

PD-ABE-597  
93626

Agency for International Development

Service to the Research Advisory Committee's (RAC)  
Review and Evaluation of A.I.D.'s Research Activities  
to Ensure that RAC's Advice is Utilizable by A.I.D.'s Technical  
Staff in the Design of Projects

**FINAL REPORT**

Covering the Period October 1, 1989 through December 15, 1994.

Project Office: G/HCD/PP  
Project Number: 936-5052  
Contract Number: DAN-5052-C-00-9094-00

Submitted by

Metrica, Inc.

Nancy Dunson, CEO; Bruce Dunson, President;  
Frank Campbell, Metrica/AID Project Director, Washington.

February 14, 1995

## FINAL REPORT

February 1995

### Introduction

A contract between the Small Business Administration (SBA) and Metrica was signed on September 28, 1989, implementing a prime contract between SBA and the Agency for International Development (A.I.D.) utilizing 8(a) set-aside provisions of the Federal Acquisitions Regulations. The contract originally had a term of four (4) years, but funding was provided incrementally. Work under the contract commenced on October 1, 1989.

This report is required under Section C.4.(a) (1) of the Contract and covers the period October 1, 1989 to December 15, 1994.

### Contract Purpose

The purpose of this Contract, as stated in Section C.2, is to:

(a) acquire services to support the RAC's<sup>1</sup> review and evaluation of A.I.D.'s research activities to ensure that advice from the external scientists on the RAC be fully utilizable in the design of A.I.D.'s projects by its technical staff;

(b) support A.I.D.'s policy development, decision-making, and management related to science and technology in international development programs.

### Summary of Accomplishments

Rapid Initiation of Activities - The contract was signed September 28, 1989, with October 1, designated as contract operations start up date. However, the RAC Sub-committee on Global Warming was scheduled to meet on October 6, and the Sub-committee on Peer Review on October 27. Metrica had to rent meeting space and arrange the travel and payment of stipends with little lead time. The meetings were successfully conducted. Metrica also quickly leased space, secured telephone lines and had a copier, fax, computer and furniture all within the first month.

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<sup>1</sup>USAID's Research Advisory Committee is an official advisory committee under the Federal Advisory Committee Act and was established in 1962.

Meetings of the Research Advisory Committee (RAC) - Ten meetings of the RAC were scheduled during the contract but only six actually took place. (Even the aborted meetings required significant preparation as far as travel preparations for the RAC membership, meeting room reservations and briefing book preparations, all of which then had to be undone). At Appendix A, we have listed all the meetings that took place with the agendas for those meetings.

Meetings of RAC Sub-committees and Ad Hoc External Advisory Panels. In the course of the contract, there were nine RAC sub-committees and four External Ad Hoc committees formed. They not only wrote excellent reports (all of which are in the Agency's Development Information System) but, due to the breadth of the contacts and discussions, made many USAID personnel aware of the importance of research policy and priorities review and the contribution of external technical advice to that process. A listing of the sub-committees and panels, when they met, and the names of the members is at Appendix B.

"The President's Report on Science, Technology and American Diplomacy". At the COTR's request, Metrica staff collected data internally from USAID offices and externally from the American Executive Directors of the International Financial Institutions and presented it in tabular/statistical form for incorporation into the Report's chapter on U.S. foreign assistance. This was the first time USAID had contributed to the report. The work was done in July-October, 1993, and the final version went to the State Department in November.

Assistance to the Agency Research Council. The new USAID administration established the Agency Research Council as its way of reviewing research policies, priorities and programs. The first substantive review was of Agriculture and Food Security and Metrica staff prepared a report which presented data on the donor community's funding for agricultural research in order to help clarify the relative size and importance of USAID's agricultural research portfolio. The report was called "first rate" by users on the Council. A second report on the environment is being completed as this Final Report is being written. The Agency Research Council, after its initial review of Agriculture and Food Security, the Council decided that some external advisors would be needed. Metrica recruited seven such experts from all over the country; arranged for their travel, per diem and stipend; and sent them all available materials on the meeting subject. The meeting went off quite well.

Retirement of RAC Files. With the decision not to renew the RAC Charter in December 1992, the announced intention to reorganize the Agency and to downsize, rename and move the Office of Research, Metrica was requested to inventory, itemize, pack up and label thirty years worth of files, reports, agendas and minutes. This was

completed in September 1993, and the files retired per USAID regulations. The retired files list is at Appendix C.

### Description of Activities under the Contract

Introduction - The Research Advisory Committee (RAC) was chartered by USAID in 1962 under the Federal Advisory Committee Act to provide advice on research policy and priorities, and to oversee quality control procedures used in USAID research. In support of this objective, Metrica, under the contract, was to provide the necessary staff, facilities, and equipment. At the start of the contract, the RAC had an authorized strength of 15 members and was scheduled to meet three times a year (in April, August (later changed to September) and December). As many as 36 sub-committees/panels, averaging approximately five members each, were estimated to be convened during the original four-year life of the contract. As will be explained, delays in USAID's Operational Year Budgets (OYB) and a decision to obtain external technical advice on research in a different many, led to a shortfall in the estimated use of external advisors.

Research Advisory Committee Activities - The RAC was scheduled to meet three times/year. The meetings were in formal session for a day and a half but luncheons usually involved scientific discussions or presentations, often arranged by the National Academy of Sciences' Board on Science & Technology in International Development (NAS/BOSTID); dinner meetings usually involved presentations or discussions with senior USAID officials. If the Administrator was in Washington, RAC members usually met with him for a broad discussion of development and government activities. Activities for meeting arrangements were begun two months before the meeting date and post-meeting activities continued for about 45 days after the meeting. A detailed program timetable is at Appendix D and, although there were some additions to the activities undertaken by Metrica, the timetable gives a good indication of the level of effort.

