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PHASE III

Briefing Paper on Plans to
Develop Scientific and technical Information
Activities for USAID/Philippines

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Briefing Paper on Plans to Develop Scientific and Technical Information Activities for USAID/Philippines

Prepared for Mission Ad Hoc Library Committee

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PLAN TO DEVELOP SCIENTIFIC AND TECHNICAL INFORMATION ACTIVITIES FOR USAID/PHILIPPINES

I. DESCRIPTION OF PROBLEM

A. Statement of Problem.

The USAID/Philippines Central Resource Library (CRL) has been in existence for a number of years and has, essentially, ceased to function as a viable, integral part of Mission operations. The Library has become a collection of monographs, reports, magazines, technical journals, and newspapers that exists, to a large extent, independently of Mission personnel needs. The basis for this conclusion is the cumulative opinions of the many USAID staff members interviewed as a part of this effort. In addition, a review of the facility, its holdings and productivity statistics confirms these opinions. The critical technical, scientific and project documents needed by various offices are maintained in separate program office library/reference collections, thus duplicating CLR's function; or, they are not available.

In addition, many information-related services required by Mission staff are not being provided due to a lack of awareness of information needs, a lack of technical skills resident within current CRL personnel and a lack of relevant information.

Overlaying this situation is AID/W's plans to transfer certain technical information resources to Missions (and LDC's) as a means to improve field access to AID's project experiential information. Knowledge of other projects, methodologies, and evaluation techniques can be shared -- thus improving project design, implementation and accountability. However, these activities incorporated the use of computerized and microform information handling technologies and system recipients need to have staff and resource capability to use them effectively.

As a result, the current investment in library and technical information activities is not meeting the needs of the Mission; and, an improved capability must be developed if needs are to be met and if full advantage of new information processing tools are to be realized.

B. Current Status of Information Activities

1) Central Resource Library (CRL). The CRL staff consists of a Librarian and a Librarian Assistant who perform the tasks of ordering, organizing, processing and storing the materials housed in the CRL. Little effort is given to active information dissemination. A recently reinstated effort to circulate a Library List of new acquisitions is one attempt to inform Mission personnel of materials that may be of value to them in their work. However, the production of this list duplicates other processing functions and draws away personnel resources to perform basic tasks such

as keeping the collection current or the facility tidy.

The Librarian oversees the acquisition and organization of materials for the CRL and performs technical duties such as cataloging, interlibrary loan, etc., in addition to supervising, reporting and liaison activities. The Library Assistant performs filing, typing, document claiming, and related administrative support tasks.

The CRL makes no use of automation...either word processing or computer to support its work. The Library List was prepared earlier this year on the WANG/OIS but is now typed manually due to CRL's lack of convenient access to a terminal. Library personnel do not appear to have sufficient understanding of AID project development activities which impacts on the Mission's capacity to select and/or order technical information appropriate to project or program office needs. The relationship between what documents to keep in the CRL, based upon the large number of items it receives, and what is needed by the staff is not determined by program requirements but by the cumulation of individuals requests for information that have been made over the years. Criteria do not exist that establish the selection function as an integral part of program operations.

A large portion of the library collection is outdated; other holdings have been determined to be of little value to program requirements. Furthermore, the filing and storage of materials, using two different cataloguing systems (Dewey and LC) and applying outdated AID/W guidelines, does not make the facility easy to use. Efforts to weed out and improve the collection have been minimal (see Appendix A for description of CRL holdings) with the result being the accumulation of vast holdings of uncatalogued newspapers, duplicate copies of AID publications, fiction and items of marginal technical value that should not be occupying space on the CRL shelves. Exhibit I-1 provides information on the extent of staff use of CRL resources.

In addition, records maintained by the Logistics Office, when summarized, revealed that over $4,000 was spent in FY 1983 for the purchase of publications for the Mission.

Based upon interviews with Mission personnel, the library is considered irrelevant as a resource tool in meeting critical technical information needs. (See Appendix B for list of personnel interviewed). User statistics show that materials have been borrowed from the Library by an average 2.3 users/day over the last four years, with more than half of their requests being for general purpose periodicals, newspapers, catalogues, fiction or other non-technical materials. Interviewees did express a great deal of satisfaction from the support provided by CRL personnel in researching background data or information, and preparing summary profiles on a geographic area or topics; and, indicated a desire for the Mission to allocate more resources to having these kinds of requests supported in lieu of other types of activities now performed by CRL personnel.

The labor expended in maintaining the CRL is often focused on non-essential tasks such as maintaining duplicate check-out logs, duplicate cataloguing systems, spurious statisical collecting, and repetitive clerical-type activities that could benefit from the use of word processing or computerization. Exhibit I-2 describes areas of work that are likely candidates for WP or ADP support.

2) Specialized Collections in Mission Program Offices. Even though Mission personnel are required to provide CRL with copies of technical or project documentation for submission to AID/W (See Appendix C), no complete listing of materials actually submitted is available. A random search of ten known project-related reports revealed that only three were in the CRL and only one had been catalogued. No record could be found as to whether or not the material had been forwarded to AID/W/DIU on any routine, standardized basis. As a result, key reports are maintained in special collections located within program offices. (Appendix A describes these collections). Much of this documentation is valuable to other component offices in the Mission and would be a valuable contribution to AID/W's efforts to compile a better institutional memory for the Agency.

Resources used to maintain these collections are provided from the secretarial staffs of the various program offices. ORAD and OCD have established their own document control systems. Simple card files are maintained, each developed separately without any obvious technical direction from CRL personnel, and without any attempt to consolidate or to apply standardized bibliographic cataloging techniques or systems. It is in these separate collections plus the official project files that reside the major portion of the Mission's corpus available and meaningful scientific and technical information. Yet, it is not organized to be of value to the Mission as a whole.

While it is true that many project reports are sent to AID/W as part of official project files, their utility to Mission personnel is limited primarily to the responsible project personnel. Mission-wide awareness and retrievability of the material is not possible under current conditions. With projects becoming larger and more complex, the need to provide systematic access to this information is essential and must rely upon innovative information processing techniques. A linkage between official project documenation maintained in decentralized files in USAID/Philippine program offices, and the technical information they contain needs to be established; and, a system of maintaining bibliographic control over these materials (generated as part of project tracking) needs to be developed.

3) Related Information Sources in Metro Manila. Some official and many informal, unofficial relationships have been established with cognate organizations in Metro Manila that contain holdings useful to satisfying USAID personnel information needs. These sources include the Asian Library (RMC Building); the Asian Development bank library; UP libraries; WHO and related-UN agency collections; the resources of the various Philippine government agencies; and numerous contacts with individuals who

work in the many agencies that create, hold or have access to information sought by Mission personnel.

When information is needed urgently, as is quite often the situation, reliance upon AID/W to provide support is not feasible due to the time/distance factor. Access to local sources is an option, yet the information, if available, often lacks the required precision, format or currency. But it is oftentimes better than nothing.

The CRL does maintain inter-library loan relationships with selected organizations and has excellent rapport with key Philippine Government, university and other information resources; but the relationship is personal and not systematically integrated into CRL operations. As a result, program personnel rely primarily upon their own informal contacts or the legwork of their FSN staff to obtain information locally.

4) C&R: Official Project Files. Within recent months, the organization of official project files has been achieved under the direction of Cecilia Gracia. A decentralized system of project file management was established, with individual offices maintaining control over the official documentation of projects under their area of responsibility. Project files that cross multi-program areas are dispersed with the lead program office maintaining control over cognizant portions of the files while other offices, such as Controller, Logistics and the Program Office maintain duplicate portions of the files relevant to their interest in the project.

Whereas the system is a significant improvement over previous conditions, its decentralized nature creates difficulties in quickly obtaining information that cuts across related project lines or depicts mission-wide activities. Since the system does not at present use any means of automation to track project activities (other than financial) reports on project status, milestones, report deliverables and other indicators must be prepared manually. Integrating financial data into reports also poses problems in that financial system printouts created by the Controllers office are often not available when needed nor in a format that is useful to the particular program office requirement.

In addition, many of the contract deliverables (evaluations, reports, etc.) are not being forwarded to the CRL or to AID/W so that more complete documentation can be compiled centrally. CRL was designated lead responsibility for this activity; yet it has deferred to office secretaries to actually send the materials to AID/W with the result being no accountability over this activity.

Further complicating the situation is the current work being undertaken by AID/W (SER/MO) to create an "official project file" on microfiche. The format of these files differs from that developed by C&R/USAID/Philippines thus affecting any future efforts to easily integrate microfiche into daily Mission operations.

5) Financial Tracking/Reporting of Project Activities. The financial management systems developed by the Controller's Office to provide financial accountability over fund expenditures meets Mission management objectives. Operating on the HP 1000, with user-specified customized software, the system does not contain the data aggregating or reporting flexibility that is now available in many of the more advanced spread sheet/financial modelling, data base management or project tracking software packages being offered with personal computers. HP 1000 hardware design, use of high-level programming languages (Fortran) and limited programming resources do not offer the flexibility needed to respond to changing program needs.

Quite often, the cumulative information on a project cannot be aggregated easily using existing reporting system/programs, thus necessitating program staff effort to prepare reports manually that could be created more readily using microcomputer-based spreadsheet analyses. Relying upon Data Management or contractor support to write a new program or format a new print routine plus the delay in obtaining information when needed, renders the existing system less than responsive to anticipated program needs even though its "customized" features are responsive to current management needs. This situation is highlighted by the changing nature of project management activities (e.g. the Rainfed Resources Development Project, ESF, etc.) whereby the dynamic evolution of program objectives/methodologies will require flexible data base management systems to meet the many and varied information/data requirements that these projects will command.

In addition, continued reliance on the HP 1000, considering its design limitations, age and incompatibility to AID/IRM plans to convert to the MANG/VS system, places Mission management in the unenviable position of amortizing its investment in existing systems while technological advances have created more powerful and flexible systems that are less expensive and more "user friendly."

In summary, the need to plan for and manage the technical information functions within the Mission is evident. The current computer training being offered to Mission personnel is raising both the interest level in and potential demand for improved information handling systems. The resources that will interact with this process need to be orgazized in such a way that maximum return of the new technology investment can be realized through greater productivity, efficiency and program effectiveness.

EXHIBIT I-1

ANALYSIS OF CRL USERS - 1979-1982

	1979	1980	1981	1982	Total
Materials Received in CRL					
Books/Documents	1,205	2,806	1,714	5,335	11,060
Periodicals/Newspapers	4,695	4,267	7,935	9,905	27,002
Catalogs/Directories	31	9	42	94	176
Films/Videocassettes	-	-	-	12	12
				Total	38,250 1/
			Annual Average		9,562
Accessioned/Catalogued	-	-	-	410	410 2/
Borrowers					
AID	1,860	1,995	2,216	2,710	8,781
Non-AID	193	172	209	141	715
				Total	9,496
			Annual Average		2,374 3/
		Daily Average (250/dy/yr)			2.37
Materials Borrowed					
Books	470	398	447	546	1,861
Documents	645	646	629	998	2,918
Periodicals/Newspapers	2,005	2,224	2,781	1,963	8,473
Catalogs/Directories	95	151	98	162	506
Films/Videocassettes	178	21	44	24	267
				Total	14,025
			Annual Average		3,506

1/ This figure represents all titles plus multiple copies of each title. No figures available on unique individual titles. Magazines/newspapers represent 70% of materials received.

2/ Figures available only for 1982. Using 1982 filgures, only 7% of books/documents received were catalogued. Ability to identify/retreive information on remaining 93% non-existent nor can a determination be made as to their information value.

3/ Figures include readers of periodicals/newspapers which represent 60% of materials borrowed as opposed to books/documents (34%). Of this 34%, approximately, 50% represents fiction/non-technical document borrowing.

EXHIBIT I-2

CRL ACTIVITIES THAT CAN BENEFIT FROM AUTOMATION

1. Creation of Bibliographic Records: Automation would eliminate processing records of documents which oftentimes go through 3-5 repetitive steps:

   - Request for purchase (type purchase order)
   - Catalogued (prepare file cards)
   - Enter information in accessions log
   - Create entry record in monthly Library List
   - Prepare bibliographies

2. Creation of catalog cards/index to Philippine Presidential Decrees:

   All decrees/letters of instructions obtained from commercial publishers arrive with no index provided. CRL creates catalog cards for each decree or letter of instruction, annotates entry and files cards.

3. Book Borrowing/Checkout:

   CRL borrowers must sign book card which is filed in "out" file. Control of magazines/newspapers maintained by separate slip system. CRL makes entry in log book filed by borrower name as well. Log is used to determine if person has documents checked out if reassigned or leaves Mission employment.

4. Journal List/Claiming:

   No consolidated journal/serials list exists. Separate claiming cards are used to note receipt of specific issue/volume of a regular periodical. Not cross referenced to purchase/requisition order, nor circulated on periodic basis to review journal list for relevancy to Mission needs.

5. Book List:

   Catalog entries of significant new acquisitons grouped under major categories. Has had checkered history of publication; recently started anew in January 1983. Monthly since April, 1983. Typed by hand; duplicates typing of card catalog data. List is ripe candidate for WP production.

6. Statistics:

   Daily library use statistics are maintained by hand; cumulated monthly. Intensive labor involvement. Criteria for reporting not precise with figures somewhat misleading as to total number of documents received includes duplicate copy count; borrower numbers combine casual readers of newspapers/magazines with those seeking technical/scientific information.

II. OBJECTIVES OF INFORMATION FUNCTION

A. Role of Information Function in Mission Operations

Today, information is considered to be the critical commodity in the day-to-day as well as long term activities of complex business and governmental organizations. The value of information is directly related to its timeliness, availability, utility, retrievability, structure, and accuracy. USAID Missions and host country counterparts, often located in remote areas where communications and local information resources are inadequate, are at a disadvantage when developing projects, evaluation methodologies, or relating project goals and objectives within the context of new scientific or technical innovations. AID has been criticized by the Congress, GAO and others for not making better us of its own experiential history so as to apply successful approaches in project management and to avoid repeating mistakes. Misssion staffs, however, are constrainted by time, lack of information, and resources to perform the thorough analyses often needed during project design and prior to project implementation.

