



**PVO/NGO DATABASE  
DEVELOPMENT**

**A Report on a  
Survey of PVO/NGO Information  
Systems**

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## GLOSSARY OF ACRONYMS AND TERMS

### Organizations

ANEN	African NGOs Environment Network, Nairobi, Kenya.
ARS	Automated Research Systems, Ltd.
CCA/ONG	Comité de Coordination des ONG, NGO consortia, Bamako, Mali.
CDIE	Center for Development Information and Evaluation, U.S.A.I.D.
CONGAD	Conseil des ONG d'Appui au Développement au Senegal, NGO consortia, Dakar, Senegal.
Coop	Cooperative Organization.
FM	Office of Financial Management, Bureau for Personnel and Financial Management, A.I.D.
FVA/PVC	Office of Private and Voluntary Cooperation, Bureau for Food for Peace and Voluntary Action, A.I.D.
GAP	Grouperment des Aides Privées, NGO consortia, Niamey, Niger.
ICD	Industry Council for Development.
IRM	Office of Information Resources Management, Bureau for Management, A.I.D.
NGLS	United Nations Non-Governmental Liaison Service.
NGO	Non-governmental Organization. (In this report used in reference to African non-profit organizations or U.S. non-profit organizations that are not registered with A.I.D. Outside of the U.S. the term NGO is commonly used to denote any non-profit organization.)
OECD	Organization for Economic Co-operation and Development.
OMB	Office of Management and Budget, U.S. State Department.
PADI	Pan-African Development Institute.

PPC	Bureau for Program and Policy Coordination, A.I.D.
PVO	Private Voluntary Organization. (Used only in the U.S. to denote an A.I.D. registered organization.)
RESADOC	Réseau Sahelian de Documentation.
SPONG	Secrétariat Permanent des ONG, NGO consortia, Ouagadougou, Burkina Faso.
SPRIE	World Bank, NGO Division.
TAICH	Technical Assistance Information Clearinghouse.
TCDC	Special unit for Technical Co-operation Among Developing Countries, UNDP.
UNDP	United Nations Development Programme.
UNESCO	United Nations Educational, Scientific, and Cultural Organization.

**Technical Terms**

ASCII	A computer industry standard file format. Nearly all computer software will write and read files in this format. It is used to transfer information between different types of software, for example reading a dBASE data file into Lotus is done by converting the file to ASCII format. Most software comes with options that allow a user to easily convert files to ASCII.
DOS	Disk Operating System. Controls the operation of the computer. PC-DOS is written by IBM. MS-DOS is written by MicroSoft, Corp.
download	To transfer data from one computer system to another via an electronic medium (diskettes, tapes) or personal computer.
LAN	Local Area Network. Links a group of personal computers together so that they can share access to software and information.
log-on	A process which allows a personal computer or terminal user to "sign-on" or gain access software or data on a mainframe or local area network.
mainframe	Central processing unit. Commonly used to refer to non-PCs.
MB	Megabyte. A unit of storage on computer medium, i.e. tapes, diskettes, or hard disks.
microcomputer	A computer designed for use by a single person. Also called a PC.
microprocessor	The "brain" of a computer.
minicomputer	A multi-user computer system with a shared microprocessor. A minicomputer is larger and more powerful than a microcomputer, by smaller and less powerful than a mainframe.
modem	A device to transfer data from one computer to another over telephone lines.
on-line	Access to a computer and its data that allows the user to view it and use it while connected to the computer.
PC	Personal Computer.



query	Ask a database to retrieve information based on constraints set by the user.
RAM	Random Access Memory. The more RAM a computer system has the smarter it is.
read-only	Information in a data file can only be looked at, it can not be changed.
spool	To line up a number of print jobs to wait for a printer.
TDISK	Temporary disk storage.
transparent transfer	Moving information from one system to another with little intervention on the part of the user.

## I. INTRODUCTION

### A. Need for a PVO/NGO Database

Information, and the access to information, is being recognized more and more as a valuable and necessary commodity for the effective formation, implementation, and evaluation of development policy, projects and programs. It is also important for short and long term management purposes in the donor, US private voluntary organization (PVO), and African non-governmental organization (NGO) communities.

With a heightened emphasis on PVOs and NGOs as partners in development, the Africa Bureau of the Agency for International Development (A.I.D.) needs relevant, accurate, and current biographical and funding information about these organizations. While A.I.D. maintains some data on PVOs/NGOs, the information is scattered and is not comprehensive. Under the PVO Initiatives Project (Project), the Africa Bureau, therefore, contracted with Datex Inc. (Datex) to design, develop, and implement a PVO/NGO database (Project Database).

### B. Contract Requirements

Datex's contract calls for the completion of a feasibility study on database requirements, and its subsequent design and implementation. As with any tool, the fundamental questions that need to be posed in the design of a database, and, therefore, which need to be answered succinctly, are: "What is the database going to be used for? Who is going to use it? What is the (data) input and what are the (report) outputs?"

Early on in the contract it was agreed upon by the Africa Bureau and Datex that the PVO/NGO Database would (a) be designed for use by A.I.D. Africa Bureau and by USAID program personnel, (b) be based on user requirements, (c) take into account similar PVO/NGO databases maintained within A.I.D., other donor agencies, and PVO/NGO consortia, and, (d) be built in the most cost-effective manner, i.e. upon existing databases, thereby reducing duplication of effort.

### C. Reasons for an Interim Report

At this point in the development of the PVO database, we felt it was necessary to bring certain issues to the attention of the Africa Bureau for discussion, to inform the project office of the approach that we were taking in its development, and to familiarize them with the next steps that we propose to take. While Datex is not required to submit such an interim report, we felt it was necessary because of the fundamental importance of some of the issues.

## D. Survey Of PVO/NGO Databases

The survey of existing PVO/NGO databases was seen to be a critical starting point for several reasons:

- to identify existing sources of PVO/NGO information both within A.I.D. and in other organizations;
- to inform the Africa Bureau of the options available for the design of a new system and to elicit reactions regarding Bureau preferences and priorities; and,
- to ensure our own understanding of existing systems so as to develop a feasible, sustainable, and cost effective plan.