One of the big changes in contract implementation was the decision to change the funding of RAC meeting support - as distinct from sub-committee or panel activities - from the Operating Expense budget to the Program budget. Two factors prompted this decision: 1) Several December meetings had to be cancelled because the OYB had not been approved or allocated in time to fund the meetings; 2) A proposition was successfully made and defended that the meetings were more properly funded under the Program budget because RAC supported and contributed to USAID's development program rather than the Agency's inherent bureaucratic operation. As a result of this decision, Metrica was to fund travel, per diem, and stipends of RAC members, as well as arrange and pay for (if necessary) meeting space. In short, there was no longer a distinction in the administration of RAC and sub-committee/panel meetings, although

the timetable and the intensity of the effort of RAC meetings were more strenuous.

On April 9-10, 1992, RAC held its 100th meeting. The occasion was noted with a special luncheon where some of the highlights of the 30 years of RAC activities were highlighted.

Also noted at that meeting were the departure of the RAC Chairman and one other member which brought the membership number down to eight (from an authorized total of 15). For that reason, the USAID project office (then the Office of Research - R&D/R) began to compile a list of possible candidates for Chairman, vacant member positions, and replacements for those whose terms were expiring. Metrica staff assisted in this process, contacting some persons, gathering preliminary background information, and designing a matrix that would show at a glance how the potential nominee fit with regard to selection criteria which had been tentatively developed in-house. As the process progressed, it became more clear that it would be difficult to get a committee that would represent all the fields of expertise that USAID might need to have. That issue was discussed by the COTR (also the Acting Office Director, R&D/R) and the Assistant Administrator, R&D, during the Summer of 1992, and the conclusion arrived at that there were other, probably better ways of meeting USAID's continued need for external technical advice on research. AA/R&D recommended to the Administrator that the RAC's charter - which had to be renewed every two years in accordance with the Federal Advisory Committee Act - be allowed to expire when it was due to elapse in December 1992. That recommendation was approved. The meetings scheduled for September and December 1992 were cancelled.

Shortly after the decision was reached, the presidential elections forced a change in USAID administration which caused a delay of well over a year before a new research review entity and process was established. This was the Agency Research Council, an in-house group. Metrica assisted the Council by arranging for the advisory services of seven consultants at the review of USAID's agriculture and food security portfolio in November 1994.

Sub-committees and Ad Hoc Panels - Though there were provision in the contract to bring in outside expertise to help the RAC and its sub-committees, it rarely happened up to the time the RAC charter expired. Usually, when the RAC full committee decided to constitute a sub-committee to explore and make recommendations on a given subject, it would also name the sub-committee members and try to pick a date for the sub-committee to meet, when a draft report would be ready for the full membership, and when a presentation before the full RAC could be expected.

The membership of a sub-committee would vary anywhere from three to seven members but often the full sub-committee would

attend only the initial meeting, with the sub-committee chairperson coming to USAID/W for follow-up meetings if necessary. Metrica would make all the arrangements for the meetings, including travel, per diem, hotel reservations, payment of stipend, and rental of meeting rooms if required. Sometimes it was necessary to take minutes and prepare and distribute the draft reports.

The recommendations of the sub-committees could also vary as to whether they recommended, for example, that:

1. The RAC adopt the sub-committee's recommendations as their own and forward them to USAID for consideration or implementation;
2. The appropriate bureau or office in USAID be asked to consider the sub-committee's comments and attempt to define a program strategy more tightly, or to prioritize the activities so as not to dilute the efforts to the more important/effective activities;
3. A NAS/BOSTID Panel be convened to consider the issues where new or innovative actions were being planned or new policies or guidelines were needed. (In such cases, the RAC would critically review the NAS/BOSTID recommendations and use them as the basis for its own recommendations to USAID).

After the RAC's charter had expired, the Office of Research and Metrica collaborated in the convening of ad hoc external advisory panels which were approved by the AA/R&D. Metrica ascertained the availability of knowledgeable and respected people in the field the panel was to be concerned with and, after concurrence of the COTR, sent them the scope-of-work, other briefing materials, and made travel, expenses, appointments, and meeting room arrangements. There were actually only three such panels (a fourth had to be cancelled) but they were accorded fairly high visibility and their reports are still being used.

Included in the four panels was the one assembled for the new Agency Research Council which was established to systematically review and coordinate USAID research policy, priorities and portfolios. It informs the Administrator of both immediate and long-term research objectives, and of plans and policies that relate to USAID's strategic goals. The Council's function and foci are necessarily broad. When the Council was to take up the second step of its review of agriculture and food security research in November, 1994, it determined that some external expertise was needed. This was arranged by Metrica in the person of seven prominent agricultural scientists or sociologists who arrived at USAID/W thoroughly briefed and spent the whole day in session with the Council.

Analysis of Research Activities - Although some analysis of research activities was carried out on an ad hoc basis throughout the contract, Modification No. 4 of the contract added the full-time position of Research Program Analyst. The reason for this was that the USAID assigned the Office of Research (now the project management office) the responsibility for coordinating information - and reporting - on all of USAID's research activities. Getting started on that task was a major amount of work, which never really diminished. In addition to setting up the data base and culling the initial data, special reports such as, "The President's Report on Science, Technology and American Diplomacy", (which was a required report to Congress), and separate reports on the international donor community's contributions to research agriculture & food security and the environment (prepared for the Agency's Research Council) were prototypical and may serve as models for future reports of this type.

