PD ACB-792

AGENCY FOR
INTERNATIONAL
DEVELOPMENT

ANNUAL BUDGET SUBMISSION

FY 1980

DEVELOPMENT SUPPORT BUREAU

OFFICE OF DEVELOPMENT INFORMATION AND UTILIZATION

DEPARTMENT
OF
STATE

MAY 1978

BEST AVAILABLE

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OFFICE OF DEVELOPMENT INFORMATION AND UTILIZATION

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ABS Overview

Office of Development Information and Utilization

Introduction

Established in principle during November 1977, and formally structured during the second quarter FY 78, the Office of Development Information and Utilization is one of the few new entities arising from the Administrator's Task Force on Reorganization. The Task Force report and the Annex on Research proposed implicitly and explicitly that the various programmatic reference centers (libraries) and information services of the Agency be merged to provide organizational continuity and to allow "one stop" access to the range of technical (research) and AID experiential (field project) knowledge.

Historically, much criticism centered on AID's lack of institutional memory. Additionally, it was perceived that the findings and technological and methodological outputs of hundreds of millions worth of centrally funded and field funded research moldered in unread reports stored in unsystematic fashion in AID/W offices and in outposts around the world.

Some independent and largely uncoordinated steps had been taken over the last two years to shore up the Agency's technical informational capability. In 1976, as part of the PBAR experiment, the Development Information System(DIS) was established in PPC to store and make machine accessible key documents in the AID field project stream. PPC/DI also developed a capability to provide in-depth analytical services to the field on pre-PID and PP related matters.

Almost concurrently within TAB, the Technical Information Center (TIC) was established to store and make machine accessible documents flowing from the centrally funded research stream. The TIC also developed all-around technical reference services, developed catalogues of AID development research literature and created an automated dissemination system for key research and development audiences. Additionally, a small unit within TAB's program office began to address the problem of technical knowledge utilization from an innovative perspective.

While these were steps in the right direction, the above functional units together with several other technical information centers in the Offices of Population, Engineering and International Training operated in an uncoordinated manner, were duplicative in nature , and generally lacked effective outreach or information service awareness strategies. Importantly, the major technical information functions (PPC/DI and TA/PPU/RUI) lacked organizational visibility in that they were layered under other organizational units and/or integrated with other, non-information oriented programmatic activities.

At the impetus of the A/AID Reorganization Notice of November 16, 1977, establishing within DSB, the Office of Development Information and Utilization (DIU), the above-referenced units were merged into the following structure:

Unit	Function
. Office of Development Information and Utilization	-- Overall management direction; service to the Agency and international donor community on technical information systems; special inter-office and inter-Bureau technical information projects.
. Division of Development Information	-- Cataloging, inputting, abstracting and systems maintenance for AID project documents, R&D materials, and Agency technical reference materials.
	-- Maintains Agency Development Information Center providing reference library services, document acquisition, technical assistance to USAIDs on developing reference centers.
	-- Responds to a wide variety of routine and specialized requests for information through machine readable, microfiche, source document, and in-depth, custom-tailored formats.
	-- Announces services to AID worldwide and international community through catalogues, quarterly abstracts and other devices.
. Division of Utilization	-- Adapts and refines technical materials for targeted AID and LDC audiences.
	-- Promotes wider utilization of AID technical knowledge through announcements and brochures.
	-- Brokers on a one-on-one basis knowledge utilization between technical offices and Regional Bureaus and USAIDs.

Importantly, the reorganization of various technical and programmatic information functions has achieved or is achieving for the Agency the following beneficial outcomes:

1. Ability to integrate into one continuous stream technical and programmatic document processing.

2. Improved management of information response and service support mechanisms.

3. Development of an Agency-wide policy and system for the acquisition of AID worldwide technical and programmatic documents as well as the development of Agency-wide systems and standards for the acquisition of non-AID reference materials; e.g., journals, donor agency project documentation, etc.

4. Capability of enumerating and targeting AID and non-AID audiences for technical information.

5. Capability to service the field for USAID reference center development and for LDC technical information network projects.

6. On an integrated technical and information systems basis, capability to develop more effective knowledge utilization strategies and awareness programs.

The new DIU organization has been functioning as such since late February 1978. Therefore, it is too early to provide a comprehensive analysis of the effectiveness of this new unit; however, early estimates indicate that demand for services has sharply increased since DIU was formed. Currently the organization is fulfilling requests for information at the rate of approximately 5,000 transactions per month. While it is true that many of these requests from institutions of higher learning, from international development agencies and from in-house personnel are of a generalized reference nature, some requests for specific project history and/or requests for specific research documents can be factored against time and resources which would be expended by project programmers in compiling literature searches or in fielding project study teams; e.g., several USAIDs have indicated that experiential and technical materials supplied by DIU have significantly reduced project development costs and time.

In the program year ahead, DIU will work to further consolidate its organization and information systems; it will develop strategies to acquire fugitive technical and project documents, and it will develop selective outreach strategies to widen the utilization of AID's vast knowledge base.

TRANSACTION CODE: BUREAU CODE:

TABLE V - PROPOSED PROGRAM RANKING

DECISION UNIT: DS/DIU

NAME OF DECISION PACKAGE SET: DS/DIU

RANK	DECISION PACKAGES/PROGRAM ACTIVITY/SUPPORT ITEM: DESCRIPTION	APPROP ACCT	RESOURCE REQUIREMENTS: PERSONNEL INTENSITY	WORKYEARS (XX.X) FUNDED FROM: OPERATING EXPENSES: MISSION	OPERATING EXPENSES: TDY	PROGRAM ACCOUNT	PROGRAM FUNDING (000): INCREMENT	CUMULATIVE
	MINIMUM			(DH)		(Contractor)		
1.	Project 0232A: Information As a Tool in Development	106	High	.75	-	12	925	1550
2.	Knowledge Synthesis for Policy and Field Support #1093	ST	Med.	.25	.15	6.75	380	380
3.	Agricultural Information & related Services RSSA #0064	FN	Med.	.25	-	7.5	245	625
4.	Project 0232B: Information Networking	106	High	.5	-	4	500	2050
5.	Time for other work categories	-	-	17	-	-	-	-
	Summary of personal intensity 2 HIgh			(1.25)			(1425)	
	2 Med.			(.50)			(625)	
	CURRENT							
6.	Appropriate Technology Information Network (PID)	ST	Med.	.75	.15	16	1500	3550
7.	Project 0232A: Information As a Tool in Development	106	High	1.5	-	6	475	4025
8.	Project 0232B: Information Networking	106	HIgh	.5	-	-	-	-
9.	Science & Technology Gatekeepers (PID)	ST	Med.	.50	-	-	105	4130
10.	Time for Other Work Categories	-	-	22	-	-	-	-
	Summary of personal intensity 2 High			(2.0)			(475)	
	2 Med.			(1.25)			(1605)	
	PROPOSED							
11.	Project 0232A: Information As A Tool in Development	106	High	1.5	-	-	-	-
12.	Project 0232B: Information Networking	106	High	.5	-	2	250	4380
13.	Time for other work categories	-	High	22	-	-	-	-
	Summary of personal intensity 3 HIgh			(24.0)			(250)	

AID 1200-P (6-77)

SUMMARY FY 1980 WORKFORCE ALLOCATION TABLE
(In Person-Months)

Division	Total Staff	$(000) Increment	$(000) Proj. Aggr.	Field Support	Technical Representation	Administration	Clerical Support	Program Management	Total
BASE									
Director	5			8	11	25	10	6	60
Development Information	13			55	4	5	12	80	156
Utilization	9			38	7	5	36	22	108
BASE TOTAL	27			101	22	35	58	108	324
MINIMUM									
Director	5			8	11	25	10	6	60
Development Information	22	1425	1425	76	8	6	57	117	264
Utilization	9	625	625	38	7	5	36	22	108
MINIMUM TOTAL	36	2050	2050	122	26	36	103	245	432
CURRENT									
Director	5			8	11	25	10	6	60
Development Information	24	475	1900	95	18	13	52	110	288
Utilization	11	1500	2230	56	9	6	36	25	132
CURRENT TOTAL	40	1975	4130	159	38	44	98	141	480
PROPOSED									
Director	5			8	11	25	10	6	60
Development Information	24	250	2150	97	20	14	52	105	288
Utilization	11	-0-	2230	56	9	6	36	25	132
PROPOSED TOTAL	40	250	4380	161	40	45	98	136	480

OFFICE: DS/DIU

Attachment B-4

SUMMARY FY 1979 WORKFORCE ALLOCATION TABLE
(In Person-Months)

DIVISION	($000) FY 79 CP	Field Support	Technical Representation	Administrative	Clerical Support	Program Management	Total
Director	- 0 -	8	11	25	10	6	60
Development Information	1475	84	17	14	24	77	216
Utilization	1155	36	5	5	36	26	108
Total	2630	128	33	44	70	109	384

OFFICE: DS/DIU

Attachment B-6

SUMMARY FY 1978 WORKFORCE ALLOCATION TABLE
(In Person-Months)

DIVISION	($000) FY 78 OYB	Field Support	Technical Representation	Administrative	Clerical Support	Program Management	Total
Director	- 0 -	8	11	25	10	6	60
Development Information	1183	58	4	6	0	76	144
Utilization	660	24	4	4.5	24	15.5	72
Total	1843	80	19	35.5	34	97.5	276

DS/DIU LONG-RANGE FUNDING AND STAFFING REQUIREMENTS

(In Millions)

	FY 1981	FY 1982	FY 1983	FY 1984
Sect. 103 (FN) Funding ($mill):				
#0064 Agriculture Information and Relate Services RSSA	.245	.245	.245	.245
Sec. 106 (ST) Funding ($mill):				
Appropriate Technology Information Network	.5	.5	.5	.5
#1093-Knowledge Synthesis for Policy and Field Support	.380	-	-	-
Core Project 0232A: Info. As a Tool in Dev. and its successor	1.5	1.7	2.0	2.3
Info. Networking and its successor	1.0	1.0	1.0	1.0
Staff Requirements (pers. yrs.):				
Project Mgt. and AID/W-wide Support Activities	45	52	54	56
Field Offices (AFR-2, Asia-1, LA-2, NE-1	6	12	18	18

DS/DIU-- FIELD SUPPORT TABLE

Project	FY 1978 Total Cost Mos.	FY 1978 Field Sup.$	FY 1978 Fld.Sup. Pers.	FY 1979 Total Cost Mos.	FY 1979 Field Sup.$	FY 1979 Fld.Sup. Pers.	FY 1980 Total Cost Mos.	FY 1980 Field Sup.$	FY 1980 Fld.Sup. Pers.
931-0232A - Info. As a Tool in Dev.	1105	905	54	1075	975	78	1400	1200	85
931-0232B - Info. Networking	-	-	-	200	50	4	750	300	12
931-1114 - Info. Tech. Transfer	200	25	4	200	25	2	-		-
#1093 - Knowledge Synthesis for Policy and Field Support	335	335	60	380	380	80	380	380	80
#0064 - Agriculture Information and Related Services RSSA	180	120	28	245	200	40	245	200	40
#1117 - CGIAR Data Communications Engineering	106	106	8	-	-	-	-	-	-
Appropriate Technology Information Network	-	-	-	480	340	100	1500	1200	200
Gatekeepers				95			105		
TOTAL	1926	1491	154	2675	1970	304	4380	3280	417

OFFICE: DS/Development Information & Utilization

Attachment B-1

FRONT OFFICE

FY 1980 WORKFORCE ALLOCATION TABLE
(In Person-Months)