Datex has now completed its preliminary survey of 12 existing PVO/NGO databases, and our findings are detailed in this report. The methodology followed in surveying the databases and our reasons for selecting them for review are discussed in Part II below. Part III presents our findings on various aspects of the Project database development, and Part IV discusses the next steps that need to be taken. Section 2 contains the detailed analyses of each database surveyed, followed by several appendices.

## II. SURVEY METHODOLOGY

We undertook this survey of existing systems so that our recommendations would be based on the knowledge and experiences of others in collecting related information. This will help us to develop a valid and cost-effective approach to meeting Africa Bureau's information needs without duplicating efforts and without producing conflicting information. By first examining the sources of information and how this information is currently being used, we can better ensure the integrity of the data we provide to Africa Bureau.

The descriptions in Section 2 of this report should not be considered inclusive or complete documentation of the respective systems, but rather an overview compiled for, and in the context of, the specific objectives of this database. However, these descriptions have been reviewed for accuracy by the relevant organizations.

Because information is dynamic, we have chosen to examine the process first, rather than individual data points or end results. By understanding the process, our recommendations to Africa Bureau will be based on knowledge of the information environment, the feasibility and cost-effectiveness of linking into existing processes or information systems, and concern for maintaining data integrity.

## A. Choice of Participants

In order to determine the survey database "participants", we developed the following criteria:

- the database contains **data points** which the Africa Bureau and/or Project have identified as possible variables for the PVO/NGO database;
- the **process** by which the data is collected and disseminated by a system may be relevant to the implementation of the Project database; and/or,
- the selected system offered **lessons learned** concerning technical methodologies used, such as sectoral coding or the use of a specific thesaurus, data transfer, data collection, or reporting techniques.

The participants chosen fit within one or more of the above criteria.

Based on the above criteria, we have surveyed the following organizations' PVO/NGO databases and/or their related data collection and storage systems:

- the database maintained by the Office of Private and Voluntary Cooperation of the Bureau for Food for Peace and Voluntary Assistance (FVA/PVC);
- the Africa Bureau's annual budget submission (ABS) data collection process;
- the Bureau for Program and Policy Coordination's (PPC) ABS automated data collection system;
- the Financial and Accounting Control System (FACS), maintained by the Office of Financial Management of the Bureau for Personnel and Financial Management (PFM/FM);
- the World Bank International Economic Relations Division's NGO database, maintained by the Strategic Planning and Review Department (SPRIE);
- the series of databases maintained by, and the data collection process of, the United Nation Development Programme's (UNDP) NGO division;
- the Sahel Information System (SIS), maintained by four African NGO consortia in Burkina Faso, Mali, Niger, and Senegal;
- InterAction's database on member PVOs;
- the INRES-South database, maintained by the UNDP's Special Unit for Technical Cooperation among Developing Countries (TCDC);

- the directory planned for a May 1990 publication by the Organization for Economic Cooperation and Development (OECD) Development Centre;
- the databases maintained by the United Nations Non-Governmental Liaison Service (UN/NGLS); and,
- the thesaurus on A.I.D. documents maintained by the LTS Corporation.

It is important to note that some of the surveys involved a comprehensive examination (such as the FVA/PVC database and the Bureaus' ABS data collection processes) since they would be of immediate interest, and most accessible, to us. We intend to examine all of the above databases, and others as they are identified, on a continuing basis as we develop user requirements for the PVO/NGO database.

## B. Methodology

Our methodology was to:

- examine and document the above-mentioned systems related to PVO data collection, reporting and analysis;
- determine the parameters within which data sharing, if necessary, could be done between these existing systems and the PVO/NGO database we develop;
- draw some conclusions as to the salient points of existing systems and the viability of exchanging information with them; and, finally,
- make recommendations to the Africa Bureau as to next steps based on these findings.

## III. FINDINGS

As a result of this preliminary survey, we have concluded that what should be examined is the potential of the Project database to reinforce the objectives of the PVO Initiatives Project, and more broadly the objectives of the Development Fund for Africa (DFA).

The collection of this type of information, and its accessibility, will have broad impacts beyond the purposes of A.I.D./W's internal management of PVO programs and required reporting of PVO project funding data to Congress. A single database, which contains biographical information and current funding data, may not address all the needs of all the users (Africa Bureau and USAIDs staffs) without a significant loss in either data integrity, portability, or ease of use. There are existing mechanisms within A.I.D./W that may need



to be more effectively utilized by the Africa Bureau in order to accomplish some of these basic reporting goals.

Some of the issues that need to be addressed in the next phase of database development are:

- How can use of the database information assist A.I.D./W in targeting its resources more effectively, based on better knowledge of performance and impacts?
- How can increased access to and the proliferation of information on PVO and NGO activities, as well as the ability to perform a range of analyses, improve collaboration between A.I.D., PVOs and NGOs?
- How can this information allow the USAIDs to answer questions they have about the activities of international and indigenous organizations implementing projects and programs in African countries?
- How can this information assist A.I.D. in targeting those NGOs that need institutional capacity strengthening, thereby leading to sustainable development programs?

From our discussions with the PVO and NGO community, and our examination of A.I.D./W and USAID handling of PVO data, the Project staff believes that an information system developed under the auspices of this project should work towards these broader objectives.

Simply producing a new database in and of itself does not ensure that information needs will be met. Some information needs may be best met by examining how one might most effectively link into existing systems. Because it is possible to access and generate information on a more decentralized level (i.e. through personal computers), it is necessary to more closely examine data sources and the parameters whereby data is collected and shared, if data integrity is to be preserved and efficiencies maximized in an information environment. Redefining or creating processes for sharing information may be more challenging than simply creating a new system, but the maintenance of accurate information in a decentralized computer environment requires that one closely examine data sources, and how information is maintained, used, and communicated.

