

.1'

PL-ABS-495
PA 110572

MEMORANDUM

October 27, 1994

TO: Juliet Born, Program and Policy Advisor
USAID/Maputo

FROM: Margaret S. Pope, PPC/CDIE/DI
Acquisitions Coordinator

SUBJECT: Acquisitions TDY Report

As approved by AFR/DP, an Acquisitions TDY was arranged for USAID/Maputo for the period of September 29-30, 1994. This TDY was scheduled to coordinate with a TDY to USAID/Maseru, USAID/Mbabane and USAID/Pretoria. The objectives of this TDY are as follows:

1. Meet with USAID/Maputo officials regarding the submission of USAID-sponsored development experience documents to CDIE Acquisitions.
2. Brief Mission staff on CDIE Acquisitions Activities Initiatives and other CDIE/DI services.
3. Review Mission's USAID-sponsored document collections to determine holdings required for USAID Development Information System (DIS).
4. Work with Mission Acquisitions Liaison to review and update guidelines for submission of documents to CDIE Acquisitions.
5. Review and/or develop plan/procedures for submission of development experience documents to CDIE Acquisitions.

Accomplishments:

Meeting with USAID Officials. Met with Juliet Born, Program and Policy Advisor. Julie was the control officer for this TDY. Although her primary responsibility is Impact Monitoring, she also has administrative responsibility for the Mission Library. She is currently the Missions Acquisitions Liaison, but is gradually passing these duties to Ana Cuambe, the part-time FSN Mission Librarian. Julie had the highest praise for the services she and her staff have received from CDIE and is fully committed to contributing USAID/Maputo documentation to CDIE Acquisitions.

She was especially appreciative for all the support her staff had received from Mike Cacich, R&RS in preparation for the evaluation of their drought relief project.

Met with Charles North, Mission Program Evaluation Officer. Charles is designing a data base for tracking USAID/Maputo program evaluations. He will share this with CDIE when all the glitches have been worked out. He has also received a request for the data base from John Wooten, Program Officer, USAID/Pretoria.

Conducted Staff Briefing. Conducted briefing for Mission Staff, including the Mission Director, Roger Carlson, Deputy Mission Director Jay Smith, and Project Officers, on CDIE Acquisitions initiatives and activities and other CDIE/DI Services. Provided Acquisitions Briefing Packets to all in attendance. The group expressed interest in seeing that their documentation is captured on DIS. Several staff members regularly use CD-DR. However, they were not as yet comfortable enough with CD-DR to dispose of the paper copies of the handbook.

Review of USAID Library Materials. The USAID/Maputo library is a collection of 4000-5000 USAID and non-USAID documents. The library is cataloged on MICRO-DIS using a revised version of the USAID/W/DIC classification scheme as revised at REDSO/ESA in 1991. The library also serves as a conference room. The first morning I was there the Mission Director was hosting a major elections meeting in the library from 9:00 a. m. - 12:00 noon for representatives from all donor organizations and all journalists assigned to Maputo.

I spent part of two afternoons working with the part-time Mission Librarian. (She is a full-time law school student.) Ana brought me up-to-date on procurement procedures for non-USAID materials for the collection and provided me a list of items acquired or on order during FY 1994. I provided guidance to her on cataloging and classification and retention of materials in the collection and also provided her guidance on circulation policies.

Reviewed and checked on CD-DIS several procurement sensitive documents (project papers) that had been removed from the library collection. Those project papers not found on USAID Development

Information System (DIS) are being sent to CDIE Acquisitions. I also checked in the library a list of USAID/Maputo projects which I took with me to the Mission from CDIE. After Ana and I were unable to find documents for most of the projects on the CDIE list, we met with the C&R Supervisor who provided us with a list of current USAID/Maputo projects with **correct numbers**. We identified six projects for which DIS does not have any documentation. Ana is working with the C&R Supervisor to send the documentation for these projects to CDIE Acquisitions. Further review of library materials revealed copies of other program description documents which will be sent to CDIE Acquisitions. CD-DIS was installed on the Supervisory Project Development Officer's PC and was used to check documents missing from DIS.

Training and guidelines. Provided written guidelines to FSN Mission Librarian/Mission Acquisitions Liaison for checking USAID/Maputo development experience documents and provided written guidelines and trained her on using CD-DIS for searching DIS. (See Appendix A and B).

