

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D C. 20523

July 3, 1989

## TRANSMITTAL MEMORANDUM

TO: See Distribution

FROM: LAC/PS, Donald Kennedy<sup>DK</sup>SUBJECT: Project Grant No. LAC-0047-G-IC-9008-00 to the  
General Secretariat of the Organization of American  
States for the Foreign Trade Information System (SICE)

Attached is your copy of the Subject Grant under Projects  
597-0047 and 598-0776: the Signed Grant, the Action  
Memorandum, the Authorization Memorandum, the Congressional  
Notification, the O.A.S. Proposal dated January 30, 1989.

PFM/FM/PAFD/PAB: Gloria Uriag  
PFM/FM/PAFD/CMA: Gene Westlake  
LAC/DR: Linda Seville  
LAC/PS: Alex Shapleigh

LAC/DP: RMeehan  
LAC/DP: JFrancis  
LAC/DP: PSellar  
LAC/CA: CCostello  
M/SER/OP: PHowley  
AA/LAC: LWood  
SER/OP/OS/OCC: GSethi  
M/SER/PPE: JKelly  
GC/EPA: JMiller

LAC/CONT: JWesberry  
LAC/DP: WWheeler  
GC/LAC: TGeiger  
DAA/PPC: CLewis  
✓LAC/DR: TBrown  
GC/CMM: GBisson  
ARA/USOAS: OBLee  
GC/CCM: KFries

Draft: DK: 5659Q

**AGENCY FOR INTERNATIONAL DEVELOPMENT**  
WASHINGTON, D.C. 20523

June 27, 1989

Ambassador Robert M. Sayre  
Assistant Secretary for Management  
General Secretariat of the Organization of American States  
17th Street and Constitution Avenue, N.W.  
Washington D. C. 20006

SUBJECT: Project Grant No. LAC-0047-G-IC-9008-00 to the  
General Secretariat of the Organization of American  
States for the Foreign Trade Information System (SICE)

Dear Mr. Assistant Secretary:

1. I have the honor to refer to Dr. Hernan Hurtado's letter request of January 30, 1989 describing a program to support SICE.

2. I am pleased to inform you that, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to the General Secretariat of the Organization of American States (GS/O.A.S.) the sum of Four Hundred Fifty Thousand United States dollars (US\$450,000) to support SICE with interim financing needed to maintain operations and to continue expansion and development towards the goal of achieving self-sufficiency in SICE operations in 1991.

3. The total estimated A.I.D. contribution to the GS/O.A.S. is \$634,000 of which \$450,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the GS/O.A.S. for any costs in excess of the obligated amount. However, subject to the availability of funds and the mutual agreement of the parties to proceed at the time of such availability, A.I.D. may provide up to an additional \$184,000 during the period referred to in paragraph 4 below, in support of the A.I.D. funded portion of the SICE program.

4. This agreement is effective as of the date of this letter and is applicable to commitments made by the GS/O.A.S. in support of the SICE program during the period June 27, 1989 through June 27, 1991. Funds disbursed by A.I.D. but uncommitted by the GS/O.A.S. at the expiration of this period shall be refunded to A.I.D.

5. It is understood that financial records, including documentation to support entries on accounting records and to substantiate changes within this contribution shall be maintained in accordance with the GS/O.A.S. usual accounting practices which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least three years after final disbursement of funds under this contribution. The General Secretariat confirms that the financial records of this program will be an integral part of the financial records of the General Secretariat which are subject to an independent audit by the Board of External Auditors of the O.A.S. and agrees to furnish copies of these audit reports to A.I.D. along with such other related information as may be requested by A.I.D. with respect to questions arising from the audit report.

6. It is understood that the funds given hereunder shall be disbursed as set forth in Paragraph 12 entitled "Payment Provisions - Letter of Credit" of the Standard Provisions for Grants to Public International Organizations, Attachment D.

7. The GS/O.A.S. shall prepare and submit to A.I.D. the required financial and technical reports required in this letter and in the Program Description, Attachment B, and in the Standard Provisions for Grants to Public International Organizations, Attachment D.

8. The parties agree that this contribution and the activities financed therewith, shall be managed by the GS/O.A.S. in accordance with its established policies and procedures. The proposed budgets for this contribution are provided in Attachment C.

9. The authorized source and origin for all commodities and services and nationality of suppliers shall conform to procurement procedures and policies of the GS/O.A.S.

10. If the use of the contribution funds results in the accrual of interest to the GS/O.A.S. or to any other person to whom the GS/O.A.S. makes such funds available in carrying out the purpose of this contribution, the GS/O.A.S. shall refund to A.I.D. any amount of interest earned.

11. This contribution, in whole or in part, may be terminated in accord with the paragraph on "Termination Procedures" in the Standard Provisions for Grants to Public International Organizations, Attachment D.

12. This contribution is made to GS/O.A.S. on the condition that the funds will be administered by the GS/O.A.S. in accordance with the terms and conditions as set forth in this letter, Attachment A (the Schedule), Attachment B (Program Description), Attachment C (Financial Plan and Estimated Budget), and Attachment D (Standard Provisions for Grants to Public International Organizations), all of which have been agreed to by the GS/O.A.S.

13. The A.I.D. technical office responsible for monitoring this agreement is the Private Sector Staff, Bureau for Latin America and the Caribbean, Agency for International Development, Washington, D.C. 20523.

14. Please acknowledge your receipt of and concurrence in this Grant by signing the original and all copies of this letter, retaining one for your files and returning the original and remaining copies to me.

Attachments:

- A. Schedule
- B. Program Description
- C. Financial Plan and Estimated Budget
- D. Standard Provisions For Grants to Public International Organizations

ACCEPTED:

GENERAL SECRETARIAT OF THE  
ORGANIZATION OF AMERICAN STATES

AGENCY FOR INTERNATIONAL DEVELOPME  
THE UNITED STATES OF AMERICA

By:

By: *Nancy K. Ellis*

Typed Name: Robert M. Sayre

Typed Name: Nancy K. Ellis

Title: Assistant Secretary  
for Management

Title: Assistant to the  
Administrator for International  
Trade and Investment Promotion

Date: June 27, 1989

Date: June 27, 1989

FISCAL DATA

Project No : 597-0047  
Allotment No. : 946-65-597-00-69-91  
Obligation No. : 9655402  
Budget Plan Code : LDSA89-35597-KG14  
Obligated Amount this Agreement: \$175,000  
Paying Office: A.I.D./PFM/FM/PAFD

Project No : 598-0776  
Allotment No. : 946-65-598-00-69-91  
Obligation No. : 9655401  
Budget Plan Code : LDSA89-35598-KG12  
Obligated Amount this Agreement: \$275,000  
Paying Office: A.I.D./PFM/FM/PAFD

Total Estimated Cost: \$634,000

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FUNDS RESERVED BY

*Glenn Crang*

POSTED 6/29/89

M/FM/PAFD

## SCHEDULE

A. Purpose of Contribution.

The purpose of this contribution is to provide support to the GS/O.A.S. to maintain trade information operations of the O.A.S. Foreign Trade Information Service during an expansion phase, to continue to expand the range of public and private sector users and subscribers to SICE data and information, and to expand the geographic coverage in the data and information base, as more specifically described in Attachment B (the Program Description) of this agreement.