Interaction & Collaboration with the Project Office - There was a need for a great deal of interaction because Metrica frequently worked on matters, which were legitimate to the contract, but which required concurrence of the COTR before the next step could be taken. Although Metrica had purposefully leased space in SA-18 to be near the project office, it was often difficult to discuss matters with project office staff, particularly the COTR, because of the cuts in project office staff and because the COTR had to attend a lot of meetings. The COTR and Metrica staff then arranged to meet early in the business day every Wednesday to go over pending matters and plans. Toward the end of the contract Metrica had worked out an Internet connection with the project office, which also helped considerably. The willingness to collaborate was always excellent and the measures we took provided a workable solution.

### Comments & Recommendations

The contract originally called for services by Metrica for the period September 30, 1989 to September 29 1993. A series of short-term extensions for the purpose of having Metrica's resources available to allow the project office to assist USAID reorganization efforts - specifically, the development of issues and policy on external advice on research through the provision of consultants and experts - carried the contract through to December 15, 1994. There was a relatively low level of utility of the contract in the period April 1993-May 1994, again because of the outstanding issues to be resolved on research and the use of external advice in research review, and, as a consequence, there were unexpended funds in the contract at the contract expired (the amount is not determined at the time of this report).

One of the ad hoc external advisory panels that Metrica arranged dealt with the issue of using external technical advice on

research policy and priorities. The panel believed it was not only necessary but beneficial for USAID to employ some mechanism on a regular basis to do this. The Agency Research Council's review of the agriculture and food security research portfolio showed that external expertise was necessary (and was provided through Metrica). Yet the Council has no vehicle of its own to do this. It is getting external advice on other development sectors on an ad hoc basis, but it is bound to run into OYB-type problems without some project/contract type of mechanism to assist.

Appendices:

- A - Agendas for all meeting of the Research Advisory Council
- B - Listing of Sub-committee & ad hoc External Advisory Panels
- C - List of Retired RAC Official Files (1962-1992)
- D - Program "Timetables" for RAC Meetings

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**AGENDA**  
**RESEARCH ADVISORY COMMITTEE MEETING**  
**April 12-13, 1990**

**PAN AMERICAN HEALTH ORGANIZATION BUILDING**  
**525 Twenty-Third Street, N.W.**  
**Conference Room 'B'**  
**Washington, D. C.**

Thursday, April 12, 1990

8:30 a.m.	Opening Comments	B. Rossiter RAC Chairman
9:00 a.m.	Update on Research	R. Bissell B. Langmaid
9:30 a.m.	Global Warming	G. Thomas (Ch) R. Baldwin T. DeGregori J. Gordon C. Qualset
10:30 a.m.	Coffee Break	
10:45 a.m.	Global Warming (Con't)	N. Rosenberg V. Ruttan
12:00 noon	AID/NAS Luncheon Seminar Global Warming	N. Rosenberg
2:00 p.m.	Issues Paper - Forestry Research	J. Vanderryn
2:30 p.m.	A.I.D. Update on Biodiversity	J. Vanderryn
3:00 p.m.	Report - Priorities for Biotechnology Uses in Plant Diseases Research	J. Cohen
3:30 p.m.	Coffee Break	
3:45 p.m.	Remarks by a RAC Member	R. Baldwin
4:15 p.m.	Approval of Minutes from August 10-11 Meeting	B. Rossiter
5:00 p.m.	ADJOURN	

Friday, April 13, 1990

8:30 a.m.	Opening Comments	B. Rossiter
8:35 a.m.	Peer Review	T. DeGregori (Ch) R. Baldwin D. Henderson
10:15 a.m.	Coffee Break and Adjourn to Conference Room 5951, New State	
10:30 a.m.	Meet with the Administrator	B. Rossiter
12:00 noon	Topics for Next Meeting	B. Rossiter B. Langmaid
12:45 p.m.	ADJOURN	

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**AGENDA**  
**RESEARCH ADVISORY COMMITTEE MEETING**  
**AUGUST 9-10, 1990**

**PAN AMERICAN HEALTH ORGANIZATION BUILDING**  
**525 Twenty-Third Street, N.W.**  
**Conference Room 'C'**  
**Washington, D. C. 20037**

Thursday, August 9, 1990

8:30 a.m.	Opening Comments	B. Rossiter RAC Chairman
9:00 a.m.	Peer Review	T. DeGregori
10:30 a.m.	COFFEE BREAK	
10:45 a.m.	Update	B. Langmaid
12:00 noon	AID/NAS Luncheon Seminar (Invitational) Saline Agriculture: Salt-Tolerant Plants for Developing Countries	John Gallagher (Univ. of Del.)
2:00 p.m.	Program in Science and Technology Cooperation (PSTC)	H. Minners
2:45 p.m.	Agriculture Strategic Plan	D. Bathrick
3:30 p.m.	COFFEE BREAK	
4:15 p.m.	Recommendations for RAC Improvements in the Health Sector	D. Henderson
5:00 p.m.	ADJOURN	

Friday, August 10, 1990

8:30 a.m.	Opening Comments	B. Rossiter
8:35 a.m.	Approval of Minutes from April 1990 Meeting	
8:45 a.m.	Global Warming	J. Vanderryn
9:30 a.m.	Forestry	J. Gordon
10:15 a.m.	COFFEE BREAK	
10:30 a.m.	Biological Diversity	C. Qualset
11:00 a.m.	Topics for Next Meeting	B. Rossiter
12:00 noon	ADJOURN	

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AGENDA  
RESEARCH ADVISORY COMMITTEE MEETING  
DECEMBER 13-14, 1990

PAN AMERICAN HEALTH ORGANIZATION BUILDING  
525 TWENTY-THIRD STREET, N.W.  
WASHINGTON, D. C.