The resources and capabilities of Missions differ depending on their size, portfolio of projects, and location. Similarly, their information needs vary accordingly as do their resources. Large missions, such as USAID/Philippines, have an abundance of information and with it goes the corollary problem of organizing it in such a manner so that it can be effectively used by all mission personnel. It also lacks certain types of information. Other smaller Missions have a different problem in that they lack both the information and the capacity to obtain it readily; with some even having problems in organizing what limited resources they do possess.

B. Objective of USAID/Philippine Information Technology Transfer Program

While this report makes reference to existing USAID/Philippine financial reporting systems and to proposed microcomputer-based project tracking systems, the focus of this report is on the use of scientific and technical information used in project operations. This report is intended to apprise Mission management of the inter-relationships between information creation and information use, present the situation within the context of existing and planned technology transfer mechanisms, and to outline recommended courses of action on which mission management can act.

A coordinated effort to improve the collection, organization, use and dissemination of scientific and technical information by Mission personnel is being implemented in response to a Mission request for assistance; and, as part of related work being undertaken by PPC/CDEI. Under a PPC-sponsored project, various models of information transfer are being developed and tested to facilitate placing AID's Development Information System in mission settings. The project also established the AID Document and Information Handling Facility (DIHF) where the transfer models are being developed.

USAID/Philippines was selected as a pilot site not only because of its extensive use of and demand for information, but also because its existing information resource base needs improving. Whereas the agency's overall objectives are linked to a more comprehensive information transfer process, the objectives of this effort are summarized as follows:

1. Redefine role and functions of Mission library;

2. Develop a plan to govern the implementation of improved information handling activities;

3. Define roles/duties, recruit and train personnel required to implement plans;

4. Define resource requirements, costs and plans for placing them in the mission;

5. Undertake Mission-wide education effort to assure staff awareness and understanding of indivioual duties/responsibilties in use of and maintenance of information resources; and, of resources available to them -- both within the Mission and in other organizations in the Metro Manila area.

6. Seek to provide constant improvements in information use and organization within the Mission by monitoring and responding to technological advancements, information use and Mission requirements.

A corollary objective of the PPC technology transfer program is to improve the information resources and capabilities of responsible organizations of the host countries in which AID operate. As relates to USAID/Philippines, the plan being recommended envisions close working relations with the Philippine National Science and Technology Authority (NSTA) whereby USAID information activites would be supported by NSTA while it simultaneously fulfills its national-level responsibilities.

III. ISSUES AFFECTING OBJECTIVE ACHIEVEMENT

A. Coordinated Planning

Managing the Mission's information function must devive from a clearly defined and accepted operational plan. The scope of holdings, the control of Mission-generated documents, the relationship of the information function to other project and financial management systems, individual duties and responsibilities, and a full understanding of information technology, procedures and tools are the key components of the plan. Continued management attention to the plan is also vital to assure that Mission needs are being met as requirements and technologies change.

B. Personnel

At the present time, the Mission lacks personnel who possess the combined information science, systems and program-related skills to make maximum use of information and its related technologies. In addition, greater exposure to microcomputer-based information processing technology by Mission personnel (now underway) will create greater demands for information use. To coordinate the introduction of these technologies into Mission operations, a concentrated effort to recruit, train and effectively employ information science specialists and technicians is essential in lieu of continuing to support CRL personnel assigned at present.

In addition, depth of support will be provided through a coordinated effort that links TIC personnel, Data Management personnel, NSTA personnel (if it becomes the support organization), local contractor personnel, and the talents of a proposed ASEAN Regional Information Coordinator. Systems will need to be supported; and, service delivery cannot be impacted by the breakdown of the system at any stage of operation. A backstop capacity for all aspects of work is vital.

C. Information Utility Discernment

In response to criticisms regarding the integrity of the Mission's library holdings, a capacity to make judgements regarding the appropriateness of what to shelve or store will be a critical factor in determining the success of the information function. A close working relationship between the users and "shepherds" of information is essential to avoid amassing large quantities of redundant, outdated, or irrelevant materials.

D. Access to Information

Improving access to information is required once a determination has been made as to what kind of information the Mission needs. Timeliness of request fulfillment, appropriateness of information content, and flexibility in reacting to the iterative process of information assimilation mandates that the information function rely on computerized storage and retrieval systems

operated by personnel who understand both the systems technology and information needs of the mission; and, that the use of related information handling technologies (e.g., microfiche, COM, etc.) be included in Mission operations.

E. Availability of Support Resource/Equipment

Since the success of the revised information activity will depend on the effective use of advanced information handling technologies, microcomputers, software, microfiche, microfiche readers/printers, and related systems and procedures must be made procured. Arrangements must be made for their maintenance and role in Mission-wide information activities carefully monitored. Since these innovations are an integral part of improved information handling operations, the entire concept can be adversely impacted if inappropriate priorities and budget allocations restrict making these resource available.

IV. PROPOSED PLAN FOR COORDINATED USAID/PHILIPPINES INFORMATION FUNCTION

A. Establish Technical Information Center

The creation of a Technical Information Center is recommended. It would replace the Central Resource Library, incorporate the technical information collections maintained in the various program offices, and assume responsibility for the information resources to be transferred from AID/W. In addition, the TIC would also assume an active leadership role in coordinating the cataloging, storage, dissemination and retrieval of project-generated documentation; manage the document acquisitions function; distribute current acquisitions lists throughout the Mission; and perform all tasks needed to assure that project documentation is forwarded accordingly to appropriate AID/W offices (either in paper form, microfiche, or data diskette/tape).

1. TIC Functions: The major functions to be performed by the TIC are those currently being performed by the CRL in additional to tasks required for the Mission to take receipt of the Development Information System; plus other planning and coordinative activities needed to upgrade the Mission's information handling function. They are listed below:

- o Acquisitions
- o Processing: Cataloging, Indexing and Bibliographic Record Development
- o Resource Management and Information Networking
- o Reference and Referral
- o Staff Education and Training
- o Management and Reporting

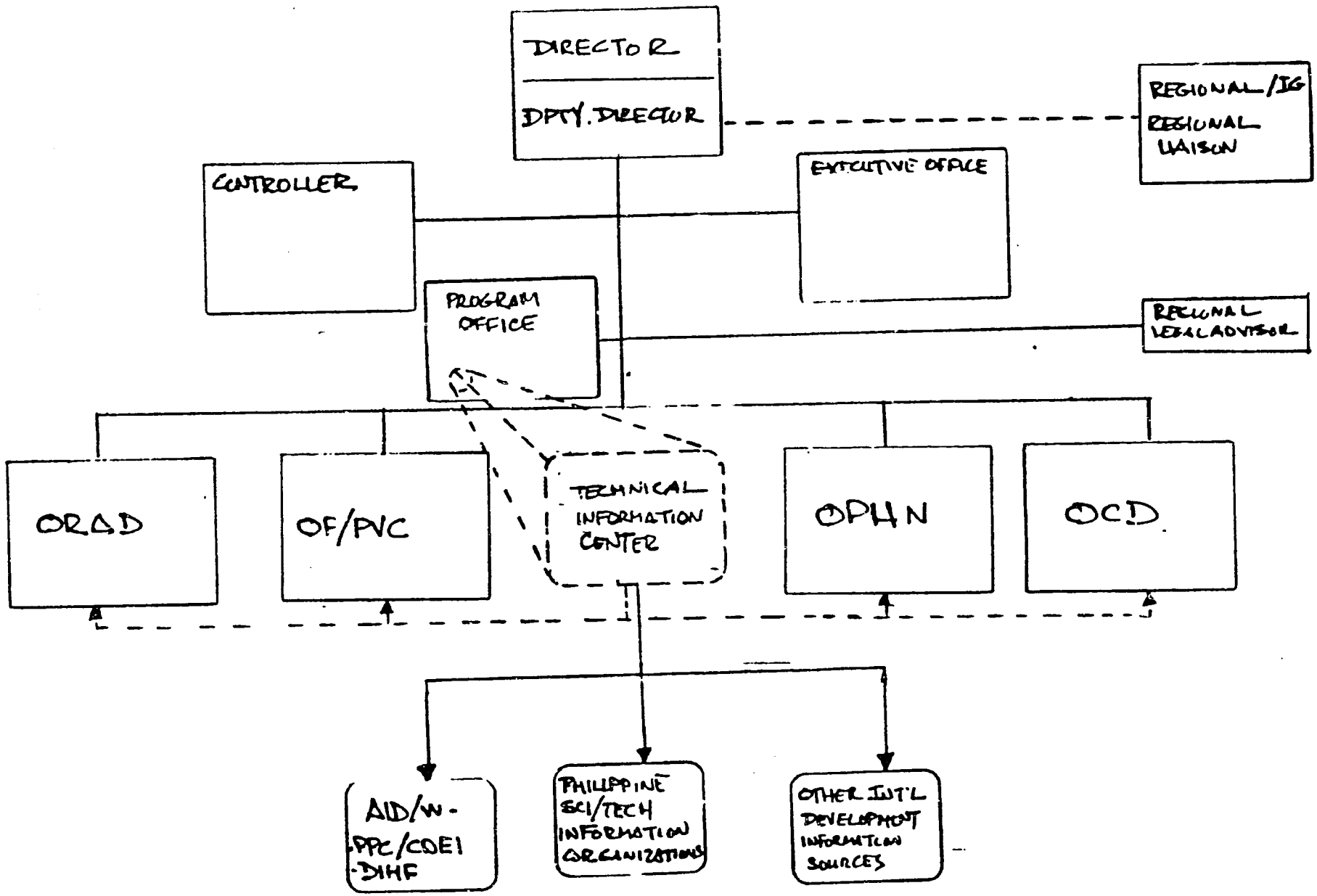
A more detailed description of the TIC functions is presented in Appendix D.

2. TIC Organizational Structure/Relationship to Other Mission Units: It is recommended that the TIC be placed directly under the control of the Program Office so as to make its activities more responsive to the needs of the primary users of the system. Ideally, systems support for the DIS will be provided by NSTA. Information needs that can be met from existing systems maintained by the Controller's Office or those being planned for implementation on microcomputers will be coordinated through the Program Office/TIC to assure proper utilization of resources. Exhibit IV-1 graphically depicts the proposed location of the TIC within the existing Mission hierarchy.

3. TIC Scope of Information Holdings: The information to be housed in the TIC will consist of those components of the CRL collections that are determined to be of significant value to Mission operations, plus selected portions of the collections housed in the various program offices; and, the information that will be made available from AID/W when the DIS is transferred. The data tapes and microfiche collections, while physically housed at NSTA, will be readily accessible by Mission personnel and

EXHIBIT IV-1

PLACEMENT OF PROPOSED TIC WITHIN USAID/PHILIPPINE ORGANIZATION



considered as an adjunct collection of the TIC. Exhibit IV-2 illustrates the proposed scope of TIC holdings. Appendix E provides more detailed information on how to organize the TIC collections.

One of the initial activities to be undertaken by TIC personnel will be to analyze the current holdings in the CRL and the various program offices, determine the relevancy of the information, make comparisons with the lists of documents available from AID/W and create a TIC collection that is responsive to Mission needs.

4. TIC Staff/Personnel: TIC personnel will consist of the following:

- o Supervisor/Information Science Specialist
- o Technical Information Specialist
- o Library Assistant

The Supervisor will have overall responsibility for managing the TIC and will perform the needed liaison, technical and supervisory functions to assure that the TIC objectives are being met. It is recommended that the leadership of the TIC come from within USAID direct hire ranks, with technical support and clerical assistance provided from the FSN pool. Due to USAID direct hire personnel ceilings, recruiting for the Supervisor's slot is highly improbable. However, in view of the upcoming turnover in Program Office personnel, the selection of personnel for these positions could include a requirement for someone with the basic skills, interests and desire to take on this function as part of their job description. AID/W training on DIS system operations could be provided to the TIC Supervisor nominee prior to reporting for duty in the Philippines.

The Technical Information Specialist will work closely with Mission personnel in performing searches, compiling information in response to requests, and provide detailed technical support to assure the proper functioning of the TIC systems and procedures. This position can be advertised and filled before the direct hire Supervisor reports, with the leadership by the existing Ad Hoc Library Committee provided in the Interim. The candidate chosen for this job would need to receive training in AID/W.

The Library Assistant will perform the needed administrative and clerical functions to assure that all information collections are maintained properly. A more detailed description of each of the above positions is presented as Appendix E.

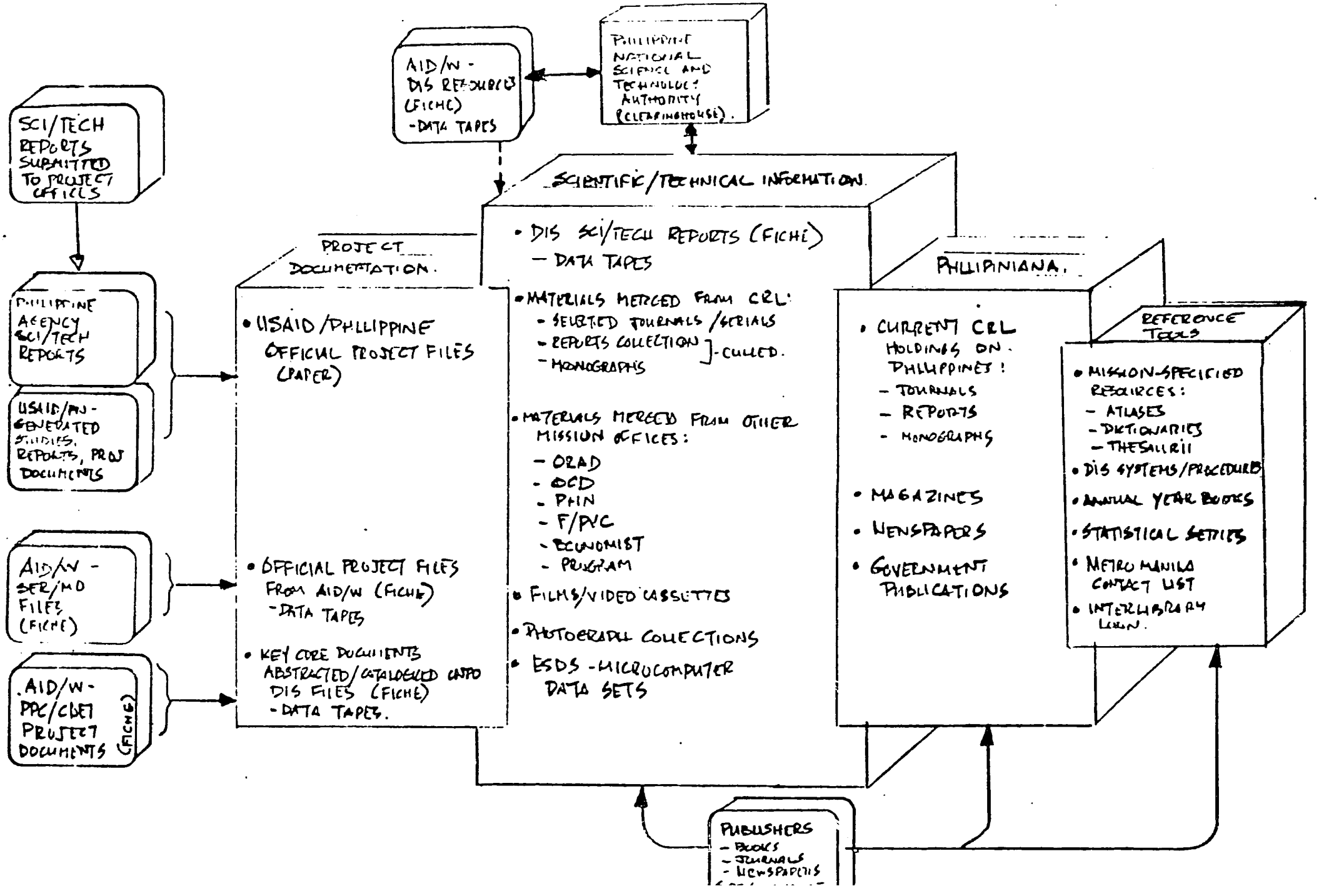
[NOTE: If USAID opts to establish its own microfiche operation, additional personnel to perform these tasks would be required. See Section D below for additional details.]