B. Period of Agreement.

1. The effective date of this agreement is June 27, 1989. The expiration date of this agreement is June 27, 1991.

2. Funds obligated hereunder are available for program expenditures for the estimated period from June 27, 1989 to June 27, 1991 as shown in the Financial Plan and Estimated Budget, Attachment C.

C. Amount of Contribution and Payment.

1. The total estimated amount of this contribution for the period shown in B.1 above is \$634,000.

2. A.I.D. hereby obligates the amount of \$450,000 for program expenditures during the period set forth in B.2. above and as shown in the Financial Plan and Estimated Budget, Attachment C.

3. Payment shall be made to the GS/O.A.S. in accordance with procedures set forth in Attachment C (Financial Plan and Estimated Budget) and Attachment D (the Standard Provisions).

4. Additional funds up to the total amount of the contribution shown in C.1. above may be obligated by A.I.D. subject to the availability of funds, the mutual agreement of the parties to proceed, and the requirements of the Standard Provisions for Grants to Public International Organizations entitled "Revision of Grant Budget."

D. Contribution Budget.

The Financial Plan and Estimated Budget is given as Attachment C.

E. Reporting and Evaluation.

Reporting and evaluation requirements are given in Attachment B, Program Description.

PROGRAM DESCRIPTION

ORGANIZATION OF AMERICAN STATES  
FOREIGN TRADE INFORMATION SERVICE

A. Purpose:

The purpose of this contribution is to assist the GS/O.A.S. whose headquarters is in Washington D.C., to maintain trade information operations of the GS/O.A.S. Foreign Trade Information Service (SICE) during an expansion phase, to continue to expand the range of public and private sector users and subscribers to SICE data and information, and to expand the geographic coverage in the data and information base.

B. Background:

In 1983, in response to the needs of member states for vital trade information, the General Secretariat of the Organization of American States established a Foreign Trade Information Service, (SICE), in the Secretariat for Economic and Social Affairs.

SICE provides foreign trade information to the public and private sectors of GS/O.A.S. member states to facilitate the entry of the region's products into foreign markets. It also periodically evaluates the information needs of the export sectors of these countries with the objective of improving the quality and quantity of the available information.

SICE currently operates a computerized trade information system covering the U.S. market sector. The system provides on-line access to extensive trade-oriented databases stored on a mid-range IBM VM/CMS computer system. Data retrieval is accomplished using the IBM "STAIRS" text retrieval package as well as other programs designed specifically for SICE.

Information is available in two ways, on-line and deferred.

1. The information on the U.S. market that the user can retrieve on-line covers the following:

1. Tariff Schedule of the United States
2. U.S. Import Statistics
3. Directory of Importers
4. Directory of Exporters
5. Maritime Bills of Lading, of Imports and Exports
6. U.S. Markets Primary Wholesale Selling Prices  
(Prices of: cotton, grain, poultry, dairy products, meat, hides and skins, tobacco, fruits, vegetables, flowers, honey, fish, seafood, spices.)
7. Code of Federal Regulations
8. Federal Register-Daily Update
9. Listing of Commercial Opportunities on Supply and Demand of Products and Services
10. Special Consultations

2. Information on the U.S. market that can be obtained on a deferred basis is as follows:

1. Status of Textile Import Quotas
2. Status of Bills and Resolutions before the U.S. Congress pertaining to foreign trade (Daily update)
3. Wholesale prices of metals, wool, chemical and relate materials, and wood products in the U.S. market
4. Schedule of Fairs and Exhibitions

The system can be accessed by IBM PC compatible micro-computers, through international telecommunication networks or dial-up facilities wherever feasible. With this arrangement, users have the option of displaying, printing or storing retrieved information locally.

Currently, SICE's information is supplied by various agencies in the public and private sectors in the U.S. By consolidating this information, the SICE system permits a wide range of queries in a single session on many different aspects of trade information.

The SICE system was developed as the result of a cooperative agreement signed in November 1986 by IBM, the Pan American Development Foundation and the General Secretariat of the Organization of American States. Under the terms of this agreement, IBM provided one and a half million dollars in hardware, software and technical support while the GS/O.A.S. contributed around one and a half million dollars in database acquisition, system analysis and programming, hardware telecommunication equipment, installation, and other items. After extensive development and testing, the initial implementation of the system was completed in August of 1988. Since then, with only a limited marketing effort, SICE now has paid subscribers in Chile, Colombia, Costa Rica, Mexico, Peru, the U.S., and Venezuela. Each of these subscribers has paid a five hundred dollar annual fee plus a deposit of three thousand dollars against future use. System access charges are assessed at forty dollars per hour while access to the Bills of Lading is charged at a rate of eight or twelve cents per record, depending on the type of customer. Additionally, each company advertising an offer or demand pays 35 dollars per ad/week.

In order to fully meet its objectives, the GS/O.A.S. has identified a clear need to expand SICE services to more of the O.A.S. member states and particularly to the smaller users in all of the countries.

If the SICE system is to truly assist the O.A.S. member states in expanding trade as a means of relieving the tremendous debt burden in many of the countries, increasing employment and improving overall social welfare, access must be made available to all of the member states, regardless of the size of the institution.

The original project proposal for the SICE system contemplated a more gradual start-up of the operation with adequate financing to carry the operation to the point where it would become self-financing, and to expand services to all of the member states. Although the initial system was completed without benefit of these funds, operation of the system through the expansion phase will not be possible without additional financial support.

In addition to the geographic expansion of services, the GS/O.A.S. from the inception has considered it vital to expand the scope of information provided to include information on Latin America and the Caribbean as well as Europe, Canada and the Far East. An expanded SICE system would not only serve to provide exporters in the GS/O.A.S. member states with information on markets in Japan, the EC, etc., but also to provide importers elsewhere with information on sources of supply within the participating countries. Requirements include additional hardware, telecommunications facilities, development and/or acquisition of new software, data gathering procedures, marketing, operational and administrative resources. Plans, however, provide for a gradual phasing in of new services over a period of years based on reasonable estimates of what can be accomplished within a fixed timeframe while still maintaining basic services to present and near term subscribers.

C. Specific Program Activities:

1. Marketing and Operating the Existing SICE System (year 1989)

- a. Marketing and operations
- b. Additional on line databases
  - U.S. Exports Statistics
  - Status of Textile Import Quotas
  - Status of Bills and Resolutions before the U.S. Congress
  - Bulletins and Schedules of Fairs and Exhibitions
  - Notices of the Federal Register (Daily Update)
- c. - Enhancement of the actual data bases

2. Expanding SICE System to Include Information on Latin America & the Caribbean

- a. Short term (one to two years)  
Development of the following databases
  - Import and Export Statistics
  - Import and Export Regulations
- b. Long term (two to five years)  
Long term expansion will incorporate existing databases in other member states including:
  - Tariff Schedules
  - Import and Export Directories
  - Bills of Lading
- c. Revenues and Expenses (attached)

3. Expanding SICE System to Other Areas. (Far East, EC, etc.)

- a. Short Term.

Preliminary discussions have been held with authorities of the European Community to explore the possibility of incorporating EC Trade Information into the SICE databases. As a result of these talks, the Government of Spain has offered to act as an intermediary between the EC and the GS/O.A.S. to advance a proposal for the development, implementation and operation of a substantially expanded SICE system. The expanded system will be designed to provide both the GS/O.A.S. member states and members of the EC with comprehensive trade information covering a vast area of markets and resources.

A proposal has also been submitted to representatives of the Government of Japan to establish a similar system for the Far East.

b. Long Term.