Summarized below are the specific findings and conclusions we have reached after this preliminary survey.



#### A. Potential Users of the PVO/NGO Database

The users of, and audience for, the Project's PVO/NGO database can best be discussed in the context of **direct** and **indirect** users. The direct users, for whom this database is primarily being developed, include the Africa Bureau of A.I.D./W and the USAID missions in Africa.

The indirect users may consist of a number of organizations including, inter alia, the other bureaus of A.I.D./W, USAIDs around the world, the PVO and NGO community, African national governments, and other donor and international agencies. These users become important to the Project when issues of sustainability and information exchange are considered. In order for the PVO/NGO database to have up-to-date information, and in order not to have to retrieve this information laboriously from primary sources, the Project staff will have to rely on accessing existing databases.

Addressing this larger audience could support the following initiatives:

- Historical A.I.D. project funding data on the country and sectoral level would allow A.I.D. and the USAIDs to better evaluate their country programs and facilitate the development of country strategies.
- Detailed information about organizations, their activities and expertise and their institutional size and capacity would assist USAIDs in the development and implementation of more effective PVO/NGO programs.
- PVOs and NGOs, through increased knowledge of one another, could begin to explore areas where they may collaborate, and thus become more effective actors in the development process by building on one another's strengths.

#### B. Current Information Constraints

A.I.D./W and the USAIDs need access to PVO/NGO information on a more detailed, concise and centrally organized basis than what currently exists in the A.I.D. systems reviewed in this report. Within the context of the survey, and the Project's objectives, the following constraints exist on information currently available.

1. The sources of current information are widely distributed both institutionally (within A.I.D., other donor agencies, and the PVO/NGO community) and geographically. The information on NGOs is diverse, distributed, varied in quality, or sometimes even non-existent.
2. While there are a number of existing PVO/NGO databases, they are not being fully exploited by A.I.D., either because A.I.D. is not aware of their existence, because



data sharing has not been explored, or because A.I.D.'s staffing levels constrain it from following up on these sources.

3. The FVA/PVC system is a primary source of information on A.I.D.-registered U.S. PVOs but information is not available either on unregistered PVOs or on African NGOs in general. The information that is available in this system does not include funding to PVOs from other A.I.D./W Bureaus or from USAIDs.
4. Current year A.I.D. project funding data is extremely dynamic, sometimes changing on a daily or hourly basis. While A.I.D. has a primary source for financial information (FACS), the Project database may not be able to incorporate this current data without losing certain desired features, such as portability and ease of use. However, there is no reason why historical funding data cannot be incorporated in the Project database.
5. The current emphasis on collecting data primarily for budgeting and reporting purposes has resulted in databases that do not adequately address programmatic issues.

#### C. Sustainability

1. In order for PVOs, NGOs, USAIDS, or other institutions to effectively participate in any data collection/sharing exercise, there must be an identified "gain" stemming from that participation. Organizations may be reluctant to provide information if the perceived gain is not considered worth the cost. As an example, both the World Bank/SPRIE and the SIS have indicated that they would be willing to share data with the Project in return for data collected by us.
2. To be sustainable in the long term, an information system or service must be "demand driven". This implies that the users of the system must find its output beneficial, find the system easy to use, and, therefore, be willing to sustain the cost of maintaining the system. For instance, the UNDP's TCDC database is widely used because of its responsive nature to user demands.
3. The investment of additional human and capital resources for higher-end technology (mainframe and/or those written in higher level programming languages) should be weighed according to the level of demand for the resultant increased information or services. For instance, the MINISIS system used by World Bank/NGO Division, and the high-end microcomputers used by UNDP/TCDC, require significantly more development, start-up, and training time, as well as an ongoing commitment of human resources for maintenance. Similarly, the FVA/PVC UNIX system has required contract operators.

4. For a database to be of continuing value to its users, the underlying information must be kept current. Unless one wants to report only a "snapshot" in time, such as Interaction's *Diversity in Development* project, information will need to be collected and maintained on an annual basis.

#### D. Information System vs. Service

1. The systems surveyed can be categorized as either "information systems" or "information services". An information system, such as the FVA/PVC database, is directed internally, to meet the management needs of an organization. Information services, such as INRES-South, are directed externally to meet the information needs of an identified audience.
2. Keeping in mind the issues of sustainability and the current information constraints discussed above, we have concluded that an effective database needs to be designed with data sharing in mind. This data sharing should take place between A.I.D. and other organizations, as well as within A.I.D. between Bureaus and USAIDs.

#### E. Maximizing Resources

1. Information on NGOs maintained by national institutions could be the most effective source for the Project database. As an example, the UNDP NGO Division database relies on information provided by its field offices, which obtain the data from national institutions. The Project database could be designed with this in mind and could rely on indigenous organizations or other donor agencies for data, especially in those countries where A.I.D. does not have representation. Therefore, while A.I.D. would not take a lead position in this data collection effort, it would none the less benefit from the efforts of others at a lower cost to itself.
2. Africa Bureau and the Project staff should become familiar with, and remain cognizant of, processes for automating data collection within A.I.D., such as the AC/SI A.I.D. project coding currently underway under the auspices of PPC.

#### IV. RECOMMENDED NEXT STEPS

Based on our survey and the conclusions discussed above, we recommend that the following next steps be taken to ensure the comprehensive and timely development of the Project database.



## A. User Requirements Survey

The most important step to be taken is to conduct a detailed user requirements survey. (In this context "users" are deemed to be the direct users discussed above, i.e., staff in the Africa Bureau and in the various Africa USAIDs. However, we will informally survey the indirect users, such as PVO/NGO groups, to find out their needs.) The user survey, conducted in the Africa Bureau and a sampling of the USAIDs, will be used to advance our knowledge in three areas.

### 1. Determine Information Needs

Through a series of structured interviews with users (both in person and via questionnaires), we will attempt to elicit their informational needs. Users will be asked to specify the types of PVO/NGO information they require, the format in which they want it, and the regularity with which the underlying information should be updated.

