

MEMORANDUM

October 7, 1994

TO: John Wooten, Program Officer
USAID/Pretoria

FROM: Margaret Pope, Acquisitions Coordinator
USAID/W/PPC/CDIE/DI

SUBJECT: TDY Trip Report

As approved by AFR/DP, an Acquisitions TDY to USAID/Pretoria was arranged for the period of October 3-7, 1994. This TDY was scheduled to coordinate with a TDY to USAID/Maseru, USAID/Mbabane and USAID/Maputo. The objectives of this TDY are as follows:

1. Meet with USAID/Pretoria officials regarding submission of USAID's PVO and NGO development experience documents to CDIE Acquisitions and make recommendations.
2. Brief Mission Staff on CDIE Acquisitions Initiatives and Activities and other CDIE services.
3. Review USAID-sponsored PVO and NGO document collections to determine holdings required for the USAID Development Information System (DIS).
4. Work with Mission Acquisitions Liaison and Communications and Records Management Supervisor to develop procedures for submitting Mission Documentation to CDIE Acquisitions. Provide updated guidelines, including number of copies required for DIS, for submission of documents.
5. Train Mission Acquisitions Liaison on how to use CD-DIS for checking documentation missing from DIS. Provide guidance for checking and completion of submission of USAID-sponsored documents to CDIE Acquisitions.
6. Prepare a written report on findings and recommendations.

Accomplishments:

Attended Meetings/Conducted Staff Briefings. Attended Mission Senior Staff Meeting. Meeting was conducted by General Development Officer, James Bebee. Provided short briefing on CDIE Acquisitions

and other CDIE services. Larry Cooley and the MSI PRISM team also attended this meeting.

Attended general staff meeting conducted by GDO James Bebee in the absence of Mission Director who was meeting with North Carolina Governor James Hunt. Governor Hunt was leading a top level trade, education and cultural mission to South Africa from September 28 to October 6. I gave a brief description of my TDY objectives.

Met with Lou Ann McNeill, Mission C&R Supervisor and discussed the requirement of the submission of documents to CDIE Acquisitions before they are retired. Provided her with a list of USAID/Pretoria projects for which DIS has no documentation. We also discussed the need for a centralized location of documents and further developing the Mission's library.

Met with Jerry Penno, Supervisory Executive Officer and discussed the nine categories of development experience documents required by CDIE Acquisitions. Jerry was very helpful in identifying who at the Mission has ownership of these documents.

Met with Steve Cowper, Deputy Executive Officer, Jim Bebee, General Development Officer. Mr. Bebee provided a copy of USAID/South Africa Support for Economic Development Briefing Book: Private Sector Development Division and Housing and Urban Development Division.

Met with John Wooten, Program Officer to narrowly define types of documentation CDIE Acquisitions requires from USAID/Pretoria PVO and NGO activities. We also discussed how far back USAID/Pretoria should go in capturing documentation. John and I agreed the Mission should start with the documentation currently housed at USAID. John indicated there is also a collection of documentation that, because of its sensitive nature, may be eventually burned or transferred to a central USAID warehousing facility, as Mission staff will not have time to review this documentation for submission to CDIE. I presented as an option that CDIE might be able to provide on-site assistance to USAID/Pretoria in reviewing these materials rather than lose them as part of the Agency's institutional memory.

Mission Director, Leslie (Cap) Dean stopped in briefly during my meeting with John Wooten. The Director pledged his full commitment and support to getting USAID/Pretoria's documentation to CDIE. He

stated that he was glad someone from CDIE had come out because he wanted the good and important work that has been done at USAID/Pretoria to be documented in the Agency's institutional memory.

Review of USAID-sponsored Document Collections. I was able to review the files in the following divisions containing USAID-sponsored documents for the following USAID/Pretoria projects:

(1) Housing and Urban Development, Shelter and Urban Development Services (SUDS); (2) Basic Education; (3) Human Rights, (4) Economic Development; (5) Community Organization and Leadership Development (COLD). Identified several types of documents which should be submitted to CDIE Acquisitions.