Thursday, December 13, 1990

8:30 a.m.	Opening Comments	B. Rossiter RAC Chairman
9:00 a.m.	Update on Research	R. Bissell B. Langmaid
10:00 a.m.	Biological Diversity	C. Qualset
10:30 a.m.	COFFEE BREAK	
10:45 a.m.	Biological Diversity (Contd)	
12:00 noon	LUNCH - NAS (Invitational)	R. Cobb
2:00 p.m.	Forestry Research	J. Gordon J. Vanderryn
3:30 p.m.	Coffee Break	
3:45 p.m.	NAS Panel Discussion	D. Thorud Panel Chairman
5:00 p.m.	ADJOURN	
7:00 p.m.	DINNER - State Plaza (Invitational)	C. Adelman

Friday, December 14, 1990

8:30 a.m.	Opening Comments	B. Rossiter
8:35 a.m.	Approval of Minutes from August 9-10, 1990 Meeting	B. Rossiter
8:45 a.m.	Report on Future RAC Topics	T. DeGregori
9:30 a.m.	COFFEE BREAK	
9:45 a.m..	Topics for Next Meeting	B. Rossiter B. Langmaid
10:30 a.m.	RAC MEMBERS MEET WITH ADMINISTRATOR	
11:45 a.m.	ADJOURN	
12:00 noon	AID/NAS Luncheon Seminar "Key Issues in International Forestry Research" (Invitational)	H. Gregersen

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AGENDA  
 RESEARCH ADVISORY COMMITTEE MEETING  
 April 11-12, 1991  
 PAN AMERICAN HEALTH ORGANIZATION BUILDING  
 525 TWENTY-THIRD STREET, N.W.  
 WASHINGTON, D.C.  
 CONFERENCE ROOM 'C'

Thursday, April, 11, 1991

8:30 a.m.	Opening Comments	B. Rossiter (RAC Chairman)
9:00 a.m.	Research Update	R. Bissell
9:30 a.m.	A.I.D. Reorganization	H. Fry N. Nicholson
10:30 a.m.	Coffee Break	
10:45 a.m.	A.I.D.'s New Initiatives	R. Bissell
12:00 p.m.	LUNCH - State Department (Invitational) (Guest - Henrietta Holsman Fore, AA/APRE)	
1:30 p.m.	Center for University Cooperation in Development (CUCD)	R. Smuckler
2:30 p.m.	Task Force on Development and Economic Cooperation (AG 2000)	J. Stovall
3:15 p.m.	Coffee Break	
3:30 p.m.	Biological Diversity	C. Qualset
4:30 p.m.	Chairman's Report	B. Rossiter
4:45 p.m.	ADJOURN	
7:00 p.m.	DINNER - State Plaza Hotel (Invitational) (Guest - John Eriksson, AAA/PPC/CDIE)	

Friday, April 12, 1991

8:30 a.m.	Opening Comments	B. Rossiter
9:35 a.m.	Approval of Minutes from December Meeting	B. Rossiter
8:45 a.m.	Internat'l Forestry Research	J. Gordon
10:00 a.m.	Coffee Break	
10:15 a.m.	Future RAC Topics	R. Herting
11:00 a.m.	Topics for Next Meeting	B. Rossiter B. Langmaid
11:30 a.m.	RAC MEMBERS MEET WITH ADMINISTRATOR	
12:00 noon	ADJOURN	

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AGENDA  
 RESEARCH ADVISORY COMMITTEE MEETING  
 SEPTEMBER 12 & 13, 1991  
 DEPARTMENT OF STATE  
 "C" STREET ENTRANCE  
 WASHINGTON, D.C.  
 ROOM 1107

Thursday, September 12, 1991

8:30 a.m.	Opening Comments	B. Rossiter (RAC Chairman)
9:00 a.m.	Research Update	B. Langmaid
9:30 a.m.	A.I.D. Reorganization in the S&T Bureau	B. Langmaid
10:00 a.m.	Coffee Break	
10:15 a.m.	Priorities of the Program of Science and Technology Cooperation	H. Minners
11:00 a.m.	Malaria Update	A. Van Dusen
11:45 p.m.	Luncheon - NAS (Invitational) Role of New Policy Office and Its Relation to Research	J. Blackton
2:00 p.m.	Biological Diversity	C. Qualset
2:45 p.m.	Sustainable Agriculture CRSP	J. Bonner
3:30 p.m.	Coffee Break	
3:45 p.m.	Approval of Minutes from the April Meeting	B. Rossiter
4:00 p.m.	Children's Vaccine Initiative	P. Johnson
4:45 p.m.	ADJOURN	
7:00 p.m.	DINNER - Devon (Invitational) Guest - Tim Fry, AA/Operations	

Friday, September 13, 1991

8:30 a.m.	Opening Comments	B. Rossiter
8:45 a.m.	Tropical Forestry Research	J. Gordon D. Thurod
9:30 a.m.	Office of Research	H. Minners
10:00 a.m.	Coffee Break	
10:15 a.m.	University Center Update - Realignment of BIFADEC Committee Structure	R. Smuckler
10:45 a.m.	Future Directions and Agenda Items for the Next RAC Meetings	R. Herting B. Rossiter B. Langmaid
11:30 a.m.	RAC MEMBERS MEET WITH ADMINISTRATOR	
12:00 noon	ADJOURN	

AGENDA  
 RESEARCH ADVISORY COMMITTEE MEETING  
 APRIL 9 & 10, 1992  
 TRW CONFERENCE ROOM, POTCMAC TOWER BUILDING  
 1001 19TH ST, 8TH FLOOR  
 ARLINGTON (ROSSLYN), VA.