### 2. Availability of Hardware/Software

We will obtain detailed information as to the types of equipment and software that are available to users. This is necessary so that the final PVO/NGO database is portable and usable by both Africa Bureau and USAID personnel.

### 3. Skills and Number of Human Resources

The questionnaires and interviews will, further, elicit information as to the skill levels of the users vis-a-vis computerized systems. An attempt will be made also to assess staff time available to maintain the Project database.

## B. Develop Linkages With Other Databases

While the user survey is being conducted, we will continue to investigate the surveyed databases so that we are informed as to developments therein and also to discuss ways in which we could collaborate with the organizations in sharing their underlying data. Similarly, as other databases come to our attention, we will examine ways of exchanging data with them.

## C. Keep Abreast of A.I.D. Database/Computerization Developments

It is also important for us to remain informed as to the developments within A.I.D. in terms of the Agency's trends in computerization. The technology espoused by us on this database must be within the mainstream of the Agency's plans in order to be usable. Because the



database system's life cycle is between 3 to 5 years, our projections of the Agency's hardware and software choices must be cast accurately.

One way in which Project staff can keep abreast of the Agency's computerization plans is to be kept informed of decisions being made within the various information resource management committees of the Agency. Two of these committees are particularly relevant: the PVO Working Group Committee and the Information Management Committee. Project staff can keep themselves informed through the Africa Bureau's representatives on these committees, or, where possible, participate directly on these committees.

## V. CONCLUSION

The end objective of the Project is to deliver to the Africa Bureau a database that is:

- easy to use;
- easy to sustain and update;
- portable, i.e., can be transported by disk to the USAIDs;
- queriable in ad hoc ways based on defined fields;
- based on the Agency's standardized hardware/software plans (which currently point to IBM-compatible PCs);
- capable of providing as comprehensive information as is cost-effectively possible; and,
- which allows for ease of data exchange between A.I.D. and other donor and PVO/NGO organizations.

**PVO/NGO DATABASE DEVELOPMENT**

**A Report on a  
Survey of PVO/NGO Information Systems**

**DETAILED SURVEY FINDINGS**

## FVA/PVC DATABASE

### I. Contacts

Larry Tanner, FVA/PVC	663-2645
Lenora Watlington, FVA/PVC	663-2614
Renee Rome, ARS Contractor, FVA/PVC	663-2623
Ada Jo Mann, ARS Contractor, FVA/PVC	663-2623

### II. Reason Examined

The FVA/PVC database contains information on PVOs registered with A.I.D. The database was surveyed to understand the process used to handle the information, and the data points it captures.

### III. Purpose

The PVC database was developed to act as an FVA office management system for information related to PVO activities and FVA funded activities. The FVA/PVC system contains the most detailed PVO biographical and PVC portfolio information available in A.I.D. The major objective in developing the system was to provide a user friendly alternative to the IRM mainframe system, which was inflexible, inaccessible, and difficult to use beyond standard report formats. The major uses of the system are:

- Managing portfolios of registered PVOs including information for budgeting and project management, and ocean freight reporting.
- Reporting PVO biographic and portfolio information to A.I.D. Bureaus and others.

The database tracks PVOs during the registration process. It also provides information on FVA projects and grants implemented by PVOs. The database produces financial reports based on information submitted by the PVOs as part of the annual requirements to maintain status as an A.I.D. registered PVO. The system generates reports for both FVA internal and general external use.

The functions related to budgetary and programmatic information include a historical project database (grants) as well as a tracking system for PIO/Ts. The PIO/T is tracked from its inception in FVA, through submission to Financial Management (FM) and finally transmission to the Contracts Office. Expenditure data is maintained on the Agency



mainframe database. Reports under this function include the Budget Worksheet Report, the Implementation Plan Report, and the *FVA/PVC Project Portfolio* report. (See Appendix A).

The *FVA/PVC Project Portfolio* report is for both FVA internal and general external use, and summarizes current projects by grant type, funding level, purpose and geographic location.

It should be noted that U.S. PVOs and African NGOs who are not registered, or not currently in the registration process, are not captured in the database.

#### IV. Reports

There are two categories of reports generated on an annual basis: biographic and financial data on individual PVOs, and portfolio information for all FVA funded projects and grants. Following is a list of reports generated on a regular basis. (See Appendix A for sample reports).

*Report of American Voluntary Agencies Engaged in Overseas Relief and Development Registered with the Agency for International Development. Voluntary Foreign Aid Programs.*

*FVA/PVC Project Portfolio.*

*The Executive Contact List (U.S. Private Voluntary Organizations registered with A.I.D.)*

*Budget Summary Report. (internal)*

*Implementation Plan. (internal)*

On-line queries may be performed by contract personnel. Requests for reports and information channeled through FVA/PVC management staff, are also handled on an ad hoc basis, and are available in hard copy. Currently, however, information can not be reported by country.

#### V. Processing

Grants agreement data is updated at the end of the fiscal year. The Executive Contacts List is updated as new information becomes available. PIO/T tracking and budget worksheet reports are updated as needed.

Information for the FVA/PVC data is collected from two main sources:



- From registered PVOs annual submission requirements with FVA/PVC, and
- From documents prepared as a part of the grant making process (from PVOs and FVA/PVC).

The forms providing this information are:

- PIO/T. Originates from the project officer to initiate a project funding or extension.
- 1550-11. "PVO Project Reporting Information on A.I.D. Supported PVO Projects". An expenditure quote, by project, submitted annually by the PVO with registration packet information.
- 1550-2. "Computation of Percentage of Private Funding for PVO's International Activities". Also submitted by PVO with annual registration packet.
- 1550-11. Modifications.
- AC/SI coding forms. (See section on PPC for description and samples).

See Appendix A for sample forms.