Long term efforts involve the actual development and implementation of the expanded SICE system in accordance with the EC and Japanese proposals.

D. Reporting, Program Management and Evaluation:

Reports: SICE will submit the following reports to the Agency for International Development; Bureau for Latin America and the Caribbean; Private Sector Officer, LAC/PS, Room 2251 NS; Washington D.C., 20523: (1) An annual plan of operations; (2) a quarterly Program Status report covering implementation progress to date and projecting activities for the next quarter. The format will be proposed by SICE and approved by A.I.D.'s Private Sector Officer. Annual and quarterly reports prepared by SICE for internal GS/O.A.S. management and review will generally be deemed acceptable for meeting this reporting requirement to A.I.D. (3) A semi-annual Financial Status report following the budget categories outlined in this agreement. (4) An end-of-project Financial Report upon completion of all disbursements financed by A.I.D.

Program Management: This program will be managed by SICE who will maintain liason with the A.I.D. Bureau for Latin America and the Caribbean, Private Sector Officer.

Evaluations: A.I.D. and SICE will jointly evaluate the SICE program near the end of the first year of this agreement. The evaluation will focus on progress toward self sufficiency; expanding the SICE services to more of the member states; expanding the scope of information provided to include information on Latin America and the Caribbean as well as Europe, Canada and the Far East; use of first year funds; and other topics that may be mutually agreed upon. A.I.D. and SICE will jointly evaluate the SICE program near the end of the two-year agreement in terms of accomplishing the purpose of the agreement. The evaluation criteria will be mutually agreed upon by A.I.D. and GS/O.A.S. Independent consultancy costs of the evaluation, if any, will be borne by A.I.D.

FINANCIAL PLAN AND ESTIMATED BUDGET

Payment Provisions

Payments to be made under this Agreement shall be made by Treasury Financial Communication System (TFCS) Letter of Credit. A.I.D. Office of Financial Management has provided instructions to GS/O.A.S. for procedures for drawing of funds and reporting requirements.

Financial Plan and Budget

Following is the Financial Plan and Budget. Expenditures will be made in U.S. Dollars.

Revisions to this budget shall be made in accordance with Mandatory Standard Provision 3 entitled "Revision of Grant Budget".

FINANCIAL PLAN  
1989- 1991  
(US\$000)

	Year 1 6/89 to 6/90	Year 2 6/90 to 6/91	Total
A.I.D	450	184*	634
<u>Other Donor and Sources</u>			
GS/O.A.S.**	230.5	242.2	472.7
Subscribers	145.4	446.7	592.1
Total	825.9	872.9	1698.8

\*Subject to the availability of funds to A.I.D. for this purpose and the mutual agreement of the parties to proceed at the time of such availability.

\*\*Does not include GS/O.A.S. direct support in kind such as office space, utilities, legal and administrative services, etc. All GS/O.A.S. contributions for 1990-1991 are subject to approval of budgetary appropriations by the O.A.S. competent bodies and the availability of funds.

ESTIMATED BUDGET  
(US\$ 000)

Year One  
June 1989 - June 1990

<u>OPERATIONAL EXPENSES</u>	<u>A.I.D.</u>	<u>Others</u>	<u>Total</u>
Maintenance of Equipment and Software	55.2	5.0	60.2
Purchase of Equipment	52.3	0	52.3
Network and Satellite Connections	28.0	5.0	33.0
Phone Lines	6.4	0	6.4
Travel	27.0	13.0	40.0
Purchase of Database Tapes	54.5	5.0	59.5
Computer Access to External Databases	20.5	4.0	24.5
Purchase of Publications and Subscriptions	5.0	2.0	7.0
Miscellaneous Expenses	6.6	5.0	11.6
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TOTAL OPERATIONAL EXPENSES	255.5	39.0	294.5
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<u>STAFF EXPENSES</u>	<u>Number</u>	<u>A.I.D.</u>	<u>Others</u>	<u>Total</u>
Chief of the Foreign Trade Information Service	1	0	68.5	68.5
Section Chiefs (Trade Info. and System Analyst)	2	0	121.1	121.1
Market Research Assistant (P2)	1	42.9	0	42.9
Programmer (P2)	1	0	42.9	42.9
Analyst	1	60.0	0	60.0
System Programmer (P4)	0.5	0	30.3	30.3
Computer Operators (P1)	2	0	74.1	74.1
Data Entry Operators (G7)	2	61.1	0	61.1
Secretary (G7)	1	30.5	0	30.5
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TOTAL STAFF	11.5	194.5	336.9	531.4
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TOTAL BUDGET 825.9

Detailed explanations of the Operational Expenses and Staff Expenses are given as an Enclosure to the Estimated Budget.

Enclosure to Financial Plan and Budget

Operational Expenses

Maintenance of Equipment and Software

Covers the cost of service contracts with IBM for the maintenance of the mainframe, disk drives and other peripheral equipment. Also covers the maintenance of accounting software.

Purchase of Equipment

For the purchase of new disk drives to handle increased storage requirements.

Network and Satellite Connections

Covers the central site costs of the linkage to international and domestic telecommunication services through which users can access the system. To that effect, contract services have been established with TELENET and C & P Telephone Co.

Phone Lines

Provides for dedicated telecommunication facilities to satellite services of the U.S. Department of Agriculture and the Knight Ridder Publications mainframe in New Jersey.

Travel

For the purpose of promoting the system and to train the future users, travel to the GS/O.A.S. member states by SICE's Staff is required.

Purchase of Database Tapes

To maintain the databases on a up-to-date basis, tapes are purchased from the following sources:

- U.S. Customs Service
- Census Bureau/U.S. Department of Commerce
- Code of Federal Regulations/Archives
- Knight Ridder Publications

Computer Access to External Databases

- Knight Ridder Publications (Bills of Lading)
- U.S. Department of Agriculture (Prices)
- Legislate (Federal Register-Daily Update and Status of Bills before the U.S. Congress)
- U.S. International Trade Administration (Textile Import Quotas)

Purchase of Publications and Subscriptions

For various publications on prices of metals, wool, chemicals and related materials, wood products, reference books, etc.

Miscellaneous Expenses

Purchase of computer paper, diskettes, printing of promotional material, blank tapes, etc.

Enclosure to Financial Plan and Budget

Staff Expenses

Chief of the Foreign Trade Information Service

Plans, coordinates, organizes and controls all Trade Information Service activities. Maintains external relationships with users of the Service and information sources, including officials of member governments, chambers of commerce, institutional users and commercial organizations.

Supervises and participates in the preparation of studies, and provides technical assistance to the member states on matters involving trade information.

Analyzes and defines trade information system requirements and designs information systems in accordance with identified needs.

Section Chief, Trade Information

Advises the public and private sector of the member states on the use of the trade information system for the development of exports.

Supervises and controls the flow of information to the trade information system. Schedules processing tasks and verifies that the work has been properly completed. Maintains users records and access controls, utilization records, and all other files relating to the use of the system.

Section Chief, System Analyst

Designs and develops system and programs in support of the Trade Information Service in accordance with the systems development and documentation standards of the Organization. Supervises the work of programmers assigned to the project.

Monitors systems performance and operations to insure reliable and efficient operations.

Market Research Assistant

Study and analyze trade information needs of the prescribed users of the Service, and develop plans and recommendations for improvements and enhancements.

Prepare studies and reports on import/export markets and related matters, and provide special reporting services. Assist whenever necessary with systems operations.