. Develop Support Capability to Provide Technical Information Services

1. Transfer/Receipt of Development Information System from AID/W. An essential component of the Mission's technical information function will

EXHIBIT IV-2

ORGANIZATION OF RESOURCES WITHIN PROPOSED TECHNICAL INFORMATION CENTER



be to take receipt of and manage the data tapes, microfiche collections, software, and systems and procedures that will be transferred from AID/W. In addition, coordinating this work with the appropriate systems support organization will be critical. Should NSTA not be the mission support organization , various options are presented. The discussion below describes various plans for managing the DIS transfer process.

a. Computer Based Files: (OPTION 1) The Development Information System operates on a Hewlett-Packard 3000/Model 40 computer and uses the MINISIS Data Base Management System software. MINISIS was developed by Canada's International Research and Development Council as a tool for use in developing countries' information exchange. (see Exhibit IV-3) The most effective use of the system can be achieved only if complete data bases can be transferred to a hardware/software compatible site.

USAID/Philippine's existing complement of data and word processing equipment and software does not permit such a transfer. However, three Philippine organizations do possess both the hardware and software -- NSTA, SEARCA, and SEAFDEC. Due to distances of SEARCA and SEAFDEC from the RMC building, they are not desirable candidates to serve as system transfer hosts. NSTA, located in Bicutan, is within reasonable distance, and moreover, has both the mandate and desire to take on the responsibility of maintaining the DIS data bases. Transferring the DIS to NSTA would achieve AID's objective of upgrading host country information capabilities while simultaneously meeting USAID/Philippine needs.

In discussions with Dr. Irene Amores, Director, Clearinghouse and Documentation Services Bureau, the NSTA unit that would directly support the transfer process, it was proposed that USAID personnel have unrestricted use to the DIS system as a condition for transferring it to NSTA. This would be done by making work/terminal space available at NSTA offices in Bicutan or by permitting USAID to have a direct communications tie-in with their computer which could be accessed remotely from a TIC terminal located in the RMC. This latter approach is more desirable but problems of obtaining a reliable dedicated telephone hookup may not permit it to occur. However, a work site at NSTA's facility would enable USAID Technical Information Specialists (or other qualified system users) to access the DIS files even though the drive to Bicutan is not as desirable as dialing up the computer directly.

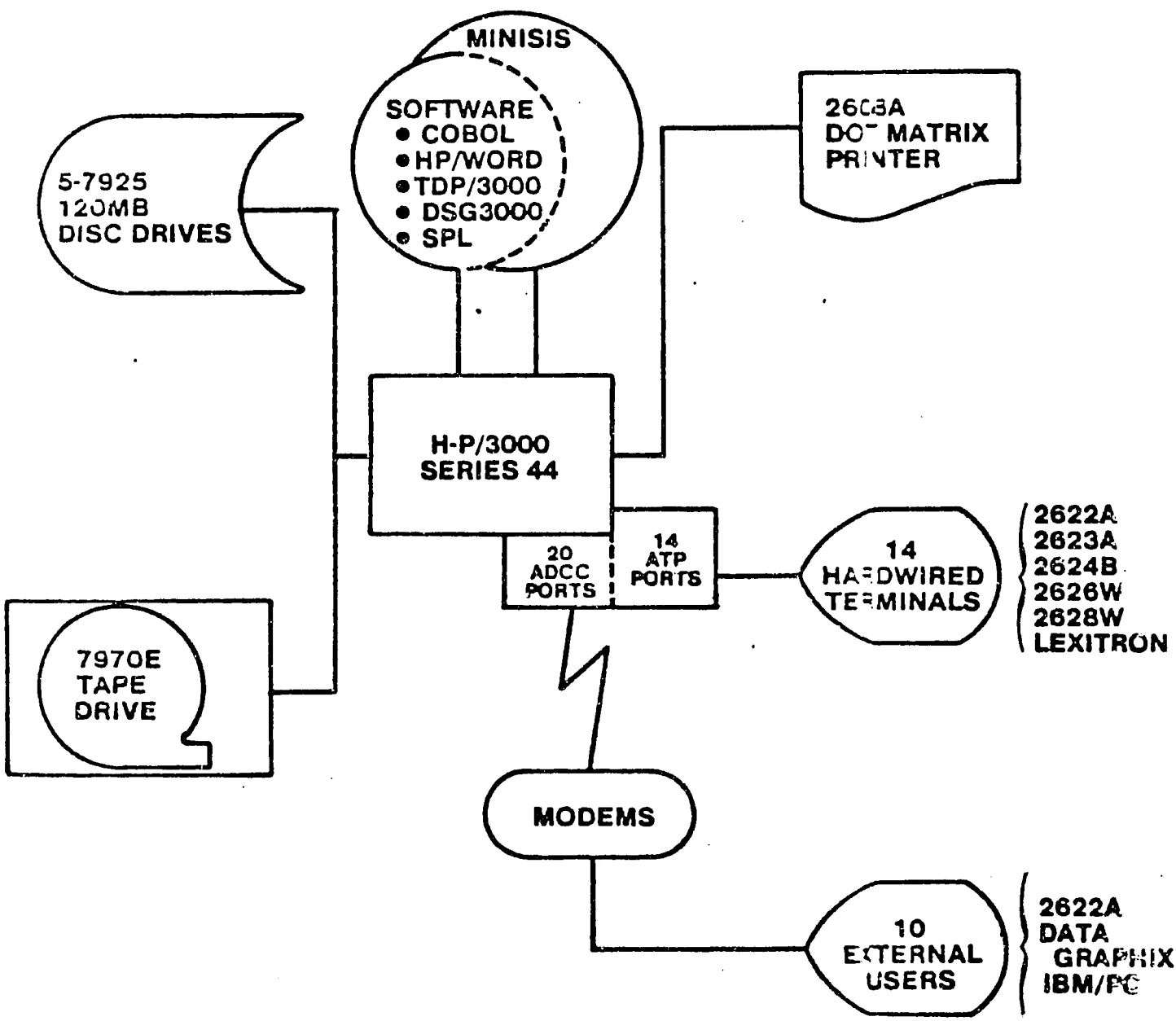
The DIS components that would be transferred to the Philippines are as follows:

(1) DOCUMENT data base containing records on over 32,000 scientific/technical and project related documents;

(2) PROJAUTH which contains information on over 10,000 active and inactive AID-sponsored projects and which is cross-referenced to

Exhibit IV-3

DEVELOPMENT INFORMATION PROGRAM SYSTEM CONFIGURATION



DOCUMENT thus permitting retrieval of specific documents related to a particular project;

(3) Related sub-system components needed to access the two data bases described above;

(4) AID Thesaurus which is a tool for system users to understand the concepts and construction of the information contained in the DIS files;

(5) Microfiche of the 32,000 technical reports ("PN" series);

(6) Microfiche of the 10,000 projected related items ("PD" series);

The microfiche collections would be maintained at NSTA which has fiche duplicating and fiche-to-fiche copying capabilities. Fiche readers need to be obtained for use by USAID personnel; a reader-printer is also required. Copies of DIS materials would be made available to Mission personnel in response to specific needs. Records of Mission-generated documentation will be created directly on MINISIS, and tapes of these additions could be forwarded to AID/W (along with fiche or the source documents) for inclusion in the larger DIS files.

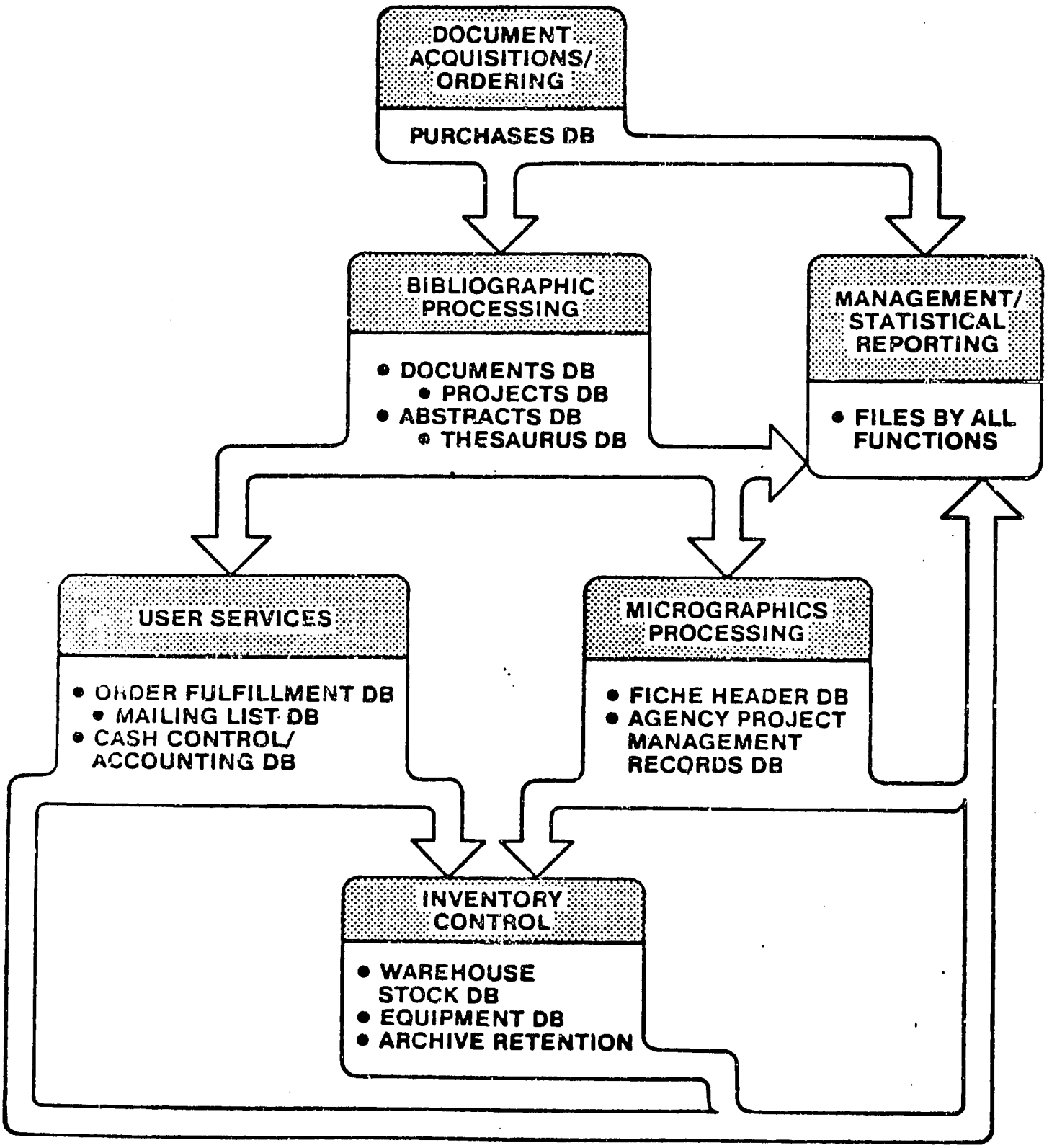
The DIS data base structure and relationships are presented in more detail in Exhibit IV-4.

(OPTION 2) A second data base transfer option is offered if the USAID-NSTA link cannot be implemented. Efforts to have NSTA support DIS for the benefit of Philippine or ASEAN users would proceed independently or discussions with one of the other Philippine organizations with MINISIS would be initiated. This option will provide more direct access to the DIS by USAID personnel since the data tapes and microfiche files would be physically located in the Mission. This option, however, would require greater USAID staff support and resource commitment to maintain. It would involve the transfer of the DIS files, in abbreviated form, along with specially programmed, commercially-available data base management systems (e.g., dbASEII) to operate on the WANG/OIS system once the CP/M operating system has been installed on the Wang later in the year. Plans have already been made to develop project tracking/management systems using dbASEII/WANG for ORAD's Rainfed Resources Development Project and could be applied to OCD, F/PVO and PHN projects as well.

