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ACTION MEMORANDUM TO DAA/DE/DT, DR. JOHN BRUCE

FROM: DS/EY, Alan B. Jacobs

SUBJECT: U.S. Energy Tour for LDC Participants (Unsolicited Proposal from Institute of International Education, Energy Programs Support Project 931-0003)

Problem: Your approval is needed for subject activity.

Background: The Institute of International Education (IIE) has submitted an unsolicited proposal for a study tour on renewable energy resources for participants from LDCs. (Proposal submission March 23, 1978; proposal modification January 16, 1979). The study tour would be built around attendance at the International Solar Energy Society's Conference in Atlanta (May 28-June 1). The revised proposal has three components: a) a study tour for 14 participants for 30 days total for each which would include attendance at the conference, b) conference attendance grants and orientation for an additional twelve participants for 14 days for each, c) escort and administrative costs. The total budget is \$98,804. Page five of the proposal revision presents a detailed project budget.

The International Solar Energy Society (ISES) was founded in 1954 and is now incorporated as a nonprofit educational and scientific institution. With participation encompassing 55 nations, ISES serves as a center for information on research and development in solar energy utilization. By concentrating effort on the exchange and flow of solar energy knowledge, the Society stimulates interest in and serves as a world forum for active consideration of solar energy. ISES's last conference was in New Delhi in 1977. The American Section of ISES has expressed its concern that many participants from LDCs will not be able to attend this year's conference in Atlanta without outside financial support.

The proposed activity would support the attendance of 26 LDC participants at the conference and demonstrate our desire to increase the use of solar energy technology in developing countries. Of these attendees, 14 participants would be given a tour of U.S. institutions to see first-hand the technology that is available and learn the status of research in this field.

IIE has extensive experience in arranging U.S. travel tours for foreign participants for both USIA and State/CU. In particular in the field of energy, IIE will have arranged programs in the U.S. for eight international energy groups involving a total of approximately 140 participants from all regions of the world.

Recommendation: That you indicate your approval of this unsolicited proposal and of the use of \$98,804 for that purpose by signing the approval block below and indicating your clearance on the attached Certification of Unsolicited Proposal.

Approval

[Handwritten Signature]

Disapproval

Date

2/27/79

Attachments:

1. Original Proposal
2. Modified Proposal
3. Certification of Unsolicited Proposal



Institute of International Education

WASHINGTON OFFICE
11 DUPONT CIRCLE, N.W., WASHINGTON, D.C. 20036 • (202) 483-0001

January 16, 1979

Dr. Jerome J. Bosken
Office of Energy
Agency for International Development
Washington, D.C. 20523

Dear Dr. Bosken:

I am submitting herewith a paper which supplements and updates our proposal of last March for a study tour on renewable energy resources.

This paper describes the changes in and additions to the proposal resulting from our discussions in recent weeks and provides a provisional budget for the project.

I will look forward to an opportunity to discuss this paper with you at your earliest convenience.

Sincerely,

Dean B. Mahin
Coordinator of Special Projects

STUDY TOUR ON SOLAR ENERGY

AND

ORIENTATION AND CONFERENCE GRANTS FOR INTERNATIONAL SOLAR ENERGY SOCIETY CONFERENCE

I. INTRODUCTION

This paper supplements and updates the Institute's unsolicited proposal to the Office of Energy of the Agency for International Development, dated March 23, 1978, for a Study Tour on Renewable Energy Resources.

The Office of Energy's review of this proposal has resulted in several changes in and additions to the original proposal:

a. The original proposal involved a study tour from August 20 to September 23, 1978 which included participation in the conference of the American Section of the International Solar Energy Society (ISES) in Denver from August 28 to 31, 1978. However, the Office of Energy preferred to defer the study tour until the full world meeting of the ISES to be held in Atlanta from May 28 to June 1, 1979.

b. The original proposal was for a 35-day period which included the Labor Day weekend. Due to the more optimum May-June dates in 1979, AID and IIE have agreed that a total period of 30 days is sufficient for the study tour. This period will run from May 20 through June 18, 1979.

c. The original proposal covered only foreign participants who would remain in the United States for the entire period of the study tour including the ISES conference. However, the Office of Energy now desires to expand the anticipated contract with IIE to cover international travel and per diem for a number of other persons to enable them to participate in the ISES meeting.