Train authorized users in the use of the system, and maintain a user liaison to assist whenever necessary.

Programmer

Develop, test and implement new programs and procedures and/or modify those already in operation in accordance with written specifications. Assists the Systems Analyst in developing systems specifications and program specifications, and in other technical activities as required.

Analyst

Designs and develops systems and programs in support of the SICE system. Monitors system performance and operations.

System Programmer (Part time contract)

Maintains the operating system, utilities, and libraries. Monitors operating system performance. Defines systems and back-up procedures to insure data security. Assists in the installation of computer equipment and telecommunications lines and hardware. Reviews and develops resource needs and recommends changes or improvements.

Computer Operator (2)

Operates the computer in accordance with defined schedules and procedures.

Data Entry Operators (2)

Enter data into the database and/or delete or modify database information as required using CRT's and/or micro-computers. Enter user data entry access authorizations and/or other operational controls into the system. Assist in general clerical duties concerning the operation of the system.

Secretary

Provides secretarial and administrative support to the Chief and SICE staff.

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STANDARD PROVISIONS FOR  
GRANTS TO PUBLIC INTERNATIONAL ORGANIZATIONS

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|--|---|
| <ol style="list-style-type: none"> <li>1. Allowable Costs</li> <li>2. Refunds</li> <li>3. Revision of Grant Budget</li> <li>4. Termination Procedures</li> <li>5. Disputes</li> <li>6. U.S. Officials Not to Benefit</li> <li>7. Nonliability</li> <li>8. Amendment</li> <li>9. Notices</li> </ol> | <ol style="list-style-type: none"> <li>10. Publications</li> <li>11. Audit and Records</li> </ol> |
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1. ALLOWABLE COSTS (JULY 1988)

(a) The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are reasonable, allocable, and allowable.

(1) Reasonable shall mean those costs that do not exceed those which would be incurred by an ordinarily prudent person in the conduct of normal business.

(2) Allocable shall mean those costs which are necessary to the grant.

(3) Allowable shall mean those costs which are reasonable and allocable, and which conform to any limitations set forth in this grant.

(b) Prior to incurring a questionable or unique cost, the grantee is encouraged to obtain the grant officer's written determination as to whether the cost will be allowable.

2. REFUNDS (JULY 1988)

(a) The grantee is encouraged to utilize interest bearing accounts where feasible and shall remit to A.I.D. all interest earned on funds provided by A.I.D.

(b) Funds obligated by A.I.D. but not disbursed to the grantee at the time the grant expires or is terminated shall revert to A.I.D., except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the grantee at the time of expiration or termination of the grant shall be refunded to A.I.D. except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant.

(c) If, at any time during the life of the grant, or as a result of final audit, it is determined that A.I.D. funds provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to A.I.D.

3. REVISION OF GRANT BUDGET (JULY 1988)

(a) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process.

(b) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for any of the following reasons:

(1) To change the scope or the objectives of the project and/or revise the funding allocated among project objectives.

(2) Additional funding is needed.

(3) The grantee expects the amount of A.I.D. authorized funds to exceed its needs by more than \$5,000 or five percent of the A.I.D. award, whichever is greater.

(c) Except as required by other provisions of this grant specifically stated to be an exception from this provision, the Government shall not be obligated to reimburse the grantee for costs incurred in excess of the total amount obligated under the grant. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination Procedures" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the grant officer has notified the grantee in writing that such obligated amount has been increased and has specified the new grant total amount.

4. TERMINATION PROCEDURES (JULY 1988)

This agreement may be terminated, in whole or in part, by either party at any time upon 30 days written notice of termination. Upon receipt of and in accordance with a termination notice from the grant officer, the grantee shall take immediate action to cease all expenditures financed by this grant and to cancel all unliquidated obligations if possible. Further, upon receipt of notice of termination, the grantee shall not enter into any further obligations under this grant. Except as provided below, no further reimbursement shall be made after the effective date of termination. The grantee shall within 30 days of the effective date of termination repay to the Government all unexpended A.I.D. funds which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the grantee prior to the effective date of termination be insufficient to cover the grantee's obligations in a legally binding transaction, the grantee may submit to the Government within 90 days after the effective date of termination a written claim for such amount. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the "Allowable Costs" provision of this grant.

5. DISPUTES (JULY 1988)

(a) Any dispute under this grant shall be decided by the A.I.D. grant officer. The grant officer shall furnish the grantee a written copy of the decision.

(b) Decisions of the A.I.D. grant officer shall be final unless, within 30 days of receipt of the decision of the grant officer, the grantee appeals the decision to the Administrator of A.I.D. Any appeal made under this provision shall be in writing and addressed to the Administrator, Agency for International Development, Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the grant officer.

(c) In connection with any appeal proceeding under this provision, the grantee shall be given an opportunity to be heard and to offer evidence in support of its appeal.

(d) A decision under this provision by the Administrator or an authorized representative shall be the final decision of A.I.D.

(e) Nothing contained in these Standard Provisions for Grants to Public International Organizations constitutes a waiver of privileges and immunities enjoyed by GS/O.A.S. under the laws of the United States.

6. U.S OFFICIALS NOT TO BENEFIT (JULY 1988)

No member of or delegate to the U.S. Congress or resident U.S. Commissioner shall be admitted to any share or part of this grant or to any benefit that may arise therefrom.

7. NONLIABILITY (JULY 1988)

A.I.D. does not assume liability for any third party claims for damages arising out of this grant.

8. AMENDMENT (JULY 1988)

The grant may be amended upon mutual consent of the parties by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee.

9. NOTICES (JULY 1988)

Any notice given by A.I.D. or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows:

To the A.I.D. grant officer, at the address specified in the grant.

To grantee, at grantee's address shown in the grant or to such other address designated within the grant.

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

10. PUBLICATIONS (JULY 1988)

(This provision is applicable when publications are financed under the grant.)

(a) If it is the grantee's intention to identify A.I.D.'s contribution to any publication resulting from this grant, the grantee shall consult with A.I.D. on the nature of the acknowledgement prior to publication.

(b) The grantee shall provide the A.I.D. project officer with one copy of all published works developed under this grant and with lists of other written work produced under the grant.

(c) Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but A.I.D. reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for U.S. Government purposes.

11. AUDIT AND RECORDS (STANDARD) (JULY 1988)

(This provision is applicable when A.I.D. is not the sole contributor to the grant program.)

The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee confirms that this program will be subject to an independent audit in accordance with the Grantee's usual auditing procedure, and agree to furnish copies of these audit reports to A.I.D. along with such other related information as may be requested by A.I.D. with respect to questions arising from the audit report.

12. PAYMENT (LETTER OF CREDIT) (JULY 1988)

(This provision is applicable when a Letter of Credit is requested by the grantee and approved by A.I.D.'s Office of Financial Management.)

(a) Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by the A.I.D. Office of Financial Management, Program Accounting and Finance Division (M/FM/PAFD).

(b) As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/PAFD constitute the payment conditions of this grant superseding and taking precedence over any other clause of this grant concerning payment.

(c) If the LOC is revoked, payment may be made on a cost-reimbursement basis, in accordance with paragraph (e) of this clause.