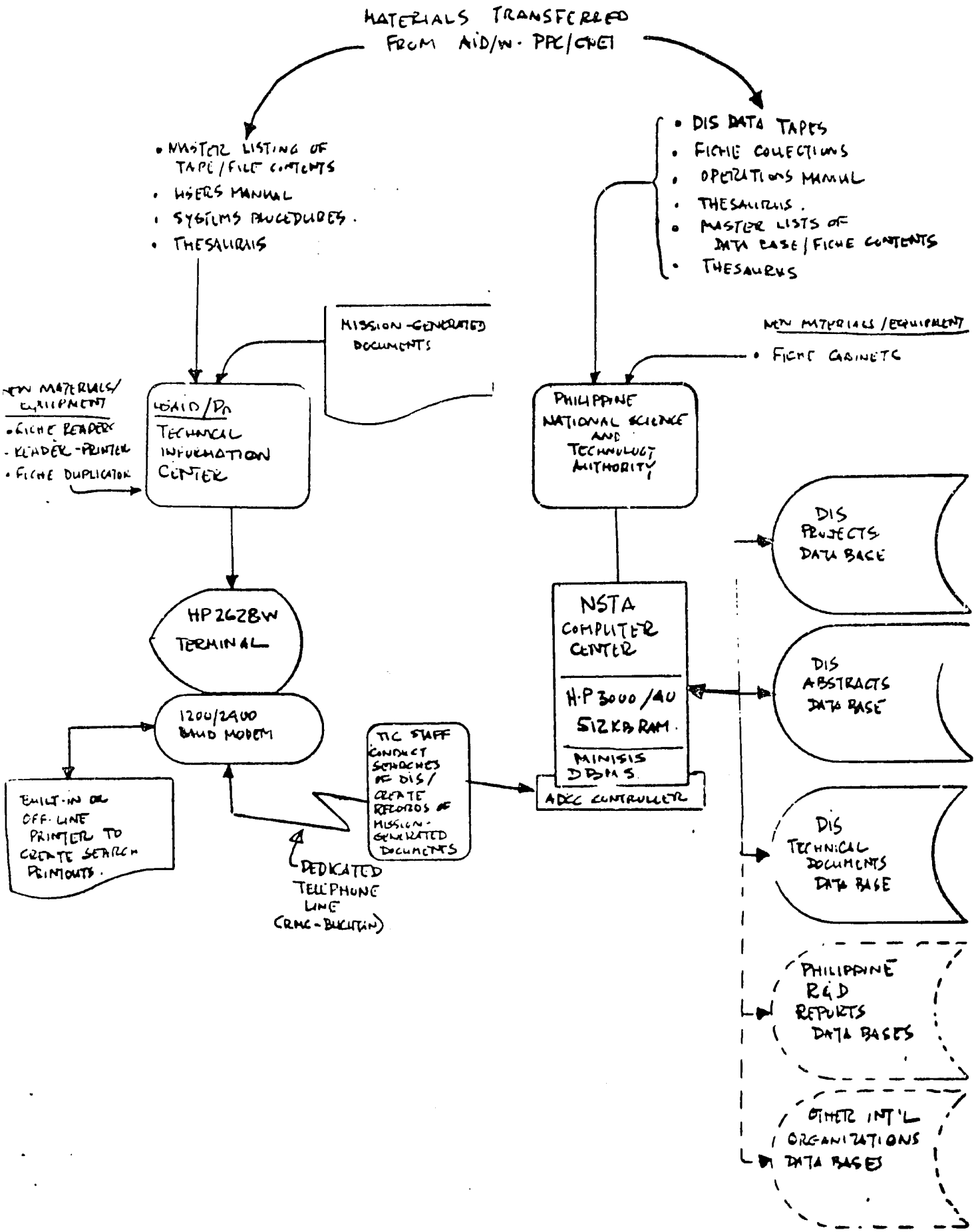
In addition, the PPC/ESDS office in AID/W could make economic and social data sets available to the Mission for use by program staff members. PPC/ESDS has developed microcomputer-based data sets that can be transferred on diskette for use by field personnel who have compatible microcomputer/software resources. This resource would be of value to designers seeking population, social or economic data, and to Program Office personnel performing both micro and macro level analyses.

Exhibit IV-4

RELATION OF MINISIS DATA BASE STRUCTURE TO PROGRAM FUNCTIONS



TRANSFER OF D.I.S TO N.S.T.A. COMPUTER SYSTEM.



PPC/CDEI is currently engaged in testing various approaches to transfer the DIS in microcomputer-based forms as a means to satisfy the information requirements of small missions lacking the resources such as those available in Philippines. Microcomputer-based software, such as dBASEII, SCIMATE, etc,. are being tested in conjunction with uploading/downloading records from the DIS Hewlett-Packard/MINISIS configuration so that more flexible system solutions can be offered to missions. These transfer models will be fully integrated in terms of file structure, terminology, etc., with the more complete DIS files. This approach will enable Missions to receive and process diskettes containing DIS records while simultaneously permitting bibliographic records to be created locally. Diskettes/tapes in a DIS compatible format can be forwarded along with the source documents to PPC/CDEI in a machine processable mode for inclusion in the larger DIS data bases.

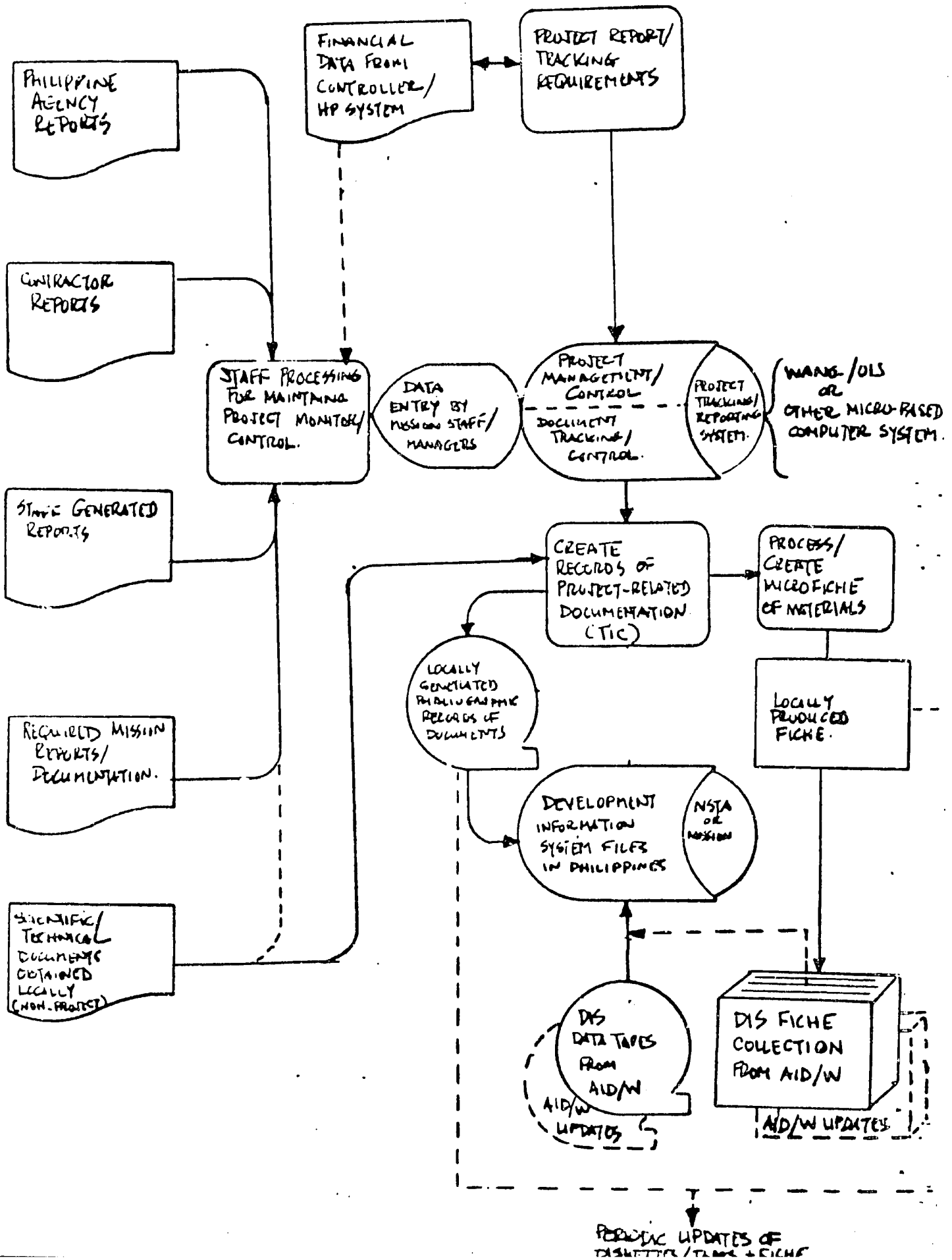
Using this approach, staff secretaries under the guidance of the TIC Information Specialist could create bibliographic citations of project-generated publications for storage in a mission-wide information data base. This approach would diffuse the data base development labor and free up TIC personnel to perform more important analysis, search and information packaging work and eliminate the need for program office personnel to maintain individual card catalogs of their collections. This approach would also provide the Mission with more control over its operations, improve access to information and integrate project management/document control systems. Other TIC functions such as publications acquisitions, reports, Metro Manila library contacts, etc., could be developed on the system as well.

The drawbacks would be that full searching capability of DIS files would not be possible due to the limited storage and retrieval capabilities of the micro-based WANG/dBASEII system as opposed to the more powerful processing capabilities available via the H-P 3000 minicomputer.

Smaller processor/storage space on microcomputer will not permit complete DIS records to be transferred. In addition, increased Mission financial outlays to implement and maintain such a system would be required. However, costs would be related primarily to software maintenance and supplies since the major hardware and software investments have already occurred. Additionally, the objective of improving host country information resources would be negated and local project designers seeking access to the information would impose a greater burden on TIC/USAID resources.

(OPTION 3) A third option would be to place the DIS system on an entirely separate microcomputer-based system (e.g. IBM/PC-XT) that would operate similarly as Option 2 described above but would be maintained exclusively by the TIC. It would operate independently of the WANG/OIS-CP/M equipment. Mission personnel would be offered the opportunity to learn to use the search/ retrieval capabilities of this

PROPOSED LINKAGE BETWEEN MICROCOMPUTER BASED PROJECT TRACKING/REPORTS CONTROL SYSTEM AND D.I.S.



system. The same file size/processing limitations that apply to the WANG/OIS system exist as would the mission's obligation to financially support the system. Other TIC administrative/reporting functions would be supported by the IBM system as well.

(OPTION 4) A fourth option would be for the missison to upgrade its H-P 1000 to an H-P 3000. The costs and associated problems of converting financial and other systems operating on the H-P 1000 to an upgraded HP system is not realistic in view of State/AID decisions to shift to WANG-VS computers as the primary ADPE systems to be supported.

(OPTION 5) A fifth option would be for USAID to enter into a contract with a commercial firm to provide the required services, buying time from them on a time-shared basis. However, no such organization exists at present in the Philippines. A major investment in hardware would be required and the cost of obtaining MINISIS for commercial use from IDRC (estimated $50,000) could make such an option prohibitively expensive since the firm would need to sell computer time on the HP 3000 commercially in order to justify a reasonable charge to USAID.

Supporting cost data for Options 4 and 5 have not been developed.

b. DIS Microfiche Files A corollary part of the DIS transfer will be the accompanying transfer of microfiche of the technical and project reports contained in the System. This consists of over 32,000 technical reports ("PN" series), and information on over 10,000 projects ("PD" series). TIC would establish controls over how the fiche collections would be made available to mission personnel, working in close cooperation with NSTA, since having two duplicate sets of the entire fiche collections -- while possible -- is not preferable. The TIC would also be responsible for assuring that project-generated documentation warranting inclusion in the Center's holdings are processed accordingly on the data base, preparing documents for microfiche processsing (either here or sent to AID/W) and monitoring the interfiling of new fiche into the larger fiche collections sent from AID/W.

The effective use of the transferred DIS requires access to the documents cited whenever a search of the data base is made. Retrieval of document is by a unique document ID number. Prompt access to this information can be provided only if the fiche collection accompanies the data base. The introduction of this technology answers the problem of timeliness in accessing the information, since it will be available locally in fiche format. However, resistance to the use of microfiche as opposed to paper must be considered. Fiche readers have to be selected that will meet the varying quality of the fiche; fiche-to-fiche duplicating and fiche-to-paper copying equipment will have to be purchased since the fiche may be needed off-site or a paper copy of selected portions of the document may be needed to prepare a report.

The updating, refiling and environmental control over the fiche collection is an important function that requires careful attention if the system is to operate successfully. The fiche collections are organized in ascending document ID numbering sequences and must be accurately maintained. If a search yields specific citations that meet the user's needs, the entire effort becomes futile if the cited material cannot be located in the fiche collection.

2. Project Documentation/Tracking Systems

a. Systems Integration. The plans described above for managing the use of information within the Mission makes a distinction between scientific and technical information and project documentation. Projects themselves often create valuable scientific and technical information as specified in the deliverable reports schedule. Other project reports are in response to specific administrative or management reporting requirements. Whereas this situation constitutes one of AID's major on-going concerns, steps are being taken to provide better control over project documentation. The viability of "official" files is a matter of file integrity and if missions do not forward documentation to AID/W or if it is forwarded and lost, the result is the same -- inadequate documentation.

The plan being recommended for USAID/Philippines will involve continuation of the current C&R-sponsored project documentation system. However, staff secretaries will be required to make certain that two copies of specified documentation submitted to or created by project operations are forwarded to the TIC for processing.

In addition, non-project generated scientific or technical reports obtained by the project offices will be forwarded to the TIC for processing as well. If the document satisfies criteria for inclusion in the TIC (and AID/W) data bases, it will be processed accordingly (cataloged, abstracted, microficned, etc.) and added to the larger AID collection. Its existence will be made known to other Mission personnel by being cited in the monthly acquistions list and can be retrieved subsequently since it will be included in the data base. If the material does not satisfy processing criteria, it will merely be added to the Mission's holding lists, and returned to the originating project officer for retention in office or personal working files.

If the NSTA link is established, TIC personnel will catalog the material directly onto the DIS using MINISIS and applying AID/W cataloging guidelines.