WORK CATEGORY	PROJECT TITLE	FY 1980 OYB ($000)	OFF. DIR.	DEP. DIR.	ADM. ASST.	SYS. ANAL.	SEC.	TOTAL
BASE								
Field Support			3	4		1		8
Tech. Rep.			2	4		5		11
Administrative			7	4	2		12	25
Clerical Support					10			10
Program Management						6		6
	Operations Support					(6)		
TOTAL			12	12	12	12	12	60
MINIMUM								
Field Support			3	4		1		8
Tech. Rep.			2	4		5		11
Administrative			7	4	2		12	25
Clerical Support					10			10
Program Management						6		
	Operations Support					(6)		
TOTAL			12	12	12	12	12	60
CURRENT								
Field Support			3	4		1		8
Tech. Rep.			2	4		5		11
Administrative			7	4	2		12	25
Clerical Support					10			10
Program Management						6		6
	Operations Support					(6)		
TOTAL			12	12	12	12	12	60
PROPOSED								
Field Support			3	4		1		8
Tech. Rep.			2	4		5		11
Administrative			7	4	2		12	25
Clerical Support					10			10
Program Management						6		6
	Operations Support					(6)		
TOTAL			12	12	12	12	12	60

OFFICE: DS/Development Information & Utilization

Attachment B-3

FRONT OFFICE

FY 1979 WORKFORCE ALLOCATION TABLE
(In Person-Months)

WORK CATEGORY	PROJECT TITLE	FY 1979 OYB ($000)	OFF. DIR.	DEP. DIR.	ADM. ASST.	SYS. ANAL.	SEC.	TOTAL
Field Support			3	4		1		8
Technical Representation			2	4		5		11
Administrative			7	4	2		12	25
Clerical Support					10			10
Program Management						6		6
	Operations Support					(6)		
TOTAL			12	12	12	12	12	60

OFFICE: DS/Development Information & Utilization

Attachment B-5

FRONT OFFICE

FY 1978 WORKFORCE ALLOCATION TABLE
(In Person-Months)

WORK CATEGORY	PROJECT TITLE	FY 1978 OYB ($000)	OFF. DIR.	DEP. DIR.	ADM. ASST.	SYS. ANAL.	SEC.	TOTAL
Field Support			3	4		1		8
Technical Representation			2	4		5		11
Administrative			7	4	2		12	25
Clerical Support					10			10
Program Management						6		6
	Operations Support					(6)		
TOTAL			12	12	12	12	12	60

I. DS/DIU/DI -- ABS FY 1980 NARRATIVE

A. Long-range Goal: Promoting and facilitating information technology transfer through:

1. Outreach to LDCs and all AID units, rendering relevant developed world technical information accessible;

2. Outreach to all AID units and other donor organizations, rendering development assistance documentation accessible; and.

3. Upgrading library and information science competencies in key LDC institutions, so that information networking between LDCs and the developed world can function routinely on the basis of professional equality.

B. Major Objectives:

1. To build an organizationally sound and viable base for outreach:

   a. Establishment of one AID organizational focus competent to acquire, process, and service information and documentation resources generated and acquired by the Agency; and

   b. Development of professional leadership capability in this focus to secure access to relevant non-AID information resources and expertise.

2. To provide a dynamic program of outreach mechanisms comprising:

   a. Awareness services covering AID-generated information, documentation, and other relevant Agency resources, as well as means of access to non-AID materials and resources; and

   b. Delivery of technical information materials and documentation to all AID units, key LDC institutions, and other donor organizations.

3. To upgrade information networking competencies in key LDC institutions and AID Missions, while promoting simultaneously information transfer:

   a. Deposit of "packaged" AID-generated technical information;

   b. Support of AID's information networking activities and projects;

   c. Management of a regional information networking project; and

   d. Collaboration with other development assistance donors in promoting soundly designed international information efforts.

C. Relationship to AID Policies and Objectives. DIU/DI manages AID's core information and documentation support program. As such, it relates directly to the following:

1. Sound project development, implementation, and evaluation. By assembling and processing AID-generated documentation and technical information AID's "Memory" is rendered accessible and usable at all phases of on-going project operations. By serving as AID's principal point of interface with external information resources and systems the latest technical advances are accessed by project designers and implementers.

2. Agency-wide information support services. DIU/DI's work with AID's "Memory" and its interface with external information resources serves as the basis for providing an extensive range of support services. These include: reference services; procurement assistance; semi-automatic and individualized information responses; packaged analyses of project information; on-demand reproduction of materials in AID's "Memory"; assistance in information project design, implementation, and outreach; etc.

3. Direct outreach to LDC officials and institutions and other development assistance donors. DIU/DI produces a quarterly abstract journal announcing new AID-generated technical information outputs; and other formal and informal awareness services. It manages and maintains a master distribution system through which dissemination of the above products is targeted and carried out. Recipients in this latter file include AID units world-wide; LDC governmental units and institutions; and a range of national and international individuals and agencies active in development assistance work.

D. Alternatives:

1. In overall terms the issue of centralization versus decentralization of Agency information/documentation controls and services was addressed by the Reorganization Task Force. Amalgamation of previously separated, overlapping functions and units represents the overall organizational alternative decided upon by the A/AID for DIU/DI. It is a professionally sound decision. In the FY 1980 ABS DIU/DI requests the means to implement the A/AID's decision as expeditiously as possible.

2. The new DIU/DI program consists of a cluster of five functional decision units, each amalgamating similar activities previously carried out in varied and uncoordinated organizational units: acquisitions, processing, services, bibliographic outputs, and information networking. By providing a coherent focus and staffing alignment in each of these areas, it is now possible to concentrate on providing a full range of coherent and dynamic information support services.

3. The FY 1980 ABS provides for in-house DIU/DI management and quality control in each of the functional areas noted. This recognizes the specialized nature of development assistance work. No attempt has been made, however, to staff out with D/H personnel all requisite activities in the several functions. In processing, production of bibliographic outputs, and information networking, in particular, extensive use of technical services contracts is made.

E. Accomplishments.

1. Acquisitions. Within this function collection of AID-generated documentation/technical information and technical monitorship of procurement of non-AID materials are managed. This is an innovation made possible by the amalgamation of information units and functions. It has been designed to avoid unnecessary duplication and proliferation, and at the same time, to promote maximum use both of materials and funding available.

   A staff unit has been set up in DIU/DI to monitor and follow up on receipt of AID-generated materials aiming to render AID's "Memory" comprehensive and complete. This responds to specific AAG recommendations contained in Audit Report 78-34, dated 11/3/77.

   This unit is also providing technical support to all AID units in procurement of non-AID development assistance materials and services. Awareness services needed by technical staff in Missions and AID/W Offices are being emphasized and provided; and as a result of centralized monitorship at the acquisitions and processing stages, a central reference resource identifying significant development assistance materials, together with their AID locations, will gradually be built up.

2. Processing. An automated processing system is being developed to handle inputting of AID-documentation, AID-generated technical information, and non-AID materials centrally acquired. This innovation means that at output one access instrument only needs to be used. The system will be on-line in AID/W, and distributed to Missions in "computer output microfiche" format. This uniform approach again results from the recent amalgamation.

   More than 1300 AID projects have been abstracted and entered in the DIS automated data base. These abstracts consist of project descriptions and various descriptors to allow for information retrieval. Hundreds of AID and World Bank evaluations have also been abstracted in the same manner.

   New technical information and non-AID publications are presently being processed at the average monthly rate of 550 titles.

   Micrographic processing has been successfully used to capture, store, and reproduce centrally funded technical information outputs since FY 1974. Approximately 7,000 R&D titles have been processed and micrographed through CY 1977; and some 80,000 reproductions in papercopy and/or microfiche have been requested and provided from this resource 1974-1977. This type of processing is now being extended to AID documentation.

3. Development Information Center (DIC) services. The DIC amalgamates the service programs previously managed by the ARC, PPC/DI, the TAB Information Cluster, the PHA/POP Library, and the SER/ENG Library. Unit heads are now collaborating to develop a joint approach to the variety and levels of services extended to AID/W and Missions.

During the past year DIC information specialists have searched through thousands of past and current AID projects and related technical material in order to produce some 200 information packages. These packages have basically been oriented towards providing "lessons learned" to project designers at the pre-PID and pre-PP stages. Nearly every AID field has requested this project analysis service. In addition DIC staff have been responding to an average of 800 reference requests per month, that are of a more routine nature. These requests, generated by field missions, AID/W offices and LDCs, arrrive by memo, cable, telephone and/or over-the-counter.

AIDTO Circular Airgram A-133, dated March 17, 1978, informed all AID units of the amalgamation of information services under DSB and described project documentation, technical publications, and microfiche resources available from DIU/DI. Missions were also requested to describe information resources and hardware available at post and were invited to submit their short and long range information requirements. The dialogue thus initiated responds again to AAG recommendations that guidance on Mission information be given USAIDs.

DIU/DI has made available for Missions four indefinite quantity contracts (IQCs) for professional assistance in library and information services. This resource was announced in AIDTO Circular Airgram A-21, and DIU/DI has offered to provide guidance in use of this tool.

4. PUBLICATIONS

Catalogue of Research Literature for Development. This two-volume work analyzes some 7,000 R&D titles produced principally under centrally funded contracts and grants 1962-1977. Three thousand five hundred copies have been distributed to AID units, LDC institutions, and other development assistance donors.

A.I.D. Research and Development Abstracts (ARDA). Five volumes comprising 20 quarterly issues have been issued and distributed world-wide since July 1973. Each issue announces some 150 current technical titles produced under central as well as Mission contracts.

A.I.D. Document Distribution System (ADDS). This central mailing list presently contains approximately 7,5000 addresses of AID units, LDC institutions, and other agencies active in development assistance work. It serves as the outreach targeting mechanism by which the Catalogue and ARDA have been and are distributed.

Over 80,000 titles announced in the Catalogue or in ARDA have been reproduced and delivered on-demand to AID units, LDCs, and development assistance agencies since 1973. Approximately 4,000 titles per month are presently being supplied on-demand to AID personnel and LDC institutions.

5. Networking.

DIU/DI has maintained steady interest in the development of AGRIS, the FAO international information system in agriculture and nutrition. In 1978 DIU/DI informed Missions of an AGRIS Technical Consultation Meeting at FAO in Rome, stimulated participation in the meeting, and created increased awareness of AGRIS among Missions and AID/W.

F. Alternative Funding and Personnel Levels:

1. The minimum level of the DIU/DI program provides for a "caretaker"-operation in which AID-generated documentation and technical information are collected and preserved archivally in AID/W. Albeit this level of functioning preserves those parts of the AID "Memory" that find their way into the DIC, its shortcomings are overriding:

   a. It does not provide for programs of active acquisitions, automated processing, active Mission support and outreach, nor for access to non-AID information resources; in-short, it fails to respond to the reorganization mandate and the PAG audit recommendations;

   b. It reinforces AID's dependence on contractual arrangements with domestic agencies for information access and support; and

   c. It perpetuates the requirement that all research and technical services contracts provide individually and repetitively for their own information resource centers and systems of outreach.

2. The current level provides the basic "minimum" needed to initiate implementation of the core DIU/DI program mandated by the Agency Reorganization Task Force. In terms of organizational and functional amalgamation determined upon, all program operations are faced with new requirements. In part, these arise from undertaking a broadened scope of activity; in part, they represent an increase and/or shift in workloads. The following innovations will be initiated at the current program level:

   a. Activation of a discrete acquisitions function capable of collecting and handling some three-to-five thousand pieces of documentation and technical information in FY 1979. Staff is increased from one to two.

   b. Development and management of one processing system in which some 10,000 records of AID-generated documentation, technical publications, and non-AID acquisitions can be input in FY 1979. Staff is increased from two to three.

c. Development of a responsive and dynamic program of services to all AID units: provision of current awareness services, reference services, delivery of needed materials, analytic project design packages, &c. Staff is increased from five to eight.

d. Published bibliographic outputs expand from four units to 16 in FY 1979. ADDS is expected to grow from 7,500 address records to over 10,000 as a result of a major program overhaul carried out during FY 1978. No staff increases are requested.

e. A regional information networking project will get underway, tentatively targeted for West Africa. No staff increases are requested.

3. The proposed level provides staff relief needed to complete and consolidate base-level amalgamation in operations 2a to 2d above; and specific support for:

a. Regional information networking project operations;

b. Technical assistance to Missions in library/information project design, Mission library development, and country-specific information networking activities; and

c. Collaboration with international organizations and other donor agencies in promoting information technology exchange and transfer through international systems and other cooperative enterprises.