The purpose of this paper is to describe IIE's present recommendations and assumptions concerning the operations to be carried out under the proposed contract with AID and to present a tentative budget covering both the study tour and the orientation and conference grants.

II. MODIFIED PLAN FOR STUDY TOUR

The background, objectives, and selection criteria and procedures for the study tour remain essentially as outlined in pages 1 through 3 of the original proposal except as they are modified by the more exclusive emphasis on solar energy development and by the change in dates.

IIE's program and administrative roles for the study tour will include all those functions listed on items 1 through 9 on page 8 of the original proposal; in addition, it is understood that AID wants IIE to arrange and pay for all international travel for both the study tour and the recipients of the orientation and conference grants and to provide health and accident insurance for both groups of foreign participants while in the United States.

As suggested in the original proposal, the final plan for the study tour will be developed after nominations are received and will be implemented only

after approval or modification by the Office of Energy. The basic schedule for the study tour will be as follows:

- a. May 20 to 25: Introductory briefings and seminars in Washington.
- b. May 28 to June 1: International Solar Energy Society conference and possible related meetings in Atlanta.
- c. June 2 to 16: Team and individualized visits to universities, Federal and other research laboratories, and corporations engaged in solar energy research and/or applications.
- d. June 17 to 18: International Workshop on Solar Energy Development in Developing Countries (see pages 6 and 7 of original proposal).

III. ORIENTATION AND CONFERENCE GRANTS

In addition to funding the study tour, the Office of Energy also desires to respond to a request from the American Section of the International Solar Energy Society for a number of travel grants to widen the representation of developing countries at the Atlanta ISES conference. The Office of Energy proposes that these funds be administered by IIE under the prospective contract which will cover the study tour. IIE is pleased to accept this additional responsibility.

The Office of Energy originally contemplated conference grants which would be limited to travel from the participants' homes to Atlanta and return and per diem for the period of the conference. However, IIE's study of the opportunities and costs has led to a strong recommendation that these grants cover a total period of 14 days including a week of orientation in Washington and a week in Atlanta for the ISES meeting.

This recommendation is based on both program and cost factors: (a) If the conference grants were for only 7 days, the Eastern Hemisphere grantees would not be eligible for the 14 to 35 day excursion fares which will be used for the study tour grantees. Except for Latin American grantees, the extra international travel costs for the seven-day grants would average about \$300.00; this sum would almost cover the per diem costs of an additional week in the United States for these Eastern Hemisphere grantees. (b) By adding only around 20% to the average cost of the one-week conference grants, the recipients can be given twice as long a visit to the U.S. which will include a comprehensive orientation to solar energy development in the United States along with the participants in the study tour. This orientation program in Washington during the week of May 20 to 26 will include a review of the "state of the art" in each of the solar and solar-related sectors. The program will be specially designed for these foreign participants and will provide ample opportunities for questions and discussions. The Washington program will not only be valuable in itself but will add substantially to the value of the grantees' participation in the ISES conference; the orientation will provide the background information and perspective the grantees will need to understand and/or evaluate many of the specialized and detailed presentations in Atlanta.

The following is a summary of the proposed procedures for the awarding of these orientation and conference grants:

- a. IIE has requested ISES to submit a list of persons who should be considered for these grants. The ISES Program Chairman, Dr. Walter Shropshire of the

Smithsonian Institution, will consult both his colleagues in the American Section of ISES who are preparing for the Atlanta Conference and the members of his Program Committee which included representatives from various regions of the world. He hopes to be able to present ISES's recommendations to IIE and AID by about March 1. This list will probably be considerably larger than the number of orientation and conference grants expected to be available.

b. IIE will review the ISES list, add additional information available in Washington about the individuals or their institutions, and prepare a recommended priority list of potential grantees. This priority list will be based on a number of factors including language and educational background, type of position, extent of present involvement with solar energy, and extent of other representation of the nominee's country at the ISES meeting.