If the option to use the WANG/OIS system is adopted, then a screen format will be programmed using dBASEII that will enable office secretaries to prepare the initial bibliographic records and then forward the documents to the TIC for final processing and indexing who will access the appropriate file to monitor document delivery/availability. This decentralization will diffuse the labor

involved in creating the Mission's own bibliographic data base, eliminate the program offices' need to maintain separate card files, and allow each office to maintain records of its project documentation using a compatible project tracking system. [Appendix C provides a description of the data elements that need to be captured if this processing of documents is to be compatible with DIS files.]

b. APDMS Fiche Collection. The APDMS project is an agency-wide undertaking to microfiche official project files and disseminate the fiche for use by AID/W Project and Technical Officers as well as mission personnel. But more importantly, it forces the development of complete project documentation. In addition to the DIS fiche collections described above, a corollary effort sponsored by SER/MO to convert official bureau project files, maintained in AID/W to microfiche (see FRONTLINES, Dec. 1983) envisions the transfer of these fiche collections to missions as well. An automated index to these fiche collections has been developed on the HP 3000/MINISIS system, thus making it possible for users to obtain a quick listing of documentation available on a specific project in order to locate the right fiche.

PPC/CDEI's microcomputer modeling work includes the creation of files/software for these data bases as well. The completeness of these fiche collections for each project, however, is directly related to how diligent respective Mission personnel have been in providing copies of project documentation to AID/W. Fiche for certain projects are not as complete as others, nor, supposedly, as Mission files; yet, the APDMS system does provide access to the key documents in microform.

.. Consolidation/Weeding of Mission Information Collections

An essential step in creating the TIC will be agreeing on what information should be kept in the center. Prior to that action, work can proceed to weed out obvious unessential materials (duplicates, newspapers, etc.) and to compare AID/W printouts and catalog cards to those in the CRL as a guide in making determinations of further items to be eliminated. If AID/W has the document on fiche, it can be marked for discarding. If the item is not on an AID/W list, a decision needs to be made as to whether or not it meets the criteria for remaining in the TIC collection. If it does not meet the criteria, it can be discarded. If it does meet the criteria, the item needs to be catalogued onto the data base. A decision to cut off processing materials using Library of Congress/Dewey cataloging rules must be made so that all documents to be processed after a certain date will be catalogued using the new guidelines. The existing card catalogs can be closed at that time (e.g. July 1, 1984). This date is a realistic once following the complete DIS transfer process.

Materials in the various technical, program and other program office collections will need to be scanned for relavance/availability in the DIS collection, and processed accordingly. Again, machine cataloging of these

materials cannot begin until the automated cataloging system is operational; yet, selection/weeding of materials to be processed can proceed in the meanwhile.

D. Filming of USAID/Philippine Materials

To be compatible with proposed new technologies, existing and future materials to be included in the TIC need to be converted to microfiche. In addition, a large portion of the USAID/Philippine collection would be a valuable contribution to the general DIS collection. At the present time, the exact number of items to be filmed is unknown until a decision on the TIC scope and CLR weed-out and AID/W comparison processes are completed.

However, to successfully integrate Mission activites with DIS procedures, materials need to be filmed. The most logical approach is to film the materials locally to take advantage of the relative benefits of the local economy. The ideal approach to solving this problem would be to use a local service bureau. An investigation of micrographics vendors in the Philippines has revealed that no service bureau organization exits which can do this work on a contract basis. Local service bureaus perform source document filming to create only 16mm roll/cassette microfilm, COM fiche from data tapes, or to make jacketed-microfiche from 16mm strips; but none are involved in creating 105x148mm, 24x, 96-frame microfiche compatible with DIS standards. Moreover, none of the organziations interviewed appeared interested in establishing such an operation unless they could be guaranteed long term, large volume business prospects.The Mission would be required to purchase a camera/processor, and a fiche duplicator, and to establish procedures for integrating this function into Mission operations. The investment in this operation needs to me made only if the volume of material is sufficiently large. Otherwise, the documents can be forwarded to AID/W for processing.

Once the USAID backlog of materials to be filmed is completed, the routine processing of new acquisitions will not be significant. This will permit the TIC holdings to remain current since newly acquired documents can be filmed as part of the processing function. The investment in the camera/processor would be amortized over the intial period of time required to film the backlog. A comparison of these costs needs to be equated with stateside service bureaus costs to determine the appropriateness of making this investment once the volume of materials to be filmed can be determined. Longer-term benefits will accrue to the Mission as new documents are processed and added to the collection in future years. The costs for converting these would be only for the supplies and labor.

A separate option is to estimate the volume of materials to be filmed and to investigate the cost of renting a camera/processor only to deal with the backlog and concentrate on judiciously forwarding new materials to AID/W for processing there.

*[Use figure of $2.50/title, plus $.07/pp for filming, plus indirect costs of 40% to determine cost of converting document to fiche. E.g., at 90 page report would fit as one 96-frame fiche. $2.50 + (90 x .07) + .40 = $12.32. Each silver duplicate of master fiche = $.75/fiche; each diazo duplicate = $.40/fiche.]

V. IMPLEMENTATION STRATEGY, SCHEDULE AND COSTS

A. Action Items

Following a review of this overall proposed approach, a series of actions will be required before plans can be implemented. Listed below are the key issues on which USAID management action will be required.

1. Adoption of Concept to Establish TIC. Management must agree to the concept that an organizational entity similar to the TIC being proposed herein is, in fact, desirable; and, must designate its location operational responsibility within the existing hierarchy.

2. Develop Detailed Plan for Integrating Information Function into Mission Operations. While this report sets forth a general approach for integrating the Mission's information activities with AID/W systems, many detailed system characteristics will need to be developed to meet the Mission's unique needs as well as the AID/W system integration requirements. This detailed plan should be developed in concert with all USAID offices and presented for management action prior to implementation.

3. Develop formal agreement with Philippine National Science and Technology Authority. Since NSTA has been designated an important role in the transfer process, a role on which USAID will be dependent, a firm understanding and agreement with NSTA is essential to spell out all expectations of both parties. Designated in the agreement will be areas of responsibility, and any expected or required financial support need to initiate and sustain the agreement. (NOTE: It is envisioned at this time that the transfer of the DIS to NSTA will not require any AID financing even though NSTA has asked for assistance to pay the costs of a 9-month tenure of a Senior Information Specialist to help them develop their networking capabilities. However, NSTA's willingness to support the DIS transfer is not necessarily dependent upon the receipt of financial assistance for this activity.)

In the event that an agreement with NSTA cannot be reached satisfactorily, plans to implement a USAID-operated, computer-based information system compatible with the DIS will then need to be implemented.

4. Recruit and Train Personnel Personnel with basic skills need to be recruited with the key individual(s) sent to AID/W for 3-5 months training on the detailed aspects of DIS operations.

5. Obtain Resources/Equipment A decision to allocate funds to purchase equipment, supplies, special services, and other resources plus underwriting personnel salaries and benefits must be made. The amount needed to implement the system will be greater during the startup phase with lesser amounts needed in subsequent years. Cost estimates have been

provided below and include estimates on various options, special software development/integration, equipment purchases, and microfiche preparation, filming and duplication.

6. Commitment to Expanded Use of Innovative Information Processing Tools. The introduction of new information technologies and tools have a tendency to create even greater demands for their use in day-to-day office operations. These events also lead to greater expectations by personnel for continued access to such innovations (equipment, software, media, etc.) Mission management must be prepared to incorporate these innovations in its long range plans so that individual as will as organizational benefits will accrue; and, to assign appropriate priorities to and commit financial resources in support of these activities.

B. Schedule for Implementation

Exhibit V-1 presents a suggested schedule for establishing the Mission's improved information activity.

C. Costs for Implementation

Major cost elements for system startup and projected annual operating costs are presented as Exhibit V-2.

Exhibit V-1

Proposed Implementation Schedule

Activity	Activity Completion Date
1. Plan/Concept Approval	12/31/83
2. Designate USAID Organizational Responsibilities	12/31/83
3. Advertise/Recruit FSN Tech. Info. Specialist	1/31/84
4. Consummate Agreement with NSTA	2/28/84
5. Develop Detailed Systems Implementation Plan:	
Detailed TIC Functions	
Scope of TIC Holdings	
Merging of Mission Holding	
Procedures for Cataloging Materials	3/1/84
Decision on Materials to be Filmed	
Integration of DIS with USAID Project Mgmt. System	
6. Tech. Info. Specialist Training on DIS in AID/W	3/1-5/31/84
7. Purchase/Acquire Equipment & Supplies:	
Microfiche Reader	
Reader-Printer	-5/1/84
Fiche Cabinets (for NSTA)	
Telephone Line/Modem	
8. Acquire Contract Support Services to Assist in System Installation at NSTA/USAID	5/15/84
9. AID/W Prepares Tapes/Fiche/Systems Manuals for NSTA & USAID	5/15/84
10. Install/Test System at NSTA	5/31/84
11. Conduct Briefing	6/15/84
12. Commence Processing of USAID-Generated Materials using Computerized Information System	7/1/84

Exhibit V-2

COST ANALYSIS FOR IMPLEMENTING PLANS TO DEVELOP SCIENTIFIC AND TECHNICAL INFORMATION ACTIVITIES IN USAID/PHILIPPINES

1. Staffing/Direct Costs for Technical Information Center:

Labor	Startup	Annual Operating
Supervisor, TIC	Qtr. Time, DH	Qtr. Time, DH
Tech. Info. Specialist (FSN 10)*	$ 4,176	$ 4,176
Library Asst. (FSN 6)*	2,766	2,766
Travel/Per Diem (AID/W)	5,000	-
Local Travel	500	500
Publications Purchases	4,000	3,000
TOTAL	$16,464	$16,464

* [Proposed new FSN grade structure]

2. Resources Needed to Interface with NSTA for Accessing DIS:

Direct Cost Element	Startup	Annual Operating
Dedicated Telephone Line (RMC/NSTA)		
Installation	$ 200	-
Monthly Rental ($225 x 12 mos)		2700
Communications Modem	800	-
HP2621P Terminal/Printer	3500	-
Microfiche Readers (4)	1000	-
Microfiche Reader/Printer	2000	-
Microfiche Storage Cabinets (3)*	2400	-
Supplies/Materials	1500	2000
Contract to support DIS Transfer Process with NSTA	10000	1500
TOTAL	$24100	$ 5200

3. Resources Needed for DIS to be maintained using WANG/DIS:

Direct Cost Element	Startup	Annual Operating
Software:		
CP/M-based DBMS (Multiplan, dbaseII, etc.)	$ 1500	-
Contract for revision/upgrading	3000	$2000
Equipment:		
Diskette converter	2000	-
Training/Procedures Development	3500	-
TOTAL	$10000	$2000

4. Resources Needed for DIS to Operate Independently on IBM/PC-XT:

Direct Cost Element	Startup	Annual Operating
Equipment:		
IBM/PC-XT (10MB disc)	$10,000	-
Software	1,500	500
Contract for Software Modification	3,500	1,000
Supplies/Materials	1,000	2,000
Maintenance	500	500
TOTAL	$16,500**	$4,000

[** Costs in item two above for microfiche-related equipment/supplies to be added to this cost.]

5. Resources Needed for USAID to Perform Source Document Filming:

Direct Cost Element	Startup	Annual Operating
Labor:		
Camera Operator (FSN 6)*	$ 2,766	$ 2,766
Document Preparation Clerk(s) FSN 5*	2,000	-
Fiche Librarian	1,800	1,800
[*New FSN Grade Structure)		
Equipment:		
3M SRC 1050 Dry Film Microfiche Camera/Processor	34,176	-
Film (est. 10,000/doc @ 96/pp)	768	766
3M Dupfiche Printer/Developer	8,704	-
Film (8 boxes @ 100 fiche @ $44.50)	356	356
Supplies/Materials (Gloves, envelopes, title card masters, etc.)	2,500	3,000
Equipment Maintenance	1,000	1,000
TOTAL	$54,090**	$14,496

APPENDIX A: USAID/PHILIPPINES-LIBRARY & TECHNICAL INFORMATION COLLECTIONS

1. Central Resource Library (17th Floor):

22 six-shelf units @ containing approximately 50 document/shelf catalogued using Dewey (technical reports, etc.)

17 six-shelf units @ containing approximately 50 documents/shelf catalogued using LC (monographs, special purchases, etc)

[Note: Librarian criteria used to distinguish which sytstem to use is by type of cover and cost; hard cover and "expensive" softcover items are catalogued using LC; technical reports, fugutive literature, etc. is catalogued using Dewey.]

6 six-shelf units containing 2-6 year old collections of scientific/technical journals and other serial publications. Not catalogued in any discernable manner; monitors via alphabetical listing of claiming slips.

1 three-shelf unit containing TV cassettes and films

2 card catalog cases

The CRL also has a significant number of red serial binders containing miscellaneous aggregations of reports, serials, etc. that are uncatalogued and placed in binders with no obvious organization that can be determined by the casual user.

2. Office of Capital Development (14th Floor)

Approximately ten (10) 40" shelves containing material in red document binders titled as follows:

Annual Reports
Agriculture Industry
Business Applications
Employment
Finance
Food Processing Sector
Furniture Sector/Associations
Handicrafts Section
Institutions
Magazines
Marketing
Metals Working Industry
Micro Enterprises
Miscellaneous

The collection also consists of six file cabinets of official Project files organized by project number, and contains PIDs/PPs on Municipal Development Fund subprojects.

An office-developed card catalog is maintained by a staff secretary. Use of the collection is as follows: OCD personnel = 50%; Other USAID personnel = 40%; Outsider USAID = 10%.