TRANSACTION CODE: BUREAU CODE:

TABLE V - PROPOSED PROGRAM RANKING

DECISION UNIT: DS/DIU/DI

NAME OF DECISION PACKAGE SET: DS/DIU/DI

RANK	DECISION PACKAGES/PROGRAM ACTIVITY/SUPPORT ITEM		RESOURCE REQUIREMENTS					
	DESCRIPTION	APPROP ACCT	PERSONNEL INTENSITY	WORKYEARS (XX.X) FUNDED FROM OPERATING EXPENSES		PROGRAM ACCOUNT	PROGRAM FUNDING (000)	
				MISSION	TDY		INCREMENT	CUMULATIVE
	MINIMUM							
1.	Project 0232A: Information As a Tool in Development	106	High	.75	-	12	925	925
2.	Project 0232B: Information Networking	106	High	.5	-	4	500	1425
3.	Time for other work categories	-	-	17	-	-	-	-
	CURRENT							
4.	Project 0232A: Information As a Tool in Development	106	High	1.5	-	6	475	1900
5.	Project 0232B: Information Networking	106	High	.5	-	-	-	-
6.	Time for other work categories	-	-	22	-	-	-	-
	PROPOSED							
7.	Project 0232A: Information As a Tool in Development	106	High	1.5	-	-	-	-
8.	Project 0232B: Information Networking	106	High	.5	-	2	250	2150
9.	Time for other work categories	-	High	22	-	-	-	-

AID 1200-8 (6-77)

OFFICE: DS/DIU/DI

FY 1900 WORKFORCE ALLOCATION BY ZBB FUNDING LEVELS
(In Person-Months)

Functional Activity / Work Category	Project Title	$(000) Increment	Proj. Aggr.	Divisional Administration and Networking: Div. Chief	Dep. Div. Chief	Sec.	TIS # 1	Acquisitions Function: Spec. Asst. (Acq.	Library Tech. (Acq.)	Clerk Typist	Processing Function: TIS # 1	TIS # 2	Unit Head	Library Tech.	Clerk Typist	DIC Function: TIS # 1	TIS # 2	TIS # 3	TIS # 4	TIS # 5	Unit Head	TIS # 6	Clerk Typist	Outputs Function: TIS # 1	TIS # 2	TIS # 3	Clerk Typist	TOTAL
BASE																												
Field Sup.				2	3	-	-	4	-	-	2	2	-	+	-	5	6	8	8	6	-	-	-	8	6	-	-	55
Tech. Rep.				1	1	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	4
Adm.				3	2	-	-				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5
Cler. Sup.				-	-	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12
Pro . Mgt.				5*	6*	-	-	8	-	-	10	10	-	-	-	5	6	5	6	6	-	-	-	6	6	-	-	80
	Planning & Strategizing			(1)	(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Acquisitions Operations			-	-	-	-	(8)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Processing Operations										(10)	(10)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Service Operations										-	-	-	-	-	(5)	(6)	(5)	(6)	(6)	-	-	-	(5)	(2)	-	-	---
	Outputs Production										-	-	-	-	-	-	-	-	-	-	-	-	-	(1)	(4)	-	-	---
	ADDS																											
Subtotal Base		0	0	12	12	12		12			12	12				12	12	12	12	12				12	12			156
MINIMUM																												
Field Sup.				3	3	-	5	4	2	-	3	3	3	2	-	6	6	6	6	6	-	-	-	6	6	-	-	70
Tech. Rep.				1	1	-	-	1	1	-	-	-	2	-	-	1	-	1	-	-	-	-	-	-	-	-	-	8
Adm.				3	2	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6
Cler. Sup.				-	-	12	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	17
Pro . Mgt.				5*	6*	-	7	7	9	-	9	9	6	6	-	5	6	5	6	6	-	-	-	6	6	-	-	103
	Planning & Strategizing	0	0	(1)	(1)	-	(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Info. As A Tool In Dev.	925	925	(3)	-	-	(1)	(2)	(2)	-	-	-	(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Info. Networking	500	500	-	(3)	-	(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Acquisitions Operations	0	0	-	-	-	-	(5)	(7)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Processing Operations	0	0	-	-	-	-	-	-	-	(9)	(9)	(3)	(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Service Operations	0	0	-	-	-	-	-	-	-	-	-	-	-	-	(5)	(6)	(5)	(6)	(6)	-	-	-	-	-	-	-	---
	Outputs Production	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5)	(2)	-	-	---
	ADDS	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1)	(4)	-	-	---
Subtotal Min		1425	1425	12	12	12	12	12	12		12	12	12	12		12	12	12	12	12				12	12			204
CURRENT																												
Field Sup.				3	4	-	5	5	2	-	5	6	4	3	-	6	6	6	7	7	3	6	-	6	6	6	-	98
Tech. Rep.				1	1	-	2	1	1	-	1	1	2	-	-	1	1	1	-	-	2	1	-	1	1	-	-	18
Adm.				4	3	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	3	-	-	1	-	-	-	13
Cler. Sup.				-	-	-	12	-	-	6	-	-	-	-	12	-	-	-	-	-	-	-	12	-	-	-	10	52
Prog. Mgt.				4	4	-	5	6	9	6	6	6	4	9	-	5	5	5	6	6	4	5	-	4	5	6	2	110
	Planning & Strategizing	0	0	(1)	(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Info. As A Tool	475	1400	(2)	-	-	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(3)	-	-	-	-	-	-	-	-	-	(1)	-	(1)	-	---
	Info. Networking	0	500	-	(3)	-	(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Acquisitions Operations	0	0	-	-	-	-	(4)	(6)	(3)	(4)	(5)	(1)	(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Processing Operations	0	0	-	-	-	-	-	-	-	-	-	-	-	-	(4)	(5)	(4)	(5)	(5)	(1)	(5)	-	-	-	-	-	---
	Service Operations	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2)	(3)	(3)	-	---
	Outputs Production	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2)	(2)	(2)	---
	ADDS	0	0	-	-	-	-	-	-	-	-	-	-	-	-	(1)	-	(1)	-	-	(3)	-	-	(1)	-	-	-	---
	IQCs	(150**)	(150**)	(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
Subtotal Current		475	1900	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	268
PROPOSED																												
Field Sup.				3	4	-	4	6	5	-	5	5	4	3	-	6	6	6	7	7	2	6	-	6	6	6	-	97
Tech. Rep.				1	1	-	2	1	1	-	1	1	2	-	-	1	1	1	-	-	3	1	-	1	1	1	-	20
Adm.				4	3	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	3	-	-	1	-	-	-	14
Cler. Sup.				-	-	12	-	-	-	6	-	-	-	-	12	-	-	-	-	-	-	-	12	-	-	-	10	52
Prog. Mgt.				4	4	-	6	5	6	6	6	6	3	9	-	6	5	5	5	5	4	6	-	4	5	5	2	105
	Planning & Strategizing	0	0	(1)	(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Info. As A Tool In Dev.	0	1400	(2)	-	-	(1)	(2)	(1)	(2)	(2)	(2)	-	(3)	-	-	-	-	-	-	-	-	-	(1)	-	-	-	---
	Info. Networking	250	750	-	(3)	-	(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Acquisitions Operations	0	0	-	-	-	-	(3)	(5)	(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Processing Operations	0	0	-	-	-	-	-	-	-	(4)	(4)	(1)	(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	---
	Service Operations	0	0	-	-	-	-	-	-	-	-	-	-	-	-	(4)	(5)	(4)	(5)	(5)	(1)	(5)	-	-	-	-	-	---
	Outputs Production	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2)	(3)	(2)	-	---
	ADDS	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1)	(2)	(1)	---
	IQCs	(175**)	(325**)	(1)	-	-	(2)	-	-	-	-	-	(2)	-	-	(1)	-	(1)	-	-	(3)	-	-	(1)	(1)	(1)	(1)	---
Subtotal Proposed		250	2150	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	208

* Incl. $150,000 dev. sup. procurement; present CP has 925,000 approved
** Special Projects Inputs funding

Attachment B-3

OFFICE: US/DTU/DI
FY 1979 WORKFORCE ALLOCATION TABLE
(In person-months)

FUNCTIONAL ACTIVITY			Division Administration and Networking			Acquisitions Functions		Processing Function			DIC Function								Outputs Function		Totals
Work Category	Project Title	FY 78 CP	Div. Chief	Dep. Div. Chief	Sec.	Spec. Asst. Acq.	Library Tech. (Acq.)	TIS #1	TIS #2	Unit Head	TIS #1	TIS #2	TIS #3	TIS #4	TIS #5	TIS #6	Unit Head	Clerk Typist	TIS #1	TIS #2	
Field Support			3	4	-	6	6	5	5	4	6	6	6	7	7	6	2	-	6	6	64
[illegible]			1	1	-	1	1	1	1	2	1	1	1	-	-	1	3	-	1	1	17
Administration			4	3	-	-	-	-	-	3	-	-	-	-	-	-	3	-	1	-	14
Clerical Support			-	-	12	-	-	-	-	-	-	-	-	-	-	-	-	12	-	-	24
Project Mgt.			4	4	-	5	6	6	6	3	6	5	5	5	5	5	4	-	4	5	77
	Planning and Strategizing	0	(1)	(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Acquisitions Operations	0				(3)	(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Information As A Tool In Development	1075*	(2)	-	-	(2)	(1)	(2)	(2)	-	-	-	-	-	-	-	-	-	(1)		
	Information Networking	200	-	(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	S&T Information Transfer	200	-	(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IQC's	(325**)	(1)	-	-	-	-	-	-	(2)	(1)	-	(1)	-	-	-	(3)	-	(1)		
	Processing Operations	0	-	-	-	-	-	(4)	(4)	(1)	-	-	-	-	-	-	-	-	-	-	
	Service Operations	0	-	-	-	-	-	-	-	-	(4)	(5)	(4)	(5)	(5)	(5)	(1)	-	-	-	
	Outputs Production	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2)	(2)	
	[illegible]	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5)	
Total		1475	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	216

* Incl. $150,000 dev. sup. procurement; present CP has 925,000 approved
** Special Projects Inputs funding

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OFFICE: DS/DIU/DI
FY 1978 WORKFORCE ALLOCATION TABLE
(In person-months)

Attachment B-5

FUNCTIONAL ACTIVITY			Div. Adm., Networking & Acquisitions			Processing Function		DIC Function					Output Function		
Work Category	Project Title	FY 78 OYB	Div. Chief	Dep. Div. Chief	Spec. Asst. (Acq.)	TIS # 1	TIS # 2	TIS # 1	TIS # 2	TIS # 3	TIS # 4	TIS # 5	TIS # 1	TIS # 2	Total
Field Support			4	3	4	4	2	7	8	4	4	7	6	5	58
Technical Rep.			1	1	-	-	-	1	-	1	-	-	-	-	4
Administration			3	1	1	-	-	-	-	1	-	-	-	-	6
Clerical Sup.			-	-	-	-	-	-	-	-	-	-	-	-	0
Project Mgt.			4	7	7	8	10	4	4	6	8	5	6	7	76
	Planning & Strat.		(1)	(2)	-	-	-	-	-	-	-	-	-	-	
	Acquisitions Operations	77*	-	-	(7)	-	-	-	-	-	-	-	-	-	
	Info. As a Tool in Dev.	1105	(2)	(3)	-	(3)	-	-	-	-	-	-	(2)	(2)	
	Info. Networking		-	(1)		-	-	-	-	-	-	-	-	-	
	S&T Info. Transfer	(200**)	-	(1)	-	-	-	-	-	-	-	-	-	-	
	IQCs		(1)	-	-	-	-	-	-	-	-	-	-	-	
	Processing Operations		-	-	-	(5)	(10)	-	-	-	-	-	-	-	
	Service Operations		-	-	-	-	-	(4)	(4)	(6)	(8)	(5)	-	-	
	Outputs Production		-	-	-	-	-	-	-	-	-	-	(4)	(1)	
	ADDS		-	-	-	-	-	-	-	-	-	-	-	(4)	
TOTAL		1182	12	12	12	12	12	12	12	12	12	12	12	12	144