## VI. Resources

A. Computer System The FVA database currently runs under the UNIX operating system. When the FVA database was originally designed, A.I.D. was in the process of examining Agency hardware and software standards. The contractor, ARS, and FVA agreed that UNIX would be used as an intermediate system, until A.I.D. identified Agency computer hardware and software standards. Information Resource Management (IRM) is expected to decide soon on appropriate Agency standard software.

IBM compatible microcomputers connected on local area networks (LANs) are expected to be implemented within the next 18 months for priority areas.

Currently, FVA is considering an upgrade to ORACLE for the FVA database. ORACLE is a database management software with high-level programming functions. It operates in both the mainframe and IBM PC environments. Under ORACLE FVA/PVC hopes to allow read-only access to the database via modem. At this time there is no set time frame for implementing the upgrade.

B. Human Resources FVA employs four data entry/administrative personnel and additionally, two programmers and various supervisory personnel are involved in maintenance of the system. The technical staff are contractor, ARS, employees. A full-time ARS Systems Administrator, in conjunction with FVA management and staff, handles requests for information, including ad hoc queries and reports, which regularly come into FVA from A.I.D./W, the USAIDs, or the PVOs.

## VII. Potential Linkages with the PVO/NGO Database

Transfer of data from the FVA database to the PVO/NGO database would be useful for information on the US PVO community. Following are some options and comments on possible modes of data transfer from this database. They are listed in order of preference.

With all of these options, one should keep in mind that data input is not a one-time activity. Input activities to establish a core database at start-up may differ from ongoing input procedures. However, in developing a PVO/NGO information system, the process whereby information is maintained and updated should be examined. In considering how to input historical or start-up data, we must also evaluate the continuing flow of information to maintain an up-to-date database. In general it should not be necessary to enter data by hand in more than one place. Once information is stored electronically, ideally it should be transferred electronically to maintain data integrity and save time and labor. The various options are:

- Option 1: Africa Bureau would make a bureau-to-bureau request to FVA for additional report formats in electronic form.
- Comment: New report specifications required for this project should be requested in electronic form.
- Option 2: Perform a "data dump" of all data files.
- Comment: A "data dump" means that information is copied in its existing file format from the computer to an electronic medium. A "data dump" is quick and easy, but may require extra processing.
- Option 3: Obtain electronic copies of all reports generated by the FVA system for input into the Project database.
- Comment: Most reports are designed and presented for ease of reading. This kind of presentation may not be efficient for data input.



Option 4: Receive hard copies of all data input forms.

Comment: This approach has two drawbacks: (i) the administrative burden of creating yet another paper trail, and (ii) the high likelihood that paper information will be lost.



**AFRICA BUREAU  
ANNUAL BUDGET SUBMISSION AUTOMATED DATA COLLECTION**

**I. Contacts**

Turra Bethune, AFR/DP/PAB	647-2969
Dennis Lauer, AFR/MGT/MISR	647-8767
Andrew Zehler, Deloitte Touche	875-1445

**II. Reason Examined**

Although this process has been superseded by PPC's agency wide automation of the data collection for ABS, it was examined because it was the first attempt to gather more detailed information about PVO projects from the USAIDs in electronic form.

**III. Purpose**

The Annual Budget Submission (ABS) is a process that A.I.D. uses to gather data to prepare the annual budget submission. With the automated ABS, Africa Bureau made major strides in computerizing the data collection process for the ABS, and gathering other related information from the USAIDs necessary for analysis or management. In particular, the ABS data collection program allowed Africa Bureau to collect more detailed information on projects with a PVO component.

**IV. Functions**

The Africa Bureau ABS data collection program was used to gather country level data in a uniform manner for the ABS process, and to gather other project and USAID financial and personnel data. The system allows the user to view information on-line, although there are limitations to its functionality. Only one country database may be loaded at any given time, and country data may only be viewed by individual project and appropriation level. The system does not provide for viewing of aggregate data, except if a report is printed or data downloaded to spreadsheets. Also, in order to view the data the user must enter the project number and the appropriation code. However, the program assumes that the user knows the project number and appropriation code in advance because there is no on-line listing of these codes. Thus, if the user wishes to examine project information for a country, without intimate knowledge of the funding patterns of the USAID, the software is not effective. Therefore, the program is not sufficient as a *queriable* database, but rather designed for data storage, transfer, and report generation.



## V. Reports

The program generates a series of standard tables for Africa Bureau and A.I.D. A complete list, and samples of interest to the Project, are shown in the Appendix B.

## VI. Processing

The Africa Bureau ABS data collection program collected additional information on PVO project components, USAID staff resources, local currency data, micro-enterprise data, and long range projections for appropriation accounts.

Input and editing of ABS data is performed on-line at the USAIDs. A series of screens guides the user through the data input. (See Appendix B for sample screens.) Information is entered and viewed by country code, project number, and appropriation code. A separate screen is available for adding PVO/Coop data to projects with a PVO sub-component. The user is allowed to add multiple PVO sub-components to an individual project. Upon completion of data entry at the USAID level, diskettes with the country data files are sent back to A.I.D./W where they can be aggregated by loading all data files onto a hard disk.

## VII. Resources

The Africa Bureau ABS operates under the IBM environment or IBM emulation on the WANG system. The program is written in dBASE III, and compiled with CLIPPER, so that the USAIDs may run it under the DOS environment. (When a program is compiled, it is not necessary to have the software package installed on the PC to run it.)

## VIII. Potential Linkages with the PVO/NGO Database

The Africa Bureau ABS data collection program provides a means to download report information into Lotus spreadsheets. This gives the user the ability to view and analyze the data at a more global level. Any of the available report formats may be run to generate a dBASE III data file. This data file is then converted to a spreadsheet file using the Lotus Translate function. In fact, the data file generated by this function could be read by many database or spreadsheet software packages. Some of the reports generated under this function are cryptic, but could be reformatted once downloaded to the spreadsheet software.

