codes on separate forms.

The Special Concerns Page collects data on geographic location of the project, ecological zones, target population groups, Agency-wide special concerns, and other sources of project-related funds.

The Master Matrix collects data on project Resource categories and project Purposes correlated with broad Subject Areas.

The Project Purpose Page distributes project Purpose data according to Project Activity. (To date, the Project Purpose Page has not been tested.)

The Project Inventory Worksheet collects data on Project Activities correlated with Descriptive Terms to further define each activity.

The Research Worksheet collects data on the research portion of a project. The data are on Project Activities further defined by Descriptive Terms.

The Project Purpose Page, Project Inventory Worksheet, and Research Worksheet are completed using Project Activities and/or Descriptive Terms (commodities, resources, diseases, pharmaceuticals, equipment, methodologies, organizations, etc.), taken directly from the Classification Scheme. Part I of the Classification Scheme lists the Project Activities; Part II lists the Descriptive Terms.

A set of forms has been completed for a sample project. They are included in Attachment C.

B. COVER PAGE

Complete the Project Data Sheet as usual, except for the Purpose Codes, Technical Codes, Geographic Codes, and Special Concerns information. This information will be collected on subsequent forms.

C SPECIAL CONCERNS PAGE

1. Geographic Classification

- a. Country/regional target. Enter the country (or countries) that the project is designated to benefit. Use specific countries if possible; however, if a project benefits an entire region and cannot be attributed to specific countries, enter the region.

b. Is some portion of the project work (e.g., training, research) performed in the United States or a third country? If so, indicate the specific country(ies).

2. Ecological Zones

Indicate the ecological zone(s) of the country or region where the project is intended to provide benefit.

3. Target Population Groups

Use this section to indicate if the project has a special orientation toward a specific target group. Choose applicable target groups from Attachment A and enter them on the lines provided. Use as many terms as necessary.

4. Special Concerns

Use this section to identify those Agency-wide special concerns that the project is attempting to meet. Check any special concerns from the provided list and/or add others.

5. Other Related Funding Sources

If non-projectized funds are being used for this project, indicate the amount, in \$US, for the categories provided.

D. MASTER MATRIX

The Master Matrix collects data on project Resource categories and project Purposes correlated with broad Subject Areas.

1. Project Number/Title

Enter the Project Number and Title.

```
*****
*
* In the attached sample, the Project Number is 123-4567; the
* Project title is "Agricultural Research and Extension."
*
*****
```

2. Life of Project Funds

Enter the Life of Project Funds, in thousands of dollars, on line 2.

```
*****
*
* In the sample, the Life of Project Funds, in thousands of
* dollars, is $5000.
*
*****
```

3. Resources

Examine the Resource categories across the page, and enter the amount of funds that represents each Resource category in boxes 3a-3i. THE SUM OF THE FUNDS ASSIGNED TO RESOURCE CATEGORIES MUST EQUAL THE TOTAL LIFE OF PROJECT FUNDS.

Definitions for Resource categories are provided as Attachment B to these instructions.

*	In the sample, the \$5000 is assigned to <u>Resource</u> categories	*	
*	follows:	*	
*		*	
*	Participant Training	- \$1000	*
*	In-Country Training	- 400	*
*	Professional Services/TA(Expatriate)	- 1200	*
*	Professional Services/TA (Local)	- 500	*
*	Commodities	- 400	*
*	Construction/Capital Equipment	- 300	*
*	Local Costs	- 600	*
*	Contingencies and Other Costs	- <u>600</u>	*
*			*
*	TOTAL EQUALS LIFE OF PROJECT FUNDS	\$5000	*
*			*

4. Purposes

Examine the Purpose categories across the page, and enter the amount of project funds programmed for each purpose in boxes 4a-4g. THE SUM OF THE FUNDS ASSIGNED TO PROJECT PURPOSE CATEGORIES MUST EQUAL THE TOTAL LIFE OF PROJECT FUNDS.

Definitions for project Purpose categories are provided as Attachment B to these instructions.

24

*
* In the sample, the \$5000 is assigned to Purpose categories as *
* follows: *
* *
* Conducting Research \$2500 *
* Planning/Policy/Evaluation 1200 *
* Information Dissemination 200 *
* Service Delivery 1100 *
* *
* TOTAL EQUALS LIFE OF PROJECT FUNDS \$5000 *
* *

5. Subject Areas and Resources

Examine the Subject Areas on the left side of the Master Matrix, and distribute, using percentages, the Resource funds marked in boxes 3a-3i down the page as appropriate. The Subject Areas do not necessarily represent A.I.D. sectoral areas; the percentages should be distributed according to Subject Area, regardless of the sector from which the work is being performed. THE SUM OF THE PERCENTAGES ASSIGNED TO SUBJECT AREAS FOR EACH RESOURCE CATEGORY MUST EQUAL 100% OF THAT RESOURCE CATEGORY.

25

```

*****
*
*   In the sample, the Participant Training funds ($1300) are
*   distributed to Subject Areas as follows:
*
*       Agriculture/Fisheries           -   90%
*       Nutrition                       -   10%
*
*   TOTAL EQUALS 100% OF PARTICIPANT TRAINING      100% ($1300)
*
*   The In-Country Training funds ($400) are distributed as follows:
*
*       Agriculture/Fisheries           100% ($400)
*
*   The Professional Services-TA (Expatriate) funds ($1200) are
*   distributed as follows:
*
*       Agriculture/Fisheries           90%
*       Nutrition                       10%
*
*   TOTAL EQUALS 100% OF PROFESSIONAL SERVICES      100% ($1200)
*
*   And so on, for each Resource Category
*
*****

```

6. Subject Areas and Purposes

Examine the Subject Areas on the left side of the Master Matrix, and distribute, using percentages, the project Purpose funds marked in boxes 4a-4g down the page according to the appropriate Subject Areas. THE SUM OF THE PERCENTAGES ASSIGNED TO SUBJECT AREAS FOR EACH PURPOSE CATEGORY MUST EQUAL 100% OF THAT PURPOSE CATEGORY.

```

*****
*
*   In the sample, the Conducting Research funds ($2500) are
*   distributed to Subject Areas as follows:
*
*       Agriculture/Fisheries           95%
*       Nutrition                       5%
*
*   TOTAL EQUALS 100% OF CONDUCTING RESEARCH   100%($2500)
*
*   The Planning/Policy/Evaluation funds ($1200) are distributed
*   as follows:
*
*       Agriculture/Fisheries           80%
*       Nutrition                       20%
*
*   TOTAL EQUALS 100% OF PLANNING/POLICY       100% ($1200)
*
*   And so on, for each Purpose Category.
*
*****

```

E. PROJECT PURPOSE PAGE

The Project Purpose Page distributes project Purpose data according to Project Activity. (To date, the Project Purpose Page has not been tested.)

1. Project Number/Title

Enter the Project Number and Title.

27

2. Life of Project Funds

Enter the Life of Project Funds, in thousands of dollars, on line 2.

3. Project Activities

Project Activities are to be selected from Part I of the Classification Scheme. The Activities are organized according to broad Subject Areas (as on the Master Matrix). Examine Activities from any of the Subject Areas to which funds are allocated on the Master Matrix. Select appropriate Activities and enter them in the spaces provided on the left side of the form. Use the code numbers and words (abbreviations may be used). Select as many activities as are necessary to account for all project funds.

Please note:

- o The Activity terms in the Classification Scheme are meant to represent actual project activities and not goals and purposes.
- o Within each subject area in the scheme, the activities are presented in a heirarchical format. For each group of Activities (such as Planning/Policymaking, etc.) use the most specific subactivities possible. Use the underlined (highest level) Activities only when no further details are known. Use either an underlined Activity or one or more of the subactivities indented beneath it.
- o The "Other Activities" categories (e.g., A150, B250, etc.) should be used sparingly. If the amount programmed for "Other Activities" represents a substantial portion of the project, please specify what it is for.

* *
* In the sample, 16 activities were selected from the Agriculture/*
* Fisheries and Nutrition sections of the classification. These *
* activities are listed in column 3. *
* *

4. Purposes

Transfer the project Purpose figures from boxes 4a-4g on the Master Matrix to boxes 4a-4g on the Project Purpose Page.

5. Purposes and Project Activities

Using percentages, distribute the funds assigned for each project Purpose down the page according to the specific Activity for which they are programmed. THE SUM OF THE PERCENTAGES DISTRIBUTED TO ACTIVITIES FOR EACH PURPOSE CATEGORY MUST EQUAL 100% OF THAT PURPOSE CATEGORY.

*
* In the sample, the Conducting Research funds are distributed to *
* Project Activities as follows: *

* A021	Management Training (Ag)	-	1%	*
* A022	Scientific Training (Ag)	-	24%	*
* A103	On-Farm Soil Management	-	25%	*
* A142	Biological Efficiency	-	35%	*
* A151	Disease Protection	-	4%	*
* A152	Pest Protection	-	3%	*
* A153	Weed Protection	-	3%	*
* F011	Nutritional Surveys	-	2%	*
* F021	Management Training (Nutr)	-	1%	*
* F022	Scientific training (Nutr)	-	<u>2%</u>	*

*
* TOTAL EQUALS 100% OF CONDUCTING RESEARCH 100% (2500) *

*
* The Planning/Policy/Evaluation/Management Improvement funds *
* (\$1200) are distributed to Project Activities as follows: *

* A012	Collection of Statistics (Ag)	-	25%	*
* A013	Planning and Policy (Ag)	-	25%	*
* A014	Evaluation (Ag)	-	30%	*
* F011	Nutritional Surveys	-	4%	*
* F013	Planning and Policy (Nutr)	-	9%	*
* F014	Evaluation (Nutr)	-	5%	*
* F022	Scientific Training (Nutr)	-	<u>2%</u>	*

*
* TOTAL EQUALS 100% OF PLANNING/POLICY 100% (\$1200) *

*
* And so on, for each Purpose Category. *

*

6. COMPUTATION OF PROJECT ACTIVITIES

A dollar amount for specific Project Activities is necessary to complete the subsequent forms. Follow this procedure to calculate the dollar amounts:

Each activity line will now have one or more boxes filled in with a percentage. For each box that is filled in, multiply the percentage in that box by the total dollar amount at the top of the column, and save the subtotal. Continue across the activity line, multiplying the percentage in each box by the amount at the top of the respective column, saving all the subtotals. Sum the subtotals to calculate the total amount programmed for a specific Activity. Enter that figure on the appropriate activity line in column 6.

Repeat this procedure for every Activity listed in column 3, and enter the totals in column 6. THE SUM OF THE DOLLAR AMOUNTS FOR ACTIVITIES IN COLUMN 6 MUST EQUAL THE LIFE OF PROJECT FUNDS.

* * * * *

* In the sample, the dollar amount for A021 Management Training *
 * (Ag) is computed as follows: *
 * * * * *

1% x \$2500 (box 4a)	=	\$ 25	(to column 6)	*
* * * * *				

* The dollar amount for A103 On-Farm Soil Management is *
 * computed as follows: *
 * * * * *

25% x \$2500 (box 4a)	=	\$625	*	
50% x \$ 200 (box 4c)	=	<u>100</u>	*	
		\$725	(to column 6)	*

* * * * *

* And so on, for each Activity. *
 * * * * *

F. PROJECT INVENTORY WORKSHEET

The Project Inventory Worksheet requires the distribution of project funds according to Activities and linking those Activities with appropriate Descriptive Terms (commodities, resources, diseases, pharmaceuticals, equipment, methodologies, organizations, etc.).

1. Project Number/Title

Enter the Project Number and Title.

2. Life of Project Funds

Enter the Life of Project Funds, in thousands of dollars, on line 2.

3. Project Activities

Transfer the Project Activities (from column 3 of the Project Purpose Page) and the respective dollar amounts (from column 6 of the Project Purpose Page) to column 3 of the Project Inventory Worksheet. Use as many worksheets as necessary.

* * * * *
* In the sample, all the Activities and related funding figures *
* are transferred to column 3 on the Project Inventory Work- *
* sheet. Two Worksheets are required to list all the *
* Activities. *

4. Descriptive Terms

Descriptive Terms (Commodities, Resources, etc.) are selected from Part II of the Classification Scheme. Descriptive Terms are meant to further define the Project Activities, and the terms vary greatly depending on the Activity. For example,

Agriculture Activities	may link with	Crops
Health Activities	" " "	Diseases
Population Activities	" " "	Birth Control Methods
Energy Activities	" " "	Energy Resources

In addition, one Activity may link with several types of descriptive terms. For example,

Agriculture Activities may link with Crops and Agrochemical Production Agents.

Education Activities may link with Educational Levels and Communications Media.

Part I of the Classification Scheme (Project Activities) suggests the Descriptive Terms that might link with each Activity. The Worksheet can accommodate the linking of as many Descriptive Terms as necessary to fully describe any Activity.

For each Activity selected, choose the appropriate types of Descriptive Terms that could define it more specifically. Enter the type of Descriptive Term in the blanks across the top of the Project Inventory Worksheet.

33

* * * * *
* In the sample, the Activities link with the following types of *
* Descriptive Terms: *
* * * * *
* Crops *
* Agrochemical Production Agents *
* * * * *
* These types of Descriptive Terms are written in blanks across *
* the top of the Project Inventory Worksheet. *
* * * * *

Refer to Part II of the Classification Scheme for the specific Descriptive Terms. List all the appropriate Descriptive Terms (use code numbers and words) under each type of term. Use the most specific term applicable. If the list is longer than the spaces provided, use additional blank forms.

```

*****
*
* In the sample, the specific Crops are:
*
*     1420 Grain Sorghum and Millet
*     1430 Rice
*
* The specific Agrochemical Production Agents are:
*
*     2010 Chemical Fertilizers
*     2020 Fertilizers and Manures
*     2030 Pesticides
*     2040 Herbicides
*
*****

```

5. Project Activities and Descriptive Terms

For each Activity, enter the percentage of project funds programmed for each Descriptive Term listed.