* Additional procurement support requested
** Funding from DS/OST

(In Millions)

	FY 1981	FY 1982	FY 1983	FY 1984
Sect. 106 Funding				
Core Project 0232A: Info. As a Tool in Dev. and its successor	1.5	1.7	2.0	2.3
Info. Networking and its successor	1.0	1.0	1.0	1.0
Staff Requirements: project mgt. and Agency-wide info. support (in person years)	32	36	38	40

DS/DIU/DI--FIELD SUPPORT TABLE

Project	FY 1978			FY 1979			FY 1980 Proposed Level		
	Total Cost Mos.	Field Sup.$	Fld.Sup. Pers.	Total Cost Mos.	Field Sup.$	Fld.Sup. Per.	Total Cost Mos.	Field Sup.$	Fld.Sup. Per.
931-0232A - Info. As a Tool in Dev.	1105	905	54	1075	975	78	1400	1200	85
931-0232B - Info. Networking	-	-	-	200	50	4	750	300	12
931-1114 - Info. Tech. Transfer	200	25	4	200	25	2	-		-
TOTAL	1305	930	58	1475	1050	84	2150	1500	97

Project Manager: J. L. Hafenrichter

TITLE	FUNDS	Proposed Obligation	Proposed Life of Project Cost	Init. Oblig.	Proposed Est. Final Oblig. FY 83	Proposed FY 84 Completion Date
Information As a Tool in Dev.	106	FY 1980 1,400	8750	FY 76	Final Obligation per PP 78	Completion Date per PP FY 79
NUMBER 931-0232A Grant [X] Loan [ ] New [ ] Continuing [X]	PRIOR REFERENCE FY 79 CP Centrally Funded Program page 1031	FY'80 Oblig. Auth. by PP -	Life of Project per App. PP 1,850			

Date of Last Intensive Evaluation: Personnel Intensity: High

Purpose: To promote information technology transfer and exchange through organization and dissemination of AID-generated documentation and technical publications; information support services to AID units; and information networking activities

Background & Progress to Date: Project has evolved into AID's core program of information and documentation support. It now serves Agency-wide needs in its special area, and it manages Agency-wide production of documentation, AID-generated technical materials, and non-AID materials acquired by purchase and/or exchange. It provides AID technical offices and Missions the largest outreach to LDCs through awareness services, on-demand reproduction and delivery of AID-generated materials, and technical assistance in library/information operations and information network development.

Host Country & Other Donors: The Project supports all USAIDs, AID Reps., and AID/W Offices through responding to requests and inquiries and by delivering needed documentation/information. It announces and delivers technical information to some 5,500 LDC institutions and 1,000 agencies active in development assistance work.

FY 1980 Program: This will be documented in a revised PP to be submitted during June 1978. Staff and funds requested will consolidate information operations amalgamated in DIU/DI as a result of the reorganization; also, information networking will be fully implemented.

Beneficiaries: USAIDs and other AID units; key LDC technical institutions, educators, medical personnel, researchers, and government officials; other development assistance agencies and donors

Major Outputs	FY 1978 Actual	/ Per PP	Cumulative Proposed	/ Per PP (due 6/78)
Abstract journal	20 nos.	same	p/y 16 nos.	p/y 16 nos.
Comprehensive cat.	2 vols.	1 vol.	-	-
R&D titles input	7000	6000	p/y 2000	p/y 2000
Microfiche masters	10000	7500	p/y 4500	p/y 4500
Titles reprod.on-demand	80000	not spec.	as required	as required
AID doc. input (projects)	2500	-	p/y 2500	p/y 2500
Ref.requests/info.packages	2500	-	p/y 15000	p/y 15000
Non-AID titles input	-	-	p/y 1000	p/y 1000
Dev. Support procurement	500 titles	-	p/y 1000 titles	p/y 1000

AID Financed Inputs in FY 80:

Contract personnel services	150
Printing, Photographic materials	1000
Procurement of information materials	150
Postage	1000
Total	1400

Technical Office Support (in person-months)

FY	DH	Total
1978	23	23
1979	24	24
1980	24	24

Major Impact Countries: Worldwide and Agency-wide

	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	668	305	363	4/74 - 9/77	To be determined
Estimated FY 1978	1105	550	xxxxxxxxxxxxxxxxxxxxx	10/77 - 6/79	
Estimated Through FY 1978	1773	1040	625	------	
Proposed FY 1979	1075	600	xxxxxxxxxxxxxxxxxxx	10/78 - 6/80	Interim Project Products Available
Estimated Through FY 1979	2848	1745	1100	------	(Lists, reports, newsletters, etc.)
Proposed FY 1980	1400	Future Yr. Obligation 4502	Estimated Total Cost 8750	10/79 - 9/81	
				10/80 - 6/84	

		Minimum		Current	Proposed
Obligation ($)			925	475	0
Outputs					
	1)		Inputs a/s		
	2)	2000	Microfiche masters	+ 2500	
	3)	500	Dev. sup. procurement	+ 500	
	4)		Outputs a/s		
	5)	10000	Requests filled	+ 5000	

PROGRAM: CENTRALLY FUNDED

Project Manager: D. G. Donovan

Attachment A

TITLE	FUNDS	Proposed Obligation	Proposed Life of	Init.	Proposed Est. Final	Proposed FY 82
Information Networking	106	FY 1980 750	Project Cost 1900	Oblig. FY 79	Oblig. FY 81	Completion Date
NUMBER 931-0232B; Grant [X] Loan [ ]; New [ ] Continuing [X]	PRIOR REFERENCE FY 79 CP Centrally Funded Programs p. 1031	FY'80 Oblig. Auth. by PP	Life of Project per App. PP		Final Obligation per PP FY 81	Completion Date per PP FY 82

Date of Last Intensive Evaluation: 9/80 Personnel Intensity: High

Purpose: To promote information technology transfer and exchange through information networking, by developing feasible techniques applicable to information exchange within countries, regions, and internationally. This requires upgrading library/information competencies in key LDC institutions linked in the project's experimental information network system.

Background & Progress to Date: Evolves from project 931-0232A. Proposes phased approach to info. networking in Food & Nutrition consistent with LDC ability to establish information systems, apply appropriate info tech nology, adapt and utilize info. transferred within network for benefit of small farmer.

Host Country & Other Donors: The experimental information network is tentatively targeted to develop in W. Africa. It will involve FAO and Sahel regional donors

Contributions in kind: physical facilities, travel, equipment, training and depository document collections.

FY 1980 Program: The results of feasibility studies undertaken in FY 1979 will serve as the basis for negotiating a technical services contract to undertake development of network plans and operations, and technical assistance to key institutions participating in the system.

Major Impact Countries: Anglophone and Francophone W. African countries are now targeted tentatively as the beneficiaries of this project.

Beneficiaries: West and Central African countries: government planners, agriculturalists, educators, medical personnel, researchers--change agents within the area

Major Outputs	FY 1978 Actual / per PP	Cumulative Proposed / perPP (due 6/78)
National-level inst. upgraded		14
Key regional inst. network leaders		2
Int'l. connections estab.		FAO & 1 other
AID tech. info. deposits		16
Staff trained		35

AID Financed Inputs in FY 80 by budget categories:

Contract personnel services	300,000
Training	100,000
Supplies and equipment	150,000
Communications and document delivery	200,000
	$150,000

Technical Office Support (in person-months)

FY	DH	Total
1978	0	0
1979	2	2
1980	6	6

	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	- 0 -	- 0 -	- 0 -		To be determined.
Estimated FY 1978	-	-	xxxxxxxxxxxxxxxxxxxxx		
Estimated Through FY 1978	-	-	-	xxxxxxxxxxxxxxxxxxxxx	
Proposed FY 1979	200	200	xxxxxxxxxxxxxxxxxxxxx	10/78 - 9/79	
Estimated Through FY 1979	200	200	- 0 -	xxxxxxxxxxxxxxxxxxxxx	Interim Project Products Available (i.e., reports, newsletters, etc.)
Proposed FY 1980	750	Future Yr. Obligation 950	Estimated Total Cost 1900	10/79 - 9/80	

		Minimum	Current	Proposed
Obligation ($)		500		250
Outputs				
	(1)	8 Nat'l. inst. upgraded		+ 6
	(2)	20 Staff trained		+ 15
	(3)			
	(4)			
	(5)			

UTILIZATION DIVISION

The Utilization Division of the Office of Development Information and Utilization (DIU) in the Development Support Bureau (DSB) serves as AID's focus of activities to facilitate increased LDC utilization of the vast store of development resources of many kinds, particularly those that have been developed through AID-funded programs.

Goals

The overall goals of the Utilization Division are:

-- increased use of improved technology, particularly by small farmers and other high-priority groups that comprise the poor majority of LDC populations.

-- better linkages between LDC centers and U.S. sources of technical expertise as well as linkages with regional and other LDC national development programs.

-- more adequate mechanisms for technology transfer between [illegible] and the R&D

3. Establish uncomplicated and lasting communication channels between DSB technical offices and field Mission/LDC personnel to identify and promptly act upon opportunities for adaptation and application of R&D findings in LDCs.

4. Establish a system to produce on a continuing basis easily-understood information materials on newly-available and workable technologies which are highly relevant to the LDC target audience.

Strategy

The Utilization Division is a small field-oriented service unit that assists AID and LDC development officers in a multitude of ways to gain greater awareness of existing AID-funded resources and to facilitate ready access to such resources. The activities of the Division are closely coordinated with the technical offices within DSB and are intended to reinforce the programs of regional bureaus and country missions. Thus a key role of the Division is to act as a "knowledge broker", continually surveying through contact with LDC and AID field staff, the needs for all forms of LDC development information and matching the demand with a wide range of AID-funded resources. Linkages between resource institutions are also encouraged and facilitated, particularly among the large number of LDC-sited regional and national development institutions which AID has supported and/or continues to support.

In working toward its objectives, the Utilization Division:

1. Provides assistance at project design stages to improve the probability that eventual project findings can and will be utilized in LDCs by designing and ensuring inclusion in each R&D project of a specific utilization plan. Works closely in the United States and overseas with DSB project managers and contractors, field Missions, and AID/W geographic bureaus in initial implementation and subsequent institutionalization of such utilization plans.

2. Promotes awareness within the worldwide development community of the capabilities of the numerous international, regional and national development institutions and organizations in which AID has invested over the years.

3. Works directly and through AID field Missions to assist LDC institutions with systems for awareness, accessibility

and utilization of existing development knowledge and expertise. Additionally, feedback from this work relationship contributes to the Division's input to the research project design process in AID/W.

4. Participates in the design of comprehensive information "packages", each covering a specific technology, to stimulate interest and assist in the process of transferring new knowledge from research sites or information banks to LDC field programs. Information materials in each package are keyed in substance, style and language to specific target groups within LDCs.

5. Provided advice in design and implementation of utilization projects carried out by DSB technical offices.

6. Provides AID field Missions and LDC institutions an AID/W contact point to facilitate responses to their cabled or written requests for specific DSB research findings or other development resources.

Accomplishments

The following can be cited as items of progress toward achieving the objectives of the unit:

1. In-depth familiarization of unit staff with the R&D portfolio of DSB.

2. Substantitive interaction with technical and program staff of all regional bureaus and many field missions.

3. Year-round participation in the formal review process for proposed AID research projects, and evaluation of ongoing projects for which additional funding is being sought. The Division representative ascertains the degree of utilization planning inherent in the projects, and advises on improvement of that component.

4. Drafting of a plan to restructure AID-funded research projects to incorporate in those projects a life-of-project Research Utilization strategy. The plan is currently under review throughout the Agency.

5. Implementation of the utilization project, "Knowledge Synthesis for Policy and Field Support". The objective of the project is to stimulate development by identifying particular extent technologies for which there is an urgent field need and then supporting the preparation of various types of written and audio-visual materials covering that technology in depth and with clarity. This project provides for synthesis of knowledge emanating from development research and for distribution in a systematic manner to policymakers and technical staff in AID and developing countries.

