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TO: Valerie Dickson-Horton, Mission Director
USAID/Swaziland

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

SUBJECT: Acquisitions TDY Trip Report

As requested by USAID/W/AFR/DP, an acquisitions TDY to USAID/Mbabane was approved for the period of September 26-28. This TDY was scheduled to coordinate with a TDY to USAID/Maseru. The purpose of the TDY was to accomplish the following tasks.

1. Meet with USAID/Swaziland officials regarding submission of development experience documents to CDIE Acquisitions.
2. Brief Mission staff on CDIE Acquisition initiatives and activities and other CDIE/DI services.
3. Review USAID-sponsored document collections to determine holdings required for USAID's Development Information System (DIS).
4. Review with librarian/mission acquisitions liaison CDIE Guidelines for submission of development experience documents. Provide updated guidance including number of copies required for DIS.
5. Meet with C&R Supervisor regarding providing documents scheduled for retirement to CDIE Acquisitions before being sent to Records Management for retirement. Provide guidelines on the type of documents that should be sent to CDIE Acquisitions and not to retirement.

Accomplishments:

My three day TDY was spent conducting briefings, reviewing documents in the Mission Library, working closely with Anita Maher, the FSN Mission Librarian/ and Mission Acquisitions Liaison and meeting with the Mission Director.

Review of Library Materials. The USAID/Mbabane Library is a well run traditional library of just over 3,000 USAID and non-USAID documents. Included in the collection are several journals and a small collection of non-project related videotapes. The collection is cataloged in Micro-DIS using the classification scheme developed in the USAID/W Library in the 1980's. A review of two bookcases, revealed several documents (some program and Contract) which need to be sent to CDIE Acquisitions. Over the

next year, Anita will complete the review of the entire library collection and continue to send any documents missing from DIS to CDIE Acquisitions.

CD-DIS is available on the Mission LAN and was used to check documents missing from DIS. A work station will be moved into the library to make it more convenient for Anita.

Conducted Staff Briefings. Conducted briefing (arranged by Anita) for the FSN C&R Supervisor, and other FSN support staff who handle documentation, including the Assistant Librarian/RLA Secretary, and the secretaries to the Executive Officer, the Program Development Officer and the Contracts Officer. Provided written guidelines on types of development experience documents and number of copies that should be sent to CDIE Acquisitions. The C&R Supervisor passes any documents scheduled for retirement to Anita for submission to CDIE before they are sent to retirement. All other document handlers will pass documents to Anita for submission to CDIE Acquisitions.

Conducted briefing (arranged by Don-Foster-Gross, Education Officer) for Mission project and contract officers. Provided Acquisitions briefing packet. They were a very cooperative group and concerned to see that their development experience documents are sent to CDIE Acquisitions. Demonstrated searching on CD-DIS. They were all interested in seeing what was already there from their projects. The Education Collection formerly maintained by Mr. Foster-Gross was integrated into the library collection sometime ago, so most was already in DIS.

Training and Guidelines. Provided written guidelines and trained FSN Mission Librarian/Acquisitions Liaison on using CD-DIS to continue checking of USAID-sponsored documents.

Appreciation. I would like to thank everyone at USAID/Mbabane for making my visit so special. From being picked up at the airport and taken to wonderful accommodations at the Royal Swazi Sun, to the warm welcome I received from the Mission Director and Mission staff, especially Anita Maher and Don Foster-Gross, to being escorted to and from work each day down those winding mountain roads (Basil you are a wonderful driver), to invitations to lunch. For all your kindness to all of you I say thank you.

A special thank you to Mrs. Anita Maher whose competence and graciousness made things so much easier for me. She made sure I had everything I needed to make my visit to Swaziland memorable. Mrs. Maher has a firm grasp on what needs to be done regarding

submission of documents to CDIE and has done an outstanding job in the two years she has served as the Mission's Acquisitions Liaison. Her efforts have made a major contribution of USAID/Mbabane documents to DIS.

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

Attachments: Appendix A
Appendix B

Appendix A

September 28, 1994

Guidelines for Selecting USAID/Mbabane Documents

General Guidelines

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

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

Specific Guidelines

More specific sorting criteria for each of these categories follows:

Send to CDIE

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 continue to send any:

- * USAID Project design and evaluation documents
 - * USAID Contractor Reports (look for contract numbers, e.g., DAN-1254-G-55-5465-00)
 - * especially any Mission-sponsored reports which are issued subsequent to this TDY, e.g., Family Health evaluations or FLAS documents.
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Appendix B

Guidelines for Searching Using CD-DIS

1. Use the menu driven Guided Search.
2. 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.
3. Narrow search using **DATE** or **PERSONAL AUTHOR**.
4. **SUBJECT** searching is easily done using the rotated index display. Consider alternative vocabulary. An updated version of the USAID Thesaurus is available on request from address below.
5. **ORDERING DOCUMENTS**. Any documents included in CD-DIS can be ordered for personal use. The quickest way to order documents is via e-Mail. Send an e-Mail message to Margaret Pope or Valerie Douglas on USAID e-Mail.

Documents can be ordered through pouch by contacting:

Development Information Services Clearinghouse
PPC/CDIE/DI/DISC
Room 206G SA-18
USAID Pouch

or

Fax to CDIE Order Dept. (703) 351-4039

or

CDIE's Research and Reference Services (703) 875-5269.