Training and Guidelines: Provided written guidelines to FSN Mission Acquisitions Liaison for checking USAID/Pretoria Development Experience Documents and provided written guidelines for searching using CD-DIS. (See Appendix A and B). However, since CD-DIS was not up and running, I was unable to train her on how to use these guidelines.

Observations and Recommendations:

1. The Mission at this time does not have in place a system for routinely submitting documents to CDIE Acquisitions. There is no centralization of files. Files are now owned by Office Directors/Division Chiefs.

Recommendation: As we agreed, as a first step in beginning the process of sending USAID/Pretoria documentation to CDIE, the secretary of each Division will give copies of the following types of documents to the Mission Acquisitions Liaison, Maud Mabeta for submission to CDIE Acquisitions:

- * Project papers
- * Grants and Contracts
- * Grantee/Contractor Reports
- * Evaluation/Activity Report

- * Project Evaluation Reports
- * Sector Evaluation Reports

The secretary will provide these documents for submission to CDIE Acquisitions under the direction and guidance of the Division Chief who has the knowledge of the sensitivity of the documentation.

2. The Mission Acquisitions Liaison also serves as the secretary to the Program Office and has responsibility for maintaining the Mission Library. Her duties and responsibilities as secretary do not always allow sufficient time for her to focus on the submission of development experience documents to CDIE Acquisitions. Further, the library presents another problem. There is no system for contribution of USAID documents to the Mission library, no control and very little existing organization.

Recommendation: That a three-quarters to full-time position be created, for perhaps an FSN or a spouse of a USDH to perform both the document collection function and the Librarian function. This solution will benefit the Agency and the Mission in the longterm and it seems the only viable way to ensure the unique nature of the USAID/Pretoria program is documented and archived. The incumbent of this position needs to be a person who can work effectively with the project officers and the directors of PVO's and NGO's. CDIE can assist in developing a position description for this assignment and would be happy to have the designated person spend a short-term training with CDIE in USAID/W.

3. Because of the political climate in the Republic of South Africa before the Democratically Elected Government in May 1994, it has not been feasible for much of the PVO and NGO documentation to be sent to CDIE Acquisitions. However, as the political situation continues to improve and with the growth of USAID/Pretoria during the last Fiscal Year, the Mission needs to systemize document collection for the Development Information System and for contributions to the Mission library.

Recommendation: That USAID/Pretoria 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/grants boiler-plate language that contractors/grantees are required to send one copy of their documents to CDIE Acquisitions. Documents can be submitted in paper or electronic format. For details on submission of electronic documents, please contact CDIE Acquisitions.

Equipment: CD-DIS is installed on the Mission's LAN but because the Mission was experiencing LAN problems, it was not available for me to use.

Appreciation. I would like to express my sincere thanks to everyone at USAID/Pretoria who helped to make my visit to your Mission possible. I especially thank John Wooten, Ric Harber, Maud Mabeta and Lou Ann McNeill. I have enjoyed working with you and look forward to assisting you in the future.

I am on the USAID E-mail system, and if there is any assistance I can offer you when I return to Washington, I hope you will not hesitate to contact me.

Attachments: Appendix A and B

Appendix A

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 or Valerie Douglas 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

Appendix B

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Guidelines for Checking USAID/Pretoria Documents

General Guidelines

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

- * give primary emphasis to identifying contractor/grantee and USAID or Mission-sponsored reports/documents which focus on South Africa 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 and authorization documents.
- * USAID contractor/grantee reports (look for contract/grant agreement numbers, e. g., AID Agreement No. 674-0301-G-SS-0016-00).
- * Contractor and Grantee Annual Reports, and Final Reports
- * Program descriptions, justifications and reviews.

Documents can be submitted in paper or electronic format. For details on submission of electronic documents, please contact CDIE Acquisitions.

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