Please note:

- o Part I of the Classification Scheme (Project Activities) suggests the Descriptive Terms that might link with each Activity.
- o It is not necessary to link every Activity with every type of Descriptive Term (or, in fact, with any Descriptive Term) unless it is appropriate. Not every cell has to be filled in.
- o Within a type of Descriptive Term (e.g., Crops) the percentages for a specific activity cannot be greater than 100%. However, if there are several types of Descriptive Terms listed across the page, each type could equal 100%.

35

```

*****
*
*   In the sample, the A103 On-Farm Soil Management funds are
*   programmed for specific Crops as follows:
*
*       1420 Grain Sorghum and Millet           50%
*       1430 Rice                               50%
*
*   Note:  In this example, the sum of the percentages equals
*   100%.  It is possible that some of the funds might not be
*   programmed for a specific crop, in which case the sum would
*   be less than 100%.
*
*   The A103 On-Farm Soil Management funds also are programmed
*   for specific Agrochemical Production Agents as follows:
*
*       2010 Chemical Fertilizers               5%
*       2020 Fertilizers and Manures           5%
*
*   And so on, for every appropriate Activity/Descriptive Term
*   combination.
*
*****

```

G. RESEARCH WORKSHEET

The Research Worksheet collects data on the research portion of a project.

1. Project Number/Title

Enter the Project Number and Title.

36

2. Research Funds

Enter the funds, in thousands of dollars, assigned to Research from Box 4a on the Project Purpose Page.

*
* In the sample, \$2500 from box 4a on the Project Purpose Page *
* is entered on line 2 of the Research Worksheet. *
* *

3. Research Activities

Transfer any Activity from column 3 on the Project Purpose Page that has a Research component (i.e., has a percentage in column 4a) to column 3 the Research Worksheet. Also transfer the percentage. If none of the activities has a Research component (i.e., column 4a on the Project Purpose Page is blank) it is not necessary to complete this form.

If the project was entirely Research, the Project Inventory Worksheet will suffice as the Research Worksheet, and no further computation is necessary.

21

*
* In the sample, there are 10 Activities on the Project Purpose *
* Page that have research components (i.e., a percentage in *
* column 4a): *
*
* A021 Management Training (Ag) 1% *
* A022 Science Training (Ag) 24% *
* A103 On-Farm Soil Management 25% *
* etc. *
*
* The 10 Activities and respective percentages are transferred *
* to column 3 on the Research Worksheet. *
*

4. Computation of Research Funds

Compute the dollar amount for each Research activity by multiplying the percentage in the Research column on the Project Purpose Page by the amount on line 2 of the Research Worksheet (from box 4a at the top of the Research column of the Project Purpose page). Enter each amount in column 4 on the Research Worksheet. THE SUM OF THE FUNDS ASSIGNED TO RESEARCH ACTIVITIES MUST EQUAL THE TOTAL FUNDS ASSIGNED TO RESEARCH (LINE 2).

30

*
* In the sample, the dollar amount for the Research component *
* of A021 Management Training (Ag) is computed as follows: *
*
* 1% x \$2500 (line 2) = \$25 (to column 4) *
*
* The dollar amount for the Research component of A022 *
* Scientific Training (Ag) is computed as follows: *
*
* 24% x \$2500 (line 2) = \$600 (to column 4) *
*
* And so on, for each Research activity. *
*

5. Descriptive Terms

Scan the Descriptive Terms on the Project Inventory Worksheet, and transfer all the Descriptive Terms that relate to the Research activities to the appropriate spaces on the Research Worksheet.

*
* In the sample, the Descriptive Terms related to the Research *
* activities are: *
*
* 1420 Grain sorghum and Millet *
* 1430 Rice *
*
* 2010 Chemical Fertilizers *
* 2020 Fertilizers and Manures *
* 2030 Pesticides *
* 2040 Herbicides *
*

6. Research Activities and Descriptive Terms

For each Research activity, enter the percentage of project funds programmed for each Descriptive Term listed. Follow the guidelines for Descriptive Terms provided in the instructions for completing the Project Inventory Worksheet.

* * *

* In the sample, the Research component of the A103 On-Farm Soil *
* Management funds is programmed for specific crops as follows: *
* * *

* 1420 Grain Sorghum and Millet	50%	* *
* 1430 Rice	50%	* *

* The Research component of the A103 On-Farm Soil Managment funds *
* is also programmed for specific Agrochemical Production Agents *
* as follows: *
* * *

* 2010 Chemical Fertilizers	5%	* *
* 2020 Fertilizers and Manures	5%	* *

* And so on, for every appropriate Research Activity/ *
* Descriptive Term combination. *
* * *

7. Congratulations

You made it. Congratulations and thank you.

40

SELECTED TARGET POPULATIONS

(Choose as appropriate from any of the following groups. Use as many terms as necessary.)

Age

Prenatal
Infants and children
Youth
Adults
Elderly

Sex (use only if project is specifically tailored to either sex.)

Men
Women

Social groups

Community or neighborhood
Families
Parents
Mothers
Fathers
Couples
Individuals

Medical physiological status

Malnourished
Pregnant
Lactating

Residential groups

Rural residents
Urban (large) residents
Urban (medium) residents
Urban (small) residents
Migrants

Occupational groups

Rural occupational groups, general
Large-farm owner or managers
Family farm and other small farm owners
Tenant farmers and sharecroppers
Hired farm workers
Public rural employees
Non-agricultural rural employees/employers
Business owners (rural)
Business employees (rural)
Artisans (rural)
Rural unemployed
Rural unemployed youth
Urban occupational groups, general
Business owners (urban)
Business employees (urban)
Artisans (urban)
Day laborers
Public employees
Urban unemployed
Urban unemployed youth
Institutional occupational groups, general
Government officials
Administrators
Faculty
Students

Economic groups

Middle class
Poor

DEFINITIONS FOR RESOURCE CATEGORIES

NOTE: Each category includes recurrent costs that are related to the resource, including allowances for inflation.

PARTICIPANT TRAINING - Out-of-country training of host country representatives. Includes tuition, travel, and living costs.

IN-COUNTRY TRAINING - Formal in-country education and training of host country and/or foreign representatives. Includes tuition, administrative costs, travel, and living costs.

PROFESSIONAL SERVICES/TA (EXPATRIATE) - Technical/managerial specialists, related costs (e.g., benefits, moving expenses), and related services for the implementation of project activities.

PROFESSIONAL SERVICES/TA (LOCAL) - Technical/managerial specialists including local currency support.

COMMODITIES - Commodities and expendable (service life of three years or less) equipment required for project activities.

CONSTRUCTION/RENOVATION/CAPITAL EQUIPMENT - Acquisition of, construction of, major repairs to, or alterations in structures, works, equipment, facilities, or land use required for project activities. Includes capital equipment and such related costs as shipping, assembly, and assistance, e.g., from manufacturer's representative.

LOCAL COSTS - Operating expenses, salaries, expendables, and related expenses of host country institution, including subsidies. Excludes local technical assistance and local expenses for expatriates.

REVOLVING LOAN FUNDS - Contributions to revolving loan funds.

CONTINGENCIES AND OTHER COSTS, NEC* - Expenses related to resources, e.g., computer time. Includes indirect costs.

* NEC = Not elsewhere classified

DEFINITIONS FOR PROJECT PURPOSE CATEGORIES

NOTE: Each category includes the indirect or recurrent costs that are related to the project purpose, including allowances for inflation.

CONDUCTING RESEARCH - Systematic study directed toward fuller scientific and technological knowledge or understanding necessary for determining the means by which a recognized and specific need may be met. Includes training, manpower development, commodities, research equipment, capital construction for research, and professional services related to research.

PLANNING/POLICY FORMULATION/EVALUATION/MANAGEMENT IMPROVEMENT - Development of organizations and other institutions needed to carry out development projects and programs. Development and application of methods to determine if project objectives and goals are being met. Includes related surveys, data processing, and analysis. Includes training, manpower development, and professional services related to policy analysis and planning.

INFORMATION DISSEMINATION - Ongoing informational transfer of knowledge and distribution of information to end users (e.g., farmers) related to programs and their objectives. Includes extension-related information dissemination.

SERVICE DELIVERY - Provision of services to end users; operation of facilities. Includes all training, manpower development, commodities, professional services, and construction related to service delivery. Includes extension personnel; excludes extension information dissemination.

CAPITAL CONSTRUCTION - Capital construction other than for research. Includes construction of infrastructure, and costs for renovation or construction and related equipment and shipping not directly related to other categories specified above.

PRODUCTION OF GOODS AND SERVICES - Costs related to the production and distribution of goods and services not directly related to other categories specified above.

OTHER - Expenses not otherwise specified. Includes general activities for establishment or strengthening development capacity that cannot be assigned to the above categories. Use this category sparingly; if greater than 5% of project, specify type of expense.

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SPECIAL CONCERNS PAGE

1. GEOGRAPHIC CLASSIFICATION. Use specific countries, if possible.

a. Country/regional target

Western Africa

b. If some portion of the work is being performed elsewhere than stated in A., fill in below.

2. ECOLOGICAL ZONES. Check all applicable zones.

- Arid lands
- Semiarid lands
- Humid tropics
- Coastal zones
- Uplands/mountains

3. TARGET POPULATION GROUPS. Choose applicable target groups from Attachment A. Use as many terms as necessary.

Target

Government officials

Family farm and other small

farm owners

Families

4. SPECIAL CONCERNS. Check applicable items from the following list:

- | | |
|---|--|
| <input type="checkbox"/> Private Voluntary Organizations | <input type="checkbox"/> Capital-saving technology |
| <input checked="" type="checkbox"/> Title XII | <input type="checkbox"/> Energy-saving technology |
| <input checked="" type="checkbox"/> Women in development | <input checked="" type="checkbox"/> Appropriate technology |
| <input type="checkbox"/> Human rights | <input checked="" type="checkbox"/> Environmental impact |
| <input checked="" type="checkbox"/> Community participation | <input type="checkbox"/> Occupational safety/health |
| <input type="checkbox"/> Private enterprise | <input checked="" type="checkbox"/> Rural development |
| <input type="checkbox"/> Computer applications | <input type="checkbox"/> Urban upgrading |

5. OTHER RELATED FUNDING SOURCES. Indicate the amount, in \$US, for the following non-projectized funding related to this project:

\$ _____ PL 480 (Food for Peace)

\$ 1,500,000 Host country funds

\$ _____ Foreign currency
(including revenues therefrom)

PROJECT PURPOSE PAGE*
(Project Purposes/Activities)

1. Project Number:
123-4567
Project Title:
Agricultural Research
and Extension

4. PROJECT PURPOSES

	CONDUCTING RESEARCH	PLANNING/POLICY FORMUL/EVALU/MENT IMPRVT	INFORMATION DISSEMINATION	SERVICE DELIVERY	CAPITAL CONSTRUCTION, NEC**	PRODUCTION OF GOODS & SERVICES	OTHER
2. <u>Life of Project Funds:</u> \$ <u>5000</u>	2500 4a	1200 4b	200 4c	1100 4d			

3. Project Activities

5.

6.

<u>A021 Management Training (Ag)</u>	<u>1</u>						\$ <u>25</u>
<u>A022 Scientific Training (Ag)</u>	<u>24</u>						\$ <u>600</u>
<u>A012 Collection of Statistics (Ag)</u>		<u>25</u>					\$ <u>300</u>
<u>A013 Planning and Policy (Ag)</u>		<u>25</u>					\$ <u>300</u>
<u>A014 Evaluation (Ag)</u>		<u>30</u>					\$ <u>360</u>
<u>A103 On-Farm Soil Management</u>	<u>25</u>		<u>50</u>				\$ <u>725</u>
<u>A142 Biological Efficiency</u>	<u>35</u>		<u>50</u>				\$ <u>975</u>
<u>A151 Disease Protection</u>	<u>4</u>						\$ <u>100</u>
<u>A152 Pest Protection</u>	<u>3</u>						\$ <u>75</u>
<u>A153 Weed Protection</u>	<u>3</u>						\$ <u>75</u>
<u>A202 Extension</u>				<u>90</u>			\$ <u>990</u>
<u>F011 Nutritional Surveys</u>	<u>2</u>	<u>4</u>		<u>9</u>			\$ <u>197</u>
<u>F013 Planning and Policy (Ntr)</u>		<u>9</u>					\$ <u>108</u>
<u>F014 Evaluation (Ntr)</u>		<u>5</u>					\$ <u>60</u>
<u>F021 Management Training (Ntr)</u>	<u>1</u>						\$ <u>25</u>
<u>F022 Scientific Training (Ntr)</u>	<u>2</u>	<u>2</u>		<u>1</u>			\$ <u>85</u>
							\$ <u>5000</u>
							\$ <u>✓</u>
							\$
							\$
							\$

PROJECT INVENTORY WORKSHEET
(Activities, Descriptive Terms)

1. Project Number: 123-4567
 Project Title: Agricultural Research and Extension
 2. Life of Project Funds: 5000
 3. Project Activities