Observations and Recommendations:

1. A review of the remainder of the library collection is needed, to ensure that all USAID-sponsored holdings required for DIS are sent to CDIE Acquisitions, particularly those documents that were issued prior to the July 1992 CDIE Acquisitions Cable which asked Missions to name a CDIE Acquisitions Liaison. Julie Born has done an excellent job of submitting documents to CDIE since being appointed acquisitions liaison, and Ana Cuambe is doing a superb job as the Mission Librarian. However, Julie has other major responsibilities which will not allow her sufficient time to complete this review and Ana as a part-time (3 hours per day) librarian does not have time to complete this review in a timely manner.

Recommendation: That during the next few months, the Mission appoint a full-time short-term documentalist to complete the review of the library collection, the Mission project files and any other Mission document collections to insure that all USAID development experience documents missing from DIS are sent to CDIE Acquisitions.

2. The Mission needs to systemize its document collection for the USAID Development Information System and continued contributions to the Mission Library.

Recommendation. That USAID/Maputo make it incumbent upon the project officers to ensure that documentation is provided to CDIE Acquisitions by enforcing the requirement which now exists in contract boiler-plate language that all contractors are required to send one copy of their documents to CDIE Acquisitions. A Copy should also be sent to the Mission Library. With regard to documents scheduled for retirement in the future, the FSN C&R Supervisor should give copies of these documents to the FSN Librarian/Mission Acquisitions Liaison to check on CD-DIS to see if they are in the USAID Development Information System (DIS) before they are sent to retirement. All other document handlers should also pass copies of their development experience documents to Ana for submission to CDIE Acquisitions.

Appreciation. I would like to express my sincere appreciation to everyone at USAID/Maputo who helped make my trip to Mozambique memorable. A very special thank-you to Juliet Born for her warm welcome to USAID/Maputo and for taking care to see that I had everything I needed to have a successful TDY, and to be comfortable and safe while I was in Mozambique.

If there is any assistance I can offer you once I am back in Washington, please do not hesitate to contact me via e-Mail fax or telephone.

Attachments: Appendices A and B

Appendix A

October 27, 1994

Guidelines for Checking USAID/Maputo Documents

General Guidelines

To minimize the amount of checking for USAID/Maputo documents, several guidelines are recommended:

- * give primary emphasis to identifying contractor and USAID or Mission-sponsored reports/documents which focus on Mozambique or the Southern Africa Region;
- * assume that USAID/Washington produced reports are already available from that source.
- * identify project design and authorization and evaluation documents which are known to be missing from DIS.

Specific Guidelines

More specific checking criteria for development experience documents follows:

It is helpful to CDIE if reports are checked on CD-DIS prior to sending to CDIE. However, if time becomes critical, CDIE will do the checking. Please send any:

- * USAID project design, authorization and evaluation documents.
- * USAID contractor reports (look for contract number, e. g. DAN-1254-G-66-6056-00).
- * Contractor Annual Reports and Final Reports
- * Program descriptions, justifications and reviews.

Documents can be submitted in electronic format as well as paper. Please contact CDIE Acquisitions for details.

5

Appendix B

Guidelines for Searching Using CD-DIS

Once CD-DIS is successfully installed, remember:

1. Get into CD-DIS subdirectory and type **CDDIS D** (to indicate CD Drive is drive D).

Example: C:> **CD CDDIS** (type what is in bold)

Example: C:\CDDIS> **CDDIS D** (type what is in bold)

2. Use the menu driven **Guided Search**.
3. Search by **TITLE**. Usually 3 random and distinct words will be sufficient to narrow the display.
 - * omit articles (le, the, and, etc.)
 - * watch out for punctuation, such as apostrophes - '
 - * watch out for spelling, especially French or English
4. Narrow search using **DATE** or **PERSONAL AUTHOR**.
5. **SUBJECT** searching is easily done using the rotated index display. Consider alternate vocabulary. The **USAID Thesaurus** is available on request from the address below.
6. **ORDERING DOCUMENTS**. Any documents included in CD-DIS can be ordered for personal use. The quickest way to order documents is by ordering via e-Mail. Send an e-Mail message to Margaret Pope, Valerie Douglas or CDIE_INFO@CDIE.RRS@AIDW on USAID/W e-Mail.

Documents can be ordered through the **POUCH** by contacting:

* Development Information Services Clearinghouse
PPC/CDIE/DI/DISC
Room 303 SA-18
USAID POUCH

or

* FAX to CDIE Order Dept. (703) 351-4039

or

* CDIE's Research and Reference Services