(See the 3 pages following the agenda for a framework of the agenda discussion items.)

Thursday, April 9, 1992

9:00 a.m.	Call to Order Opening Comments	B. Rossiter (RAC Chairman)
	Introductory Remarks by the R&D Assistant Administrator	R. Bissell
9:30 a.m.	A.I.D. Strategic Research Agenda	
	- A.I.D. Research Agenda and Research Progress Indicators	H. Minners H. Larew B. Rossiter
10:15 a.m.	Coffee Break	
10:30 a.m.	A.I.D. Strategic Res. Agenda - Con't	
	- Agricultural Research Priorities A.I.D. CGIAR CRSP Research	P. Peterson R. Cummings. P. Barnes-McConnell
	- PSTC Research Priorities; Report of the RAC Subcommittee	E. Ostrom
12:00 Noon	Lunch - Tivoli Restaurant Functions Room Mall 3, 1700 N. Moore St (Metro) Rosslyn	
1:30 p.m.	Private Enterprise & Asia Bureau Issues	
	- The Private Sector, Environment and Development	R. Van Raalte T. Nicastro
	- Water & Sanitation	D. Long R. Van Raalte
3:30 p.m.	Coffee Break	
3:45 p.m.	Intellectual Property Rights; Information on the NAS Conf.	B. Rossiter C. Qualset

- 4:15 p.m.            Integrated Pest Management            H. Hortek
- 4:45 p.m.            Review Agenda for April 10            B. Rossiter  
                         Other Business
- 5:00 p.m.            Adjourn
- 7:00 p.m.            Dinner, Hyatt Hotel  
                         Guest: Scott Spangler, Head of OPNS Directorate

Friday, April 10, 1992

- 9:00 a.m.            Opening Comments                      B. Rossiter  
                         Approval of September 1991 Minutes
- Report on the meeting with the            B. Rossiter  
                         Administrator, 9/13/91
- New Support procedures for RAC            J. Daly
- Briefing on RAC Ethics                      J. Miller
- 10:30 a.m.            Coffee Break
- 10:45 a.m.            Followup to RAC Reports on            I. Morison  
                         Forestry & Biodiversity                      S. Sohmer
- 11:45 a.m.            Closing Comments                        B. Rossiter
- 12:00 Noon            Adjourn
- 12:30 p.m.            Lunch at NAS; Allan Randall will speak on  
                         the AID/NAS monograph on Biological Diversity.

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**External Technical Advisory Project**  
 USAID Contract  
 DAN 5052-C-00-9094-00

**RAC Sub-committees & Ad Hoc Panels Supported Through the  
 Metrica Contract**

<u>Subject</u>	<u>Meeting Dates</u>	<u>Members/Panelists</u>
Global Warming	Oct. 6, 1989 Feb. 27, 1990	Gerald Thomas Richard Baldwin Tom DiGregori Calvin Qualset John Gordon Bryant Rossiter
Peer Review	Oct. 27, 1989 Dec. 1, 1989 June 10, 1990	Bryant Rossiter Richard Baldwin Tom DiGregori D.A. Henderson
Int'nat'l Forestry	Aug. 8, 1990 Dec. 12, 1990 Sept. 11, 1991	John Gordon Tom DiGregori Elinor Ostrom Bryant Rossiter
Biodiversity	Aug. 8, 1990 Sept. 20, 1990 Dec. 12, 1990 April 9-10, 1991	Calvin Qualset Robt. L. Herting John Gordon Tom DiGregori Charles Muscoplat Elinor Ostrom Bryant Rossiter
Future RAC Agenda Topics	Sept. 20, 1990 April 8-10, 1991	Robt. L. Herting Tom DeGregori Charles Muscoplat Bryant Rossiter
AID Reorganization & Research	Oct. 24-25, 1991	Bryant Rossiter Charles Muscoplat Carl Liedholm Robt. L. Herting
PSTC Research Grant Priorities	Nov. 15, 1991	Elinor Ostrom Robt. L. Herting Calvin Qualset Bryant Rossiter
Research Perfor- ance Indicators	Dec. 11-12, 1991	Bryant Rossiter Charles Muscoplat Elinor Ostrom

Intellectual Property Rights	Jan. 8-9, 1992	Bryant Rossiter Tom DiGregori Calvin Qualset
Private Enterprise* Research Initiatives	Not held	Carl Liedholm Kenneth Gordon William Rodgers
New Information Technologies	July 8-9, 1992	Tom DiGregori Ruth Davis Jordan Baruch
External Advisory Function in Research	Feb. 9-12, 1994	Bruce Smith Barbara Webster W. Haven North
Agency Research Council/Agriculture	Nov. 17, 1994	S. Gordon Campbell Rita Colwell Robert Paarlberg Don Plucknett David Sammons Leslie Swindale

\* The Private Enterprise Research Panel was formed and a number of preliminary steps taken. However, the USAID reorganization was being implemented and included the dismantling of the PRE Bureau - leaving no point of contact for the panel.

TO: (\*X\* appropriate box. See reverse side of last copy of this form for services provided by each division and instructions for preparation.)