	5.	4. Type of Descriptive Terms Crops				Type of Descriptive Terms Production Agents				Type of Descriptive Terms			
		Millet and Sorghum	Rice			chemical Fertilizers	Fertilizers and Manures	Pesticides	Herbicides				
A021 Mgmt Training (Ag)	\$ 25												
A022 Sci. Training (Ag)	\$ 600												
A012 Coll. of Statistics (Ag)	\$ 300												
A013 Planning/Policy (Ag)	\$ 300												
A014 Evaluation (Ag)	\$ 360												
A103 On-Farm Soil Mgmt	\$ 725	50	50			5	5						
A142 Biological Efficiency	\$ 975	50	50										
A151 Disease Protection	\$ 100	50	50										
A152 Pest Protection	\$ 75	50	50					50					
A153 Weed Protection	\$ 75	50	50						50				
A202 Extension	\$ 990												
continued on 2nd sheet													

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continued

PROJECT INVENTORY WORKSHEET
(Activities/Descriptive Terms)

1. Project Number: 123-4567

Project Title: Agricultural
Research and Extension

2. Life of Project Funds: 5000

3. Project Activities

		4. Type of Descriptive Terms					Type of Descriptive Terms					Type of Descriptive Terms							
F011 Nutr. Surveys	\$ 197	5.																	
F013 Planning/Policy (Nutr)	\$ 108																		
F014 Evaluation (Nutr)	\$ 60																		
F021 Mgmt. Training (Nutr)	\$ 25																		
F022 Sci. Training (Nutr)	\$ 85																		
	\$																		
	\$																		
	\$																		
	\$																		
	\$																		
	\$																		
	\$																		

50

PROJECT DATA SHEET

1. TRANSACTION CODE

A = Add
C = Change
D = Delete

Amendment Number

DOCUMENT CODE

3

COUNTRY/ENTRY

3. PROJECT NUMBER

BUREAU/OFFICE

5. PROJECT TITLE (maximum 40 characters)

PROJECT ASSISTANCE COMPLETION DATE (PACD)

7. ESTIMATED DATE OF OBLIGATION
(Under 'B' below, enter 1, 2, 3, or 4)

MM DD YY

A. Initial FY

B. Quarter

C. Final FY

8. COSTS (\$000 OR EQUIVALENT \$1 =)

A. FUNDING SOURCE	FIRST FY			LIFE OF PROJECT		
	B. FX	C. L/C	D. Total	E. FX	F. L/C	G. Total
AID Appropriated Total						
(Grant)	()	()	()	()	()	()
(Loan)	()	()	()	()	()	()
ther	1					
S	2					
Host Country						
Other Donors)						
TOTALS						

9. SCHEDULE OF AID FUNDING (\$000)

. APPRO- RIATION	B. PRIMARY PURPOSE CODE	C. PRIMARY TECH. CODE	D. OBLIGATIONS TO DATE		E. AMOUNT APPROVED THIS ACTION		F. LIFE OF PROJECT	
			1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan
T O T .								

CODING WILL BE REPLACED WITH CODES FROM THE INVENTORY CLASSIFICATION

11. SECONDARY PURPOSE CO

SPECIAL CON

A. Code

B. Amount

PROJECT PURPOSE (maximum 480 characters)

[Empty box for Project Purpose]

SCHEDULED EVALUATIONS

Interim MM YY MM YY Final MM YY

15. SOURCE/ORIGIN OF GOODS AND SERVICES

000 941 Local Other (Specify)

AMENDMENTS/NATURE OF CHANGE PROPOSED (This is page 1 of a page PP amendments)

17. APPROVED BY

Signature

Title

Date Signed MM DD YY

18. DATE DOCUMENT RECEIVED BY AID/W, OR FOR AID/W DOCUMENTS, DATE OF DISTRIBUTION MM DD YY

Project Number: _____
Project Title: _____

SPECIAL CONCERNS PAGE

1. GEOGRAPHIC CLASSIFICATION. Use specific countries, if possible.

a. Country/regional target

b. If some portion of the work is being performed elsewhere than stated in A., fill in below.

2. ECOLOGICAL ZONES. Check all applicable zones.

- _____ Arid lands
- _____ Semiarid lands
- _____ Humid tropics
- _____ Coastal zones
- _____ Uplands/mountains

3. TARGET POPULATION GROUPS. Choose applicable target groups from Attachment A. Use as many terms as necessary.

Target

4. SPECIAL CONCERNS. Check applicable items from the following list:

- | | |
|---------------------------------------|----------------------------------|
| _____ Private Voluntary Organizations | _____ Capital-saving technology |
| _____ Title XII | _____ Energy-saving technology |
| _____ Women in development | _____ Appropriate technology |
| _____ Human rights | _____ Environmental impact |
| _____ Community participation | _____ Occupational safety/health |
| _____ Private enterprise | _____ Rural development |
| _____ Computer applications | _____ Urban upgrading |

5. OTHER RELATED FUNDING SOURCES. Indicate the amount, in \$US, for the following non-projectized funding related to this project:

\$ _____ PL 480 (Food for Peace)
\$ _____ Host country funds
\$ _____ Foreign currency
(including revenues therefrom)

MASTER MATRIX

1. Project Number: _____
 Project Title: _____

2. Life of Project Funds \$ _____

Subject Areas	3a	3b	3c	3d	3e	3f	3g	3h	3i
A. AGRICULTURE/FISHERIES									
B. FORESTRY									
C. ENERGY									
D. NATURAL RESOURCES/ENVIRONMENT									
E. WATER USE/SANITATION									
F. NUTRITION/FOOD PROCESSING									
G. HEALTH									
H. POPULATION/DEMOGRAPHY									
I. EDUCATION/COMMUNICATIONS									
J. HUMAN HABITATS/TRANSPORTATION									
K. EMPLOYMENT/ENTERPRISE									
L. PUBLIC/PRIVATE MANAGEMENT/ INSTITUTION BUILDING, NEC*									
M. OTHER OR GENERAL METHODOLOGY NEC*									

TOTAL = 100%

3. RESOURCES
 (Total = 100% of Project Funds)

	4. PARTICIPANT TRAINING- (U.S. & 3rd COUNTRY)	5. IN-COUNTRY TRAINING	6. PROFESSIONAL SERVICES/TA (EXPATRIATE)	7. PROFESSIONAL SERVICES/TA (LOCAL)	8. COMMODITIES	9. CONSTRUCTION/RENOVATION/ CAPITAL EQUIPMENT	10. LOCAL COSTS	11. REVOLVING LOAN FUNDS	12. CONTINGENCIES AND OTHER COSTS, NEC*
A. AGRICULTURE/FISHERIES									
B. FORESTRY									
C. ENERGY									
D. NATURAL RESOURCES/ENVIRONMENT									
E. WATER USE/SANITATION									
F. NUTRITION/FOOD PROCESSING									
G. HEALTH									
H. POPULATION/DEMOGRAPHY									
I. EDUCATION/COMMUNICATIONS									
J. HUMAN HABITATS/TRANSPORTATION									
K. EMPLOYMENT/ENTERPRISE									
L. PUBLIC/PRIVATE MANAGEMENT/ INSTITUTION BUILDING, NEC*									
M. OTHER OR GENERAL METHODOLOGY NEC*									

* NEC = Not elsewhere classified

4. PROJECT PURPOSES
 (Total = 100% of Project Funds)

	13. CONDUCTING RESEARCH	14. PLANNING/POLICY FORMULA- TION/EVALUATION/MANAGE- MENT IMPROVEMENT	15. INFORMATION DISSEMINATION	16. SERVICE DELIVERY	17. CAPITAL CONSTRUCTION	18. PRODUCTION OF GOODS AND SERVICES	19. OTHER If greater than 5%, specify:
A. AGRICULTURE/FISHERIES							
B. FORESTRY							
C. ENERGY							
D. NATURAL RESOURCES/ENVIRONMENT							
E. WATER USE/SANITATION							
F. NUTRITION/FOOD PROCESSING							
G. HEALTH							
H. POPULATION/DEMOGRAPHY							
I. EDUCATION/COMMUNICATIONS							
J. HUMAN HABITATS/TRANSPORTATION							
K. EMPLOYMENT/ENTERPRISE							
L. PUBLIC/PRIVATE MANAGEMENT/ INSTITUTION BUILDING, NEC*							
M. OTHER OR GENERAL METHODOLOGY NEC*							

RESEARCH WORKSHEET

(Activities/Descriptive Terms)

1. Project Number: _____

Project Title: _____

2. Research Funds \$ _____

3. Project Activities

4. Funds

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5. Type of Descriptive Terms

Type of Descriptive Terms

Type of Descriptive Terms

6.

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INVENTORY OF AID PROJECT ACTIVITIES

CLASSIFICATION SCHEMEPART IProject Activities

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February 1, 1984

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Description of Classification Scheme

The classification scheme of A.I.D. project activities and other descriptive terms was patterned after the USDA/CRIS classification scheme. Its primary features are:

- hierarchical lists of activities and descriptive terms, allowing the collection of funding data at very specific levels and the aggregation of funding data at broader activity and descriptive term levels; and
- the ability to aggregate data vertically through the scheme (i.e., on broad subject areas) and horizontally (i.e., on a specific activity, such as input supply systems) across each subject area.

The classification scheme includes the following:

Part I. PROJECT ACTIVITIES

Subjects

Agriculture/Fisheries

Forestry

Energy

Natural Resources/Environment

Water Use/Sanitation

Nutrition/Food Processing

Health

Population/Demography

Education/Communication

Human Habitats/Transportation

Employment/Enterprise

Public/Private Management/Institution Building

General Planning/Methodology

Within Each Subject, a set of activities for each of the following (scope notes are included herein as Part B):

General planning/policy formulation/evaluation/data collection

Human resources development

Subject-specific activities including several categories per subject, e.g., agricultural crop production, primary health care, etc.

Technology transfer

Improvement of input supply

Infrastructure development

Commercial and market development

Management and institution building

Other activities, not elsewhere classified

Part II. DESCRIPTIVE TERMS

Subjects - same as for Project Activities, listed above.

Within Each Subject:

Agriculture/Fisheries

Crops and livestock

Agrochemical production agents and input supplies

Land reclamation and improvement techniques

Forestry

Forest species

Forest products

Forestry production agents and input supplies

Energy

End uses

Energy resources

Energy technologies/equipment

Natural Resources/Environment

Natural hazards

Types of pollution

Water Use/Sanitation

End uses

Water resources

Water supply and sanitation equipment

Nutrition/Food Processing

Foods

Food supplements

Food processing equipment

Health

Diseases

Pharmaceuticals

Pest control agents and techniques

Diagnostics

Health facilities

Population/Demography

Family planning methods

Health facilities

Education/Communication

Educational levels

Communication modes

Communications media/equipment/facilities/services

Human Habitats/Transportation

Types of housing/shelter

Location of communities

Modes of transportation

Vehicles/vehicle maintenance

Employment/Enterprise

Types of enterprise, business, or industry

Public/Private Management

Organization types

The terms for the classification scheme were selected to represent project entities to which funding information could be related. Major consideration was given to the terms' mutual exclusivity and to their combined comprehensive coverage of the content of all A.I.D. projects.

Definitions of Project Activities and Descriptive Terms

The classification scheme's basic entities, i.e., the project activity terms and the descriptive terms should be defined according to the content of their respective sub-entities. For example:

Project Activity Terms

Product development/improvement is defined as:

Product improvement and design

Technology development/adaptation

Improvement of productivity and quality control

Improvement of technology transfer mechanisms

Other or general product development

Descriptive Terms

CROPS AND LIVESTOCK - Fruit and Nut Crops is defined as:

Citrus fruits

Tropical and subtropical fruits

Small fruits, including berries, grapes, etc., and deciduous tree fruits, etc.

Edible tree nuts

Other fruit and nut crops

Linkage of Project Activities with Descriptive Terms

Project activity terms are to be linked with descriptive terms only when descriptive terms represent commodities, equipment, etc., that are being developed or "worked on". They are not to be selected if they are merely "in use" in a project.

For example, if audio-visual equipment is purchased for health education activities, that would be coded as G201, Health Education and Improvement of Informational Tools. It would not be linked with a descriptive term. If, however, a project requires the development of audio-visual equipment, it would be coded as follows: I113, Educational Technology Development, and would be linked with 8499, Other Communications Media, Equipment, Facilities, Services.

The exception to the above rule is within those subject areas (Agriculture and Forestry) where Input Supplies are provided as descriptive terms.

Recommendations for descriptive terms to be linked with project activities are shown in the right-hand column of Part I of the classification scheme. Also, recommendations have been made for project activities that should not be linked with descriptive terms. This recommendation has been made in order to maintain some control and discipline to the system, and to avoid undue scattering of data that result in unreliable data reporting.

PROJECT ACTIVITY SCOPE NOTES

Activity Groups that Apply to all Subject Areas

The following groups describe the activities that are performed in agricultural projects or components of projects.

Activities are not to be mistaken for project objectives, purposes, or outputs. Activities represent the action that is being taken, that can be quantified in budgetary terms.

010 Planning/Policy Formulation/Evaluation/Data Collection

To conduct or improve the capacity for conducting development planning and analysis of policy issues. Includes all aspects of capacity building, methodologies, and related resources such as data collection and state-of-the-art studies.

020 Human Resources Development

To train or conduct academic or technical training programs for the development of all levels of administrative, scientific and, technical capabilities. Includes U.S., in-country, and third country training programs.

200 Technology Transfer

To extend or to improve the capacity for extension/diffusion/transfer of improved technologies for production/marketing; improvement of social attitudes relating to technological change. Includes information dissemination.

210 Improvement of Input Supply Systems

To provide or to strengthen the capacity for the provision of physical inputs (fertilizer, seeds, medications, etc.) for production/marketing. Includes import and delivery of supplies.

220 Infrastructure Development

To conduct or to strengthen the capacity to construct and/or maintain roads, transportation vehicles and systems, communications systems, and utilities.

230 Commercial and Market Development

To improve or to strengthen the capacity to improve the production, processing, assembly, handling, storage, transport, and/or distribution of commodities. To strengthen capital markets and credit.