3. Office of Rural and Agricultural Development (16th Floor):

Collection consists of 19 three-shelf units each containing approximately 50 documents (5,700 total titles) of scientific and technical as well a project-related materials. The collection encompasses approximately 150 sq. ft. Each unit is numbered and items are cross referenced by title to shelf location using a card catalog system developed by one of the secretaries. The catalog card entry is not standardized or linked to any other Mission system. The collection is organized around the following categories with the number in ( ) indicating the shelf location of materials:

Agribusiness (7)
Agriculture Credit (3)
Agriculture Cooperative (3)
" Marketing (3)
" Cropping (3)
" " (Masagana) (99)
" " Systems (7)
" Development (4)
" Economics (4)
" Education (1)
" Engineering (5)
" Directory/Resources for Development (5)
" Policy (5)
" Research (2)
" Research for Development (2)
" " Management/Research Planning (2)
" Rural Development (2)
" Machinery Development Program/Rice Making Dev (1)
Forestry (2)
Forestry/Deforestation (2)
Agro-Forestation (1)
Agrarian Reform/Land Reform (1)
Land Tenure (1)
Farming Systems (5)
Small Farms/Small Farmers (5)
The Farmers Scholar Program (5)
Small Farmers Credit (5)
Fisheries/Aquaculture (6)
" : Anthropology (6)
" : Biological Sciences (6)
" : Fish Market (6)
" : Reports (6)
Fish/Marketing Review (6)
ICLARM-SEARCA Report (6)

Fisheries Research (6)
Fisheries/Aquaculture - SEAFDEC Reports (6)
Livestock (9)
" :Animal Husbandry & Agriculture Journal (9)
" :World Animal (9)
Poultry/Poultry Feeding (9)
Feeds: Livestock/Poultry (9)
Pesticides/Pest Protection/Pest Control (9)
Crop Losses (9)
Pest Management (9)
Rodents (9)
Weed/Weed Control (9)
Management (7)
Marketing (7)
Maize/Corn (3)
Mung beans (4)
Mungeobeans (4)
Vegetables (4)
Sorghum (4)
Legumes (4)
Grains (4)
Grains storage (4)
Rice Farming (4)
Rice Research (4)
Rice Technology (4)
Root Crops (4)
AID Bibliography Series (3)
AID General (3)
Education (14)
IRRI (12)
IRRI Reports/Review/Workshops/Project Paper/Publications (13 &12)
Eastern Visayas Studies (8)
Visayas State College of Agriculture kk(6)
Bicol River Basin (8)
Water Development and Management (8)

4. Regional Law Library (17th Floor)

Consists of approximately 60 linear feet of legal texts/case books.

5. Regional Audit Office (17th Floor)

Collection consists of one three-shelf unit containing audit reports performed by Regional Audit Office as well as other AID audit offices. These reports are generated by local staff and sent from AID/W. Filed by year/audit report number.

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6. Logistics Office (18th Floor)

3 six-shelf units @ containing approximately 25 supply/vendor catalogs used by Logistics Office in purchasing USAID and project-related supplies, equipment and materials. Also includes official GSA catalogs. Not organized in any obvious classification; no title list.

7. Office of Program Economist (15th FLoor)

Collection consists of 4 three-shelf units @ 40" long containing economic and statistical information. Two shelf units contain general reference materials, yearbooks, AID evaluation/data series budgets, and selected economic journals. These materials are not catalogued in any manner although a few titles ordered through the CRL have been catalogued using LC. The majority of items, however have been requested directly by staff members independent of the CRL.

The other two units contain economic studies prepared by the Economist's Office. These reports are given to Philippine or other local PVO, economic, banking, or research organizations. Copies of these reports are supposedly sent to CRL and to AID/W. Total number of tiltles is estimated to be around 350+.

Appendix B: List of Personnel Interviewed

1. Richard Rhoda, USAID/Philippines, Asst. Program Officer
2. Linda Webb, Communications and Records
3. Cecilia Gracia, Communications and Records
4. Ralph Edwards, Chief, Office of Rural and Agricultural Development
5. Russell Aulik, RIG/Audit
6. Frank Dickey, RIG/Audit
7. John Burns, RIG/Audit
8. Jan Miller, Regional Legal Advisor
9. William Carter, Chief, Office of Food for Peace and Voluntary Cooperation
10. Milo Bonsol, Computer Specialist, Data Management Division
11. Harold Collamer, Controller
12. Nimalka Wijesooriya, Chief, Budget & Accounts Division
13. John Tennant, Chief, Office of Capital Development
14. John Dumm, Chief, Office of Population, Health, and Nutrition
15. Gary Cook, Office of Population, Health, and Nutrition
16. Joy Riggs-Perla, Office of Population, Health and Nutrition
17. Dave Lyons, American Embassy/Philippines, Consular Section
18. Bruce Stader, Logistics Office
19. Emilda Parayno, Central Resource Library
20. William White, Executive Officer
21. Peter Davis, OD/Economist (Chmn., Ad Hoc Library Committee)
22. Dr. Irene Amores, NSTA, Director, Clearinghouse and Scientific Documentation Division
23. Steve Chu, Systems Analyst, 3M Corp (Phil)
24. Pat Cabrinio, Institute of Library Science, UP (Diliman)
25. Luciano Mangaficio, American Embassy/Philippines, Consular Affairs
26. Ricardo Alviso, American Embassy/Philippines, Consular Affairs
27. Alfredo Pozer, Ateneo de Manila, Univ.
28. Paulina C. Pestano, SGV

APPENDIX C

Appendix C

UNITED STATES GOVERNMENT

Memorandum

TO : See Distribution

DATE: March 1, 1982

FROM : John J. Garney, Executive Officer

SUBJECT: Mission-Generated and Sponsored Documents

In response to the request of the Director of the Office of Development Information and Utilization, Bureau for Science and Technology, Agency for International Development, please provide the Central Resource Library six (6) copies of each final report or document generated by your division. Four (4) copies on the documents will be sent to the DIU Office and two (2) will be retained in the library for reference. Publications requested are of the following types:

"1. Technical reports, micro, and macro data, locally commissioned studies and host country documents;

2. All formal project documents (PIDs, PPS, evaluations, appraisal reports, audit reports, etc.);

3. All supplementary project documents which provide insight (contract implementation agreements, key end-of-tour reports, etc.)."

CRL will be responsible for the mailing of these documents to the DIU Office.

Distribution:

A.M. Schwarzwalder, OD
M.C. Kilgour, OD
G. Carner, OD/P
L. Ervin, OD/E
C. S.Callison, OD/PE
J. J. Garney, EO
H. Collamer, CO
G. Laudato, PO
S. Sinding, OPHN
W. Carter, OFFPVC
R. Edwards, ORAD
W. McDonald, OCD
D. Pressley, RLA
D. Melville, AR
C. Vann, RIG/IIS
R. Aulik, RIG/A

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ACTION
INFO.

TO - AID/W TOAID A- 96

DATE SENT
May 30, 1978

FROM - MANILA
E.O. 11652 - N/A
SUBJECT - Bureau Support for Mission Libraries and Information Needs

REFERENCE -

The USAID Library, known as the Central Resource Library (CRL), is a repository of USAID Feasibility Studies and Reports. It serves as an information center designed to assist advisors, consultant, Project Officers and staff with background information materials about the Philippines, and other reference sources needed in the pursuance of their projects and research work relevant to the Mission's goals.

The Central Resource Library maintains materials about the Philippines, provincial census reports, publications on provincial profiles, and published materials in each of the areas of concentration within the USAID Mission. Current areas include: Agriculture Development, Economics, Education, Food and Nutrition, Human Resources Development, Public Works, Science and Technology. Telephone directories of major cities in the United States are also kept in the library.

When a USAID employee undertakes a feasibility study and/or report and requires background information not available in the library, these materials are obtained through the Inter-Library/Office Loan or Exchange. The Inter-Library/Office Loan or Exchange is a system of mutual cooperation between two libraries/offices whereby a book may be loaned by another for a limited time. A number of libraries in Metro Manila where USAID Central Resource Library enjoys inter-library loan privileges, like the Asian Institute of Management, Central Bank of the Philippines and Thomas Jefferson Cultural Center, now keep microfiche reproductions.

PAGE 1 OF 2

DRAFTED BY	OFFICE	PHONE NO.	DATE	APPROVED BY
JSJohns/ir	PER	406	5-26-78	PO:WPulcahy

ADDITIONAL CLEARANCES
PO:DLLeaty

UNCLASSIFIED
CLASSIFICATION

(Do not type below this line)

To date, the library collection consists of: (1) 5,330 documents; (2) 2,600 books; (3) 80 various periodicals; (4) microfiche reproductions; and (5) 204 films. Books pertinent to the Mission's goals are requisitioned through the Central Resource Library. In order to update the collection of studies and reports, copies of final reports and project studies are requested from USAID advisors, consultants and project officers.

CRL is also responsible for maintaining, reviewing and circulating periodicals. Subscriptions are reviewed at the time of expiration and renewed as needed. Requests for subscriptions are made through the Central Resource Library. Distribution lists are established according to area of interest.

In order to more fully support Philippine counterparts and AID contractors, and help others to understand and be aware of USAID assistance and involvement in the development of the Philippines, the Central Resource Library distributes and donates duplicate reports to libraries and institutions.

Should microfiche collection be one of the reference materials for advisors and readers and consultants at CRL, the following would be needed:

1. A plastic or metal tray for storing microfiche, six by eight by 28 inches, as mentioned in the Airgram AIDTO Circular A133, 6-b. A picture of this tray is shown in the Gaylord Library Supplies & Equipment Catalog, 1975-76, p.1.

2. A micro-reader should be located in the same section or department where the microfiche are.

3. A filing cabinet for indexes and guides is needed. The indexes and tools as mentioned in AIDTO Circular A-133, 6-b would be a big help in organization and maintenance.

4. A small room or corner for the micro-reader and for the reader is suggested.

TOUSSAINT

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Appendix D: Detailed Description of TIC Functions

A. Acquisitions

1. Coordinate purchase of monographs, journals, technical reports from commercial publishers with Logistics Office. Develop automated system to maintain control over items purchased, renewals, costs, etc., and perform claiming tasks.

2. Develop procedures for annual review of publications acquistions to determine utility of materials to meeting program needs.

3. Coordinate acquisition of materials through exchanges, gifts or regular distribution from relevant sources/publishers of scientific and technical information.

4. Coordinate receipt of data tapes from AID/W with data processing support organization and maintain master lists of data base contents.

5. Coordinate receipt of microfiche collections from AID/W and maintain master lists and all updates of fiche sent to Philippines.

6. Prepare and distribute periodic listing of new acquisitions as a by-product of acquisitions process.

B. Processing: Cataloging, Indexing and Bibliographic Record Development

1. Prepare appropriate bibliographic citations of materials for inclusion in TIC collection according to type of material acquired:

--For mission or project-generated documents, prepare machine processable record (on MINISIS or other DBMS provided by AID/W to USAID missions) in accordance with processing guidelines.

--For gifts, exchange, or materials received on a routine basis, determine appropriateness of document to selection criteria and prepare bibliographic citation accordingly;

--For journals, serials, monographs, or other purchased materials, prepare bibliographic record as specified in CDEI processing guidelines (to be supplied).

2. Apply standard index terms to bibliographic entries using thesaurus provided by AID/W.

C. Information Networking

1. Establish appropriate working relationships with key PVO and international development organizations and individuals located in Metro Manila and throughout Philippines that possess information resources useful to meeting program needs. Develop catalog of resources indicating contact points, scope of holdings, titles of major publication series, and exchange/loan policies. The catalog is to be developed using a computerized data base management system that will permit retrieval by subject, type of organization, etc.

3. Establish and maintain working relationships with resources in CONUS (e.g. PPC/CDEI) and ASEAN region who can be contacted to obtain needed information not available locally; and become familiar with ways to quickly obtain information from such sources.

4. Maintain close working relationships with local ADP support organization(s) that will operationally maintain the DIS tapes/programs and microfiche collections and provide information to USAID management on the status of the working relationship; provide leadership on problem resolution with AID/W relative to DIS deficiencies/problems, etc.

D. Reference and Referral Services

1. Perform on-line or batch processing of requests on DIS using MINISIS or other DBMS software developed by AID/W or locally.

2. Assist users in developing search strategies through appropriate use of thesaurus descriptors and keywords.

3. Prepare responses to search requests by analyzing masterials and determining relevance of "yield" to request parameters.

4. Coordinate delivery of fiche/paper copy of materials to users.

5. Follow-up with users to determine utility of materials (contents, format, legibility, etc.) and appropriateness of response.

E. Staff Education and Development

1. Develop plans and materials to inform USAID staff on TIC resources, systems, procedures, etc.

2. Provide training to personnel on use of DIS searching tools, DBMS searching procedures, and creation of individual information files.

3. Coordinate computerized support of DIS with responsible computer organization and with USAID Data Management Office to assure operational reliability of DIS.

F. Management and Reporting

1. Coordinate activities with USAID management to maintain TIC responsiveness to mission plans/requirements.

2. Monitor advances in information processing technologies and oversee appropriate introduction into mission operations.

3. Provide financial accountability of TIC activities and prepare required reports on TIC operations as specified by management.

APPENDIX E

APPENDIX E

TO BE REVISED

INTERAGENCY – FSN EMPLOYEE POSITION DESCRIPTION

1. POST	2. AGENCY	3. POSITION NO.
Manila, Philippines	USAID/Philippines	PER-

4. REASON FOR SUBMISSION

a. This position replaces Position No. PER-132, Library Supervisor (Title) FSN-16 (Grade)

b. Other (Specify)

5. CLASSIFICATION ACTION

Allocation By	Class and Title of Position	Grade	Initials	Date
a. Post Classification Auth. USAID Dep Executive Officer	Library Supervisor	FSN-16		
b. Other				
c. Recommended by initiating office				

6. POST TITLE OF POSITION (If any)	7. NAME OF EMPLOYEE
	Emilda A. Parayno

8. MISSION OR OFFICE USAID/Manila, Philippines	c. Third Subdivision Personnel Branch
a. First Subdivision Executive Office	d. Fourth Subdivision
b. Second Subdivision Personnel Division	e. Fifth Subdivision

9. This is a complete and accurate description of the duties and responsibilities of this position.

Emilda A. Parayno — 1/18/83

Signature of Employee — Date

10. This is a complete and accurate description of the duties and responsibilities of this position.

Teras A. Viloria — 1/18/83

Signature of Local Supervisor — Date

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

William E. Wanamaker — 1-27-83

William E. Wanamaker

Signature of American Supervisor — Date

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Standards.

William E. Wanamaker

Title: Dep Executive Officer — Date

13. Basic Function of Position Serves as in charge and an expert in the major library functions of the Mission's Central Library.