	PROPERTY AND PURCHASING DIVISION (MS/AS/PP), ROOM 1200-F, SA-14
	INFORMATION SUPPORT SERVICES DIVISION (MS/AS/ISS), ROOM 3726, NS
	AUTOMATION SUPPORT DIVISION (MS/IRM/AS), ROOM 1000B, SA-14
X	FA/AS/ISS/RM, Jeremiah Perry, B-531C NS

APPROVING OFFICIAL			Date Issued	Date Required
Typed Name Sharon Carney	Title R&D/MGT	Signature	06/21/93	06/25/93 ASAP

ITEM NO.	DESCRIPTION OF MATERIAL OR SERVICES REQUIRED	QUANTITY	UNIT	FOR MS/AS USE
1.	<p>Mr. Perry: please have 19 boxes of files (Research Advisory Committee) picked up in room 907 SA-18 (1601 N. Kent Street, Rosslyn, VA) (Metrica) and delivered to your office (531-C NS) for retirement/safekeeping. Please ensure that all 19 boxes are kept together under Lot No. 93-07 dated 1993.</p> <p>Justification: These 19 boxes are very important science papers from the Research Advisory Committee (RAC) which was established by the A.I.D. Administrator in 1962 and terminated by the A.I.D. Administrator in 1992. (Contact is Frank Campbell in 907 SA-18.)</p>	19	ea	

9/4/93 - Follow-up.  
Please remove soon. Thank you

Jeremiah Perry 9-13-93

RECEIVED

1993 SEP 16 AM 1:12

DELIVER TO			FUNDING INFORMATION	
Name Victoria Ose	Room Number 320 SA-18	Phone Number 5-4444	Allotment	
Division R&D/R	Branch Metrica		Appropriation	
Received By Kieran Crowley		Date 9-24-93	Obligation	

LOT # 93-07

RCA NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
BOX 1		RAC Meeting 3/76 RAC Meeting 5/76 RAC Meeting 1/79 RAC Meeting 4/79 RAC Meeting 7/79 RAC Meeting 10/79	875-400
BOX 2		RAC Meeting 5/73 RAC Meeting 3/73 RAC Meeting 1/73 RAC Meeting 1/76 RAC Meeting 12/73 RAC Meeting 2/74 RAC Meeting 5/74 RAC Meeting 10/74 RAC Meeting 12/74 RAC Meeting 5/75 RAC Meeting 3/75	
BOX 3		RAC Meeting 10/76 RAC Meeting 12/76 RAC Meeting 3/77 RAC Meeting 5/77 RAC Meeting 7/77 RAC Meeting 11/77 RAC Meeting 3/78 RAC Meeting 7/78 RAC Meeting 11/78	
BOX 4		RAC Meeting 7/81 RAC Meeting 11/81 RAC Proposals on Forestry Research in AID RAC Meeting 5/83 RAC Meeting 4/82 RAC Meeting 3/78	
BOX 5		RAC Meeting 8/89 RAC Meeting 4/89 RAC Meeting 1/89 RAC Meeting 12/90 RAC Meeting 8/90 RAC Meeting 4/90 RAC Meeting 9/91 RAC Meeting 4/91	
BOX 6		RAC Meeting 3/86 RAC Meeting 12/86 RAC Meeting 8/85 RAC Meeting 5/86 RAC Meeting 3/87 RAC Meeting 3/88 RAC Meeting 3/77-10/79	
BOX 7		RAC Meeting 5/84 RAC Meeting 8/84 RAC Meeting 3/81 RAC Meeting 11/80 RAC Meeting 3/81  RAC Meeting 6/80	

STANDARD FORM 135-A JULY 1961 EDITION GENERAL SERVICES ADMINISTRATION PPM (41 CFR) 101-11.4	RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)	AGENCY AID/R&D/R	DATE 6/15/93
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BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		

BOX 8		RAC Meeting 12/83	
		RAC Meeting 12/84	
		RAC Meeting 6/88	
		RAC Meeting 1/88	
BOX 9		RAC Meeting 5/87	
		RAC Meeting 9/87	
		RAC Meeting 10/88	
		RAC Meeting 3/88	
		RAC Meeting 12/83	
		RAC Minutes 5/77	
		RAC Minutes 3/77	
		RAC Minutes 10/76	
		RAC Minutes 5/76	
		RAC Minutes 3/76	
BOX 10		RAC Minutes 1/76	
		RAC Minutes 1/79	
		RAC Minutes 11/78	
		RAC Minutes 7/78	
		RAC Minutes 3/78	
		RAC Minutes 6/77	
		RAC Minutes 11/77	
		RAC Recommendations 1/79	
		RAC Recommendations 6/78	
		RAC Recommendations 12/76	
BOX 11		RAC Comments on Control of Iron Deficiency	
		Personnel Files	
		Muscoplat, Charles C.	
		Henderson, Donald A.	
		Ostrom, Elinor	
		Phills, Bobby R.	
		Qualset, Calvin O.	
		Rossiter, Bryant W.	
		Thomas, Gerald W.	
		Gordon, John Charles	
		DeGregori, Thomas R.	
		Herting, Robert L.	
BOX 12		Liedholm, Carl E.	
		Personnel Files	
		Axtell, John D.	
		Aldrich, Daniel	
		Adkisson, Dr. Perry Lee	
		Baldwin, A. Richard	
		Colwell, Rita	
		Mauldin, Wayman Parker	
		Osborn, June E.	
		Uphoff, Norman	

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RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY  
AID/R&D/R

DATE  
6/15/93

BOX NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

PRC ONLY

AGENCY

BOX 13

NAS Review- HBCU Proposals 11/18/88  
NAS Review- HBCU Proposals 1/6/88  
NAS Review- HBCU Proposals 11/20/87  
HBCU- Agricultural Proposals 12/6/87  
NAS Panel- Agricultural Project, Dec.1987  
NAS/Bostid- Review- HBCU Research  
NAS-Review HBCU Agricultural Proposals  
NAS- Bostid External Reviews Project Evaluation  
NAS Panel- Global Warming  
NAS- Request Review- S&T/RD (TWare)  
NAS-Reviews  
NAS- Request for Review  
NAS Panel Review- HBCU Agricultural Proposals  
NAS Review- HBCU Agricultural Proposals  
NAS Review- HBCU Agricultural Proposals