6. Production of a PID for an Appropriate Technology Information Network. This required intensive consultation with Latin America, Africa and Asia Bureaus as well as the DSB offices of Agriculture and Science and Technology. The PID builds on the experiences of those bureaus and offices. It appears that it will be filling a crucial gap in the design and application of light capital technology. Thus it will complement and strengthen field activities already underway.

7. Response to a TDY request of the LA Bureau. The Division Chief participated in a six week tri-partite study of agricultural research and farmer advisory services in Central America and Panama. The study was carried out in cooperation with the respective governments, the World Bank and the Interamerican Development Bank. The final report will present an analysis of the organization and content of ongoing agricultural research, training, extension and related production accelerating input activities, noting omissions and relevant ongoing work. The objective is to improve technology transfer from research to farmers. The team also focused on linkages with regional institutions such as CATIE, INCAP, ICAITI and OIRSA as well as extra-regional institutions (e.g. CIMMYT, CIAT, CIP) that are engaged in supportive activities to strengthen national agricultural research and farmer advisory services in the region.

8. Production of an AID Directory of Development Resources. Presently in process, this will provide a comprehensive and easy to use reference to the extensive resources that have been developed with AID funding.

It will include:

a.) International, regional, and national organization located in the less-developed countries and offering training, research, and other field support capabilities keyed to the LDC environment.

b.) On-demand technical support services available to LDCs from research projects which have reached the adaptation/utilization stage.

c.) Purveyors of printed information such as data bases, information clearinghouses/networks, newsletters.

d. On-demand technical support services available to LDCs through various field support projects, Indefinite Quantity Contracts, and other contractual arrangements.

9. Production and worldwide distribution of a bi-monthly newsletter-type publication entitled AID Resources Report. Each issue contains several succinct and lucid articles on particular methodologies, technologies, and equipment proven workable in one or more LDCs but which have as yet received little or no publicity. For example, the last issue contained articles entitled "Community Water: Technologies That Work," "Rural Credit: Discovering What Pays," "Pollution Policy: Is Waste Necessary?". Each article is numbered, and further information on any article may be obtained by circling the corresponding number on the coupon in each issue and returning the coupon to the Utilization Division.

FY 1980 Decision Packages

The rationale for the Utilization Division program and workforce request in FY 1980 is simply stated: adequate personnel resources are critical to the development of an effective utilization service. Although some Division-managed project activities can augment the value of this utilization service to AID by providing some of the "tools" to be used in creating greater awareness of the wide range of existing resources available for development programs, the continuous productive interaction of the personnel in this Division with AID field/regional bureau/DSB technical office, LDC government, and LDC-sited development institution staffs remains the single-most important factor in facilitating the transfer process for new knowledge and technology. The latter activity is very labor-intensive; it is also; a) often tedious; b) rarely quantifiable; c) of such a nature that this Division's role, however crucial, is not always readily apparent, and d) absolutely essential.

In its broadest sense, the utilization function in DSB is a shared function, as each project manager in every technical office theoretically should be responsible to some extent for utilization of his project's product. Thus, the failure to authorize and fund an adequate core utilization service would not totally inhibit the utilization of appropriate resources in development programs. It would, however, seriously construct the development of a long-needed AID capability to improve LDC utilization of the large inventory of resources which AID has developed over many years at a cost of several hundred million dollars. Non-authorization would also stop the development of a hard core of valuable experience in how to go about increasing such AID resource utilization.

The "Minimum Level" decision package for the Utilization Division deploys a group of three Utilization Officers and two Technical Information Specialists under the direction of a Division Chief. Two projects, "Knowledge Synthesis for Policy and Field Support (#1093)" and the "Agricultural Information and Related Services RSSA (#0064)". are included at this level to provide the Division with some basic information resources. The core staff expertise in utilization offered at this workforce level cannot be economically or effectively duplicated in separate DSB technical offices nor could the afore-mentioned hard core of Development Resource Utilization experience/expertise for application Agency-wide, be developed.

The "Current Level" decision package expands the Division workforce level by two persons -- a fourth Utilization Officer and a third Technical Information Specialist. An additional project -- Appropriate Technology Information Network -- also is included at this level, The expanded workforce level permits the Division to take on a more active role in stimulating the introduction of new or improved technologies and methodologies in development assistance programs by increasing the number of Utilization Officers available for travel to field Missions and contact with regional bureau staff. Of particular significance is that this expanded workforce will permit DSB to field at least one Utilization Officer for each regional bureau. This is viewed as a prerequisite to the establishment of a fully operational utilization system that will link field Missions and regional bureau staff to DSB support facilities. Indeed, it is hoped that this will encourage the regional bureaus and Missions to consider their assigned Utilization Officer as much their representative or agent as DSB's in mobilizing the necessary resources for field activities. An additional Technical Information Specialist is required at this level in order to manage the Appropriate Technology Information Network project, which will require a high degree of coordination with regional bureau and Mission staff. This project places the Office of Development Information and Utilization in the front lines of Agency efforts to develop effective systems for transferring appropriate technology to end users.

TRANSACTION CODE: BUREAU CODE:

TABLE V - PROPOSED PROGRAM RANKING

DECISION UNIT: DS/DIU Utilization

NAME OF DECISION PACKAGE SET: Div.

RANK	DECISION PACKAGES/PROGRAM ACTIVITY/SUPPORT ITEM: DESCRIPTION	APPROP ACCT	RESOURCE REQUIREMENTS: PERSONNEL INTENSITY	WORKYEARS (XX.X) FUNDED FROM: OPERATING EXPENSES: MISSION	OPERATING EXPENSES: TDY	PROGRAM ACCOUNT	PROGRAM FUNDING (000): INCREMENT	CUMULATIVE
	MINIMUM			(DH)		(Contractor)		
1.	Knowledge Synthesis for Policy & Field Support #1093	ST	Med.	.25	.15	6.75	380	380
2.	Agricultural Information & Related Services RSSA #0064	FN	Med.	.25	-	7.5	245	625
	CURRENT							
3.	Appropriate Technology Information Network (PID)	ST	Med.	.75	.15	16	1,500	2.125
4/	Science & Technology Gatekeepers (PID)	ST	Med.	.50	-	-	105	2,230

AID [illegible] (8-77)

FY 1980 WORKFORCE ALLOCATION TABLE
(In Person-months)

Work Category	Project Title	($000) Increment	($000) Project Aggreg.	Div. Chief	Util. Off.	Util. Off.	Util. Off.	Util. Off.	Tech. Info. Spec.	Tech. Info. Spec.	Tech. Info. Spec.	Sec.	Sec.	Sec.	Total
BASE															
Field Support				5	7	7	7		6	6					38
Tech. Rep.				2	1	1	1		1	1					7
Administrative				2	1	.5	.5		.5	.5					5
Clerical Support												12	12	12	36
Program Mgmt. (DIU & Other DSB)				3	3	3.5	3.5		4.5	4.5					22
BASE TOTAL				12	12	12	12		12	12		12	12	12	108
MINIMUM															
Field Support				5	7	7	7		6	6					38
Tech. Rep.				2	1	1	1		1	1					7
Administrative				2	1	.5	.5		.5	.5					5
Clerical Support												12	12	12	36
Program Mgmt. (DIU & Other DSB)				3	3	3.5	3.5		4.5	4.5					22
	Agricultural Info. & Related Services # 0064	245	245	(.5)	(.25)	(.25)	(.25)		(1.75)	(1)					(4)
	Knowledge Synthesis for Policy & Field Support #1093	380	380	(.25)	(.25)	(.5)	(.5)		(1)	(1.5)					(4)
	Other DSB Projects			(2.25)	(2.5)	(2.75)	(2.75)		(1.75)	(2)					(14)
MINIMUM TOTAL		645	625	12	12	12	12		12	12		12	12	12	108
CURRENT					ASIA	NE	LA	AFR							
Field Support				5	8	8	8	8	6.5	7	5.5				56
Tech. Rep.				2	1	1	1	1	1	1	1				9
Administrative				2	1	.5	.5	.5	.5	.5	.5				6
Clerical Support												12	12	12	36
Program Management (DIU & Other DSB)				3	2	2.5	2.5	2.5	4	3.5	5				25
	Agri. Info. & Related Svcs. #0064		245	(.25)	(.25)	(.25)	(.25)	(.25)	(1)	(1.25)	(.5)				(4)
	Knowledge Synthesis For Policy & Field Support #1093		380	(.25)	(.25)	(.25)	(.25)	(.25)	(1)	(1.25)	(.5)				(4)
	Appropriate Techn. Info. Network		1,500	(1)	(.25)	(.25)	(.25)	(.25)	(2)	(1)	(4)				(9)
	Other DSB Projects			(1.5)	(1.25)	(1.75)	(1.75)	(1.75)							(8)
	S&T Gatekeeper	105	105												
CURRENT TOTAL		105	2,230	12	12	12	12	12	12	12	12	12	12	12	132
PROPOSED															
Field Support				5	8	8	8	8	6.5	7	5.5				56
Tech. Rep.				2	1	1	1	1	1	1	1				9
Administrative				2	1	.5	.5	.5	.5	.5	.5				6
Clerical Support												12	12	12	36
Program Management (DIU & Other DSB)				3	2	2.5	2.5	2.5	4	3.5	5				25
	Agricultural Info. & Related Services #0064		245	(.25)	(.25)	(.25)	(.25)	(.25)	(1)	(1.25)	(.5)				(4)
	Knowledge Synthesis For Policy & Field Support #1093		380	(.25)	(.25)	(.25)	(.25)	(.25)	(1)	(1.25)	(.5)				(4)
	Appropriate Technology Info. Network		1,500	(1)	(.25)	(.25)	(.25)	(.25)	(2)	(1)	(4)				(9)
	S&T Gatekeeper	0	105												
	Other DSB Projects			(1.5)	(1.25)	(1.75)	(1.75)	(1.75)							(8)
PROPOSED TOTAL			2,230	12	12	12	12	12	12	12	12	12	12	12	132

OFFICE: DS/DIU UTILIZATION DIVISION

Attachment B-3

FY 1979 WORKFORCE ALLOCATION TABLE
(In Person-months)

STAFF

WORK CATEGORY	Project Title	FY 1979 CP ($000)	Div. Chief	Util. Off.	Util. Off.	Util. Off.	Util. Off.	Tech. Info. Spec.	Tech. Info. Spec.	Tech. Info. Spec.	Sec.	Sec.	Sec.	TOTAL
Field Support			5	7	6	7		5	6					36
Public Representation			2	1		1			1					5
Administrative			2	1	1	.5			.5					5
Clerical Support											12	12	12	36
Program Management (DIU & Other DSB)			3	3	5	3.5		7	4.5					26
	Agricultural Info. & Related Services #0064	245	(.25)	(.25)	(.25)	(.25)		(1)	(2)					(4)
	Knowledge Synthesis for Policy & Field Support #1093	335	(.25)	(.5)	(.75)	(.5)		(1)	(1)					(4)
	Appropriate Technology Info. Network	480	(2)					(5)						(7)
	Other DSB Projects		(.5)	(2.25)	(4)	(2.75)			(1.5)					(11)
	Gatekeepers	95												
	TOTAL	1,155	12	12	12	12		12	12		12	12	12	108

OFFICE: DS/DIU UTILIZATION DIVISION

Attachment B-5

FY 1978 WORKFORCE ALLOCATION TABLE
(In Person-months)