14 Major Duties and Responsibilities *(Continue on blank sheet if more space is needed)* — % of time

1. Serves as an expert and in charge of the Mission s Central Library to provide USAID staff members with comprehensive and selective reference in a specialized subject area or broad areas of general interest, requiring specialized professional or technical experience and proficiency in the particular function, services, programs or projects involved in a subject area or field of interest which is extensive in coverage or penetrating in depth; or in the application of the theories, principles, and techniques of librarianship. Selects or recommends acquisition of materials which are comprehensive or highly selective in coverage, including current and retrospective material collected on an international basis, and containing both primary and secondary source material, to meet the requirements of the technical offices in their respective development programs. Serves as member of the USAID's Professional Library Advisory Committee. — 25%

2. Screens, reviews, and selects incoming scientific and technical documents for pertinency to the Mission's use and for importance in advancing current research and development programs to meet their — 10%

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15. DESIRED QUALIFICATIONS

a. Education: Possession of a master's degree in Library Science.

b. Prior Work Experience: From three to five years of progressively responsible experience in library work.

c. Post Entry-Training: Not required.

d. Language Proficiency: Level IV, fluent in English is required.

e. Knowledges: A thorough knowledge of Library of Congress selection criteria within the host country.

f. Abilities and Skills: Ability to determine appropriate materials for the library needs of the Mission. Ability to interpret and evaluate information related to the Mission of the organization.

16. POSITION ELEMENTS

a. Supervision Received: Under the supervision of the Chief, Personnel Branch, Tomas A. Viloria, Pos. No. PER-133. Receives administrative direction with regards to policy matters. Performs technical responsibilities independently. Work is reviewed primarily for overall effectiveness and compliance with general policies and procedures.

b. Available Guidelines:
Guidelines are based on limits of the objectives established by management in the form of policy statements, delegations of authority, procedural manuals, or operating instructions, USAID Orders, Administrative Notices, and other written directives.

c. Exercise of Judgment: Exercises judgment within the bounds of delegated authority on matters within the scope of the incumbent's subject proficiency or in determining methods of locating or retrieving required information and in the methods of presenting such information.

d. Authority to Make Commitments: Commitments are limited to recommendations which are usually the basis for management decision for selection, approval, or disapproval.

e. Nature, Level, and Purpose of Contacts: Personal contacts are significant and are primarily to establish and maintain cooperative work relationships to provide, obtain, or exchange information. Contacts are typically with clientele of the library or with the Mission staff members or staff members of other library and information facilities; or with State, local or private industrial organizations.

f. Supervision Exercised:
Has technical supervision over 1-Library Asst I, FSN-12

g. Time Required to Perform Full Range of Duties:

One month.

14. Major Duties and Responsibilities (Continued)

goals and objectives.

3. Catalogs, classifies, and assigns subject headings to difficult library materials to facilitate retrieval of materials and information. Answers a wide range of selective or comprehensive reference questions when the information is not included in catalogs or covered in the usual bibliographic controls; or requires the use of materials not ordinarily considered to relate to the field involved, to satisfy personal or written inquiries.

4. Based on the Mission Library Committee's policy, plans rules and regulations on library services for the guidance of USAID staff members and outside users of the Mission Library facilities. Reviews and evaluates order for books, periodicals to ensure minimum cost and essential needs. Examines trade publications and samples to determine their needs in the Library; interviews publishers representatives on publications advertised to ensure that their publications may be essential to the Mission's development program; and consults with assistant librarian to select materials. 15%

5. Establishes inter-library/office cooperation within Metro Manila and outside it for materials needed but not available in the Mission Library to be able to provide information or materials needed by users. 10%

6. Describes and demonstrates to users procedures for searching catalog files and shelves to locate information. Searches catalog files and shelves to locate materials. 5%

7. To help offices and technicians, sends out their requests for library copies to AID Research and Development Abstracts (ARDA), and loan requests to Foreign Affairs Research Documentation Center (FAR), Washington, D.C. For needed publication not available at ARDA or FAR, requests are sent to the country where such document originates. Contacts book dealers to check availability of books requisitioned. Prepares bibliographies and reading lists for the information of the staff members. 5%

8. Examines and selects materials to be discarded, repaired or replaced to update references. Interviews film and VTRs borrowers and evaluates their purpose for borrowing particular VTR or films to ensure effective and maximum use of borrowed VTR or films. 5%

Makes reports as requested and answers correspondence related to the activities of the Library. Furnishes information on library activities, facilities, rules and services to USAID staff members requesting these services. Explains use of reference sources, such as bibliographic indexes and reading guides to locate information, as may be requested.

Performs other related duties as may be assigned. 5%

and TO BE REVISED

INTERAGENCY – LOCAL EMPLOYEE POSITION DESCRIPTION

1. POST	2. AGENCY	3. POSITION NO.
Manila, Philippines	USAID/Philippines	PSC

4. REASON FOR SUBMISSION

a. This position replaces Position No. PSC , Library Assistant I (Title) FSN-12 (Grade)

b. Other (*Specify*)

5. CLASSIFICATION ACTION

Allocation By	Class and Title of Position	Grade	Initials	Date
a. Post Classification Auth. USAID Deputy Executive Officer	Library Assistant I	FSN-12		
b. Other				
c. Recommended by initiating office				

6. POST TITLE OF POSITION (*If any*)	7. NAME OF EMPLOYEE Jane L. Sebeng
d. MISSION OR OFFICE USAID Manila, Philippines	c. Third Subdivision Personnel Branch
a. First Subdivision Executive Office	d. Fourth Subdivision
b. Second Subdivision Personnel Division	e. Fifth Subdivision

9. This is a complete and accurate description of the duties and responsibilities of this position.

[signature] Feb. 1/83
Signature of Employee *Date*

10. This is a complete and accurate description of the duties and responsibilities of this position.

Tomas A. Valeria, Personnel Spec 2/1/83
Signature of Local Supervisor *Date*

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

William E. Manamaker, Personnel Officer 2/1/83
Signature of American Supervisor *Date*

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Standards.

Title: *Date*

13. Basic Function of Position Performs professional reference and technical services of a moderate scope, difficulty, and complexity.

14. Major Duties and Responsibilities (*Continue on blank sheet if more space is needed*) % of time

1. Searches for, locates and acquires data for the use of specialized clientele such as USAID technicians from the various offices of the Mission on subject matters related to the Agriculture, Population, Food for Peace, Health, Capital Development Programs, or the Regional Legal Advisor, Energy Advisor, Economics Advisor's functions by applying standard library tools, methods and procedures to satisfy the service needs of said technicians. Performs cataloging and classification of library materials for which cataloging is not yet available, reclassifying and recataloging as needed to facilitate retrieval of the information about the library material when needed. Determines added entries and subject headings as necessary to correct previous entries not sufficient to facilitate location of the libary material when needed. - 30%

2. Searches for hard-to-find bibliographic information, and, on the basis of this information, prepares bibliographies that fully describe and identify items to be acquired to satisfy the needs of the user. - - - - - - - - - - - - - - - - - - 10%

Major Duties and Responsibilities (continued)

3. Updates vertical files or ephemeral materials and maintains these files for the use of the USAID staff members or other clients from outside. Clips news items from magazines and/or newspapers of particular interest for the Mission staff information. Indexes articles and Presidential issuances to facilitate retrieval or giving out information to users -

4. Maintains periodicals collection subscriptions of the Mission offices or gifts from other sources by dates or Volume No. if available and shelves these periodicals by alphabetical titles. -

5. Receives requisitions for books or other materials from Mission Offices and after securing the approval of the Office Chief, types the requisition in final form indicating the item number, title of material, unit cost, and total cost. Secures the clearance of the Executive Office and transmits the requisition to the General Services Officer for assigning the requisition number and forwarding the requisition to the Logistics Division for final purchase of books or other materials requested in the requisition as set forth in the USAID order 541.2.- - - -

6. Upon receipt of the typing guide slip from the Librarian, prepares the necessary catalog cards set (1) main card to indicate the whole entry such as the call number (to locate the book), author of the book, title of the book, publisher, year ob publication, pagination, and tracing information (subject headings); (2) shelf list card showing the same information as the main card with the shelf list number added and filed according to call number (3) accession card showing information without the tracing portion but with an accession number to indicate the number of volume the library acquired (4) subject cards showing the subject headings with the same information excluding the tracing information, the number of subject cards varying depending on the subject matters of the book; (5) title card showing the title of the book and the other information except the tracing information or (6)series card and joint author if required. -

7. Establishes interlibrary/office cooperation within Metro Manila Libraries for materials needed by Mission staff for the use of specific projects within the Mission. Examines and recommends to the Librarian materials to be discarded, repaired and replaced to provide continuous available space for new materials in the Library.-

8. Sorts and shelves books, documents and other library materials by following accepted library practices and procedures to facilitate lending and giving out information to users. Inspects returned books for damages and repairs damaged books to maintain usefulness for library purposes. Files library correspondence and other records by subject matters to facilitate location and reference when needed. Performs inventory of books annually as required to determine available books on hand as of the date of inventory. Prepares monthly accomplishment report showing a summary of the monthly activities of the Library for the information of the supervisor and the Deputy Executive Officer. Performs other related duties as may be assigned -- - - - - - - - - - -

15. DESIRED QUALIFICATIONS

a. Education: Incumbent should have a university degree in Library Science (Masters Degree or equivalent professional qualification in Library Science. Sixty C.E. (Continuing Education) units recognized are considered equivalent to a Masters Degree in Library Science.

b. Prior Work Experience: From one to three years of progressively responsible experience in the library field.

c. Post Entry Training: Not required.

d. Language Proficiency: Level IV (fluent) in written and spoken English.

e. Knowledges: A demonstrated knowledge of accepted library practices and procedures and of current trends and innovations; demonstrated ability to perform cataloging, classification; reference/public services duties; demonstrated knowledge of major reference tools and services; understanding of the Mission's program objectives.

f. Abilities and Skills: Ability to perform research in reference sources, interpret questions of public and the Mission's technicians; ability to develop and maintain contacts among USAID staff members. Ability to draft correspondence & reports.

16. POSITION ELEMENTS

a. Supervision Received: Under the general supervision of the Chief, Personnel Branch, Pos. No. Per-133. Performs work independently where procedures have been established. Refers to the Librarian difficult reference or procedural questions or more difficult cataloging or technical questions.

b. Available Guidelines: Guidelines are generally well-defined and professional guidance is available for the more difficult cataloging, technical questions or difficult reference and procedural questions.

c. Exercise of Judgment: Uses judgement in the selection of subject matters to facilitate the retrieval of information required by the user or requesting Office.

d. Authority to Make Commitments: Commitments are limited to giving out information of the procedures within the Mission's library and those available materials for lending to clients.

e. Nature, Level, and Purpose of Contacts: Contacts are with the public and USAID staff members.

Supervision Exercised: None

Time Required to Perform Full Range of Duties:

One month.

APPENDIX F

Position: Technical Information Specialist/Supervisor

A. Basic Function

The incumbent serves as the Technical Information Specialist for the Mission and will have overall responsibility for managing and supervising personnel responsible for library holdings, technical literature, microfiche collections and other information resources maintained by the Mission. The incumbent will perform required technical information functions as well.

The incumbent will also maintain close working relationships with other scientific and technical information organizations in the Philippines (e.g. NSTA, IIRI, SEAFDEC, SEARAC, TRC, ILS, etc.) as well as traditional libraries in the Metro Manila area in order to assist mission personnel in responding to information requests. Close working relationship with AID/W (specifically PPC/CDEI and AID/DIHF) will also be required to maintain current knowledge about AID/W information resources. This position will serve a vital role in AID's efforts to transfer its institutional memory to selected AID missions and to cooperating LDC institutions, and to provide project designers, evaluators and managers with improved access to AID's project experiential and scientific and technical information resources.

B. Major Duties and Responsibilities

The incumbent is responsible for managing all reference, referral, current awareness, research and selection operations relevant to the functions the USAID/P Technical Information Center (TIC) which encompasses what was formerly called the Central Resource Library and extensive new

services and responsibilities. The incumbent will:

1. Interpret and respond to wide variety of requests received in person, by telephone or in writing and/or cables from any of the following: AID personnel posted USAID/P; AID contractors/grantees working on USAID/P funded projects; other US Government branches, departments and agencies; other development assistance donors; individuals and institutions active in development assistance world-wide; and other developing country individuals and institutions. In developing content of responses, independently employs any or all of the following professional skills:

   a) negotiate with users, to determine what user's actual needs are;

   b) formulate appropriate search strategies, identifying existence or lack of pertinent information;

   c) conduct searches, utilizing: manual and/or automated bibliographic tools; on-line interactive and/or batch searching of in-house and external data bases; reference tools and collections in other specialized libraries or repositories; and subject specialists/ experts, as appropriate;

   d) analyze and select relevant materials and information for users;

   e) prepare and dispatch responses verbally or in writing.

   The incumbent will give first priority to USAID/P requests for assistance and refer requests by non-USAID personnel to other resources in Metropolitan Manila, Philippine or ASEAN region.

2. Assist users in the use of TIC's reference resources to their fullest potential, and help in preparing and targeting appropriate

announcements regarding information resources and services available to mission personnel (current awareness listings, mission-generated publication lists; new data base updates; fiche collections, etc.).

3. Assist in researching and selecting non-AID generated publications and documentation in subject areas of competence:

   a) review selection media and other bibliographic sources which treat development assistance operations;

   b) analyze and research relevance and significance of titles cited in above media to USAID operations;

   c) maintain liaison with institutions and donors active in development assistance work, identifying materials, data, resources and/or services being produced that possess potential significance to USAID operations.

4. Oversee maintenance of the monograph, serials, AID-generated and other scientific-technical reports and microfiche collections housed in the TIC including commercially published journals, AID-generated periodicals and newsletters, etc. Monitors the distribution and use of materials to USAID personnel.

5. Supervise inter-library loan handling and procurement of articles, papers, publications made under TIC-administered deposit and/or coupon accounts, or outright purchase, or other arrangements with local libraries in Metro Manila area.

6. Maintain liaison with AID/W and Mission personnel, as well as other institutions and agencies involved in relevant development and technical areas, so that the TIC may draw upon these sources to

identify and extract information and documentation, to enhance AID's collections and responses. Assists USAID/P to develop information systems and services that are interactive with TIC and other USAID/P information sysems.

7. Coordinate with local, host country organizations regarding use of DIS data files, software and related information resources including thesaurus usage.

8. Coordinate and oversee use of microcomputer-based information systems and software to be used to support mission technical information activities (e.g. creating bibliographic records in machine processable form, for mission-generated publications; using commercially available software to down-load/up-load data from DIS-host computer or other commercially available data base vendors; use specially created files/diskettes to conduct special, on-demand searches requested by USAID/P personnel).