Under the main menu, an option called "System Maintenance" is also available. System maintenance allows the user to either back-up hard disk data to a floppy diskette, or to restore data from a diskette to the hard disk. This function is used to copy country data to diskettes for A.I.D./W use, and for security in case of a hard disk failure. There is also an option to re-index data files to insure data records are properly stored and searched.



**OFFICE OF POLICY PLANNING AND COORDINATION  
AUTOMATED ABS DATA COLLECTION PROCESS**

**I. Contacts**

Joan Segerson, PPC/PB/RPA	647-9435
Pat Sommers, PPC/PB/RPA	647-9129
Jeff Schweitzer, PPC/PDPR, RP	647-7040

**II. Reason Examined**

The information in the automated PPC ABS data collection program includes project title, project number, country, bureau, funding source, obligation levels, and activity and special interest codes by project. It was examined because it contains data points that are of interest to the PVO/NGO database. Also of interest is the automated data collection process.

**III. Purpose**

The ABS data collection process is currently being automated by PPC. The ABS process requests individual project information by funding source, activity codes and special interest codes. Activity codes (AC) and special interest codes (SI) provide a two-tiered system of describing project and program objectives and sectoral focus, and are reported in percent of total project obligations on the AC level, and percent of activity code on the SI level. The ABS information is used by A.I.D./W bureaus as the basis for the Bureau Budget Submissions to PPC, which in turn eventually become the basis for the Agency's submission to OMB and finally the request to Congress. Analysis of the portfolio can be done at all stages of the process using AC/SI codes to examine how the Agency is planning to allocate its resources.

**IV. Reports**

*Annual Budget Submission Report.*

*Congressional Presentation. Appendix B.*

**V. Processing**

Forms for the activity and special interest codes (AC/SI) and the codes themselves are attached in Appendix C. During the FY90 cycle for the ABS the data input was handled as follows:



- (A) Each USAID's portfolio by AC/SI as of the OMB submission was sent to the USAID in October to be revised for the Congressional Presentation (CP).
- (B) The AC/SI coding information by project was submitted from the USAIDs to PPC.
- (C) The AC/SI code revisions submitted to PPC were input to the computerized database (PBDS) and processed for the final CP.
- (D) The AC/SI revisions were circulated to technical officers and DP offices to check for validity.

In this scenario, it is not until step (C) that the information was computerized. Although various software packages may have been used to store the information in some form, communication between the USAIDs and PPC was via paper copy. Paper copy reports were distributed to the regional bureaus for verification. As revisions were made, reports were printed and distributed. From there the bureaus examined the reports and made revisions. PPC entered the revisions back in PBDS.

PPC will issue diskettes to the USAIDs in Spring 1990 which will allow USAID staff to enter the AC/SI coding for project obligations via an on-line menu driven system. The diskettes will then be sent back to PPC with the updates, and uploaded to the PBDS system for processing. Besides providing the USAIDs with a more efficient means of reporting AC/SI coding, PPC designed the automated data collection so that the USAIDs will have a product (on diskette) for their own analytical and reporting purposes. Providing a product to the users from whom you are collecting information is key to insuring a sense of ownership of the data on their part, thereby offering them an incentive to provide the information.

## VI. Resources

The quality of the data, and the human resources necessary to process it, had become a major concern for PPC, the Bureaus, and the USAIDs. With the automation of the data collection, the USAIDs and PPC will be able to communicate more effectively, and the human resources needed for the process will be greatly curtailed. The ability to enter data on-line and transfer it via diskette will reduce human resource requirements for the data collection significantly, although a clear measure is not available.

Human resources in A.I.D./W could also be more effectively used with the automation effort. By familiarizing themselves with the WANG OIS on-line report program, Africa



Bureau staff could more effectively access, analyze and report current AC/SI project information, rather than relying on outdated printouts.

## VII. Potential Linkages with the PVO/NGO Database

An on-line system for query and report generation is available through the Agency WANG OIS. The WANG OIS report generator allows a user to select from a menu report type, activity or special interest codes, bureau, country, and funding source.

PPC designed this on-line program so that people in the bureaus will have the capability to query the PBDS system on a day-to-day basis for current information on AC/SI project coding. A User's Guide is being developed by Pat Sommers of PPC. PPC has not initiated any formal means of identifying individuals in the bureaus for training on the system. It is expected that interested individuals will identify and train themselves with the User's Guide.

Extensive PVO information can not be drawn from this report generator. While it contains projects, by bureau, country or funding source for which a PVO special interest code has been designated, and the amount of obligations by fiscal year committed to PVO activities under that project, it does not identify the implementing organizations nor identify the exact type of PVO activity.

Recognizing these limitations and to solicit feedback from the bureaus on the issue of availability of PVO data, PPC has been holding meetings with select user groups to help identify data collection needs. From these meetings, a need to gather and manage more information on PVO activities has been expressed, most notably from AFR, LAC, and FVA.

On February 2nd a meeting was held to discuss Agency data needs for PVO activities, and its relation to the ABS data collection effort. A copy of the memo summarizing that meeting is attached in Appendix C. It was concluded that PPC and the bureaus only need project level aggregate data for the ABS process. However the bureaus need more detailed data for the CP and on implementation of PVO projects. FVA and PPC were designated to chair meetings of the PVO Working Group for design of such a data collection system.



**FINANCIAL MANAGEMENT  
THE FINANCIAL AND ACCOUNTING CONTROL SYSTEM  
(FACS)**

**I. Contact**

Don Roads, FM

663-2164

**II. Reason Examined**

This database was examined because of the data points it captures. As the official A.I.D. source for all financial information, FACS could, in theory, construct the level of funding for PVOs from its accounting transaction database. Should the PVO/NGO database be interested in accessing FACS data, the best method would be to discuss with FM whether the information needed is already being generated in a regular report. If it is not currently being generated, FACS could design a new report format to meet the need.

**III. Purpose**

The FACS system is the Agency source for all financial transaction data. The design of FACS is based on a single transaction processing concept and includes an integrated financial information and reporting capability. Information may be accessed on-line, or reports may be requested through FM for submission on a one-time or continual basis. FACS operates under several modules, each designed for a specific function. Following are descriptions from the FACS manual of the modules which may be of primary concern for accessing information on PVO funding activity in A.I.D.