(d) Revocation of the LOC is at the discretion of M/FM/PAFD after consultation with the grant officer. Notification to the recipient of revocation must be in writing and must specify the reasons for such action. The recipient may appeal any such revocation to the grant officer, in accordance with the Disputes clause of this grant. Pending final decision, payments under the contract will be in accordance with paragraph (e) of this clause

(e) If the LOC is revoked, the grantee shall submit to the A.I.D. Controller an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal" and SF 1034A, Continuation of SF 1034, normally once a month, but in any event no less than quarterly. Each voucher shall be identified by the grant number and shall state the total costs for which reimbursement is being requested.

**AGENCY FOR INTERNATIONAL DEVELOPMENT  
ACTIVITY DATA SHEET**

CP 81 65 (4 85)

**PROGRAM:**

<b>Organization of American States (OAS) FOREIGN TRADE INFORMATION SERVICE SYSTEM (SICE)</b>		<b>FUNDING SOURCE: Private Sector, Environment and Energy</b>
NUMBER: 598-0776 597-1077	NEW <input checked="" type="checkbox"/>	PRIOR REFERENCE: NONE
GRANT <input checked="" type="checkbox"/>	LOAN <input type="checkbox"/>	CONTINUING <input type="checkbox"/>

UNFINANCED OBLIGATION (in thousands of dollars) FY 89	450	LIFE OF PROJECT (AID) 634
INITIAL OBLIGATION FY 89	ESTIMATED FINAL OBLIGATION FY 90	ESTIMATED COMPLETION DATE OF PROJECT FY 90

**Purpose:** To provide specific program assistance to the Organization of American States (O.A.S.). These funds will be used to support the trade information data base of the O.A.S., i.e. the Trade Information Service (SICE). The proposed program will make a key contribution to export and investment promotion activities throughout Latin America and the Caribbean by providing a wide range of trade data to both public and private sector organizations. The proposed funding will only be used for SICE, and will not be used as a contribution to the general operating funds of the OAS.

**Background:** In 1983 the SICE system was developed through a partnership agreement with IBM, the Pan American Development Foundation, and the General Secretariat of the Organization of American States.

SICE provides foreign trade information to the public and private sectors of O.A.S. member states to facilitate the entry of the region's products into foreign markets. It also periodically evaluates the information needs of the export sectors of these countries with the objective of improving the quality and quantity of the available information.

SICE currently operates a computerized trade information system covering the U.S. market sector which provides on-line access to extensive trade-oriented data bases stored on a computer system. Data retrieval is accomplished using the IBM "STAIRS" text retrieval package as well as other programs designed specifically for SICE.

After extensive development and testing, the initial implementation of the system was completed in August 1988. Since then, with only a limited marketing effort, SICE now has paid subscribers in Chile, Colombia, Costa Rica, Mexico, Peru, the U.S., and Venezuela. In order to fully meet its objectives, access must be made available to all interested institutions and firms in the member states. In addition to the geographic expansion of services, the O.A.S. considers it vital to expand the scope of information provided to include information on Latin America and the Caribbean as well as Europe, Canada and the Far East.

**Relationship of Project to A.I.D. Regional Strategy:** SICE has already demonstrated its capability to provide timely and vital

information to promote trade and investment in the Latin America hemisphere. This project is consistent with A.I.D.'s regional strategy to promote export-led growth throughout Latin America and the Caribbean, and particularly in terms of the Caribbean Basin Initiative. The SICE will complement the A.I.D. funded investment and export promotion programs currently operating in the CBI countries.

**Other Donors:** The O.A.S. has provided SICE with about \$1.5 million dollars in data base acquisition, systems analysis and programming, hardware telecommunications equipment. In addition in-kind support has been provided such as office space, utilities, shared administrative support, and legal services. International Business Machines (IBM) provided about \$1.5 million in hardware, software, and technical support.

**Beneficiaries:** The principal beneficiaries are firms and individuals engaged in trade in the U.S., Latin America and the Caribbean. The expanded trade provides both needed foreign exchange and results in increased employment and income from expanded private sector activities in the participating countries.

The World Bank and the UNCTAD data bases cover more countries, but have little information on domestic rules and regulations which SICE has immediate access to. With the continuation of the system and its eventual expansion, SICE will provide significantly greater benefits for reciprocal trade.

<b>Major Outputs:</b>	<b>All Years</b>
Data bases/trade information	X
U.S. Tariff Schedules	X
U.S. Import Statistics	X
Directory of Imports/Exporters	X
Bills of Lading	X
Status of Textile Import Quotas	X
Schedules of Fairs and Exhibitions	X
Special Consultations	X

<b>A.I.D. Financed Inputs:</b>	<b>Life-of-Project</b>
	(\$ 000)
Technical Assistance	\$ 340
Commodities/Equipment	244
Contingency/Evaluation	50

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D C. 20523

June 27, 1989

ACTION MEMORANDUM FOR THE ASSISTANT TO THE ADMINISTRATOR, ITIP

FROM: LAC/PS, Aaron S. Williams 

SUBJECT: Project Authorization and Grant Agreement Execution,  
General Secretariat of the  
Organization of American States (O.A.S.)  
Foreign Trade Information Service (SICE)  
Grant No. LAC-0047-G-IC-9008-00

ACTION REQUESTED:

Your approval is requested (1) to authorize the O.A.S. Foreign Trade Information Service project 597-0047 and 598-0776 involving a planned obligation of not to exceed \$634,000 in grant funds over a two-year period from Section 106 PSEE Account, and (2) to execute a Project Grant Agreement with the General Secretariat of the Organization of American States, Foreign Trade Information Service, for \$450,000 for FY 89.

DISCUSSION:

A/ITIP Action Concerning a Proposed Grant to GS/O.A.S./SICE. In separate correspondence, the Administrator delegated to you "all the authorities of an Assistant Administrator to authorize, negotiate and implement the SICE project." GC interprets the delegation to include authority to sign the grant agreement. Therefore, I refer the Project Authorization and Project Grant Agreement to you for decision.

Funding The Proposed Grant. The LOP funding is \$634,000. In FY 89, \$450,000 in PSEE funds will be obligated as follows: \$175,000 under project 597-0047 and \$275,000 under 598-0776. To meet this funding requirement we shifted \$275,000 from the LAC Regional Private Sector Initiatives project (598-0619) and \$175,000 from the CA Regional Social Indicators and Data Collection (597-0045). We would intend to cover the \$184,000 FY 1990 funding requirement from funds requested for the LAC Regional Private Sector Initiatives project.

Purpose. The Purpose of this Project is to assist the O.A.S. to maintain trade information operations of the O.A.S. Foreign Trade Information Service during a critical transition phase, to continue to expand the range of public and private sector users and subscribers to SICE data and information, and to expand the geographic coverage in the data and information base.

Background. In late November 1988, the LAC Bureau was asked to investigate the possibility of assisting the Organization of American States to continue its Foreign Trade Information Service which has developed a new and valuable computerized trade information service.

Our review of the SICE system indicates and verifies that if funding from sources other than internal O.A.S. funds did not become available quickly, the project would have to be shut down. Abandonment of this trade information project would have serious implications from the standpoint of O.A.S. responsibilities to the paid subscribers presently using the system. Equally important, continued SICE service will enable new public and private sector users to access important trade and investment information.

On December 14, 1988, the Bureau for Latin America and the Caribbean received a proposal from the O.A.S. whose headquarters are in Washington D.C. In its reply dated December 30, 1988, LAC/PS wrote to Mr. Hernan Hurtado Prem, Executive Secretary of the O.A.S., that we were prepared to support the information service based on the excellent work which has been done to date by the O.A.S. staff in developing the system and its obvious utility for assisting the private sector in Latin America and the Caribbean to increase regional exports. The letter went on to say that we were prepared to help cover some of the system's expenses until it can become self supporting.