9. Keep abreast of Agency programs and policies, including meetings and/or reading materials pertaining to AID.

C. Evaluation Factors

The incumbent ideally will possess a graduate-level certification from an ALA-accredited academic program in library/information sciences. A minimum of four years of professional technical reference and research work is required with experience in the use of computer-based bibliographic and other data bases in subject areas relevant to AID's information needs is essential. Competence to learn and use computerized and micrographic-based bibliographic and analytical control systems developed for AID-generated and AID-acquired

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information and documentation collections managed and maintained at TIC must be demonstrated. Incumbent must be familiar with, and competent to identify, access and use relevant reference literature, information services, facilities, associations, and subject experts. Incumbent must have capacity to work closely with ADP systems and personnel, to relate assigned functions to support by various system components (WANG, H-P, microcomputers, etc.) and assist in defining system needs, enhancements or problems.

Incumbent must also possess analytic capabilities in order to establish relevance of documentation/information and other resources in responding to inquiries, as well as in judging materials for potential selection and acquisition. Demonstrated familiarity with development assistance institutions and programs is required. Previous experience in a development-related or sponsored library/documentation center is preferred.

Incumbent should also have ability to work and produce successfully under pressure of deadlines, and to interact readily and positively with USAID staff, and other government and non-government officials and personnel at all levels.

D. Supervisory and Work Controls

Incumbent works under the general supervision of the Program Officers, USAID/P, and closely with the heads of the various USAID/P offices. Incumbent is responsible for independent planning and professional judgments in carrying out assigned duties and responsibilities.

The incumbent must also possess the needed skills and capabilities to supervise the work of a Librarian/Cataloguer and a Library Assistant.

Drafted: JBooth, 11/21/83
Reviewed and Approved: EO:WWhite _____
OD/PE:PDavis _____

APPENDIX F

MEMORANDUM

TO: Lee White

FROM: Janet Kubalak

SUBJ: Classification scheme for the AID Missions

DATE: August 23, 1983

I've done some comparisons of the AID-Modified AGRIS Classification scheme and the new thesaurus; the two are incompatible. The population sections in each scheme are the most similar which is why Susan was able to modify the AGRIS to match the thesaurus without too much trouble. What the incompatibility means is that the conversion to the thesaurus structure is not going to be a simple, straightforward task.

David Batty's recommendation is that I develop a skeletal notation/classification scheme for the thesaurus, and that this be sent to the AID Missions. He suggested solving the problem of multiple listings of a descriptor by selecting a primary location for it, for example, AGRICULTURAL RESEARCH, which occurs in both the AGRICULTURE and RESEARCH facets, would be given a primary location in AGRICULTURE. We will choose primary locations based on the level of concreteness ("agriculture" is a more concrete concept than "research") and on usefulness to AID.

Assigning notation before the thesaurus is complete is a risky business. Recommended practice in thesaurus construction is to disregard, in effect, the issue of notation until the work is completed.

Should changes occur in the thesaurus over the next several months (and they will) it could effect the classification scheme used at the missions. On the other hand, creating this skeletal notation should be less trouble than trying to convert AGRIS codes later on.

I can develop a skeletal notation scheme for the thesaurus in two weeks.

cc: Jim Booth
David Batty

Attachments

~~EXHIBIT NO. 2~~
APPENDIX F

Problem: The missions want to catalog and organize their collections immediately.

- o Dewey doesn't work well with such a specialized collection. AID-Modified AGRIS works better
- o We had hoped to use thesaurus notation for the shelf arrangement - but the thesaurus isn't completed yet. I am not 100% sure that MINISIS will handle the notation the way I want it to.

Possible Solutions:

1. Go ahead and use the Modified AGRIS codes and then change them when the thesaurus notation is completed.
   - 1.1 How will the change take place? Will the missions be online when the conversion becomes necessary?
   - 1.2 The AGRIS codes are totally incompatible with the new thesaurus structure, i.e., the facets don't have the same order at any level, AGRIS has only nine major categories while the thesaurus has 19, the facets don't have the same components, etc.

2. Use the Modified AGRIS codes and don't change them when the thesaurus notation is completed.
   - 2.1 Use a conversion table
   - 2.2 DIC will be using Dewey, the missions will be using Modified AGRIS, and the thesaurus will have yet a third notational system.
     - 2.2.1 Does it matter? What will the real use of the shelf arrangement be?

3. Tell the missions to wait a little longer.
   - 3.1 They are tired of waiting. If they do wait it has to be for a short period of time, and they have to have an exact date for the completion of the scheme.

4. Reorganize the AGRIS codes so they more accurately reflect the structure of the thesaurus.
   - 4.1 It will take an extremely large amount of reorganization to match AGRIS and the thesaurus.
   - 4.2 If we do this then we have yet another notational system in effect. One set of AGRIS codes will not look anything like another.

Instead of being AGRIS or Modified AGRIS, it will be a sort of "dummy notation" created to hold a place for the new notation.

5. Assign notation to the thesaurus as it stands now. Send the notation to the AID Missions to use as a classification scheme for shelf arrangement.
   - 5.1 The thesaurus can and will change, which will change the notation.
     - 5.1.1 These changes will probably be less trouble than converting AGRIS codes.
   - 5.2 The polyhierarchy in the thesaurus means that a descriptor can have more than one broader term. We must have some method whereby the cataloger knows which notation to choose.
     - 5.2.1 We can develop guidelines, such as "choose the more concrete of the locations."
     - 5.2.2 We can draw up a classification scheme based on the thesaurus notation, but showing descriptors only in their primary locations.

~~EXHIBIT W-2~~
APPENDIX P

Disk 5

MAJOR SECTIONS IN THE AID THESAURUS 9/6/83

1. Agriculture - livestock, land use, agricultural economics, irrigation, crops, pest control fertilizers, etc.

2. Communications - information sciences, communications technology, data processing, mass media, etc.

3. Culture - art, religion, music, etc.

4. Economics - trade, finance, economic systems, banking, etc.

5. Education - teacher education, educational facilities, educational equipment, teaching methods, students, training, participant education programs.

6. Energy - fuels, electrification, power plants, etc.

7. Food and Nutrition - foods, nutritional deficiencies, diets, maternal/child nutrition, etc.

8. Government and Law - political systems, public administration, law, etc.

9. Health & Safety - health personnel, health education, diseases, medical research, health care, sanitation, etc.

10. Human Settlements - human environment, housing, urban/regional areas, etc.

11. Industry & Technology - industrial economics, types of industries, industrial products, plant location, engineering, industrial processes, etc.

12. Labor - employment, manpower, working conditions, occupations, etc.

13. Management - organizations, management operations, business administration, development administration, etc.

14. Natural Resources & the Environment - conservation, pollution, resource management, natural disasters, etc.

15. Population & Demography - social groups, family planning, demographic data, etc.

16. Sciences - physics, chemistry, earth sciences, biology, research, etc.

17. Sociology & Psychology - anthropology, sociology, psychology, social structure, human behavior, etc.

18. Transportation - motor vehicles, roads, waterways, freight transportation, etc.

UNCLASSIFIED ~~ATTACHMENT 2~~ APPENDIX E STATE 337061

ACT: AID-6 INFO: DCM CPU/8

VZCZCMI0842
RR RUEHML
DE RUEHC #7361 3301547
ZNR UUUUU ZZH
R 2636202 NOV 83
FM SECSTATE WASHDC
TO AMEMBASSY MANILA 6660<----------
BT
UNCLAS STATE 337061

LOC: 10 455
27 NOV 83 1548
CN: 06566
CHRG: AID
DIST: AID

AIDAC FOR JIM FOOTH

E.O. 12356: N/A
TAGS:
SUBJECT: USAID/PHILIPPINES LIBRARY.

REFS: MANILA 29793; STATE 329525.

DIV	ACT	INF
OD		✓
E	✓	
PE		
RLA		
PO		
TS		
EC		✓
PE		
CSD		
LSG		
GSD		
TRM		
CO		
DMD		
CCD		
ORAD		
CPPN		
OFFPVC		
RIG/A		
RIG/II		
AR		
DUE DATE		

1. PD PROJECT DOCUMENTATION LIST NOT POUCHED. VAN BRUNT ADVISED YOU HAVE PD LIST OF PPC/E-DIU RETAINED PROJECT DOCUMENTS FOR USAID/PHILIPPINES PROJECTS. PLEASE ADVISE IF PD LISTS FOR ADDITIONAL USAID MISSION PROJECTS REQUIRED, E.G. PD LIST FOR ALL AISA BUREAU PROJECTS FROM DIS SYSTEM.

2. GUIDELINES FOR DOCUMENTS RETAINED BY PPC/E-DIU FOR AID INSTITUTIONAL MEMORY FOLLOWS: (A) CORE DOCUMENTS FOR AID DEVELOPMENT ASSISTANCE PROGRAMS AND PROJECTS PREPARED BY AID DIRECT-HIRE AND CONTRACT STAFF: FEASIBILITY STUDIES, PIDS, PROJECT DESIGN DOCUMENTS (PROJECT PAPER, GRANT PROPOSAL, PAAD, OR OTHER SUBSTITUTE DOCUMENT WHICH DETAILS PROJECT DESIGN SUCH AS COOPERATIVE, GRANT OR LOAN AGREEMENT), PROGRAM DOCUMENTS (CDSS,

HOUSING GUARANTY, PL480, COMMODITY IMPORT, ETC.), PROJECT EVALUATION REPORTS (ALL PES, INCLUDING ROUTINE, MID-TERM, IMPACT, IN-DEPTH, FINAL, ETC. WITH SUPPORTING CONTRACTOR PREPARED REPORTS), PROJECT AUDIT REPORTS, AND PROJECT COMPLETION REPORTS (INCLUDES FINAL REPORTS PREPARED BY AID, AID CONTRACTOR, OR PROJECT IMPLEMENTATING ORGANIZATION); (B) AID-SUPPORTED OR AID-FUNDED TECHNICAL AND RESEARCH STUDIES, FINAL REPORTS, CONFERENCE PROCEEDINGS, CONFERENCE PAPERS, NEWSLETTERS, AND OTHER PUBLICATIONS PREPARED UNDER AID PROJECT,-CONTRACT OR GRANT FUNDING OR BY RESEARCH AND DEVELOPMENT INSTITUTIONS RECEIVING SUBSTANTIAL GRANT SUPPORT FROM AID, E.G. IRRI; (C) OTHER AID-GENERATED OR AID-FUNDED DOCUMENTS OR REPORTS WHICH CONTAIN SIGNIFICANT PROGRAM OR PROJECT DEVELOPMENT ACCOMPLISHMENTS, STRATEGIES, METHODOLOGIES (INCLUDING EVALUATION METH.), AND EVALUATIVE OR "LESSONS LEARNED" INFORMATION INCLUDING PROGRESS, ANNUAL, TRIP AND END-OF-TOUR REPORTS, CABLES, MEMORANDA, SECTOR ANALYSIS AND SECTOR STUDY REPORTS. PLEASE ADVISE IF FURTHER GUIDANCE REQUIRED.

3.REPORT TO LAY OUT LONGER TERM PLAN FOR DEVELOPMENT INFOR-

MATION MANAGEMENT IN MISSION AND ACTIONS NEEDED TO
IMPLEMENT IT SHOULD BE FORWARDED NEXT WEEK. DAM
BT
#7061

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UNCLASSIFIED STATE 337061

APPENDIX G

Exhibit G

Field Display Table

The following table lists each field in the DIC database and gives major characteristics. Starting positon refers to actual location in the computer record; this positioning is evident when viewing a record in Display. All fields are character fields rather than numeric eventhough some values contain numerals. Length is number of spaces each field occupies on the record no matter how much room the actual value takes up. Number of occurrences indicates the maximum number of values each field can have in any one record. The keyed fields are those which are indexed.

FIELD NAME (Abbrev.)	STARTING POSITION	TYPE OF FIELD	LENGTH	NUMBER OCCUR.	KEYED?
DT--Date on file	1	C	6	1	No
AW--AID/W Doc. No.	7	C	8	1	No
DF--Format	15	C	2	1	No
ID--Doc. ID	17	C	8	1	Yes
SU--Subject	25	C	4	1	Yes
OC--Secondary	29	C	4	1	No
GC--Country Code	33	C	4	1	Yes
LA--Language	37	C	8	1	No
T1--Title1	45	C	67	1	No
T2--Title2	112	C	67	1	No
T3--Title3	179	C	67	1	No
AU--Author (1-7)	295	C	67	7	No
YR--Year	1032	C	2	1	No
P--Pagin	1034	C	6	1	No
N1--Notes1	1040	C	67	1	No
N2--Notes2	1107	C	67	1	No
N3--Notes3	1174	C	67	1	No
KY--Keyword (1-12)	1375	C	25	12	No
C--Contract	1875	C	19	1	No
CT--Contract Type	1896	C	1	1	No
AR--ARDA Issue	1897	C	7	1	No
BT--Bibtype	1904	C	2	1	No
J--Project Number	1906	C	45	1	No
RS--Record Status	1951	C	1	1	No

EXHIBIT a

Creating Subsets by Field Selection

Another option for creating manageable subsets is to select only major fields from the database, and then truncate them to a shorter length. Another option is to take only the first occurrence of a repeating field, such as author.

Table IV-3 illustrates a correspondence between the DOCUMENT fields selected for the Cairo project and the downloading experiment for the IBM/PC (Exhibit IV-3).

TABLE IV-3

CAIRO DOCUMENTS DATA BASE

Cairo Wang VS System (Inquire)			IBM/PC Equivalent (Minisis)		
Field Name	Mnemonic	Length	Mnemonic	Length	Document
Date entered	DT	6	DIN	10	D610
Docid	AW	8	ID	14	A000
Agris subject	SU	4	AG	4	D131
Language	LA	8	LA	25	B540
Title	T1,T2,T3	201	TI	375	B230
Author	AU	469	AU	60	*B210
Year	YR	2	YR	7	B630
Pagination	P	6	P	40	B641
Notes	N1,N2,N3	201	NOTE	240	B820
Keywords	KY	300	KEYS	700	C210
Contract No.	C	19	CONT	21	D060
ARDA Issue	AR	7	ARDA	10	D500
Bibtype	BT	2	BT	2	D010
Project No.	J	45	PROJ	9	D100

*Repeating field