STAFF

WORK CATEGORY	Project Title	FY 1978 OYB ($000)	Div. Chief	Util. Off.	Util. Off.	Util. Off.	Util. Off.	Tech. Info. Spec.	Tech. Info. Spec.	Tech. Info. Spec.	Sec.	Sec.	TOTAL
Field Support		-	5	7	6			6					24
Technical Representation			2	1				1					4
Administrative			2	1	1			.5					4.5
Clerical Support											12	12	24
Program Management (DIU & Other DSB)			3	3	5			4.5					15.5
ω ∝	Agricultural Info. & Related Services #0064	180	(.25)	(.25)	(2.25)			(.25)					(3)
	Knowledge Synthesis for Policy & Field Support #1093	335	(.25)	(.25)	(2)			(.5)					(3)
	CGIAR Data Communications Engineering #1117	145											
	Other DSB Projects		(2.5)	(2.5)	(.75)			(3.75)					(9.5)
TOTAL		660	12	12	12			12			12	12	72

DS/DIU UTILIZATION DIVISION

LONG-RANGE FUNDING AND STAFFING REQUIREMENTS

(In Millions)

	FY 1981	FY 1982	FY 1983	FY 1984
Sect. 103 (FN) Funding ($mill):				
#0064-Agriculture Information and Related Services RSSA	.245	.245	.245	.245
Sect. 106 (ST) Funding ($mill):				
Appropriate Technology Information Network	.5	.5	.5	.5
#1093-Knowledge Synthesis for Policy and Field Support	.380	-	-	-
Staff Requirements (pers. yrs.):				
Project Mgt. and AID/W-wide Support Activities	13	16	16	16
Field Offices (AFR-2, Asia-1, LA-2, NE-1)	6	12	18	18

4/20/78

OFFICE: DS/DIU UTILIZATION DIVISION

FIELD SUPPORT

PROJECT	FY 1978 TOTAL ($000)	FY 1978 FIELD SUPPORT ($000)	FY 1978 FIELD SUPPORT Pers. Mos.	FY 1979 TOTAL ($000)	FY 1979 FIELD SUPPORT ($000)	FY 1979 FIELD SUPPORT Pers. Mos.	FY 1980 TOTAL ($000)	FY 1980 FIELD SUPPORT ($000)	FY 1980 FIELD SUPPORT Pers. Mos.
#1093-Knowledge Synthesis for Policy and Field Support	335	335	60	380	380	80	380	380	80
#0064-Agriculture Information and Related Services RSSA	180	120	28	245	200	40	245	200	40
#1117-CGIAR Data Communications Engineering	106	106	8	-	-	-	-	-	-
Appropriate Technology Information Network	-	-	-	480	340	100	1500	1200	200
Gatekeepers				95			105		
TOTALS	621	561	96	1,200	920	220	2,230	1,780	320

PROGRAM: CENTRALLY FUNDED Project Manager: David L. Rhoad, DS/RMU/U Attachment A

TITLE KNOWLEDGE SYNTHESIS FOR POLICY AND FIELD SUPPORT	FUNDS Yr. 1 -- FN Yrs. 2-5 -- ST	Proposed Obligation FY 1980 380	Proposed Life of Project Cost 1,641	Init. Oblig. FY 77 166	Proposed Est. Final Oblig. FY 81	Proposed FY 82 Completion Date
NUMBER 931-1093 Grant [X] Loan [ ] New [ ] Continuing [X]	PRIOR REFERENCE FY 79 CP, Page 1031	FY'80 Oblig. Auth. by PP 380	Life of Project per App. PP 1,655		Final Obligation per PP FY 81	Completion Date per PP FY 82

Date of Last Intensive Evaluation: N/A Personnel Intensity: Medium

Purpose:

1. Synthesize knowledge gained through experience and R&D in critical problem areas of development.
2. Convert technically-stated information to comprehensible and utilization information for user groups.
3. Provide communications means for new knowledge otherwise unavailable to user groups.

Background & Progress to Date

Pilot phase activity contracted through RFP process in FY'77 for synthesis information packages on farm water management. Distribution list for target audience in LDCs developed.

FY 1980 Program

Additional synthesis activities will be undertaken; specific subject focii of the synthesis packages will be determined during FY 1980 in response to field surveys that will identify high priority information needs. Probable subject areas would include Health (e.g. community water supply technologies); Nutrition (e.g. low cost nutrition intervention systems); Education (e.g. approaches to non-formal education); Agriculture (e.g. economic sector planning), as well as other development related areas of research.

Beneficiaries

Development planners and policymakers; follow-on benefit to small farmers and other high priority target groups in LDCs.

Major Outputs	Thru FY 1978 Actual	Thru FY 1978 Per PP	Proposed Life-of-Project Proposed	Proposed Life-of-Project Per PP
1. Treated information items for users	25	[illegible] per year	60	60
2. Production & Distribution of information packages.	6	"	12	12
3. Identification of target utilization groups.	6	"	12	12
4. Model designs for information transfer materials.	6	"	12	12

A.I.D. Financed Inputs

Synthesis contracts (up to three individual contracts) $380

Technical Office Support (in person months)

FY	DII	IPA	Consult.	RSSA	Total
1978	3				3
1979	4				4
1980	4				4

Major Impact Countries

Worldwide

	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	166	0	166	9/28/77-9/30/78	Contract #AID/ta-c-1479
Estimated FY 1978	335	166	XXXXXXXXXXXXXXXXXXXXXX	8/31/78-9/15/79	Southwest Research Institute (Texas)
Estimated Through FY 1978	501	166	335	XXXXXXXXXXXXXX	to be selected through RFP process
Proposed FY 1979	380	335	XXXXXXXXXXXXXXXXXXXX	8/15/79-8/15/80	" "
Estimated Through FY 1979	881	501	380	XXXXXXXXXXXXXX	Interim Project Products Available
Proposed FY 1980	380	Future Yr. Obligation	Estimated Total Cost	8/15/80-8/15/81	(i.e., reports, newsletters, etc.)
		$380	1,641		Discrete subsidiary information packages

PROGRAM: CENTRALLY FUNDED

Project Manager: David L. Rhoad, DS/DIU/U

Attachment A

TITLE	FUNDS	Proposed Obligation	Proposed Life of	Init.	Proposed Est. Final	Proposed(Con't)
AGRICULTURAL INFORMATION & RELATED SERVICES	FN	FY 1980 245	Project Cost N/A	Oblig. FY '74	Oblig. FY Continuing*	Completion Date
NUMBER 931-0064 New ☐	PRIOR REFERENCE	FY'80 Oblig. Auth.	Life of Project		Final Obligation	Completion Date
Grant [X] Loan ☐ Continuing [X]	FY'79CP, Page 932	by PP N/A	per App. PP N/A		per PP N/A	per PP FY N/A

Date of Last Intensive Evaluation: 6/76 Personnel Intensity: MEDIUM

Purpose

The project is designed to provide services that include responses to inquiries concerning U.S. agricultural experience and expertise, fulfilment of requests for literature searches and document retrievals, and distribution of technical or agricultural reference publications on request. Utilization support activities include assistance in the preparation and production of specialized communications materials and on-call editorial or distribution services.

Background & Progress to Date

The project is constituted as a Resources Support Services Agreement with the U.S. Department of Agriculture to provide access to unique and specialized resources of the USDA. Demand for project services by AID and LDC professional development officers has grown steadily. Fulfilment of these requests has been highly satisfactory.

FY 1980 Program

Demand for services is expected to remain high. Funding level will be re-examined in FY'79 to affirm adequacy of project response to demand.

Beneficiaries

Primary clients of the service include AID field staff and LDC food and agriculture development institutions. Secondary clients are technical staffs of AID regional bureaus and central support offices.

Major Outputs

I. Response/Referral Activity
   a. Carry out searches (bibliographic, literature and data bank and from other sources) on request.
   b. Refer to appropriate subject matter specialists within the USDA-land grant system for specific responses to any requests.
   c. Respond to routine requests for copies of printed materials.

II. On-Call Technical Information and Utilization Support Services
   a. Purchase specific publications related to food production or nutrition as requested, and carry out necessary distribution.
   b. Assist in production of technical publications or utilization materials and carry out necessary distribution.
   c. Provide back-up bibliographic and information management services to the DS Bureau Information staff.

A.I.D. Financed Inputs: All Services $245,000 per year

Technical Office Support (in person months)

FY	DH	IPA	Consult.	RSSA	Total
1978	3				3
1979	4				4
1980	4				4

*It is anticipated that this project will be required on a continuing basis as a service for development institutions and officials in the field.

Major Impact Countries Worldwide	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	648	646	2	FY '74 - 9/30/77	U.S. Department of Agriculture
Estimated FY 1978	425	182	XXXXXXXXXXXXXXXXXXXXXX	10/1/77 - 9/30/79	
Estimated Through FY 1978	1,073	828	245	XXXXXXXXXXXXXXXXX	
Proposed FY 1979	245	245	XXXXXXXXXXXXXXXXXX	10/1/79 - 9/30/80	U.S. Department of Agriculture 3-74
Estimated Through FY 1979	1,318	1,073	245	XXXXXXXXXXXXXXXXX	Interim Project Products Available
Proposed FY 1980	245	Future Yr. Obligation Open	Estimated Total Cost Open	10/1/80 - 9/30/81	(i.e., reports, newsletters, etc.).

PROGRAM: CENTRALLY FUNDED Project Manager: William E. Vogelsang, DS/DIU/U Attachment A

TITLE	FUNDS	Proposed Obligation	Proposed Life of	Init.	Proposed Est. Final	Proposed
CGIAR Data Communications Engineering	FN	FY 1980 --	Project Cost 142	Oblig. FY77	Oblig. FY 78	Completion Date FY79
NUMBER 910-1117	PRIOR REFERENCE	FY'80 Oblig. Auth.	Life of Project		Final Obligation	Completion Date
Grant [X] Loan [ ] New [ ] Continuing [X]	App. PP 6/10/77	by PP --	per App. PP 230		per PP FY78	per PP FY 78

Date of Last Intensive Evaluation: N/A Personnel Intensity: Low

Purpose:

Phase I: To determine feasibility of a low-cost communications system for the CGIAR international agricultural research centers and design such a system.

Phase II: Conduct operational trials of the system.

Background & Progress to Date

Phase I of study, including final report and system design, will be concluded April 30, 1978.

Host Country and Other Donor

--

FY 1980 Program

--

Major Impact Countries & Approximate $ Amount

Worldwide

Beneficiaries

Direct beneficiaries will be International Agricultural Research Centers, related institutions and their staffs. Secondary beneficiaries will be developmental personnel working in the field of agriculture.

Major Outputs	FY 1978 Actual Per Approved PP	Cumulative Proposed Per Approved PP
1. Feasibility report and communications system design.	Feasibility and design report.	
2. Results of operational trials of system.		

A.I.D. Financed Inputs	($ Thousands)
Total cost of contract services for Phases I and II.	$142

Technical Offfice Support (in person months)

FY	DH	IPA	Consult.	RSSA	Total
1978	3				3
1979					
1980					

	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	36	-	36	9/26/77-4/30/78	Phase I. Contract AID/ta-c-1471 with
Estimated FY 1978	106	60	xxxxxxxxxxxxxxxxxxxxxx	9/1/78-1/1/79	CRC Systems, Inc.
Estimated Through FY 1978	142	60	82	9/26/77-1/1/79	Phase II. Contractor to be selected.
Proposed FY 1979	-	82	xxxxxxxxxxxxxxxxxxx		
Estimated Through FY 1979	-	-			Interim Project Products Available
Proposed FY 1980	-	Future Yr. Obligation --	Estimated Total Cost 142		(i.e., reports, newsletters, etc.)

Progress and trip reports

PROGRAM: CENTRALLY FUNDED

Project Manager: Wm. L. Vogelsang, DS/DIU/U

Attachment A

TITLE S&T Gatekeepers	FUNDS Technical Assistance	Proposed Obligation FY 1980 105	Proposed Life of Project Cost 200	Init. 95 Oblig. FY 79	Proposed Est. Final Oblig. FY 80	Proposed FY'81 Completion Date
NUMBER Grant [XX] Loan [ ] New [XX] Continuing [ ]	PRIOR REFERENCE New	FY'80 Oblig. Auth. by PP	Life of Project per App. PP		Final Obligation per PP	Completion Date per PP FY

Date of Last Intensive Evaluation: rr Personnel Intensity: Medium

Purpose

To study the flow of written scientific and technical knowledge in order to make technical information programs more effective by:

1. Determining which individuals and groups in the local scientific and technological community influence the transfer and application of technical information.
2. Determining patterns by which such individuals affect information transfer and use.
3. Developing criteria for locating similar individuals, groups and patterns in countries other than those of Latin America, the locus of this study.