BOX 14

NAS Workshop- Advanced Developing Countries (3/4-15/88)  
NAS Panel- Satellite Education Network for the Caribbean  
(5/7/90)  
  
NAS Panel- S&T/Agriculture  
NAS Panel- Aging  
NAS Panel- Plant Biotechnology  
NAS Panel-Proposal Review  
NAS Review- S&T/RUR/HBCU Research Program  
NAS Review- AID Research Grants  
NAS RAC Review- Research on Aging in Developing Countries.  
NAS Panel- Evaluation of HBCU Program  
NAS/Bostid Review- HBCU Health Research  
NAS Review- HBCU Research S&T/RUR  
NAS Review- HBCU Research S&T/RUR  
NAS Review- Health Proposals 12/29/88  
NAS Review- HBCU Research Proposals 12/9/88  
NAS Panel- Review  
NAS Panel- HBCU Review of Health Proposals  
NAS Panel- HBCU Review of Health Proposals

BOX 15

NAS Panel- Omega Project (S&T/RD)  
NAS Panel- Food for Peace & Voluntary Assistance  
NAS- AID/PRE  
NAS Panel- Local Revenue  
NAS- Fisheries Panel 4/29/88  
HRSA/PHS Reviews/Comments Feb. 86  
NAS- AID/SCI- Project Review  
NAS Evaluation- S&T/RD/IRM  
NAS Panel Review- Biotechnology  
Committee on Health & Environment  
S&T/AGR Review- HBCU Comments  
NAS Review (SCI)- Oct. 20-22  
NAS Evaluation- Local Revenue Administration Project  
NAS- World Food Situation Panel  
NAS Panel- Smithsonian Project (Mariculture)  
S&T/AGR- RAC Meeting JAN.

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RECORDS TRANSMITTAL  
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(CONTINUATION)

AGENCY

AID. R&D/R

DATE

6/15/93

SOA NUMBERS

FRC ONLY

AGENCY

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

BOX 16

NAS Review- S&t/AGR- Improved Animal Vaccine.  
 NIH Reviews/Comments- Feb. 1986  
 NAS Panel- Sustainable Agriculture  
 NAS- JMOU/Health Evaluation  
 NAS- Forestry Research  
 NAS Panel- Education Technologies 5/19/88  
 NAS Panel- Education (Mgt. & Finance) 9/9/88  
 NAS Panel Review- Nutrition  
 RAC- Panel to Establish Research 1/3/89  
 NAS Panel- Technologies for Distance Teaching (S7T/ED)  
 NAS Panel- Peer Review Process  
 Rac Panel Meeting- 12/5/88  
 NAS- Arab/Israeli Regional Scientific Cooperation Prog.

Last RAC Meeting Before RAC Modification April '82  
 Briefing Book for Langmaid 3/86  
 RAC Documents 4/89  
 Proposals 2/82  
 S&T External Review Panel Activity w/ National  
 Science Foundation July, 1988  
 Annual Reports on Ongoing Research Projects from  
 Technical Offices 1973-1975

BOX 17

NSF- Energy Review July 12-13, 1983  
 S&T/ED- NSF Reviews Feb. & April 1985  
 S&T/NT. Sanghui- Evaluation July-Dec. 1983  
 Improving Maternal & Infants Diets  
 S&T/POP/R- N.S.F. Review Oct. 6-7, 1983  
 The Population Council N.Y.  
 NSF Review- Energy Policy Res.  
 NSF Review- S7T/AGR/AP- Post Harvest Inst.  
 S&T /N- Vitamin A Deficiency Program Support  
 Urban Migrant Fertility S&T/MD  
 NSF Review S&T/ED " Communication for Technology Transfer  
 in Agriculture.  
 NSF Review- S&T/POP Aug.  
 NSF Review by Mail- 5/9/84  
 S&T/N- Surveys and Surveillance- NSF Review Mar. '84  
 Forest Service/HBCU's  
 NSF Review- PPC/Tech.  
 S&T/AGR- NSF Review  
 NSF Review- S&T/AGR/ C. Collier  
 NSF Review- Sept. 9-12, 1985  
 NSF Review- S&T/AGR- R. Altman  
 NSF/ AID Contracts- General Provisions  
 S&T/AGR NSF Review  
 NSF Review on Coastal Resource Devel.- Jan. 17, 1983  
 NSF Review- Spring and Winter  
 Unsol. Prop.- Conch Res. Mgmt. in Caribbean  
 NSF Review- Univ. Hawaii/Nitrogen, Fixation in Trop. Agri.  
 NSF Review- Tropical Animal Disease Vaccine  
 NSF Review- Institutional Development  
 NSF Review- Post Harvest Grain

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STANDARD FORM 135-A JULY 1964 EDITION GENERAL SERVICES ADMIN. FPMR (41 CFR) 101-11.6	RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)	AGENCY AID/R&D/R	DATE 6/15/93
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BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		

BOX 18

Panels 1-2  
Panels 3-5  
Panels 6-7  
Panels 8-9

BOX 19

NSF Panel Report- AFR/DP 1984  
NSF Panel Review- S&T/RUR  
RAC Biodiversity Subcommittee-Feb. 90  
RAC Peer Review- 1990  
Misc. Panel Reports- 1987

*RAC Charter  
List of RAC Members + Chairmen  
1962-1992*

PROGRAM "TIMETABLES" FOR RAC MEETINGS  
(Meeting Date = MD)