Based on the timing of the submission of the O.A.S. proposal, authorization constitutes LAC PID-level and PP-level approval.

Description of SICE. In 1983, in response to the needs of member states for vital trade information, the General Secretariat of the Organization of American States established a Foreign Trade Information Service in the Economic Department of the Secretariat for Economic and Social Affairs.

SICE provides foreign trade information to the public and private sectors of O.A.S. member states to facilitate the entry of the region's products into foreign markets. It also periodically evaluates the information needs of the export sectors of these countries with the objective of improving the quality and quantity of the available information.

SICE currently operates a computerized trade information system covering the U.S. market sector. The system provides on-line access to extensive trade-oriented databases stored on a mid-range IBM VM/CMS computer system. Data retrieval is accomplished using the IBM "STAIRS" text-retrieval package as well as other programs designed specifically for SICE. The system can be accessed by IBM PC compatible microcomputers, through international telecommunication networks or dial-up facilities wherever feasible.

Currently, SICE's information is supplied by various organizations in the public and private sectors in the U.S. By consolidating this information, the SICE system permits a wide range of queries in a single session on many different aspects of trade information.

The SICE system was developed as the result of a cooperative agreement signed in November 1986 by IBM, the Pan American Development Foundation, and the O.A.S. Under the terms of this agreement, IBM provided one and a half million dollars in hardware, software and technical support, while the O.A.S. contributed around one and a half million dollars in database acquisition, system analysis and programming, hardware telecommunication equipment, installation, and other items.

After extensive development and testing, the initial implementation of the system was completed in August of 1988. Since then, with only a limited marketing effort, SICE now has paid subscribers in Chile, Colombia, Costa Rica, Mexico, Peru, the U.S., and Venezuela. Each subscriber pays a five hundred dollar annual fee plus a deposit of three thousand dollars against future use. System access charges are assessed at forty dollars per hour while access to the Bills of Lading is charged at a rate of eight or twelve cents per record, depending on the type of customer. Additionally, each company advertising an offer or demand pays \$35.00 per ad/week.

In order to meet its objectives, the O.A.S. has identified the need to continue to offer SICE services to more subscribers and to expand the scope of information so that the operation can become self sufficient. It is presently envisioned that SICE can reach self sufficiency in two years time with a minimum of 200 subscribers. A.I.D. assistance is needed over the next two critical transition years.

Congressional Notification. The Congressional Notification to Congress expired without issue on March 30, 1989.

Audit. Concerning A.I.D. Handbook 13, Chapter 5G2a, we are satisfied that the O.A.S. has effective and responsible audit procedures based on our review of the annual report of the O.A.S. Board of External Auditors dated June 24, 1988, which in turn is based principally on the independent audit performed by Arthur Young & Company. The Chairman of this Board is an official of the United States General Accounting Office and we understand that GAO auditors reviewed in detail the audit working papers and report prepared by Arthur Young & Company.

Other Considerations. None of the Grant funds will be used for augmentation of the O.A.S. operating budget, nor for activities for which the U.S. is making a voluntary contribution under Chapter 3 of the Foreign Assistance Act.

RECOMMENDATIONS:

(1) That you authorize O.A.S. Foreign Trade Information Service project 597-0047 and 598-0776 by signing the attached Project Authorization.

(2) That you sign the attached Project Grant Agreement with the General Secretariat of the Organization of American States.

ATTACHMENTS:

1. O.A.S./SICE Project Authorization
2. Project Grant Agreement
3. Copy of O.A.S. Proposal
4. Copy of the Congressional Notification

Clearances:

LAC/DP:JFrancis (draft)  
LAC/DP:PSellar (draft)  
LAC/CA:CCostello (draft)  
M/SER/OP:PHowley (info)  
AA/LAC:LWood (info)  
SER/OP/OS/OCC:GSethi (info)  
ARA/USOAS:OBLee (draft)

LAC/DP:WWheeler (draft)  
GC/LAC:TGeiger (draft)  
DAA/PPC:CLewis (info)  
LAC/DR:TBrown (draft)  
GC/CMM:GBisson (draft)  
LAC/DP:RMeehan (draft)

GC/EPA:JMiller (Phone 5/23/89 Re Action Memo Para on delegation to Nancy Ellis to sign the Grant Agreement).

M/SER/PPE:JKelly (Phone 5/24/89 Re deviation in Standard Provisions paragraph 5 on Disputes).

GC/CCM:KFries (Phone 5/24/89 Re deviation in Standard Provisions paragraph 5 on Disputes).

LAC/CONT:JWesberry on O.A.S. Audit Procedures in his memorandum June 1, 1989 on file in LAC/PS.

Draft:JSchill:7-9104:3/31/89:5562Q

Redrafts:DK:4/18/89, 4/25/89, 5/2/89, 5/15/89, 5/23/89, 5/24/89, 5/26/89, 6/2/89.

PROJECT AUTHORIZATION

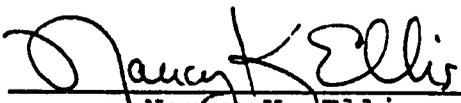
Name of Country :LAC Regional and CA Regional  
Name of Project :Organization of American States  
Foreign Trade Information Service  
(SICE)  
Numbers of Project :597-0047 and 598-0776

1. Pursuant to Section 106 of the Foreign Assistance Act of 1961, as amended, I hereby authorize the O.A.S. Foreign Trade Information Service project for LAC and CA Regional involving the planned obligation of not to exceed \$634,000 in grant funds over a two-year period from the date of authorization, subject to the availability of funds in accordance with A.I.D. OYB allotment process, to help in financing foreign exchange and local currency costs for the project. The planned life of the project is two years from the date of initial obligation.

2. The project consists of assistance to the General Secretariat of the O.A.S., whose headquarters are in Washington, D.C., to maintain trade information operations of the O.A.S. Foreign Trade Information Service during a critical transition phase, to continue to expand the range of public and private sector users and subscribers to SICE data and information, and to expand the geographic coverage in the data and information base.

3. The Grant Agreement, which may be negotiated and executed by the officer to whom such authority is delegated in accordance with A.I.D. regulations and Delegations of Authority, shall be subject such terms and conditions as A.I.D. may deem appropriate.

4. Since A.I.D. is not the sole contributor, procurement procedures and policies are those of the O.A.S., per A.I.D. Handbook 13, Chapter 5G.2.b.

  
\_\_\_\_\_  
Nancy K. Ellis

Assistant to the Administrator  
for

International Trade and Investment Promotion

June 27, 1989

Date

Clearances:

- A. LAC/PS:AWilliams (draft)
- B. LAC/DR:TBrown (draft)
- C. GC/LAC:TGeiger (draft)
- D. AA/LAC:LWood (info)

Draft:LAC/PS:DKennedy:4/18/89, 4/25/89, 6/2/89:5462Q

AGENCY FOR INTERNATIONAL DEVELOPMENT  
ADVICE OF PROGRAM CHANGE

Date:

Country : LAC Regional  
CA Regional

Project Title : Organization of American States  
(O.A.S.) Foreign Trade  
Information Service (SICE)

Project Numbers : 597-0047 and 598-0776

FY 1969 OF Reference : None

Appropriation Category : Private Sector, Environment and  
Energy (PSEE)

Life-of-Project Funding : \$634,000

Intended FY 1969 Obligation : \$450,000

This is to advise that A.I.D. plans to obligate in FY 69 a total of \$-50,000 for the O.A.S Foreign Trade Information Service project. This is a new project which was not included in the FY 69 Congressional Presentation, since it had not been proposed for A.I.D. support at that time.