240 Management and Institution Building

To improve or to strengthen organizational efficiency by improving management and planning techniques, revenue and financial management systems, legal and regulatory structure, and instituting structural changes.

Activity Groups that Apply to Specific Subject Areas

100-170 Activity Groups

The scope of each of the activity groups (100-170) is defined by its subgroups. Where further definition is required, parenthetical scope notes have been added next to the specific activities or sub-activities.

A. AGRICULTURE/FISHERIES ACTIVITIES

- A010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)
- A011 Identification of needs and problems*
- A012 Collection of basic statistics*
- A013 Planning and policy formulation*
- A014 Evaluation*
- A015 Improvement of methods of planning/policy
formulation/evaluation/data collection*
- A019 Other or general planning/policy
formulation/etc.*
- A020 Human resources development* (includes U.S.,
in-country, and third country)
- A021 Administrative/management training*
- A022 Scientific training*
- A023 Skills/technical training*
- A024 Other or general human resources development*
- A100 Soil improvement, conservation, and use
(includes land reclamation)
- A101 Soil assessments*
- A102 Soil improvement, conservation, and management
(excluding on-farm)
- A103 Improvement of on-farm soil management
- A104 Other or general soil improvement, conservation,
and use

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):

2110-2199 - Land Reclamation and
Improvement Techniques

1100-1999 - Crops and Livestock

2010-2095 - Production Agents and
Input Supplies

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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A110 Rangeland improvement, conservation, and use

- A111 Rangeland assessments*
- A112 Rangeland improvement, conservation, and management (excluding on-farm)
- A113 Improvement of on-farm rangeland management
- A114 Other or general rangeland improvement, conservation, and use

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 2110-2199 - Land Reclamation and Improvement Techniques
- 1100-1999 - Crops and Livestock
- 2010-2095 - Production Agents and Input Supplies

A120 Water resource development, conservation, and use (excludes potable water)

- A121 Water resource assessments
- A122 Improvement of irrigation/drainage systems (structures, etc.)
- A123 Improvement of on-farm water management
- A124 Other or general water resource development, conservation, and use

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 1100-1999 - Crops and Livestock
- 3310-3399 - Water Resources
- 3410-3599 - Water Supply and Sanitation Equipment

A130 Improvement of land access and tenure*

A140 Improvement of quality of agricultural products (excludes commercial aspects)

- A141 Improvement of nutritional quality
- A142 Improvement of biological efficiency
- A143 Improvement of consumer acceptability
- A144 Other or general improvement of quality of agricultural products

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 1100-1999 - Crops and Livestock

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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A150 Protection of plants and animals from loss or damage (preharvest)

- A151 Protection against/treatment for disease
- A152 Protection against vertebrate and insect pests
- A153 Protection against weeds
- A154 Protection against weather/climate/natural hazards/manmade hazards
- A155 Other or general protection of plants and animals

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 1100-1999 - Crops and Livestock
- 2010-2095 - Production Agents and Input Supplies
- 3110-3199 - Natural Hazards
- 3210-3299 - Types of Pollution
- 7010-7199 - Pest Control Agents and Techniques

A160 Efficient production of agricultural products

- A161 Improvement of production management systems (non-agroforestry; includes farming systems, cropping patterns)
- A162 Improvement of agroforestry systems
- A163 Improvement of farm mechanization
- A164 Improvement of farm management*
- A165 Other or general production of agricultural products

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 1100-1999 - Crops and Livestock
- 2010-2095 - Production Agents and Input Supplies
- 2210-2299 - Forest Species

A170 Postharvest handling and storage of agricultural products

- A171 Protection against fungi, bacteria, and other spoilage organisms
- A172 Protection against vertebrate and insect pests
- A173 Protection against weather/climate/natural hazards/manmade hazards
- A174 Other or general postharvest handling and storage

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 1100-1999 - Crops and Livestock
- 2010-2095 - Production Agents and Input Supplies
- 3110-3199 - Natural Hazards
- 3210-3299 - Types of Pollution
- 7010-7199 - Pest Control Agents and Techniques

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

A200 Technology transfer

- A201 Dissemination of information and improvement of information tools (non-extension)
- A202 Encouragement of use of new technologies (extension)
- A203 Social/economic/motivational analysis on the use of agricultural practices*
- A209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/
Equipment/Facilities/
Services

A210 Improvement of input supply systems (includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2010-2095 - Production Agents and
Input Supplies

A220 Infrastructure development

- A221 Analysis/improvement of transportation vehicles/systems (includes road building)
- A222 Analysis/improvement of communications systems
- A223 Analysis/improvement of power generation/distribution systems
- A224 Analysis/improvement of water supply/waste disposal systems (non-irrigation)
- A225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle
Maintenance
8110-8199 - Communication Modes
3310-3399 - Water Resources
3410-3599 - Water Supply and Sanitation
Equipment
2600-2899 - Energy Resources

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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A230 Commercial and market development

Select appropriate activities from
EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
1100-1999 - Crops and Livestock
2010-2095 - Production Agents and Input Supplies
7010-7199 - Pest Control Agents and Techniques

A240 Management and institution building

Select appropriate activities from
PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

A250 Other agriculture/fisheries activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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B. FORESTRY ACTIVITIES

B010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)

B011 Identification of needs and problems*

B012 Collection of basic statistics*

B013 Planning and policy formulation*

B014 Evaluation*

B015 Improvement of methods of planning/policy
formulation/evaluation/data collection*

B019 Other or general planning/policy formulation/
etc.*

B020 Human resources development* (includes U.S.,
in-country, and third country)

B021 Administrative/management training*

B022 Scientific training*

B023 Skills/technical training*

B024 Other or general human resources development*

B100 Forest management/protection

B101 Forest resource description and inventory

B102 Protection against/treatment for disease

B103 Protection against vertebrate and insect pests

B104 Protection against weather/climate/natural
hazards/manmade hazards

B105 Other or general forest management/protection

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
2210-2299 - Forest Species
2010-2095 - Production Agents and
Input Supplies
3110-3199 - Natural Hazards
3210-3299 - Types of Pollution
7010-7199 - Pest Control Agents and
Techniques

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

B110 Reforestation/afforestation

- B111 Large-scale plantations
- B112 Small plantings/woodlots
- B113 Shelter belts
- B114 Dune stabilization
- B115 Other or general reforestation/afforestation

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2210-2299 - Forest Species

B120 Improvement of varieties and germplasm

- B121 Genetic conservation and germplasm banks
- B122 Improvement of genetics and breeding
- B123 Other or general improvement of varieties and germplasm

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2210-2299 - Forest Species

B130 Improvement of production management systems

- B131 Improvement of forestry systems (non-agroforestry)
- B132 Improvement of agroforestry systems
- B133 Other or general improvement of production management systems

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
1100-1999 - Crops and Livestock
2210-2299 - Forest Species

B200 Technology transfer

- B201 Dissemination of conservation information and improvement of information tools (non-extension)
- B202 Encouragement of use of new technologies (extension)
- B203 Social/economic/motivational factors in forest use/conservation*
- B209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

B210 Improvement of input supply systems (includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2010-2095 - Production Agents and Input Supplies

B220 Infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle Maintenance
8110-8199 - Communication Modes
3310-3399 - Water Resources
3410-3599 - Water Supply and Sanitation Equipment
2600-2899 - Energy Resources

B221 Analysis/improvement of transportation vehicles/systems (includes road building)

B222 Analysis/improvement of communications systems

B223 Analysis/improvement of power generation/distribution systems

B224 Analysis/improvement of water supply/waste disposal systems

B225 Other or general infrastructure development

B230 Commercial and market development

Select appropriate activities from EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2310-2399 - Forest Products
2010-2095 - Production Agents and Input Supplies
7010-7199 - Pest Control Agents and Techniques

B240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

B250 Other forestry activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

C. ENERGY ACTIVITIES

C010 Planning/policy formulation/evaluation/data collection* (includes methodologies and capacity building)

- C011 Identification of needs and problems*
- C012 Collection of basic statistics*
- C013 Planning and policy formulation*
- C014 Evaluation*
- C015 Improvement of methods of planning/policy formulation/evaluation/data collection*
- C019 Other or general planning/policy formulation/etc.*

C020 Human resources development (includes U.S., in-country, and third country)

- C021 Administrative/management training*
- C022 Scientific training*
- C023 Skills/technical training*
- C024 Other or general human resources development*

C100 Increasing the supply of energy

- C101 Energy resource assessments
- C102 Development/production of nonrenewable energy resources
- C103 Development/production of renewable energy resources
- C104 Improvement of energy conversion technologies
- C105 Development of new equipment and techniques
- C106 Other or general increasing the supply of energy

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2600-2899 - Energy Resources
2510-2599 - End Use

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

C200 Technology transfer

- C201 Dissemination of energy conservation information and improvement of information tools (non-extension)
- C202 Encouragement of use of new technologies (extension)
- C203 Social/economic/motivational factors in energy use*
- C209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

C210 Improvement of input supply systems* (includes production, import, delivery, and marketing)

C220 Infrastructure development

- C221 Analysis/improvement of transportation vehicles/systems (includes road building)
- C222 Analysis/improvement of communications systems
- C223 Analysis/improvement of power generation/distribution systems
- C224 Analysis/improvement of water supply/waste disposal systems
- C225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle Maintenance
8110-8199 - Communication Modes
3310-3399 - Water Resources
3410-3599 - Water Supply and Sanitation Equipment
2600-2899 - Energy Resources

C230 Commercial and market development

Select appropriate activities from EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
2600-2899 - Energy Resources

C240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

C250 Other energy activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

D. NATURAL RESOURCES/ENVIRONMENT ACTIVITIES

- D010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)
- D011 Identification of needs and problems*
- D012 Collection of basic statistics*
- D013 Planning and policy formulation*
- D014 Evaluation*
- D015 Improvement of methods of planning/policy
formulation/evaluation/data collection*
- D019 Other or general planning/policy
formulation/etc.*
- D020 Human resources development* (includes U.S.,
in-country, and third country)
- D021 Administrative/management training*
- D022 Scientific training*
- D023 Skills/technical training*
- D024 Other or general human resources development*
- D100 Mineral resource development, conservation,
and use
- D101 Mineral resource assessments*
- D102 Mineral resource development, conservation,
and management*
- D103 Other or general mineral resources use*

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

D110 Wildlife resource development, conservation,
and use*

D111 Wildlife resource assessments*

D112 Wildlife resource development, conservation,
and management*

D113 Other or general wildlife use*

D120 Multiple resources/watershed development,
conservation, and use

D121 Multiple resources/watershed assessments

D122 Multiple resources/watershed development,
conservation, and management

D123 Other or general multiple resources/watershed
use

D130 Park development and management*

D150 Protection of the environment from
natural disasters

D151 Improvement of predictive capability

D152 Improvement of disaster operations methods
and equipment

D153 Long-range protection against disasters
(e.g., dams)

D154 Other or general protection of the environ-
ment from natural disasters

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):

2110-2199 - Land Reclamation and
Improvement Techniques

3310-3399 - Water Resources

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):

3110-3199 - Natural Hazards

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

D160 Protection of the environment from pollution

- D161 Environmental pollution assessment
- D162 Environmental pollution control and treatment
- D163 Other or general protection of the environment from pollution

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
3210-3299 - Types of Pollution

D200 Technology transfer

- D201 Dissemination of conservation information and improvement of information tools (non-extension)
- D202 Encouragement of use of conservation technology (extension)
- D203 Social/economic/motivational factors in resource use/conservation*
- D209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

D210 Improvement of input supply systems (includes production, import, delivery, and marketing)*

D220 Infrastructure development

- D221 Analysis/improvement of transportation vehicles/systems (includes road building)
- D222 Analysis/improvement of communications systems
- D223 Analysis/improvement of power generation/distribution systems
- D224 Analysis/improvement of water supply/waste disposal systems
- D225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle Maintenance
8110-8199 - Communication Modes
3310-3399 - Water Resources
3410-3599 - Water Supply and Sanitation Equipment
2600-2899 - Energy Resources

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

D230 Commercial and market development*
(including employment promotion)

Select appropriate activities from EMPLOYMENT
AND ENTERPRISE

D240 Management and institution building

Select appropriate activities from PUBLIC/
PRIVATE MANAGEMENT

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
0100-0999 - Organizations

D250 Other natural resources/environment activities,
not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

E. WATER USE/SANITATION ACTIVITIES

- E010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)
- E011 Identification of needs and problems*
- E012 Collection of basic statistics*
- E013 Planning and policy formulation*
- E014 Evaluation*
- E015 Improvement of methods of planning/policy
formulation/evaluation/data collection*
- E019 Other or general planning/policy formulation/etc.*

E020 Human resources development* (includes U.S.,
in-country, and third country)

- E021 Administrative/management training*
- E022 Scientific training*
- E023 Skills/technical training*
- E024 Other or general human resources development*

E100 Water development, conservation, and use

- E101 Water resource assessments
- E102 Improvement of water sources (wells, springs, etc.)
- E103 Improvement of water treatment systems
(desalinization, etc.)
- E104 Improvement of water distribution systems
(pumping systems, etc.)
- E105 Improvement of water storage facilities (includes
catchments)
- E106 Development of new equipment and techniques
- E107 Other or general water development, conser-
vation, and use

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):

- 2510-2599 - End Use
- 3310-3399 - Water Resources
- 3410-3599 - Water Supply and
Sanitation Equipment

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

- E110 Water pollution control and waste treatment
- E112 Improvement of human waste disposal/treatment systems
- E113 Improvement of industrial waste disposal/treatment systems
- E114 Improvement of solid waste management systems/facilities
- E115 Development of new equipment and techniques
- E116 Other or general water pollution control and waste treatment