Fund Accounting is used for recording and controlling A.I.D. appropriations, apportionments, allocations, allotments, reservations and obligations.

Payables is a central process capable of handling all of the various types of payable vouchers.

**IV. Potential Linkages with the PVO/NGO Database**

The FACS system is housed on the A.I.D. mainframe computer. It can be accessed via WANG OIS by any user who has an ID and password. Because FACS is so large (approximately 38 separate screen modules) and somewhat daunting, it is difficult to use unless one has a particular function in mind. Training and a user manual are available through FM, but unless one uses the system on a regular basis, the system is easily forgotten. FM does offer a variety of ready-made reports, and will process requests for additional report formats. Some Bureaus, such as PPC, download subsets of the FACS data using



INQUIRE or EASYTRIEVE. Downloads of the FACS data must be performed with the caveat that the data is dynamic, often changing within minutes, hours, or days. Any information downloaded for the current year must be cited as accurate only as of the date and time it is downloaded.



**INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT  
(WORLD BANK)**

International Economic Relations Division  
Strategic Planning and Review Department (SPRIE)

I. Contact

Chris Hennin  
SPRIE Room S12011  
World Bank  
1818 H Street, N.W.  
Washington, D.C. 20043

(202) 473-3917

II. Reason Examined

SPRIE is a good model for operation of a center on NGO information. It was examined because of the data points it maintains and because of the lessons they have learned about creating an information center on NGOs.

III. Purpose

SPRIE has put together a comprehensive information center on NGOs. It includes a database on NGOs, a database on documents relating to NGOs, and an information center housing copies of the documents. It was set up to broaden World Bank staff knowledge of NGOs and their involvement in Bank projects.

The database describes approximately 5800 NGOs worldwide. While its primary purpose is for Bank staff to have access to local groups that could be potential partners in projects, other organizations have become familiar with the database and are utilizing it.

To date there has been no attempt to analyze NGOs by sector or other criteria, although the database management software has the power to do so.

IV. Reports

There are currently no formal publications generated from the database; however, over 130 informal working documents on country NGOs have been produced. Most reporting is done



on an ad hoc basis to meet the specific requests of a user. The database management software has a powerful report formatting procedure, but it requires a lot of time to learn and use. SPRIE has designed a few reports to meet common requests such as mailing labels, a short form for contacts and a longer form suitable for compiling a complete profile of an organization.

#### V. Processing

Most of the data is gathered from primary or secondary sources. It is gathered from country missions, existing directories, personal contacts, and other institutions. (While the United Nations Non-Governmental Liaison Service/New York was active in this sector, it supplied a substantial amount of data on African NGOs.) SPRIE has also designed a questionnaire for gathering data. The questionnaire is used to verify data collected from other sources and to supplement those sources.

The attached questionnaire and sample output from the database in Appendix D shows the information captured in the database.

#### VI. Resources

The database is implemented on a minicomputer running MINISIS software. MINISIS is a text oriented database management software that allows considerable data manipulation. Unfortunately the software is not easy to use; it requires a few months of training to become proficient. This constraint requires that it will be maintained in a larger institution that has access to a minicomputer and the necessary support structure to maintain it.

It has taken SPRIE about two years to evolve the system to its present point. Chris Hennis is responsible for managing the system. He identifies sources and makes arrangements for acquiring the data along with overseeing the production of reports. A secretary assists with data entry for the database.

#### VII. Potential Linkages with PVO/NGO Database

Data can be imported to the database in ACSII format or directly from a CDS/MICRO-ISIS database.<sup>1</sup> Data has been exported from the database in ASCII.

SPRIE accesses the database via a telecommunications link from their PC to the World Bank's mainframe. However, the database is not accessible to an audience outside the Bank.

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<sup>1</sup> CDS/MICRO-ISIS is the microcomputer version of MINISIS. UNESCO developed this version for use in the developing countries of the South.



SPRIE is open to cooperative arrangements with other institutions. Any organization willing to share their information with SPRIE can request information from the database. However, contributors must be aware that information given will be shared with others.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
NGO DIVISION**

**I. Contact**

Jane Wilder Jacqz  
Senior Advisor  
UNDP/NGO Division  
Room DC1-2389  
One UN Plaza  
New York, NY 10017

(212) 904-6076

**II. Reason Examined**

UNDP's data gathering efforts were examined because of the data points it captures and the lessons learned about working with country level data gathering efforts. UNDP has spearheaded efforts to gather information on national NGOs along with projects to strengthen national NGO associations. In UNDP's model, databases are maintained at the country level with information flowing back to the central database in UNDP headquarters. Because the UNDP field offices are aware of and maintain information on NGOs active in their countries, we should look for ways to complement their activities during the development of the PVO/NGO database.

**III. Purpose**

UNDP/NGO Division has invested considerable time and energy in gathering information on national NGOs. UNDP believes that a first step in developing closer relations among governments, UN agencies and NGOs is to identify the active NGOs in a country.

In UNDP's view, information on developing country NGOs is best gathered and maintained at the country level in national databases. Local databases readily accessible to national NGOs, international NGOs, governments and bilateral and multilateral organizations can strengthen partnerships with NGOs and improve the exchange of information and coordination of activities. In support of this view, UNDP has developed a questionnaire and database system for their Field Offices to use in gathering information on national NGOs.



#### IV. Reports

UNDP Field Offices can use the database to publish national directories. The database was designed for ease of integration into a desktop publishing package.

#### V. Processing

UNDP utilizes its field offices to help gather information. The field offices either work in collaboration with existing data gathering efforts or try to identify a national institution to initiate a data gathering effort on NGOs.

The attached questionnaire in Appendix E shows the data elements collected. Completed questionnaires are filed with field offices or headquarters for entry into the database.