Background & Progress to Date

Given the emphasis being placed on technology transfer and the role of information transfer therein, this project is part of the effort to move from trial and error dissemination of technical information to targeted dissemination -- by learning which persons are listened to by other scientists, researchers and authors and can therefore expand and improve the information chain. The contractor, using citation analysis, will study local Latin American researchers who publish in influential journals and local, less-influential journals to locate such key persons in the information process.

FY 1980 Program

Early in FY 1980, the contractor will complete the study of highly-influential journals and issue a report on the first year's work; the final year's work will consist of analysis of local literature, mapping of informal networks and methods for identifying influentials; a final report recommending actions to A.I.D.

Major Impact Countries

A number of Latin American countries will be selected for study.

Beneficiaries

Direct beneficiaries of study results will be LDC and AID technical information personnel, program planners, project managers, technicians, and researchers who handle or disseminate information; also the research institutes, government offices and universities in which they work.

Major Outputs

1. List and description of scientific and technological "gatekeepers" or "influentials" in Latin America who influence information diffusion and utilization.
2. Criteria for locating "influentials" in other countries.
3. Identification of types of documents most heavily used by influentials.
4. Communications patterns as indicated by collaboration between authors and between institutions.
5. Impact of local journals - as opposed to prestigious international journals - on non-scientists.
6. Communications patterns of information flow that does not result in publication.

A.I.D. Financed Inputs: Total cost of contract services, $200,000.

Technical Office Support (in person months): FY 1979, DH-1; 1980, DH-1; 1981, DH-1.

	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	-	-			New project - contractor to be selected.
Estimated FY 1978	-	-	XXXXXXXXXXXXXXXXXXXXXX		
Estimated Through FY 1978	-	-	XXXXXXXXXXXXXXXXXXXXXX		
Proposed FY 1979	95	85		11/1/78-9/30/79	
Estimated Through FY 1979	95	85	10		Interim Project Products Available
Proposed FY 1980	105	Future Yr. Obligation	Estimated Total Cost 200	10/1/79-1/1/81	(i.e., reports, newsletters, etc.).

PROGRAM: CENTRALLY FUNDED

Project Manager: Earle G. Lawrence, DS/DIU/U

TITLE Small Farm Appropriate Technology Information Network	FUNDS EN	Proposed Obligation FY 1980 1500	Proposed Life of Project Cost 1980	Init. Oblig. FY 1980	Proposed Est. Final Oblig. FY 1980	Proposed 1982 Completion Date
NUMBER Grant [X] Loan [ ] New [X] Continuing [ ]	PRIOR REFERENCE --	FY'80 Oblig. Auth. by PP 1500	Life of Project per App. PP 1980		Final Obligation per PP 1980	Completion Date per PP FY 1982

Date of Last Intensive Evaluation: -- Personnel Intensity: Medium

Purpose

To assist and facilitate greater use of appropriate technology in less-developed countries by establishing institutional mechanism to disseminate information which has been (1) produced in response to specific needs of small farmers and (2) is presented in a custom-tailored format which takes into account the end-user group's ability to understand and utilize such information.

Background & Progress to Date

Demand for dissemination of appropriate technology information to backstop development programs for the rural poor has come from both field workers and R&D sources of technology. This Network supports efforts to increase utilization of proven technologies.

FY 1980 Program

The data-gathering portion of the feasibility study will be completed and at least two pilot national Appropriate Technology Information Centers will begin operations.

Major Impact Countries & Approximate $ Amount

Initially two to four countries -- eventually worldwide

Beneficiaries

Project specifically designed to impact on the rural poor.

Major Outputs

Project will establish (1) the basic components of a Small Farm Appropriate Technology Information Network consisting of a central repository and two-to-four national Appropriate Technology Information Centers and (2) provide a model for directly determining the feasibility of expanding the system into a worldwide network.

A.I.D. Financed Inputs	($ Thousands)
Total cost of contract services	1,500

Technical Office Support (in person months)

FY	DII	IPA	Consult.	RSSA	Total
1978	4				4
1979	7				7
1980	9				9

	Obligations($000)	Expenditures($000)	Unliquidated($000)	Funding Period	Principal Contractors or Agencies & Contract Number
Through September 30, 1977	-	-			
Estimated FY 1978	-	-	XXXXXXXXXXXXXXXXXXXXXX		To be selected
Estimated Through FY 1978	-	-			
Proposed FY 1979	480	480	XXXXXXXXXXXXXXXXXXXXXX	12/78 - 12/79	
Estimated Through FY 1969	480	480			Interim Project Products Available
Proposed FY 1980	1500	Future Yr Obligation	Estimated Total Cost	12/79 - 12/81	(i.e., reports, newsletters, etc.).

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IDENTIFICATION DOCUMENT FACESHEET

TO BE COMPLETED BY ORIGINATING OFFICE

A = ADD
C = CHANGE
D = DELETE

2. DOCUMENT CODE: 1

3. COUNTRY/ENTITY: Development Support Bureau

4. DOCUMENT REVISION NUMBER:

5. PROJECT NUMBER (7 DIGITS):

6. BUREAU/OFFICE
A. SYMBOL: DSB/DIU
B. CODE: 36

7. PROJECT TITLE (MAXIMUM 40 CHARACTERS): Small Farm A.T. Information Network

8. PROPOSED NEXT DOCUMENT
A. 3 — 2 = PRP, 3 = PP
B. DATE: MM 10 YY 79

9. ESTIMATED FY OF AUTHORIZATION/OBLIGATION
a. INITIAL FY 79
b. FINAL FY 80

10. ESTIMATED COSTS ($000 OR EQUIVALENT, $1 = 1980)

FUNDING SOURCE		LIFE OF PROJECT
A. AID APPROPRIATED		
B. OTHER U.S.	1.	1980
	2.	
C. HOST COUNTRY		
D. OTHER DONOR(S)		
TOTAL		1980

11. PROPOSED BUDGET AID APPROPRIATED FUNDS ($000)

A. APPROPRIATION	B. PRIMARY PURPOSE CODE	PRIMARY TECH. CODE C. GRANT	PRIMARY TECH. CODE D. LOAN	E. FIRST FY F. GRANT	E. FIRST FY G. LOAN	LIFE OF PROJECT H. GRANT	LIFE OF PROJECT I. LOAN
(1) FN	290 J	011		480		480	
(2)							
(3)							
(4)							
			TOTAL	1980		1980	

12. SECONDARY TECHNICAL CODES (maximum six codes of three positions each)

013 | 024 | 090 | 070 | 112

13. SPECIAL CONCERNS CODES (MAXIMUM SIX CODES OF FOUR POSITIONS EACH)

BS | DEL | ENV | LAB | TECH

14. SECONDARY PURPOSE CODE: 750 J

15. PROJECT GOAL (MAXIMUM 240 CHARACTERS)

To increase labor efficiency and food production on small farms thereby improving the quality of life in rural areas.

16. PROJECT PURPOSE (MAXIMUM 480 CHARACTERS)

To assist and facilitate greater use of A.T. by establishing an institutional mechanism to disseminate A.T. information which has been (1) produced in response to specific needs of small farmers and (2) is presented in a custom-tailored format which takes into account the end-user groups ability to understand and utilize A.T. information

17. PLANNING RESOURCE REQUIREMENTS (staff/funds)

Contract Staff -- $8

18. ORIGINATING OFFICE CLEARANCE

Signature

Title

Date Signed: MM DD YY

19. DATE DOCUMENT RECEIVED IN AID/W, OR FOR AID/W DOCUMENTS DATE OF DISTRIBUTION: MM DD YY

AID 1330-2 (3-76)

PID

APPROPRIATE TECHNOLOGY INFORMATION NETWORK

SUMMARY

This project will design an Appropriate Technology (A.T.) Information Network to serve the small farmer. The design also will be feasibility tested in two to four countries under the project. The system's foundation will be LDC-located, small farm appropriate technology (A.T.) Information Dissemination Centers. These Centers will be staffed by teams of development administration and management experts, economists, agricultural engineers, technical writers, artists and distribution specialists which will adapt A.T. information into formats appropriate for end-user groups.

These national Centers will be linked to a Central Node (created under contract and initially located in North America or Europe) which will serve as the international repository and A.T. information transfer center. It will respond to requests from the national Information Dissemination Centers within the network.

The Central Node staff will have technical expertise similar to the national Centers and will rely on national Centers, AID's ST/SPT, and other A.T. research and development sources for system inputs.

The first priority of the Central Node will be to gather and tailor A.T. information to its clients' needs. A manual retrieval system will be perfected

prior to designing automated alternatives. Initially, international mails will serve as the conduit for information transfer, but the system will be designed for conversion to electronic facsimile transfer at a future time when such processes are economically and politically feasible.

The project will be developed in two phases. First, a design study will be done ($480,000; FY'79). This will lay the groundwork for a feasibility study involving pilot programs in two to four countries ($1.5 million for two years; FY'80). If expanded into a worldwide network (new project), costs would be shared by DSB (for Central Node and information transfer costs) and Regional Bureaus/ Missions (for national Centers). Total network costs have been estimated at $10-12 million/year.

PURPOSE

This project will establish an institutionalized mechanism to disseminate A.T. information which has been (1) produced in response to specific needs of small farmers and (2) is presented in a custom-tailored format which takes into account the end-user groups' ability to understand and utilize A.T. information.

THE PROBLEM

Design and transfer of appropriate technology is a key issue in development programs aimed at the rural poor. Rural development project experience has created a significant demand for technical information as local development workers attempt to interface with regional, national and international sources of technology.

This field demand has been matched by workers on the research and development side who are aware that the use of appropriate technology could be greatly facilitated through technical information transfer. The United Nations' ILO, independent PVO's and dozens of conferences have produced proposals for developing a network for A.T. information transfer.

Both the need and the mandate for action are clear. DS/DIU has functional responsibility and technical expertise in the area of technical information and has assumed coordination responsibility for the project.

BENEFICIARIES

This project is designed to impact on the rural poor. Appropriate technology projects in the L.A. Bureau alone are projected to benefit hundreds of thousands of small farmers. In the Honduras A.T. project, for example, the targeted program beneficiaries are 120,000 small farm families, who farm less than seven hectares and whose cash incomes average less than $250 per year.

The Small-Farm A.T. Information Network will assist programs benefiting several hundred thousand persons in its pilot phase and has a potential of reaching over a million adoptors when it begins worldwide operations.

REPLICABILITY

A major purpose of the project is to provide a model which can be judged for feasibility for expanding the system into a worldwide information network.

Preliminary analysis indicates that costs will not be prohibitive, and actually can represent savings in eliminating duplicate adaptive research and through reducing under-utilization of proven technologies.

Initial design of the basic components and production systems will allow for later expansion. Evaluation of the national Information Dissemination Centers will focus on questions pertinant to institution transfer.

PROJECT OUTPUT

This project will establish (1) the basic components of a Small Farm A.T. Information Network consisting of a Central Node plus two to four national small farm Information Dissemination Centers and (2) provide a model for directly determing the feasibility of expanding the system into a worldwide network.

The Central Node will be composed of a development administrator, economist, agricultural engineer, technical writer, and artist. This group will contract for supplemental expertise within their specialties as needed.

This corps of professionals will screen and adapt A.T. information from ST/SPT, research and development sources, and from national Information Dissemination Centers into standard user formats. The Central Node will work with ST/SPT and other A.T. groups in this process. The packages will be developed and categorized according to user-groups identified by pre-determined socio-economic and environmental criteria.

Initially, subject matter will be limited to specific small farm technologies designated as "high priority" areas by the Regional Bureaus. These may range from hand tools in some areas to water distribution devices in other locations. Implements for two-wheel tractors, food storage plus wind, water and sunlight exploitation are other examples.