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
3410-3599 - Water Supply and Sanitation Equipment

E200 Technology transfer

- E201 Dissemination of conservation information and improvement of information tools (non-extension)
- E202 Encouragement of use of new technologies (extension)
- E203 Social/economic/motivational factors in water use/sanitation*
- E209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

E210 Improvement of input supply systems (includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
3410-3599 - Water Supply and Sanitation Equipment

E220 Infrastructure development

- E221 Analysis/improvement of transportation vehicles/systems (includes road building)
- E222 Analysis/improvement of communications systems
- E223 Analysis/improvement of power generation/distribution systems
- E225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle Maintenance
8110-8199 - Communication Modes
2600-2899 - Energy Resources

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

E230 Commercial and market development

Select appropriate activities from EMPLOYMENT
AND ENTERPRISE

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
3410-3599 - Water Supply and
Sanitation Equipment

E240 Management and institution building

Select appropriate activities from
PUBLIC/PRIVATE MANAGEMENT

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
0100-0999 - Organizations

E250 Other water use/sanitation activities,
not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

F. NUTRITION/FOOD PROCESSING ACTIVITIES

- F010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)
- F011 Identification of needs and problems (includes
nutritional surveys and food supply/consumption
analysis)*
- F012 Collection of basic statistics*
- F013 Planning and policy formulation*
- F014 Evaluation*
- F015 Improvement of methods of planning/policy
formulation/evaluation/data collection*
- F016 Development of nutritional standards/requirements*
- F019 Other or general planning/policy
formulation/etc.*

F020 Human resources development* (includes U.S.,
in-country, and third country)

- F021 Administrative/management training*
- F022 Scientific training*
- F023 Skills/technical training*
- F024 Other or general human resources development*

F100 Distribution of food and food supplements

- F101 Vitamin or mineral supplements to diet
- F102 Calorie supplements to diet
- F103 Other or general distribution of food
and food supplements

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
3700-4699 - Foods
4710-4799 - Food Supplements
5400-5499 - Nutrition Disorders

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

F120 Improvement of foods and food processing
(product development)

- F121 Improvement of food nutritional value
- F122 Improvement of consumer acceptability
- F123 Improvement of methods of food preservation
- F124 Improvement of methods of food preparation
- F125 Improvement of methods of food storage
- F126 Improvement of methods of food quality control
- F127 Other or general improvement of foods and food processing

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
3700-4699 - Foods
4710-4799 - Food Supplements
4810-4899 - Food Processing Equipment

F190 Construction/improvement of food processing facilities*

F200 Improvement of food-related habits

- F201 Nutrition education and improvement of information materials
- F203 Social/economic/motivational factors in food-related habits*
- F204 Improvement of family and village level food preparation/preservation (includes food sanitation)
- F209 Other or general improvement of food-related habits

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

F210 Improvement of input supply systems (includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
3700-4699 - Foods
4710-4799 - Food Supplements
4810-4899 - Food Processing Equipment

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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F220 Infrastructure development

- F221 Analysis/improvement of transportation vehicles/systems (includes road building)
- F222 Analysis/improvement of communications systems
- F223 Analysis/improvement of power generation/distribution systems
- F224 Analysis/improvement of water supply/waste disposal systems
- F225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 8710-8899 - Modes of Transportation
- 8910-8999 - Vehicles/Vehicle Maintenance
- 8110-8199 - Communication Modes
- 3310-3399 - Water Resources
- 3410-3599 - Water Supply and Sanitation Equipment
- 2600-2899 - Energy Resources

F230 Commercial and market development (market studying, market testing, marketing)

Select appropriate activities from EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 3700-4699 - Foods
- 4710-4799 - Food Supplements
- 4810-4899 - Food Processing Equipment

F240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 0100-0999 - Organizations

F250 Other nutrition/food processing activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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G. HEALTH ACTIVITIES

- G010 Planning/policy formulation/evaluation data collection* (includes methodologies and capacity building)
- G011 Identification of health needs and problems*
- G012 Collection of basic statistics* (includes epidemiological studies)
- G013 Planning and policy formulation*
- G014 Evaluation*
- G015 Improvement of methods of planning/policy formulation/evaluation/data collection*
- G019 Other or general planning/policy formulation/etc.*
- G020 Human resources development* (includes U.S., in-country, and third country)
- G021 Administrative/management training*
- G022 Scientific training*
- G023 Skills/technical training*
- G024 Other or general human resources development*
- G110 Delivery of primary health care (not disease specific)
- G111 Prenatal screening
- G112 Growth monitoring
- G113 Immunization
- G114 Oral rehydration therapy
- G115 Emergency care/first aid (injuries and accidents)
- G116 Other or general delivery of primary health care

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme)

6600-6899 - Pharmaceuticals

7210-7299 - Diagnostics

7310-7399 - Health Facilities

NOTE: See also NUTRITION and POPULATION for activities related to primary health care.

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

G130 Disease control/treatment

- G131 Diagnosis/mass screening
- G132 Control of vectors, animal reservoirs, intermediate hosts
- G133 Chemotherapy/chemoprophylaxis
- G134 Other or general disease control/treatment

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 5100-6499 - Diseases
- 6600-6899 - Pharmaceuticals
- 7010-7199 - Pest Control Agents and Techniques
- 7210-7299 - Diagnostics
- 7310-7399 - Health Facilities

G140 Development/improvement of products and techniques

- G141 Development and testing of vaccines
- G142 Development and testing of other pharmaceuticals (not vaccines)
- G143 Development and testing of vector control agents
- G144 Development and testing of diagnostic techniques
- G145 Other or general development of products and techniques

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 5100-6499 - Diseases
- 6600-6899 - Pharmaceuticals
- 7010-7199 - Pest Control Agents and Techniques
- 7210-7299 - Diagnostics

G190 Construction/improvement of health facilities

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 7310-7399 - Health Facilities

NOTE: If constructing a health training facility, use activity I190.

G200 Improvement of health-related habits

- G201 Health education and improvement of information tools
- G203 Social/economic/motivational factors in health habits*
- G209 Other or general improvement of health-related habits

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 8200-8499 - Communications Media/Equipment/Facilities/Services

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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G210 Improvement of input supply systems (includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme)
6600-6899 - Pharmaceuticals
7010-7199 - Pest Control Agents and Techniques

G220 Infrastructure development

G221 Analysis/improvement of transportation vehicles/systems (includes road building)
G222 Analysis/improvement of communications systems
G223 Analysis/improvement of power generation/distribution systems
G224 Analysis/improvement of water supply/waste disposal systems
G225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle Maintenance
8110-8199 - Communication Modes
3310-3399 - Water Resources
3410-3599 - Water Supply and Sanitation Equipment
2600-2899 - Energy Resources

G230 Commercial and market development

Select appropriate activities from EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
6600-6899 - Pharmaceuticals
7010-7199 - Pest Control Agents and Techniques

G240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

G250 Other health activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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H. POPULATION/DEMOGRAPHY ACTIVITIES

- H010 Planning/policy formulation/evaluation data collection* (includes methodologies and capacity building)
- H011 Identification of needs and problems*
- H012 Collection of basic statistics* (includes demographic research)
- H013 Planning and policy formulation*
- H014 Evaluation*
- H015 Improvement of methods of planning/policy/evaluation/data collection*
- H019 Other or general planning/policy formulation/etc.*
- H020 Human resources development* (includes U.S., in-country, and third country)
- H021 Administrative/management training*
- H022 Scientific training*
- H023 Skills/technical training*
- H024 Other or general human resources development*
- H100 Delivery of family planning services
- H101 Distribution of materials/devices
- H102 Clinical services
- H103 Social marketing projects
- H104 Other or general delivery of family planning services

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
7500-7799 - Family Planning Methods
7310-7399 - Health Facilities

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

H120 Development/improvement of family planning methods

- H121 Development of new family planning methods
- H122 Evaluation of family planning methods effectiveness
- H123 Evaluation of family planning methods safety
- H124 Other or general development of family planning methods

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
7500-7799 - Family Planning Methods

H190 Construction/improvement of family planning facilities

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
7310-7399 - Health Facilities

NOTE: If constructing a family planning training facility, use activity I190.

H200 Improvement of family planning attitudes

- H201 Family planning information, education, and communications
- H203 Social/economic/motivational factors in family planning*
- H209 Other or general improvement of family planning attitudes

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

H210 Improvement of input supply systems
(includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
7500-7799 - Family Planning Methods

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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H220 Infrastructure development

- H221 Analysis/improvement of transportation vehicles/systems (includes road building)
- H222 Analysis/improvement of communications systems
- H223 Analysis/improvement of power generation/distribution systems
- H224 Analysis/improvement of water supply/waste disposal systems
- H225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 8710-8899 - Modes of Transportation
- 8910-8999 - Vehicles/Vehicle Maintenance
- 8110-8199 - Communication Modes
- 3310-3399 - Water Resources
- 3410-3599 - Water Supply and Sanitation Equipment
- 2600-2899 - Energy Resources

H230 Commercial and market development

Select appropriate activities from EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 7700-7799 - Contraceptives

H240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 0100-0999 - Organizations

H250 Other population/demography activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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I. EDUCATION ACTIVITIES

I010 Planning/policy formulation/evaluation
data collection* (includes methodologies
and capacity building)

I011 Identification of needs and problems*

I012 Collection of basic statistics*

I013 Planning and policy formulation*

I014 Evaluation*

I015 Improvement of methods of planning/policy
formulation/evaluation/data collection*

I019 Other or general planning/policy
formulation/etc.*

I020 Human resources development* (includes U.S.,
in-country, and third country)

I021 Administrative/management training*

I022 Scientific training*

I023 Skills/technical training*

I024 Other or general human resources development*

I110 Content reform and instructional effectiveness

I111 Curriculum development

I112 Educational materials development (non-technology)

I113 Education technology development

I114 Improvements in educational testing and
measurement

I115 Other or general content reform and
instructional effectiveness

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
8010-8099 - Educational Levels
8110-8199 - Communication Modes
8200-8499 - Communications Media/
Equipment/Facilities/
Services

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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I190 Construction/renovation of educational facilities

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8010-8099 - Educational Levels

I210 Improvement of input supply systems (includes production, import, delivery, and marketing)

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

I220 Infrastructure development

- I221 Analysis/improvement of transportation vehicles/systems (includes road building)
- I222 Analysis/improvement of communications systems
- I223 Analysis/improvement of power generation/distribution systems
- I224 Analysis/improvement of water supply/waste disposal systems
- I225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8710-8899 - Modes of Transportation
8910-8999 - Vehicles/Vehicle Maintenance
8110-8199 - Communication Modes
3310-3399 - Water Resources
3410-3599 - Water Supply and Sanitation Equipment
2600-2899 - Energy Resources

I230 Commercial and market development

Select appropriate activities from
EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8110-8199 - Communication Modes
8200-8499 - Communications Media/Equipment/Facilities/Services

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

I240 Management and institution building

Select appropriate activities from
PUBLIC/PRIVATE MANAGEMENT

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
0100-0999 - Organizations

I250 Other education activities, not elsewhere
classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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J. HUMAN HABITATS ACTIVITIES

J010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)

J011 Identification of needs and problems*

J012 Collection of basic statistics*

J013 Planning and policy formulation*

J014 Evaluation*

J015 Improvement of methods of planning/policy
formulation/evaluation/data collection*

J019 Other or general planning/policy
formulation/etc.

J020 Human resources development* (includes
U.S., in-country, and third country)

J021 Administrative/management training*

J022 Scientific training*

J023 Skills/technical training*

J024 Other or general human resources development*

J100 Regional and urban development

J101 Understanding and improvement of
rural/urban dynamics

J102 Development of urban centers

J103 Development of rural centers

J104 Management of cities

J105 Other or general regional and urban
development

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
8610-8699 - Location of Communities

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

J110 Improvement of housing/shelter

- J111 Description and inventory of housing
- J112 Construction of new housing
- J113 Repair/upgrading of existing housing
- J114 Development and testing of new materials and methods
- J115 Credit programs/guaranteed mortgages
- J116 Other or general improvement of housing/shelter

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8510-8599 - Types of Housing/Shelter
8610-8699 - Location of Communities

J120 Sites and services*

J200 Technology transfer

- J201 Dissemination of information and improvement of information tools (non-extension)
- J202 Encouragement of use of new technologies (extension)
- J203 Social/economic/motivational factors in regional development/housing*
- J209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/Equipment/Facilities/Services

J210 Improvement of input supply systems*
(includes production, import, delivery, and marketing) (e.g., building materials)

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

J220 Infrastructure development

- J221 Analysis/improvement of transportation vehicles/systems (includes road building)
- J222 Analysis/improvement of communications systems
- J223 Analysis/improvement of power generation/distribution systems
- J224 Analysis/improvement of water supply/waste disposal systems
- J225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 8710-8899 - Modes of Transportation
- 8910-8999 - Vehicles/Vehicle Maintenance
- 8110-8199 - Communication Modes
- 3310-3399 - Water Resources
- 3410-3599 - Water Supply and Sanitation Equipment
- 2600-2899 - Energy Resources

J230 Commercial and market development

Select appropriate activities from EMPLOYMENT AND ENTERPRISE

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 8510-8599 - Type of Housing/Shelter

J240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

- 0100-0999 - Organizations

J250 Other human habitats activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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K. EMPLOYMENT AND ENTERPRISE ACTIVITIES

K010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)

K011 Identification of needs and problems*

K012 Collection of basic statistics*

K013 Planning and policy formulation*

K014 Evaluation*

K015 Improvement of methods of planning/policy
formulation/evaluation/data collection*

K019 Other or general planning/policy
formulation/etc.*

K020 Human resources development* (includes
U.S., in-country, and third country)

K021 Administrative/management training*

K022 Scientific training*

K023 Skills/technical training*

K024 Other or general human resources development*

K100 Employment promotion

K101 Improvement of labor markets

K102 Other or general employment promotion,
not elsewhere classified.