<u>ACTION</u>	<u>DUE DATE</u>	<u>DOC#</u>
<b>A. <u>PRE-PREPARATION ARRANGEMENTS</u><sup>1</sup></b>		
1. Inventory/Order Meeting Book Supplies	(MD -8wks)	
2. Meeting Room Arrangements	(MD -7wks)	
3. Draft Agenda	(MD -6wks)	
4. Federal Register Announcement Note: Ralph Metzger has asked to be advised personally in advance of FR announcement. See Sept.91 Meeting file.	(MD -5wks)	
5. Make arrangements for coffee service and verify payment procedure	(MD -4wks)	
6. AA/S&T Memo to Advise Offices Having to Prepare Meeting Papers	(MD -11wks)	
7. Reserve Block of Hotel Rooms-State Plaza (p.d.= \$97+\$32 for meals, 1991)	(MD -8wks)	
8. Reserve Time of Court Reporter & Minutes Writer	(MD -8wks)	
9. Travel Authorization (T.A.s) f/RAC Mbrs	(MD -7wks)	
10. Memos to RAC Mbrs (w/T.A.s)	(MD -6wks)	
11. DAA/S&T Memo to Bureau Tech Officers -invitation to RAC meeting	(MD -4wks)	
<b>B. <u>MEETING PREPARATION</u></b>		
1. S&T/RUR Memo to RAC; Final minutes of previous meeting AND final Subcommittee Reports for RAC review and comments before RAC Meeting.	(MD -3wks)	
1.a Final Draft of Agenda	(MD -2wks)	

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<sup>1</sup>Attached models of Memos/Letters and other reference material correspond to letters and numbers assigned to items listed below.

2. S&T/RUR Memo to AA/S&T with Draft Agenda and Meeting Book (MD -2wks)
  3. S&T/RUR Memo to Office Directors (MD -1-2wks)
  4. S&T/RUR Memo to Invited Participants/ Speakers. Attachments: (MD -2wks)
    - What the RAC Is.
    - Bios of RAC Members
  - 4.a. S&T/RUR Memo to Tech Officers: Invitation to RAC Meeting (MD -2wks)
  5. AA/S&T Memo to AAs (MD -2wks)
  6. Invitation to Dinner Guests (MD -6wks)
    - a. Arrangement for Dining Room (MD -6wks)
      - Private (quiet); separate drink bills or cash bar; preferably fixed price with choice of Entrees; Per Liedholm, try Dominique's for Dec. mtg.
    - b. Briefing Memo to Guest Speakers (MD -3wks)
- Note: NAS takes care of luncheon invitations.
7. AA/S&T Memo to the Administrator Briefing; Request Time for Meeting with RAC Members (MD -3-4wks)
  8. Preparation of Meeting Books (MD - 3wks)
    - a. Collection/copying of materials (MD - 6wks)
    - b. Collating Materials (See Attachment B.8.b)
    - c. Send Books to RAC Members, AAs & Participating AID Officials (MD -2wks)
  9. Prepare Meeting Handouts (MD -1wk)
  10. Post Agenda on SA-18 elevators; bright paper (MD -3days)
  11. Have Briefing Books ready for Court Reporter & Minutes Writer (MD -2days)
  12. Security Pre-clearances (for non-RAC) (MD -3days)
    - Forms provided by State. 2 items only needed: Birth date and SS No. Info should be given to AID RAC contact to deliver to State at least 2 days before meeting.
    - The resulting "Visitor passes" do not have names on them, so name tags could be prepared for those attendees with

temporary passes.

**NOTE:** If a State Department Conference Room is used, will have to check the meeting room for electrical outlets & audio services; also verify regular clearances for Escort capability as needed. Overhead projected may be requested. Also, request a free-standing table at entrance to meeting room (and two chairs) for attendees sign-in and hand-outs. If not possible, provide a card table.

13. Make table place cards for non-RAC guest speakers. Locate RAC place cards; order new ones for new members if nec. (Check w/Dora as to source.)
14. Arrange for courier delivery and pickup. Not possible at State; Metrica staff with Escort capability must deliver.

#### C. MEETING DAYS

1. Bring check for coffee service.
2. Deliver hand-outs, extra books, office supplies, name tags/place cards, etc.
3. Set up Meeting Room (Name cards, Handouts, Tapes for Audio Person, Info f/Ace & Skelsy, Attendance Records)
4. See that Coffee is set up before Break. Order for at least 15 minutes before time stated on agenda. They run late; request that warmers be left on until noon for am session and 5:00 for pm session: several participants tried to refresh their coffee.
5. Take Notes on Subjects Covered (&Time); Note Recommendations, Approvals & Resolutions
6. See that Material is transported back to S&T/RUR; (Staff, by car or cab).

#### D. POST MEETING

1. Mail meeting pks back to RAC members who request it.
2. Write two-page "draft notes" summary of meeting, listing principal subjects covered, recommendations made, documents & information needed for follow-up, and schedules for (and composition of) Subcommittee meetings. (MD +4days)
3. Draft AA/S&T Memo to A/AID on highlights

D-4

- of RAC Meeting (MD +6days)
- 4. Transcription of Meeting proceedings received from Ace Federal (MD +10days)
- 5. Complete checking of transcription (MD +12days)
- 6. Deliver transcription to Skelsey (MD +13days)
- 7. Final AA/S&T Memo to A/AID (MD +21days)
- 8. Vouchers for travel reinbursements ( )
- 9. Draft Minutes from Skelsey (MD +24days)
- 10. Complete Metrica & S&T/RUR review of Skelsey draft - Send to RAC Chrnm (MD +30days)
- 11. Complete Editing of Minutes - send to RAC members (MD +45days)
- 12. Revise "TIMETABLE" (DIR C:\docs:timelines) to add insights gained into operational improvements, noting unanticipated obstacles, suggestions and complaints.

START OVER

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