Expansion of the subject portfolio of the network will be guided by local needs, but the network's first priority will be to provide farming systems and agricultural technologies for small farms, including service to the supporting rural cottage industries. Ultimate expansion will move in the direction of providing technical information for general rural development as opposed to supplying manufacturing or industrial information.

The Central Node will respond to requests from the national Information Dissemination Centers, providing them with user-tailored adaptive engineering, operational, promotional or farmer-level prototype information packages. The Central Node will also provide referral service to known-product or know-how sources.

The national Information Dissemination Centers will vary in institutional linkages according to location. Through contracts, letters of agreement and other mechanisms, the Centers will be tied to the strongest A.T. research

and development entity in operation. Each Center will retain enough autonomy, however, to carry out its information service mandate and tap all potential national and international sources of information.

The Centers' professional corps -- development administration and management experts, economists, agricultural engineers, technical writers, artists and distribution specialists -- will provide custom-tailored information to a variety of clients on the user-end of the development process hierarchy. For example, local cottage industries and village blacksmiths would receive the information they need to successfully manufacture and market a proven technology. Separate information packages would be targeted to meet the needs of change agents and small-holding farmers.

The national Centers will have a strong capability in audience analysis/ evaluation and special expertise in distribution and dissemination.

CRITICAL ASSUMPTIONS

a. One assumption critical to the success of this project is that the resources, particularly the human talent (engineers, economist, writers and artists) will be available to carry out the project tasks.

The feasibility study will verify resources availability for the selected pilot countries. If needed, a training component will be added in the case of some countries at later stages of network expansion.

b. The project assumes that appropriate technology from a variety of sources is available but not in use. One assumed source is the past, present and future project outputs of the various offices of the Development Support Bureau. This project will rely on several DSB technical offices for primary inputs. This project will service those offices by providing a permanent mechanism to produce and disseminate interpretive information to targeted end-user groups.

c. The project also assumes a demand exists for information. The frequently-articulated proposals for an appropriate technology information network and the proliferation of private and government appropriate technology organizations, clearing houses, catalogs, etc., offer ample evidence of demand. Internationally-supported research and development efforts such as the IRRI small machine project and functioning industrial appropriate technology information networks such as the IDRC-sponsored "Technonet" demonstrate supply and demand activated programs.

The 1976 VITA study prepared for the AID Appropriate Technology Work Group identified over 100 institutions involved in "high" or "moderate" activity levels in appropriate technology in Latin America. A less comprehensive study of appropriate technology organizations in Africa and Asia revealed six to twelve programs per country (except India which has over 30), most of which began operations in the 70's.

d. A final assumption is that the proposed institutional mechanism can convert the raw product (data, technical descriptions) into consumer-tailored packages. The proposed International Dissemination Center is experimental. Exact institutional parallels do not exist, but similar entities are found in population information work and in the U.N.D.P. - sponsored DSCS (Development Support Communication Service). These groups are based on a user-responsive concept which has been proven effective in the private sector and the proposed Information Dissemination Center is an outgrowth of private sector models.

Alternatives to this system generally fall back on traditional, top-down, non-user-responsive models which are known to have severe limitations. This system will be designed to be demand rather than supply driven. The national Centers will start operations by analyzing its audience and then tailor information to meet its needs, an operational mode similar to that practiced by successful farm magazines.

PROJECT IMPLEMENTATION

The project will be developed according to this schedule:

FY 1978	April -- PID
FY 1979	October -- Project Paper
FY 1979	December -- PIO/T for Design Study
FY 1979	January -- RFP issued
FY 1979	April -- Contract Implementation
FY 1980	December -- PIO/T for Feasibility Study
FY 1980	January -- RFP issued
FY 1980	April -- Contract Implementation

The design study (financed with FY 1979 funds) is an integral part of the project implementation. This activity will provide the data essential for determining the exact functions and consequent structure of the Central Node and the Information Dissemination Centers in the selected pilot countries. The study will also identify contractors with the capability of setting up the Network.

RELATIONSHIP TO REGIONAL BUREAUS

This project is a collaborative one initially between two and ultimately between all of the regional bureaus and DSB. From the very beginning of the design stage, Regional Bureau input is essential and the project cannot be implemented without full and active Regional Bureau cooperation.

We have made a good beginning toward creating a truly collaborative effort. Initial reactions of three of the bureaus to the project have been positive. Regional Bureaus' reactions will be documented when a discussion paper is circulated after the ABS period.

STAFF IMPLICATIONS

This project can be managed with existing staff. Approximately seven man months will be devoted to the project in FY 1979 and nine man months in FY 1980.

BUDGET

The project calls for a design study that will be done in 1979 and financed by DIU FY 1979 funds. Estimated cost is $480,000.

Implementation of the feasibility study and pilot portions of the project will begin in April of 1980 and run for two years. Estimated cost is $1.5 million.

ISSUES

1. Duplication with information science activities.

This project is not a data bank. NTIS is presently being funded by the L.A. Bureau to develop a data bank for appropriate technology information exchange by research and development-level users.

The Small Farm A.T. Information Network links producers of appropriate technology information (often software for non-print media) to end-users -- blacksmiths, machine shops, farmers and others not served by conventional data banks.

2. Hardware vs. Software

Results of information delivery systems have been mixed. Systems which are regarded as less effective have sometimes concentrated on electronic processing, storage and delivery hardware without giving due attention to the information content of the system. This project is devoted to production of appropriate content.

The design study will address hardware questions for the purpose of implementing the system in a way which will be compatible with automated

methods and which will allow easy conversion should that be proven advisable at a future time.

While the Central Node has been referred to as a repository, it will not have a passive information-storage function. The engineers, economists, and technical writers which staff the unit will have an intimate acquaintance with the subject matter and the LDCs environments which they are servicing.

The primary task of this technical team will be to develop methods of processing and dissemination which successfully deliver information and which support the national Information Dissemination Centers.

3. Duplication with other development agencies.

While many groups are involved in appropriate technology information dissemination, none has undertaken a major coordination and information adaptation role on behalf of small farmers. Prospects are good for such developments for small-scale industry, but AID is the most likely Agency to embark on a long-term commitment to meet the needs of the world's rural poor. Leadership by AID is felt to be the fastest way to bring about subsequent collaboration by other international donors.

DS/DIU has established contact with a World Bank group researching designs for an industrial A.T. information network. The principle of heavy screening at input and dissemination ends of the delivering system is common to both the World Bank and AID proposals.

4. Duplication Within AID.

Our preliminary survey indicated support for this project among the various DSB offices which have an interest in appropriate technology.

DIU coordination appears to be acceptable. The proposed DS/ST/SPT A.T. project is complementary to this one. Linkages with AID A.T. field projects, particularly in Latin America are in the planning stage.

The technical offices of three Regional Bureaus have indicated an interest in the project and have agreed to review project development from the earliest stages. The L.A. Bureau has promised active support and has indicated an interest in hosting the first pilot small farm A.T. Information Dissemination Center in a country of Central America.

The international nature of the network places development responsibility with DSB. Ultimately, DSB would have responsibility for only the Central Node of the Network, while Missions, host governments and international donors would support the national International Dissemination Centers.

5. Environmental Impact

A major thrust of appropriate technology development projects focuses on creating an economic and ecological harmony between mechanization and the environment into which technological innovations are introduced. This project will have a positive impact on the world environment through support of appropriate technology goals.

6. Technical Soundness Safeguards

Promotion of unproven or unadapted technologies has resulted in serious development failures. This project employs these safeguards:

a. A within-AID project advisory committee will be made up primarily of technical people.

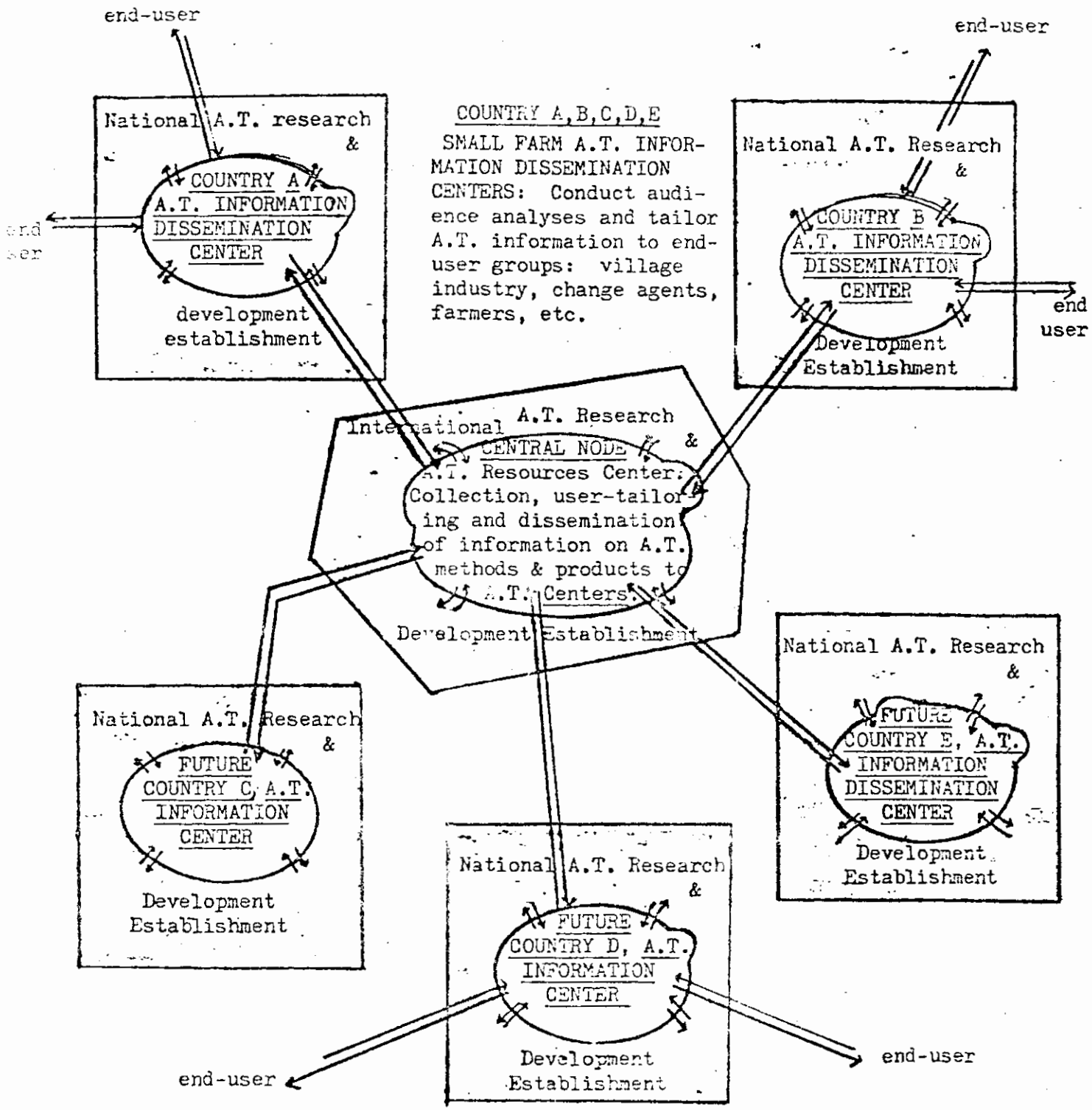
b. The Central Node and national Centers will have technical staffs. Economists and engineers will control system inputs and outputs.

c. The Central Node and national Centers will rely on ST/SPT, other AID technical offices and national research and development sources for controlling network content.

d. The national Centers will be formally linked to a strong research and development institution. Whenever possible, a close physical proximity will be arranged to facilitate technical guidance.

e. The national Centers will have an internal audience research capability to provide them with in-depth understanding of the technical and economic environment of the clients they serve.

APPENDIX A. SMALL FARM APPROPRIATE TECHNOLOGY INFORMATION NETWORK *



* Small Farm A.T. Information Network operates within technical parameters specified by international and national A.T. research and development establishment.