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme):
9100-9399 - Type of Enterprise

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

K110 Product development/Improvement

- K111 Product Improvement and design
- K112 Technology development/adaptation
- K113 Improvement of productivity and quality control
- K114 Improvement of technology transfer mechanisms
- K115 Other or general product development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
9100-9399 - Type of Enterprise

K120 Improvement of product markets

- K121 Development of domestic product markets
- K122 Development of export markets
- K123 Other or general improvement of product markets

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
9100-9399 - Type of Enterprise

K130 Improvement of supporting markets

- K131 Improvement of capital markets and credit
- K132 Improvement of land markets (?)
- K133 Other or general improvement of supporting markets

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
9100-9399 - Type of Enterprise

K200 Technology transfer

- K201 Dissemination of information and improvement of information tools
- K203 Social/economic/motivational factors in employment/enterprise*
- K209 Other or general technology transfer

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
8200-8499 - Communications Media/
Equipment/Facilities/
Services

K210 Improvement of raw materials inputs

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
any commodity or resource

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

K220 Infrastructure development

K221 Analysis/improvement of transportation vehicles/systems (includes road building)

K222 Analysis/improvement of communications systems

K223 Analysis/improvement of power generation/distribution systems

K224 Analysis/improvement of water supply/waste disposal systems

K225 Other or general infrastructure development

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

8710-8899 - Modes of Transportation

8910-8999 - Vehicles/Vehicle Maintenance

8110-8190 - Communication Modes

3310-3399 - Water Resources

3410-3599 - Water Supply and Sanitation Equipment

2600-2899 - Energy Resources

K240 Management and institution building

Select appropriate activities from PUBLIC/PRIVATE MANAGEMENT

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):

0100-0999 - Organizations

K250 Other employment and enterprise activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

L. PUBLIC/PRIVATE MANAGEMENT/INSTITUTION BUILDING ACTIVITIES,
NOT ELSEWHERE CLASSIFIED

L010 Planning/policy formulation/evaluation/
data collection* (includes methodologies
and capacity building)

L011 Identification of needs and problems*

L012 Collection of basic statistics*

L013 Planning and policy formulation*

L014 Evaluation*

L015 Improvement of methods of planning/
policy/evaluation/data collection*

L019 Other or general planning/policy
formulation/etc.*

L020 Human resources development* (includes
U.S., in-country, and third country)

L021 Administrative/management training*

L022 Scientific training*

L023 Skills/technical training*

L024 Other or general human resources development*

L100 Improvement of organizational efficiency
(excludes training activities)

L101 Improvement of project design and management

L102 Improvement of management systems (personnel,
reporting)

L103 Improvement of program analysis, planning,
and development

L104 Improvement of information/monitoring systems

L105 Other or general improvement of organizational
efficiency

These activities may link with the
following Descriptive Terms (from
Part II of the Classification Scheme)
0100-0999 - Organizations

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

L110 Instituting structural changes

- L111 Bureaucratic reorientation and alternatives
- L112 Decentralization
- L113 Improved interaction with community/clientele
- L114 Other or general instituting structural changes

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-09 - organizations

L120 Improvement of revenue and financial management systems

- L121 Improvement of revenue base (public finance)
- L122 Improvement of financial management system
- L123 Improvement of budgeting system
- L124 Other or general improvement of revenue and financial management systems

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

L130 Improvement of legal and regulatory structure

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

L190 Construction of facilities

These activities may link with the following Descriptive Terms (from Part II of the Classification Scheme):
0100-0999 - Organizations

L250 Other public/private management activities, not elsewhere classified

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

M. GENERAL PLANNING/METHODOLOGY

- M100 Improvement of the collection and use of information and statistics*
- M110 Improvement of methods of evaluating and monitoring*
- M120 Improvement of methods of countrywide policymaking and planning*
- M130 Improvement of methods of regional planning and analysis*
- M140 Improvement of methods of institutional analysis* (includes public/collective choice)
- M150 Improvement of methods of analyzing social and economic constraints* (e.g., household surveys)
- M160 Other general planning/methodology*

*This activity or sub-activity does not link with any Descriptive Terms.

NOTE: Use the most specific activities possible. Use the underlined activities only when no further details are known; do not use both an underlined activity and one of its sub-activities for the same project.

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INVENTORY OF AID PROJECT ACTIVITIES

CLASSIFICATION SCHEME

PART II

Descriptive Terms

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February 1, 1984

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Description of Classification Scheme

The classification scheme of A.I.D. project activities and other descriptive terms was patterned after the USDA/CRIS classification scheme. Its primary features are:

- hierarchical lists of activities and descriptive terms, allowing the collection of funding data at very specific levels and the aggregation of funding data at broader activity and descriptive term levels; and
- the ability to aggregate data vertically through the scheme (i.e., on broad subject areas) and horizontally (i.e., on a specific activity, such as input supply systems) across each subject area.

The classification scheme includes the following:

Part I. PROJECT ACTIVITIES

Subjects

Agriculture/Fisheries

Forestry

Energy

Natural Resources/Environment

Water Use/Sanitation

Nutrition/Food Processing

Health

Population/Demography

Education/Communication

Human Habitats/Transportation

Employment/Enterprise

Public/Private Management/Institution Building

General Planning/Methodology

Within Each Subject, a set of activities for each of the following:

General planning/policy formulation/evaluation/data collection

Human resources development

Subject-specific activities including several categories per subject, e.g., agricultural crop production, primary health care, etc.

Technology transfer

Improvement of input supply

Infrastructure development

Commercial and market development

Management and institution building

Other activities, not elsewhere classified

Part II. DESCRIPTIVE TERMS

Subjects - same as for Project Activities, listed above.

Within Each Subject:

Agriculture/Fisheries

Crops and livestock

Agrochemical production agents and input supplies

Land reclamation and improvement techniques

Forestry

Forest species

Forest products

Forestry production agents and input supplies

Energy

End uses

Energy resources

Energy technologies/equipment

Natural Resources/Environment

Natural hazards

Types of pollution

Water Use/Sanitation

End uses

Water resources

Water supply and sanitation equipment

Nutrition/Food Processing

Foods

Food supplements

Food processing equipment

Health

Diseases

Pharmaceuticals

Pest control agents and techniques

Diagnostics

Health facilities

Population/Demography

Family planning methods

Health facilities

Education/Communication

Educational levels

Communication modes

Communications media/equipment/facilities/services

Education/Communication

Educational levels

Communication modes

Communications media/equipment/facilities/services

Human Habitats/Transportation

Types of housing/shelter

Location of communities

Modes of transportation

Vehicles/vehicle maintenance

Employment/Enterprise

Types of enterprise, business, or industry

Public/Private Management

Organization types

The terms for the classification scheme were selected to represent project entities to which funding information could be related. Major consideration was given to the terms' mutual exclusivity and to their combined comprehensive coverage of the content of all A.I.D. projects.

Definitions of Project Activities and Descriptive Terms

The classification scheme's basic entities, i.e., the project activity terms and the descriptive terms should be defined according to the content of their respective sub-entities. For example:

Project Activity Terms

Product development/improvement is defined as:

Product improvement and design

Technology development/adaptation

Improvement of productivity and quality control

Improvement of technology transfer mechanisms

Other or general product development

Descriptive Terms

CROPS AND LIVESTOCK - Fruit and Nut Crops is defined as:

Citrus fruits

Tropical and subtropical fruits

Small fruits, including berries, grapes, etc., and deciduous tree fruits, etc.

Edible tree nuts

Other fruit and nut crops

Linkage of Project Activities with Descriptive Terms

Project activity terms are to be linked with descriptive terms only when descriptive terms represent commodities, equipment, etc., that are being developed or "worked on". They are not to be selected if they are merely "in use" in a project.

For example, if audio-visual equipment is purchased for health education activities, that would be coded as G201, Health Education and Improvement of Informational Tools. It would not be linked with a descriptive term. If, however, a project requires the development of audio-visual equipment, it would be coded as follows: I113, Educational Technology Development, and would be linked with 8499, Other Communications Media, Equipment, Facilities, Services.

The exception to the above rule is within those subject areas (Agriculture and Forestry) where Input Supplies are provided as descriptive terms.

Recommendations for descriptive terms to be linked with project activities are shown in the right-hand column of Part I of the classification scheme. Also, recommendations have been made for project activities that should not be linked with descriptive terms. This recommendation has been made in order to maintain some control and discipline to the system, and to avoid undue scattering of data that result in unreliable data reporting.

0100-0999 Terms appear on page II-22

AGRICULTURE/FISHERIES TERMS

CROPS AND LIVESTOCK

- 1100 Fresh and Salt Water Fish and Shellfish, general
- 1110 Commerical fisheries and shellfish
- 1120 Onfarm fish (for food)
- 1199 Other fish

- 1200 Fruit and Nut Crops, general
- 1210 Citrus fruits
- 1220 Tropical and subtropical fruits
- 1230 Small fruits, including berries, grapes, etc., and deciduous tree fruits, etc.
- 1240 Edible tree nuts
- 1299 Other fruit and nut crops

- 1300 Vegetable Crops, general
- 1310 Potatoes (Solanaceae only)
- 1320 Vegetables
 - 1321 Melons and other cucurbits
 - 1322 Greens and leafy vegetables and cabbage and other cole crops
 - 1323 Tuber and root crops (other than Solanaceae potatoes)
 - 1324 Tomatoes, peppers, eggplant
 - 1325 Mushrooms and other edible fungi
 - 1326 Herbs and spices
- 1399 Other vegetable crops

- 1400 Cereal Grains, general
- 1410 Maize
- 1420 Grain sorghum and millet
- 1430 Rice
- 1440 Wheat
 - 1441 Bread wheat
 - 1449 Other wheat
- 1450 Other small grains, including barley, oats, rye, amaranth
- 1499 Other cereal grains

1500 Edible Legumes, general

1510 Beans (Phaseolus)

1520 Cowpeas

1530 Pigeonpeas

1540 Mung beans

1550 Peas

1560 Lentils

1599 Other edible legumes

1600 Forage Crops, general

1610 Grasses

1620 Forage legumes

1699 Other forage crops

1700 Industrial Crops/Fibers, general

1710 Fiber plants, including cotton, jute

1720 Sugar crops

1730 Miscellaneous and new crops, including coffee, cocoa, tea, rubber, silk

1799 Other industrial crops/fibers

1800 Edible Oil Crops, general

1810 Cottonseed

1820 Soybeans

1830 Peanuts

1899 Other edible oil crops

1900 Livestock and Poultry and Products, general

1910 Poultry, including eggs

1920 Beef cattle

1930 Dairy cattle, including milk

1940 Multipurpose cattle

1950 Swine

1960 Sheep and goats

1970 Draft animals

1999 Other livestock and poultry

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AGROCHEMICAL PRODUCTION AGENTS AND INPUT SUPPLIES

- 2010 Chemical fertilizers
- 2020 Fertilizers and manures
- 2030 Pesticides
- 2040 Herbicides
- 2050 Biocontrol agents (e.g., hormones for plants and animals)
- 2060 Veterinary agents
- 2070 Microorganisms (e.g., legume inoculant)
- 2080 Seeds and plant materials
- 2090 Tools/equipment
- 2095 Fencing

LAND RECLAMATION AND IMPROVEMENT TECHNIQUES

- 2110 Clearing
- 2120 Leveling
- 2130 Drainage
- 2140 Terracing
- 2150 Desalinization
- 2199 Multiple land improvement methods

FORESTRY TERMS

FOREST SPECIES

- 2210 Forage species
- 2220 Fruit/nut species
- 2230 Industrial plantation species
- 2240 Fuelwood species
- 2299 Multipurpose forest species

FOREST PRODUCTS

- 2310 Fuelwood
- 2320 Charcoal
- 2330 Lumber
- 2340 Poles
- 2350 Pulp and paper
- 2360 Residues
- 2370 Particleboard
- 2380 Plywood
- 2390 Furniture
- 2399 Multiple forest products

FORESTRY PRODUCTION AGENTS AND INPUT SUPPLIES

- 2010 Chemical fertilizers
- 2020 Fertilizers and manures
- 2030 Pesticides
- 2040 Herbicides
- 2050 Biocontrol agents
- 2060 Veterinary agents
- 2070 Microorganisms
- 2080 Seeds and plant materials
- 2090 Tools and equipment
- 2095 Fencing

ENERGY TERMS

END USE

- 2510 Agriculture
- 2520 Domestic
- 2530 Industry
- 2540 Transportation
- 2550 Commerce
- 2599 Multiple end uses

ENERGY RESOURCES

2600 Nonrenewable energy resources, general

- 2610 Coal
- 2620 Natural gas
- 2630 Oil
- 2640 Oil shale
- 2650 Peat
- 2660 Tar sands
- 2699 Other nonrenewable energy resources

2700 Renewable energy resources, general

- 2710 Charcoal
- 2720 Fuelwood
- 2730 Agricultural residues/fuel crops
- 2740 Bioresources, n.e.c.
- 2750 Hydropower
- 2760 Solar energy
- 2770 Wind power
- 2780 Geothermal energy
- 2790 Animal power
- 2810 Human power
- 2899 Other renewable energy resources

2900 ENERGY TECHNOLOGIES/EQUIPMENT

List to be developed

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NATURAL RESOURCES/ENVIRONMENT TERMS