A.I.D. proposes to provide funding to assist the Organization of American States (O.A.S.), whose headquarters are in Washington, D.C., to maintain its SICE trade information operations, to continue to expand the range of users and subscribers to SICE data and information, and to expand the geographic coverage in the data and information base.

None of the A.I.D. funds will be used as general operating funds by the O.A.S.

Annex: Activity Data Sheet

**Best Available Document**



ORGANIZACION DE LOS ESTADOS AMERICANOS  
ORGANIZAÇÃO DOS ESTADOS AMERICANOS  
ORGANISATION DES ETATS AMERICAINS  
ORGANIZATION OF AMERICAN STATES

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17th Street and Constitution Avenue, N.W. Washington, D.C. 20006

January 30, 1989

Dear Mr. Williams:

In reference to past correspondence and meetings with you and your colleagues, I am enclosing the formal request for a contribution to support the O.A.S. Foreign Trade Information Service (SICE).

The purpose of the contribution is to provide SICE with interim financing needed to maintain operations and to continue expansion and development towards the goal of achieving self-sufficiency in 1991. The funds required to cover the gap between revenues and expenses are \$450,000 in 1989 and \$184,000 in 1990.

The current financial situation of the Organization is such, that if funding from sources other than internal funds does not become available immediately the SICE project must be shut down for lack of cash.

To us, any question of abandoning the SICE project has serious implications not only from the standpoint of our responsibilities to the paid subscribers presently using the system, but also from the standpoint of the tremendous need for the information and services provided by the system to the public and private sectors of Latin America and the Caribbean. Should any interruption in operations take place much of the impetus would be lost, perhaps even to the point where it would be impossible to continue.

Mr. Aaron Williams  
Director  
Private Sector Office  
Bureau for Latin America and the Caribbean  
Agency for International Development  
Washington, D.C.

I want to take this opportunity to thank you for your support and praise of SICE's achievements. I look forward to hearing from you in the near future.

Sincerely yours,



Hernán Hurtado Prem

Director

Department of Social Affairs

In charge of the Executive Secretariat for  
Economic and Social Affairs

## FOREIGN TRADE INFORMATION SERVICE

### I. BACKGROUND

In 1983, in response to the needs of member states for vital trade information, the General Secretariat of the Organization of American States established a Foreign Trade Information Service, (SICE), in the Economic Department of the Secretariat for Economic and Social Affairs.

SICE provides foreign trade information to the public and private sectors of OAS member states to facilitate the entry of the region's products into foreign markets. It also periodically evaluates the information needs of the export sectors of these countries with the objective of improving the quality and quantity of the available information.

SICE currently operates a computerized trade information system covering the U.S. market sector. The system provides on-line access to extensive trade-oriented databases stored on a mid-range IBM VM/CMS computer system. Data retrieval is accomplished using the IBM "STAIRS" text retrieval package as well as other programs designed specifically for SICE.

Information is available in two ways, on-line and deferred.

1. The information on the U.S. market that the user can retrieve on-line covers the following:

1. Tariff Schedule of the United States
2. U.S. Import Statistics
3. Directory of Importers
4. Directory of Exporters
5. Maritime Bills of Lading, of Imports and Exports
6. U.S. Markets Primary Wholesale Selling Prices\*
7. Code of Federal Regulations
8. Federal Register-Daily Update
9. Listing of Commercial Opportunities on Supply and Demand of Products and Services
10. Special Consultations

2. Information on the U.S. market that can be obtained on a deferred basis is as follows:

1. Status of Textile Import Quotas
2. Status of Bills and Resolutions before the U.S. Congress pertaining to foreign trade (Daily update)

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\*Prices of: cotton, grain, poultry, dairy products, meat, hides and skins, tobacco, fruits, vegetables, flowers, honey, fish, seafood, species.

3. Wholesale prices of metals, wool, chemical and related materials, and wood products in the U.S. market
4. Schedule of Fairs and Exhibitions

The system can be accessed by IBM PC compatible microcomputers, through international telecommunication networks or dial-up facilities wherever feasible. With this arrangement, users have the option of displaying, printing or storing retrieved information locally.

Currently, SICE's information is supplied by various agencies in the public and private sectors in the U.S. By consolidating this information, the SICE system permits a wide range of queries in a single session on many different aspects of trade information.

## II. PRESENT STATUS

The SICE system was developed as the result of a partnership agreement signed in November 1986 by IBM, the Pan American Development Foundation and the General Secretariat of the Organization of American States. Under the terms of this agreement, IBM provided one and a half million dollars in hardware, software and technical support while the GS-OAS contributed around one and a half million dollars in database acquisition, system analysis and programming, hardware telecommunication equipment, installation, and other items. After extensive development and testing, the initial implementation of the system was completed in August of 1988. Since then, with only a limited marketing effort, SICE now has paid subscribers in Chile, Colombia, Costa Rica, México, Perú, the U.S., and Venezuela. Each of these subscribers has paid a five hundred dollar annual fee plus a deposit of three thousand dollars against future use. System access charges are assessed at forty dollars per hour while access to the Bills of Lading is charged at a rate of eight or twelve cents per record, depending on the type of customer. Additionally, each company advertising an offer or demand pays 35 dollars per ad/week.

In order to fully meet its objectives, the OAS has identified a clear need to expand SICE services to more of the member states and particularly to the smaller users in all of the countries.

If the SICE system is to truly assist the member states in expanding trade as a means of relieving the tremendous debt burden in many of the countries, increasing employment and improving overall social welfare, access must be made available to all of the member states, regardless of the size of the institution.

The original project proposal for the SICE system contemplated a more gradual start-up of the operation with adequate financing to carry the operation to the point where it would become self-financing, and to expand services to all of the member states. Although the initial system was completed without benefit of these funds, operation of the system through the expansion phase will not be possible without additional financial support.

In addition to the geographic expansion of services, the GS/OAS from the inception has considered it vital to expand the scope of information provided to include information on Latin America and the Caribbean as well as Europe, Canada and the Far East. An expanded SICE system would not only serve to provide exporters in the OAS member countries with information on markets in Japan, the EC, etc., but also to provide importers elsewhere with information on sources of supply within the participating countries. Requirements include additional hardware, telecommunications facilities, development and/or acquisition of new software, data gathering procedures, marketing, operational and administrative resources. Plans, however, provide for a gradual phasing-in of new services over a period of years based on reasonable estimates of what can be accomplished within a fixed time-frame while still maintaining basic services to present and near-term subscribers.

### III. PLANS

- A. Marketing and Operating the Existing SICE System (year 1989)
  - a. Marketing and operations
  - b. Additional on line databases
    - U.S. Exports Statistics
    - Status of Textile Import Quotas
    - Status of Bills and Resolutions before the U.S. Congress
    - Bulletins and Schedules of Fairs and Exhibitions
    - Notices of the Federal Register (Daily Update)
  - c. - Enhancement of the actual data bases
  
- B. Expanding SICE System to Include Information on Latin America & the Caribbean
  - a. Short term (one to two years)  
Development of the following databases
    - Import and Export Statistics

- Import and Export Regulations
- b. Long term (two to five years)  
Long term expansion will incorporate existing databases in other member states including:
  - Tariff Schedules
  - Import and Export Directories
  - Bills of Lading
- c. Revenues and Expenses (attached)

C. Expanding the SICE System to Other Areas. (Far East, EC, etc.)

a. Short Term.