c. The announcement of the Solar Energy Study Tour to the AID missions, planned for late February, will also inform the missions that they may be requested to comment or concur in the ISES nominations for conference travel grants. Following AID approval of the priority list, IIE will draft individual cables from AID/W to appropriate AID missions requesting concurrence or comments on ISES nominations. If the mission concurs in the nomination, it will contact the nominee, inform him or her of the possibility of a grant, and ascertain that he or she is able to attend the Atlanta conference. This procedure should assure that most nominees are alerted to the grant possibility by about April 1.

d. If some of the ISES recommendations are for nominees from AID "graduate countries" in which AID no longer has missions, IIE will arrange to obtain the comments and assistance of ICA posts in these countries.

e. When all of the mission and ICA comments have been received, along with the mission nominations for the study tour, IIE will prepare: (a) a proposed final list of recipients of both categories of grants for approval by AID; and (b) draft circular telegrams to AID missions and to appropriate ICA posts requesting that they inform recipients of these invitations or grants immediately. These telegrams will indicate that Pan American Airways offices nearest their homes are being instructed to contact the participants and issue round-trip tickets to/from the United States. This procedure will eliminate the need for the AID or ICA missions to be involved in administrative or travel arrangements for these participants.

IV. COMBINED BUDGET

IIE understands that AID may be able to allocate approximately \$100,000 for the study tour, the orientation and conference grants, and related selection, programming, administrative, and escort costs. This level of funding would permit 30-day grants for 12 to 15 persons for the study tour and 14-day grants for 12 to 15 persons for the orientation and conference periods plus related selection, programming, administrative, and escort costs. IIE proposes that the two types of grants be covered by a combined budget which will permit AID to make a final determination as to the number of persons to receive each category of grant after nominations are received from the AID missions and from ISES.

Due to the high costs of hotels and meals in Washington and Atlanta and the other major cities to be included in the study tour, IIE recommends that AID authorize per diem for both groups of participants at the \$55 rate currently used for grantees under the International Communication Agency visitor program.

Assuming this per diem rate, the estimated average total cost per participant in the study tour would be \$3,700, while the estimated average cost for the orientation and conference grants would be \$2,070. IIE can only estimate the international travel costs at this time; however, IIE's final recommended list of persons to receive both categories of grants will include specific cost figures for each proposed participant. The enclosed budget shows the components of these estimated average costs per participant and the total estimated cost of 14 participants in the study tour and of 12 orientation and conference grants.

Selection, programming, and administrative costs are not directly affected by the precise number of grants in each category. Although the length of the study tour has been reduced from 35 to 30 days since the original proposal was submitted, the present plan involves increased roles in selection, a more complex Washington program for a larger group, and the administration of a large number of individual grants. It therefore seems that the total project will require more staff time prior to the arrival of participants in the United States than was anticipated in the original proposal. Accordingly, our estimate of selection, programming, and administrative costs has remained identical with our original estimate.

The level and type of escort costs will be influenced by both the total number of persons in the study tour and the extent to which the participants are divided for team visits and/or individualized programming. The attached budget is based on the following assumptions: (a) A non-staff escort will be needed for the initial week in Washington when the project coordinator and assistant coordinator will be devoting much of their time to finalizing arrangements for the study tour, especially the segment to be used for small team and individualized visits. (b) The project coordinator will accompany both categories of grantees to Atlanta and will serve as chief escort for the study tour. (c) The assistant project coordinator will join the group in Atlanta after a few days, bringing with her itineraries and tickets for the individualized phase of the study tour. (d) If needed, the assistant project coordinator will serve as a second escort for some or all of the study tour. The attached budget covers the maximum costs envisioned under these assumptions. If it appears that a second escort would not be needed for the study tour, the savings could be used to offer participation in the tour to one of the persons who had received only an orientation and conference grant.