NATURAL HAZARDS

- 3110 Avalanches
 - 3111 Landslides
- 3120 Earthquakes
- 3130 Dust storms
- 3140 Volcanic eruptions
- 3150 Cyclones
 - 3151 Hurricanes
 - 3152 Typhoons
 - 3153 Tornadoes
- 3160 Tidal waves
- 3170 Droughts
- 3180 Floods
- 3190 Fires
- 3199 Multiple natural hazards

TYPES OF POLLUTION

(by area affected)

- 3210 Air pollution
- 3220 Water pollution
- 3230 Soil pollution
- 3240 Coastal pollution

(by type of pollution)

- 3250 Industrial waste pollution
- 3260 Toxic waste pollution
- 3270 Solid waste pollution
- 3299 Multiple types of pollution

WATER USE/SANITATION TERMS

END USE

- 2510 Agricultural
- 2520 Domestic
- 2530 Industrial
- 2599 Multiple end uses

WATER RESOURCES

- 3310 Groundwater
- 3320 Seawater
- 3330 Surface water
- 3340 Rainwater
- 3399 Multiple water resources

WATER SUPPLY AND SANITATION EQUIPMENT

- 3410 Hand pumps
- 3420 Spring boxes
- 3430 Storage tanks
- 3430 Distribution pipes
- 3440 Pressure-reducing equipment
- 3450 Well-drilling equipment
- 3460 Solid waste management handling equipment
- 3470 Water treatment equipment
- 3480 Water seal toilets/latrine systems
- 3490 Water conservation equipment
- 3510 Wastewater treatment equipment
- 3520 Home water storage and treatment equipment
- 3530 Disinfection systems
- 3599 Other water supply and sanitation equipment

NUTRITION/FOOD PROCESSING

FOODS

3700 Fruit and vegetable products, general

- 3710 Fresh fruits and vegetables
- 3720 Frozen fruits and vegetables
- 3730 Canned fruits and vegetables
- 3740 Dried fruits and vegetables
- 3750 Fruit and vegetable juices

- 3770 Salt-preserved fruits and vegetables
- 3780 Acid/vinegar-preserved fruits and vegetables
- 3790 Sugar-preserved fruits and vegetables
- 3799 Other fruit and vegetable products

3800 Cereal and bakery products, general

- 3810 Grains (including cereals and legumes)
- 3820 Flours and semolinas
- 3830 Pasta
- 3840 Bread
- 3899 Other cereal and bakery products

3900 Sugar and starch products, general

- 3910 Non-cereal flour
- 3920 Sugar
- 3930 Honey
- 3940 Molasses
- 3999 Other sugar and starch products

4000 Milk and milk products, general

- 4010 Fresh milk
- 4020 Concentrated/Condensed/Canned milk
- 4030 Dried milk
- 4040 Fermented milk/sour milk/yoghurt
- 4050 Buttermilk
- 4060 Butter
- 4070 Cheese
- 4099 Other milk products

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4100 Fats and oils, general

- 4110 Oils and fats of plant origin
- 4120 Oils and fats of fish origin
- 4130 Oils and fats of animal origin (excluding fish)
- 4199 Other fats and oils

4200 Eggs and egg products, general

- 4210 Fresh eggs
- 4220 Dried eggs
- 4299 Other egg products

4300 Meat and Meat products, general

- 4310 Beef
- 4315 Sheep
- 4320 Goat
- 4325 Pork
- 4330 Poultry meat
- 4335 Rabbit
- 4340 Meat of game animals

- 4345 Fresh meat
- 4350 Canned meat
- 4355 Frozen meat
- 4360 Dried, salted, and smoked meat
- 4365 Processed meat
- 4399 Other meat and meat products

4400 Fish and marine food products, general

- 4410 Fresh fish and shellfish
- 4420 Frozen fishery products
- 4430 Canned fishery products
- 4440 Dried, salted, and smoked fishery products
- 4450 Processed fishery products
- 4460 Fish eggs/fish roe
- 4499 Other fish and marine food products

4500 Beverage products, general

- 4510 Coffee
- 4520 Tea
- 4530 Chocolate/cocoa
- 4540 Alcoholic drinks
- 4550 Soft drinks
- 4599 Other beverage products

4600 Miscellaneous foods

- 4610 Herbs and spices
- 4620 Salt
- 4699 Other miscellaneous foods

FOOD SUPPLEMENTS

- 4710 Minerals
- 4720 Vitamins
- 4730 Plant protein products
- 4740 Fish protein products
- 4750 Animal protein products (excluding fish protein)
- 4799 Other food supplements

FOOD PROCESSING EQUIPMENT

- 4810 Drying equipment
- 4820 Freezing equipment
- 4830 Refrigerating equipment
- 4840 Canning equipment
- 4850 Storage equipment
- 4899 Other food processing equipment

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HEALTH TERMS

DISEASES

5100 Digestive diseases, general

- 5110 Diarrhea, infantile, including cholera, salmonella (typhoid, paratyphoid, shigella, E.Coli, camphylobacteria, rotovirus)
- 5120 Dysentery, amebic
- 5130 Dysentery, bacillary
- 5199 Other digestive diseases

5200 Respiratory diseases, general

- 5210 Tuberculosis
- 5220 Respiratory tract infections, bacterial
- 5299 Other respiratory diseases

5300 Common childhood diseases (immunizable), general

- 5310 Mumps
- 5320 Measles
- 5330 Rubella
- 5340 Diphtheria, pertussis, tetanus
- 5350 Poliomyelitis*
- 5399 Other common childhood diseases

5400 Nutrition disorders, general

- 5410 Deficiency diseases
 - 5411 Vitamin A deficiency*
 - 5412 Anemia*
 - 5413 Protein deficiency
 - 5414 Protein-calorie malnutrition
 - 5415 Kwashiorkor
 - 5416 Other protein-calorie malnutrition
 - 5419 Other specific deficiency diseases
- 5420 Undernutrition (unspecified)
- 5430 Malnutrition (unspecified)
- 5499 Other nutrition disorders

5500 Skin diseases, general

- 5510 Leprosy
- 5520 Yaws
- 5530 Leishmaniasis
- 5599 Other skin diseases, including scabies, pediculosis, impetigo, ringworm

*appears in more than one category, but use only once.

5600 Parasitic diseases, general

5610 Filariasis (lymphatic)

5611 Loiasis

5612 Onchocerciasis*

5619 Other filarial infections

5620 Intestinal helminths

5621 Ascariasis

5622 Trichiuriasis

5623 Hookworm

5629 Other intestinal helminths

5630 Trematodes

5631 Schistosomiasis

5632 Liver flukes

5633 Lung flukes

5639 Other trematodes

5640 Tapeworm

5641 Trichinosis

5649 Other tapeworm

5650 Protozoan infections

5651 Malaria

5652 Trypanosomiasis

5653 Chagas' disease

5654 African sleeping sickness*

5659 Other

5661 Leishmaniasis*

5662 Toxoplasmosis

5669 Other protozoan infections

5699 Other parasitic diseases

5700 Eye diseases, general

5710 Trachoma*

5720 Onchocerciasis*

5730 Vitamin A deficiency*

5799 Other eye diseases

5800 Nervous system diseases, general

5810 Meningitis, bacterial

5820 Encephalitis*

5830 African sleeping sickness

5840 Poliomyelitis*

5899 Other nervous system diseases

*appears in more than one category, but use only once.

- 5900 Rickettsial diseases, general
- 5910 Chlamydia infections
 - 5911 Trachoma*
 - 5919 Other chlamydia infections
- 5920 Q fever
- 5930 Typhus, endemic flea-borne
- 5940 Typhus, epidemic louse-borne
- 5950 Scrub typhus
- 5990 Other rickettsial diseases

- 6000 Arboviral infections, including dengue, Rift Valley fever, yellow fever, encephalitis*, etc.

- 6100 Other viral diseases, not elsewhere classified, including lassa, rabies, West Nile fever

- 6200 Other bacterial infections, not elsewhere classified, including leptospirosis, plague

- 6300 Other diseases and disorders, not elsewhere classified
- 6310 Oral diseases
- 6320 Musculoskeletal diseases
- 6330 Otorhinolaryngologic diseases
- 6340 Urologic diseases
- 6350 Sexually transmitted diseases
- 6360 Pregnancy complications
- 6370 Blood and lymphatic disorders
 - 6371 Anemia*
- 6380 Liver disorders
 - 6381 Hepatitis
- 6390 Metabolic diseases
- 6410 Endocrine diseases
- 6420 Immunologic diseases
- 6430 Occupational diseases
- 6440 Poisoning
- 6450 Injuries and accidents
- 6460 Neoplasms
- 6470 Mycoses
- 6480 Cardiovascular disorders
- 6499 Multiple unspecified diseases

*appears in more than one category, but use only once.

PHARMACEUTICALS

6600 Biological products, general

6610 Antitoxins

6620 Vaccines

6621 Cholera vaccine

6622 Pertussis vaccine (see also DPT or DT)

6623 Typhoid-paratyphoid vaccines

6624 Haemophilus vaccine

6625 Pneumococcal vaccine

6626 Tuberculosis vaccines (BCG)

6627 DPT or DT

6628 Meningococcal vaccine

6629 Typhus vaccines

6631 Influenza vaccines

6632 Measles vaccine

6633 Mumps vaccine

6634 Poliovirus vaccine

6635 Rabies vaccine

6636 Rubella vaccine

6637 Yellow fever vaccine

6638 Malaria vaccine

6639 Schistosomiasis vaccine

6641 Trypanosomiasis vaccine

6649 Other vaccines

6699 Other biological products

6700 Antiinfective agents, general

6710 Anthelmintics

6711 Antifilarial agents

6712 Antischistosomal agents

6720 Antibacterial agents (unspecified)

6730 Antibiotics (unspecified)

6740 Antituberculosis agents

6750 Antifungal agents

6760 Antiprotozoal agents

6761 Antimalarials

6762 Antitrypanosomal agents

6769 Other antiprotozoal agents

6770 Antiviral agents

6799 Other antiinfective agents

6800 Miscellaneous pharmaceuticals

6810 Family planning pharmaceuticals (see under Contraceptives)

6820 Oral rehydration salts

6899 Other pharmaceuticals

PEST CONTROL AGENTS AND TECHNIQUES

- 7010 Pesticides (unspecified)
- 7020 Chemosterilants
- 7030 Fungicides
- 7040 Insect repellants
- 7050 Insecticides
 - 7051 Botanical insecticides
 - 7052 Carbamate insecticides
 - 7053 Organochlorine insecticides
 - 7054 Organophosphate insecticides
- 7060 Molluscicides
 - 7061 Chemical molluscicides
 - 7062 Botanical molluscicides
 - 7069 Other molluscicides
- 7070 Rodenticides
- 7080 Biocontrol agents
 - 7081 Predators
 - 7082 Disease-causing organisms
 - 7089 Other biocontrol agents
- 7090 Genetic control techniques
- 7110 Environmental control techniques
 - 7111 Indoor environmental control techniques (e.g., improve housing)
 - 7112 Outdoor environmental control techniques
- 7199 Multiple pest control agents and techniques

DIAGNOSTICS

- 7210 Clinical diagnostic labs
- 7220 Field labs
- 7230 Screening tests
- 7240 Radiology
- 7250 Electrocardiogram
- 7260 Pathology
- 7299 Other diagnostics

HEALTH FACILITIES

- 7310 Community services
- 7320 Health posts
- 7330 Health centers
- 7340 Hospitals
- 7350 Family planning clinics
- 7360 Mobile health units/ambulances
- 7399 Other health facilities

POPULATION/DEMOGRAPHY TERMS

FAMILY PLANNING METHODS

7500 Natural family planning, general

7510 Ovulation, general

7511 (Billings) method

7512 Cervical mucus or mucus

7520 Sympto-thermal method

7530 Calendar rhythm

7540 Temperature

7550 Traditional methods

7560 Fertility awareness

7570 Breast feeding

7580 Multiple

7599 Other natural family planning

7600 Sterilization, general

7610 Male sterilization, general

7611 Vasectomy

7612 Other vas occluding procedure

7613 Vasal implant

7619 Other male sterilization

7620 Female sterilization, general

7621 Laparoscopy

7622 Minilaparotomy

7623 Transcervical (permanent)

7624 Immunological

7625 Reversible

7629 Other female sterilization

7700 Contraceptives, general

7710 IUD, general

7711 Inert

7712 Copper

7713 Hormone releasing

7719 Other IUD

7720 Female systemic, general

7721 Oral contraceptives, general

7722 Combined (standard dose)

7723 Combined (low dose)

7724 Progestin only

7725 Monthly

7729 Other oral contraceptives

- 7731 Implants, general
 - 7732 Norplant^R
 - 7739 Other implants
- 7741 Injectables, general
 - 7742 Depo-Provera
 - 7743 Norethisterone enanthate
 - 7744 Microspheres/microcapsules
 - 7749 Other injectables
- 7751 Intracervical devices, general
 - 7752 Vaginal ring
 - 7759 Other intracervical devices
- 7761 Other female systemics, general
 - 7762 LHRH analogs
 - 7763 Other steroids
- 7780 Male systemic, general
 - 7781 LHRH analogs
 - 7782 Inhibin
 - 7783 Hormonal
 - 7789 Other male systemic
- 7790 Barrier methods, general
 - 7791 Condom
 - 7792 Diaphragm
 - 7793 Foam
 - 7794 Foaming tablets
 - 7795 New spermicides
 - 7796 Sponge
 - 7797 Other barrier methods
- 7799 Multiple or general

HEALTH FACILITIES

- 7310 Community services
- 7320 Health posts
- 7330 Health centers
- 7340 Hospitals
- 7350 Family planning clinics
- 7360 Mobile health units
- 7399 Other health facilities