Preliminary discussions have been held with authorities of the European Community to explore the possibility of incorporating EC Trade Information into the SICE databases. As a result of these talks, the Government of Spain has offered to act as an intermediary between the EC and the OAS to advance a proposal for the development, implementation and operation of a substantially expanded SICE system. The expanded system will be designed to provide both the OAS member states and members of the EC with comprehensive trade information covering a vast area of markets and resources.

A proposal has also been submitted to representatives of the Government of Japan to establish a similar system for the Far East.

b. Long Term.

Long term efforts involve the actual development and implementation of the expanded SICE system in accordance with the EC and Japanese proposals.

#### IV STAFFING

Chief of the Foreign Trade Information Service

Plans, coordinates, organizes and controls all Trade Information Service activities. Maintains external relationships with users of the Service and information sources, including officials of member governments, chambers of commerce, institutional users and commercial organizations.

Supervises and participates in the preparation of studies, and provides technical assistance to the member states on matters involving trade information.

Analyzes and defines trade information system requirements and designs information systems in accordance with identified needs.

Section Chief, Trade Information

Advises the public and private sector of the member states on the use of the trade information system for the development of exports.

Supervises and controls the flow of information to the trade information system. Schedules processing tasks and verifies that the work has been properly completed. Maintains users records and access controls, utilization records, and all other files relating to the use of the system.

Section Chief, System Analyst

Designs and develops system and programs in support of the Trade Information Service in accordance with the systems development and documentation standards of the Organization. Supervises the work of programmers assigned to the project.

Monitors systems performance and operations to insure reliable and efficient operations.

Market Research Assistant

Study and analyze trade information needs of the prescribed users of the Service, and develop plans and recommendations for improvements and enhancements.

Prepare studies and reports on import/export markets and related matters, and provide special reporting services. Assist whenever necessary with systems operations.

Train authorized users in the use of the system, and maintain a user liaison to assist whenever necessary.

Programmers (2)

Develop, test and implement new programs and procedures and/or modify those already in operation in accordance with written specifications. Assists the Systems Analyst in developing systems specifications and program specifications, and in other technical activities as required.

System Programmer (Part time contract)

Maintains the operating system, utilities, and libraries. Monitors operating system performance. Defines systems and back-up procedures to insure data security. Assists in the installation of computer equipment and telecommunications lines and hardware. Reviews and develops resource needs and recommends changes or improvements.

Computer Operator (2)

Operates the computer in accordance with defined schedules and procedures.

Data Entry Operators (2)

Enter data into the database and/or delete or modify database information as required using CRT's and/or microcomputers. Enter user data entry access authorizations and/or other operational controls into the system. Assist in general clerical duties concerning the operation of the system.

Secretary

Provides secretarial and administrative support to the Chief and SICE staff.

V. OPERATIONAL EXPENSES

Maintenance of Equipment

Covers the cost of service contracts with IBM for the maintenance of the mainframe, disk drives and other peripheral equipment.

Purchase of Equipment

For the purchase of new disk drives to handle increased storage requirements.

Network and Satellite Connections

Covers the central site costs of the linkage to international and domestic telecommunication services through which users can access the system. To that effect, contract services have been established with TELENET and C & P Telephone Co.

Phone Lines

Provides for dedicated telecommunication facilities to satellite services of the U.S. Department of Agriculture and the Knight Ridder Publications mainframe in New Jersey.

Travel

For the purpose of promoting the system and to train the future users, travel to the OAS member states by SICE's Staff is required

Purchase of Database Tapes

To maintain the databases on a up-to-date basis, tapes are purchased from the following sources:

- U.S. Customs Service
- Census Bureau/U.S. Department of Commerce
- Code of Federal Regulations/Archives
- Knight Ridder Publications

Computer Access to External Databases

- Knight Ridder Publications (Bills of Lading)
- U.S. Department of Agriculture (Prices)
- Legi-Slate (Federal Register-Daily Update and Status of Bills before the U.S. Congress)
- U.S. International Trade Administration (Textile Import Quotas)

Purchase of Publications and Subscriptions

For various publications on prices of metals, wool, chemicals and related materials, wood products, reference books, etc.

Miscellaneous Expenses

Purchase of computer paper, diskettes, printing of promotional material, blank tapes, etc.

General Provisions

1. The following budget and all the expenditures will be made in dollars.
2. The GS/OAS will provide an annual plan of operations and a quarterly progress report to AID.
3. The GS/OAS has a board of external auditors which is responsible for the external audits of the accounts of the GS/OAS pursuant to General Assembly Resolution 123 adopted on April 14, 1973 and Permanent Council Resolution 124 dated January 30, 1975. The board's annual report is based primarily on the independent audit by Arthur Young and Co. performed in accordance with generally accepted auditing standards

The GS/OAS also has an office of the Inspector General responsible for the internal audit of GS/OAS accounts.

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January, 1989

01/26/89

SICE REVENUE & EXPENSES

(\$1000 US)

REVENUES	1989	1990
SUBSCRIBERS	65	156
1. Annual Subscription Fees: \$500.00 per Subscriber	32.5	78.0
2. Average Use Of One Hour Per Week Per Subscriber	94.5	324.5
3. Listing Of Commercial Opportunities	8.3	19.9
4. Access To Maritime Bills Of Lading	10.1	24.3
TOTAL REVENUES	145.4	446.7

OPERATIONAL EXPENSES	1989	1990
Maintenance of Equipment	72.0	79.2
Purchase of Equipment	30.0	23.0
Network and Satellite Connections	60.0	66.0
Phone Lines	15.0	16.5
Travel	40.0	44.0
Purchase of Database Tapes	50.0	55.0
Computer Access to External Databases	34.0	37.4
Purchase of Publications and Subscriptions	5.2	5.6
Miscellaneous Expenses	10.0	11.0
TOTAL OPERATIONAL EXPENSES	316.2	337.7

STAFF EXPENSES	Number	1989	1990
Chief of the Foreign Trade Information Service	1	68.5	71.9
Section Chiefs (Trade Information and System Analyst)	2	121.1	127.5
Market Research Assistant (P2)	1	42.9	45.0
Programmers (P2)	2	85.8	90.0
System Programmer (P4)	0.5	30.3	31.7
Computer Operators (P1)	2	74.1	77.7
Data Entry Operators (G7)	2	61.1	64.2
Secretary (G5)	1	25.9	27.2
TOTAL STAFF	11.5	509.7	535.2

SICE REVENUE & EXPENSES  
(Continued)

(\$1000 US)

SUMMARY

REVENUE	1989	1990
SUBSCRIBERS FEES	145.4	446.7
OAS FUNDING*	230.5	242.2
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TOTAL REVENUES	375.9	688.9
EXPENSES		
OPERATIONAL	316.2	337.7
STAFF	509.7	535.2
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TOTAL EXPENSES	825.9	872.9
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DIFFERENCE (DEFICIT=REVENUES - EXPENSES)	-450.0	-184.0
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\*Does not include direct support in kind such as office space, utilities, legal and administrative services, etc.

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