V. STAFF AND INSTITUTIONAL CAPABILITIES

Since the original proposal was submitted the Special Projects Office has arranged programs for two additional energy groups: the Latin American Seminar on Energy Alternatives in May (16 participants) and the Multi-Regional Project on Energy Research and Technology (14 participants). A Multi-Regional Project on Energy Planning and Analysis is scheduled in March. Thus by the time of the AID-sponsored project, the Special Projects Office will have arranged programs in the U.S. for eight international energy groups involving a total of approximately 140 participants from all regions of the world.

Enclosed are copies of the Institute's most recent annual report and a summary of sponsored exchange projects which describes the 282 programs administered by IIE for the U.S. and foreign governments, universities, foundations, corporations, international organizations, and binational agencies in 1976-77. These programs involved grants to nearly 9,000 American and foreign students, leaders, specialists, and researchers for overseas travel and study. Aside from liaison responsibilities with Washington agencies, IIE's Washington Office is mainly responsible for arranging U.S. programs for international visitor grantees assigned by the International Communication Agency. The Washington staff arranged group and individual programs for a total of 583 international visitors during fiscal year 1978.

PROJECT BUDGET

I. DIRECT COSTS FOR 30-DAY PARTICIPANTS

a. Estimated Average Costs Per Participant:

International Travel and return excess baggage allowance (Preliminary estimate without information as to participating countries)	\$ 1, 200
Travel within the U.S.	100
Per Diem (at ICA rate of \$55 per day for 30 days)	1,650
ISES Conference Fee	85
Health and Accident Insurance	15
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	\$ 3,700

b. Estimated Cost of 14 Participants for 30 days: \$ 51,800
($\$3,700 \times 14$)

II. DIRECT COSTS FOR 14-DAY PARTICIPANTS

a. Estimated Average Costs Per Participant:

International Travel, not including return excess baggage allowance (Preliminary estimate without information as to participating countries)	\$ 1,100
Travel within the U.S. (Average additional cost of travel to Atlanta from Washington enroute to home country)	100
Per Diem (at ICA rate of \$55 per day for 14 days)	770
ISES Conference Fee	85
Health and Accident Insurance	15
	<hr/>
	\$ 2,070

b. Estimated Cost of 12 Participants for 14 days: \$ 24,840
($\$2,070 \times 12$)

III. ESCORT COSTS (other than staff salaries)

Escort per diem (maximum of 50 days at \$55 per day)	\$ 2,750
Escort travel (maximum of \$750 per person for two escorts)	1,500
Escort salary (non-staff escort for initial week only)	350
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	\$ 4,600

Project Budget, continued

IV. SELECTION, PROGRAMMING, AND ADMINISTRATIVE COSTS

Employment costs

(Salary for project coordinator and assistant coordinator for maximum of two and a half months, plus 18% of salary costs for employee benefits)

\$ 10,909

Other Direct Costs (including staff travel, communications, and reproduction)

900

Overhead Costs

5,345

\$ 17,564

PROJECT TOTAL

\$ 98,804

MEMORANDUM

FEB 27 1978

TO : CM/COD, Mr. Morton Darvin
FROM : DS/EY, Jerome J. Bosken *JJB*
SUBJECT: Justification for Non-Competitive Procurement of Unsolicited Proposal, "Study Tour on Renewable Energy Resources," from the Institute of International Education (IIE)

The subject proposal is an unsolicited proposal. DSB has reviewed the proposal according to the following criteria:

- (1) The overall scientific, technical, and socio-economic merits;
- (2) potential contribution to AID's specific mission regarding energy and
- (3) the capabilities, experience, and facilities possessed by IIE.

The substance of the proposal is not available to the Government without restriction from another source, nor does it resemble any pending competitive solicitation. The substance is sufficiently unique to justify acceptance as an unsolicited proposal.

The Project Officer certification with reference to AID PR Notice 78-4 follows:

I certify that neither I nor, to the best of my knowledge and belief, any other AID employee solicited the proposal or had any prior contact with the proposing institution, other than to convey interest in the field of energy relative to the efforts described in the unsolicited research proposal.

Jerome J. Bosken

Jerome J. Bosken, Project Officer, DS/EY

I request that you award this contract on a non-competitive basis to the Institute of International Education without consideration of other sources.

Clearance:
DAA/DS/DT:JBruce *JJB* Date *2/27/78*