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EDUCATION/COMMUNICATION TERMS

EDUCATIONAL LEVELS

- 8010 Pre-primary
- 8020 Graded (primary, secondary)
- 8030 Higher
- 8040 Nonformal (adult, community)
- 8050 Vocational/technical
- 8099 Multiple, not attributable by level

COMMUNICATION MODES

- 8110 Microwave
- 8120 Satellite
- 8130 Cable
- 8140 Fiber optics
- 8199 Other communication modes

COMMUNICATIONS MEDIA/EQUIPMENT/FACILITIES/SERVICES

- 8200 Non-print media, general
- 8210 Radio
- 8220 Television
- 8230 Video cassette
- 8240 Audio cassette
- 8250 Films
- 8260 Computers
- 8270 Telephone
- 8299 Other non-print media

- 8300 Print media, general
- 8310 Textbooks
- 8320 Books/pamphlets
- 8330 Newsletters
- 8340 Newspapers
- 8350 Posters, photographs, charts, diagrams
- 8399 Other print media

- 8400 Clearinghouses

- 8499 Other communications media, equipment, facilities, services

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HUMAN HABITATS/TRANSPORTATION TERMS

TYPES OF HOUSING/SHELTER

- 8510 Temporary housing
- 8520 Minimum shelter housing
- 8530 Aided self-help units
- 8540 Apartments
- 8550 Houses
 - 8551 Rural
 - 8552 Urban
- 8599 Other housing/shelter

LOCATION OF COMMUNITIES

- 8610 Urban, general
 - 8611 Large
 - 8612 Medium
 - 8613 Small
 - 8619 Other urban
- 8620 Suburban
- 8630 Rural
 - 8631 Village
 - 8632 Isolated
 - 8639 Other rural
- 8699 Multiple locations

MODES OF TRANSPORTATION

- 8710 Deep water
- 8720 Rivers/lakes
- 8730 Air
- 8740 Rail
- 8750 Pipelines
- 8760 Rural roads
- 8770 Urban roads
- 8780 Highways (inter-urban)
- 8790 Bridges
- 8810 Tracks and footbridges
- 8899 Other modes of transportation

VEHICLES/VEHICLE MAINTENANCE

- 8910 Aircraft
- 8920 Ambulances
- 8930 Automobiles
- 8940 Boats/ferries
- 8950 Trucks
- 8960 Buses
- 8970 Tractors
- 8980 Special vehicles (4-wheel drive, etc.)
- 8990 Animal-drawn vehicles
- 8999 Other vehicles

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EMPLOYMENT/ENTERPRISE TERMS

TYPES OF ENTERPRISE, BUSINESS, OR INDUSTRY

9100 Formal enterprises, general

- 9110 Agriculture
- 9120 Fisheries
- 9130 Forestry
- 9140 Energy
- 9150 Mining/extractive
- 9160 Food/fiber processing
- 9170 Transportation
- 9180 Communications
- 9190 General manufacturing
- 9210 Commerce/trade
- 9220 Other services
- 9299 Other formal enterprises

9300 Nonformal/micro enterprises, general

- 9310 Artisanal
- 9320 Household/cottage enterprise
- 9399 Other nonformal enterprises

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PUBLIC/PRIVATE MANAGEMENT TERMS

ORGANIZATIONS

- 0100 Government organizations, general
- 0110 Multinational regional organization
- 0120 National ministry/department
- 0130 Autonomous Agency
- 0140 Provincial/State Government
- 0150 Regional (sub-national) authority
- 0160 Intermediate Service Organization
- 0170 Local Government
- 0180 Local/District Administration
- 0199 Other government organizations

- 0200 Training/academic/educational organization

- 0300 Research organizations

- 0400 Business/manufacturing organizations, general
- 0410 Cooperatives
- 0420 Informal/micro
- 0430 Small scale
- 0440 Medium scale
- 0450 Large scale
- 0460 Private utilities
- 0499 Other business/manufacturing organizations

- 0500 State-owned enterprises, general
- 0510 Marketing
- 0520 Manufacturing
- 0530 Utilities
- 0540 Primary industry/extractive
- 0599 Other state-owned enterprises

- 0600 Technology transfer organizations

- 0700 Financial organizations, general
- 0710 Banks and credit
- 0720 Cooperatives
- 0730 Capital markets (e.g., stock markets)
- 0799 Other financial organizations

0800 Community organizations, general

0810 Farmer associations

0820 Natural resource user groups

0830 NGO's

0840 Service organizations/PVOs

0850 Women's organizations

0860 Youth organizations

0870 Chambers of commerce/business promotion

0899 Other community organizations

0900 Professional/trade organizations, general

0910 Professional organizations

0920 Trade associations

0930 Trade unions

0999 Other professional/trade organizations

APPENDIX D
LIST OF RESPONDENTS
AND
SUMMARY OF RESPONSES FROM AID/WASHINGTON TEST

INVENTORY FORMS RETURNED

<u>OFFICE</u>	<u>REPRESENTATIVE</u>	<u>NO.</u> <u>PROJECTS</u>	<u>COMMENTS</u>	<u>PP</u>
S&T/AG	Mary E. Mozynski	3	No	Yes
S&T/RD	Jerome T. French	2	Yes	No
S&T/N	John McKigney	1	Yes	Yes
S&T/H/WS	Charles Witten	1	Yes	Yes
S&T/POP	Marnie Chen	1	Yes	Yes
S&T/ED	James Hoxeng	1	No	Yes
S&T/ED	Larry Frymire	1	No	Yes
PPC/PDPR/RD	Donald G. McClelland	3	Not specific	No
AFR/TR/EHR	Cynthia S. Perry	2	Yes	No
AFR/TR/HN	Charles Habis	1	Yes	No
AFR/TR/ARD	Christine Babcock		Did not return forms, but gave comments	
ASIA/TR/EFE	Robert Ichord/Sally Patton	1	No	No
ASIA/TR/PHN	David A. Oot	2	No	Yes
ASIA/TR/PHN	Huey Mays		Did not return forms, but gave comments	
ASIA/TR/ARD	Douglas Pickett		Did not return forms, but gave comments	
LAC/DR/RD	Wayne Nilsestuen		Did not return forms, but gave comments	
LAC/DR	Paula Feeney		Did not return forms, but gave comments	
LAC/DR/EST	Richard Martin	1	Yes	No
NE/TECH/HPN	C. N. Johnson	2	Not specific	Yes
NE/TECH/HPN	Laura Slobey	1	Yes	Yes
NE/PD/ENV	Barbara Ormond		Did not return forms, but gave comments	
NE/TECH	Richard Cobb	1	No	Yes

SUMMARY OF RESPONSES

FROM WASHINGTON TEST OF INVENTORY

The following are responses given by AID/Washington staff who participated in the Inventory test.

I. OVERALL SYSTEM/GENERAL COMMENTS

*Impossible to determine percentages on basis of available project data. Information is simply not available.

*Had to make purely arbitrary decision to divide between/among project activities. Too much subjectivity; as a result, there will be wide variations among respondents.

System does not provide useful information for staff. They need information on the quantity of output (e.g., trained persons) to see if project is meeting its goals.

*Generally positive response.

The name should be changed to Inventory of AID-Funded Activities.

The system is too S&T oriented.

The system is too research oriented.

The Master Matrix categories are too broad; Project Inventory Worksheet is too detailed.

Fewer dimensions and/or categories would result in more careful, accurate responses by project officers.

*The forms are laborious and tedious.

It will be extremely difficult to educate mission staff to fill out the forms accurately.

Terminology in the system does not related to AID terminology.

Excluding host-country activity results in a misleading set of data.

Usefulness of the system is worth more to AID/Washington than to the field.

*More than one respondent gave this response.

Respondent "gave up" on some matrices he could not "get right".

II. SPECIAL CONCERNS PAGE

A. COMMENTS:

Geographic Classification

- It is ambiguous. Where is the project taking place or where are the beneficiaries located?

Special Concerns

- Confusing, e.g., project has women in planning and women as beneficiaries but is not a WID (Women in Development) project. Code it WID?
- Does energy saving technology mean human energy (i.e., calories)?
- Needs "other" category (respondent added it and assigned 100% of project to "other").
- Ask for range of percentage, e.g., 1-20%, 20-80%, or 80-100%; what you really want to know is if a large or a small part is aimed at the concern. (Same comment for target populations).
- Should be checklists; percentages are arbitrary and difficult to estimate.

Target Populations

- Need overall "mixed" term.
- Are the most difficult part of the Inventory to determine.
- *Impossible to quantify.
- Do you want immediate or eventual beneficiary?

B. PERFORMANCE:

General

- When two respondents independently complete the inventory for the same project:

*More than one respondent gave this response.

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- Geographic Location: identical responses.
- Target Populations: very different responses.
- Special Concerns: Some overlap in responses.

Special Concerns

- Did not understand percentages.

Target Populations

- *Used "non-terms" like "normal" and "whole country".

C. POSSIBLE SOLUTIONS:

Reduce number of categories of Target Populations.

Provide some guidance for Special Concerns.

Provide a sample completed form.

III. MASTER MATRIX

A. COMMENTS:

General

- Project papers do not have sufficient detail for completion of the categories.

Subject Areas

- generally adequate but do not reflect interdisciplinary areas (e.g., Ag/Ed, Health/Ed, etc.)

Inputs (now labeled Resources)

- *No place for inflation, contingencies, and operating expenses.
- *No place for evaluation.
- *What are salaries and recurrent costs? To some people, recurrent costs means the costs that a host country will have to bear after AID leaves.

*More than one respondent gave this response.

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- *Categories overlap, e.g., salaries and other recurrent costs.
- How should project amendments be handled?
- Should PL 480 food commodities be included?
- How are contractors to be designated?
- These are easy to report accurately.

Outputs (now labeled Project Purposes)

- *Categories are too broad and more detail would be useful, e.g., information dissemination and service delivery/extension.
- No category is provided to reflect institution building.
- These are difficult to report accurately.

B. PERFORMANCE:

General

- *respondents did not seem to have problems; when two respondents independently completed a Master Matrix for the same project, results had a reasonable overlap.

Inputs/Outputs (now labeled Resources/Project Purposes)

- *Too great percentage of funds was placed in "other" category.
- *Used percentages rather than funds.
- When more than one subject was used, percentages did not add up to 100% of line; instead they added up to 100% of LOP funding.
- Filled in percentages on bottom line of form.

C. POSSIBLE SOLUTIONS:

Provide additional information in category definitions.

Instruct that "other" should not be more than a certain percent, e.g., if greater than 10%, specify.

*More than one respondent gave this response.

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Improve instructions to account for other problems listed in the "comments" section.

Provide a sample completed form.

Delete bottom line of form.

IV. PROJECT INVENTORY WORKSHEET

A. COMMENTS:

General

- Too detailed.

- Use words rather than code numbers; codes present too great source of error.

- provide samples.

Commodities

- Commodities are often used for multiple purposes, e.g., trucks are used for many activities and it is difficult to divide up the dollars.

Research

- *It is unclear how to compute research percentages, and research here is undefined.

Activities

- Activity terms do not correlate with commodity terms (Note: this respondent did not understand the system at all).

- *Activities and commodities do not related to AID terminology; categories do not always reflect project realities.

- *Activities are not mutually exclusive.

- What is meant by "coordinate with"?

- Are overall activity headings to be the sum of the subheadings?

*More than one respondent gave this response.

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B. PERFORMANCE:

General

- When two respondents independently completed this form for the same project, the PIW was almost entirely different: different activities, different commodities.
- *No indication that instructions were read.
- *No "guessing" at data breakdown if terminology was different from PP (even though Project Manager was involved in completion of form).
- Respondents did not search enough for correct terms, particularly activity terms.

Activities

- *Made up own activities.
- *Used main headings and subheadings.
- *Combined activities from three subjects on one form.

Commodities

- *made up own commodities (input/output types of terms).
- commodities did not add up to 100%.
- Used commodities from subjects without using activities from those subjects, e.g., an institution linked with a subject planning term.

Research

- *Used percent of project, not percent of activity line.
- *Serious problems making bottom research add up to left research. In a complicated project, this is nearly impossible to do without guessing.
- When whole project is research, research is done correctly.
- Respondent made split boxes for all cells, apparently to facilitate filling out research %'s.

*More than one respondent gave this response.

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C. POSSIBLE SOLUTIONS:

Change instructions to clear up questions noted in "comments" and "performance".

Give form more structure, especially on "commodities axis".

Provide several sample completed forms.

Put more instructions directly on the forms.

Have separate sheet for research.

Provide better instruction for use of "other" categories.

V. IMPLEMENTATION

Inventory must be incorporated into the project management system at the beginning so an appropriate tracking mechanism can be established, or maybe put in the PID in the planning stage. (Respondent is not convinced that project officers or mission directors could benefit; inventory is only a burden, not worth the effort, and will not be reasonably accurate.)

Program targets must reflect Inventory requirements.

Data will not be accurate until the project is completed because of changes in the project.

It would be difficult for an AID/Washington person to furnish Inventory data based on information in the Project Papers.

VI. MENTION OF OTHER SYSTEMS

ARDMIS (AFT/TR/RD was mentioned. Also, LAC/DR/RD is trying to adapt the AR/TR/RD system for their project reporting.

Population Projects Database was used as input to one of inventory forms submitted, but there was no indication of how their terms corresponded to Inventory classification terms.

VII. TIME REQUIRED

Seven of the respondents indicated time required, as follows:

More than 3 hours	-	3 respondents
4 hours	-	1 respondent
6 hours	-	1 respondent
8-10 hours	-	1 respondent
10 hours	-	1 respondent

These respondents all indicated that filling out the Inventory forms required too much time.