The package UNDP distributed to their field offices for data collection on NGOs included:

- a questionnaire corresponding to the database format;
- a computer program developed in DBASE III and a manual for using it along with the questionnaire;
- a report generator to accompany the database to allow for creation of various reports.

To date, over 15 field offices in Africa have requested the package.

#### VI. Resources

UNDP/NGO Division developed a database application in DBASE III + for use in Headquarters and for distribution to the field offices. The database will run on a IBM compatible microcomputer running MS-DOS.

#### VII. Potential Linkages with PVO/NGO Database

UNDP is planning for "reverse" information flow from national databases into the database maintained at UNDP headquarters. If all the field offices are using the same database system this is easily accomplished via simple diskette exchange. Since UNDP has such an extensive network of data gathering in place, the PVO/NGO database should look for areas of collaboration.



## SAHEL INFORMATION SYSTEM

### I. Contact

CONGAD  
B.P. 4109  
Dakar, SENEGAL  
Tel: 21 47 20

CCA/ONG  
B.P. 1721  
Bamako, MALI  
Tel: 22 36 87

GAP  
B.P. 10424  
Niamey, NIGER  
Tel: 79 09 07

SPONG  
B.P. 131  
Ouagadougou, BURKINA FASO  
Tel: 30 62 63

### II. Reason Examined

The Sahel Information System (SIS) was examined because of the data points it maintains and the lessons learned from implementing a data gathering effort with local NGOs. SIS is operated by the NGO community on their own behalf.

### III. Purpose

In 1986, IBM seconded an information management specialist, skilled in developing and teaching methods for organizations to manage their information, to the Industry Council for Development (ICD). The consultant spent several months conducting detailed research with NGOs in Senegal, Mali, and Niger. By analyzing the components of various NGO projects, gaps in information and know-how were identified. Needs most frequently cited by NGOs and national NGO consortia emerged in three areas:

- Information management and communications;
- Project design and management; and
- Sector specific technical and commercial expertise.

A project was designed to increase the effectiveness of programs and projects working to halt environmental degradation in the Sahel. Through the use of a computerized information system, the project sought to increase the coordination between organizations and to make available more techniques and technologies for integration into NGO activities.

The SIS operates in Burkina Faso, Mali, Niger, and Senegal. Over 300 NGOs are represented by the four NGO consortia involved in SIS. The NGO consortia are: Comité de coordination des actions des ONG (CCA/ONG) Bamako, Mali; Groupement des aides



privées (GAP) in Niamey, Niger; Secrétariat permanent des ONG (SPONG) in Ouagadougou, Burkina Faso; and Conseil des ONG d'appui au développement au Senegal (CONGAD) in Dakar, Senegal.

#### IV. Reports

Periodically a directory of member organizations is printed from the national databases, for example *Repertoire des ONG Membres* published in 1989 by CONGAD. Reports are also generated "on demand" from people walking into the centers. The databases have proved very useful to the NGO community and to donor agencies and consultants.

#### V. Processing

Databases on NGO PROFILES, PROJECTS and appropriate technology (TECHNONG) were developed at each center in SIS.

The NGO PROFILES database contains basic information on NGOs in each country. It includes: contact information, and sectoral emphasis along with a basic description of the organization. Each NGO supplies a description of itself for the database.

The PROJECTS database provides a breakdown of the project activities of the NGOs. The database describes the project in some detail, including where it is being implemented, who is undertaking the activity and duration and funding levels. This information is collected through questionnaires submitted to the NGOs.

The TECHNONG database contains bibliographic references to technologies and techniques appropriate to local development along with references to local experience with using the technology where available. This information is collected through questionnaires to NGOs, links to organizations like the Socially Appropriate Technology Information System (SATIS), and links with RESADOC of the Sahel Institute where a large collection of bibliographic information is maintained on a minicomputer.

#### VI. Resources

Each of the centers has an IBM AT computer with 512K RAM and 30 MB hard disk for storage, printer and uninterruptable power supply. They use the IBM PC-DOS operating system. Database software is the IBM Filing Assistant and IBM Reporting Assistant. There is some thought of upgrading to dBASE III or CDS/Micro-ISIS.

Each of the centers maintains one or two operators, titled Chargé, to handle the system. The Chargés produce reports and maintain the system. They also meet periodically for training sessions to upgrade their skills. There has also been considerable input from consultants on the design and implementation of the system over the past three years.



## VII. Potential Linkages with PVO/NGO Database

Data is transferred between each of the four centers via diskette. Since the databases were developed jointly by the centers, each database contains the same data elements. This makes transfer of data between the centers easy. It should be noted that the IBM Filing Assistant, the software used to manage the databases, has no module for exporting data to other formats. However, there are programs like PFS:Professional File and Q&A that accept IBM Filing Assistant files.

The consortia are also trying to develop a fee structure in order to recover some of the costs of providing such a service.

SIS maintains a well developed base of information on NGOs active in their respective countries, and the PVO/NGO database would benefit from accessing this information.



## INTERACTION

### I. Contact

Patty Weisenfeld  
200 Park Ave. South  
New York, NY 10003

(212) 777-8210

### II. Reason Examined

Both InterAction's position as a PVO consortium and its past experience in producing its membership directory and *Diversity in Development* project provide lessons learned on collecting and maintaining PVO/NGO information. Insight into the usefulness of information and long-term sustainability of such information systems can be gained from examining the "snapshot" approach of the *Diversity in Development* project.

### III. Purpose

InterAction has developed a computerized information system to serve its members. The system provides basic information about the 120 members of InterAction. With it InterAction is better able to respond to requests from members, other PVOs, universities, consultants, and donor agencies for information on the activities and capacity of InterAction members.

### IV. Reports

InterAction publishes a member directory from the database. The most recent edition was published in May 1989. 4000 copies are printed.

To produce the directory, the database program is interfaced with word processing. Formatting the database for publishing takes a considerable amount of time.

### V. Processing

The data elements conform to the format of the *Diversity in Development* project and the earlier *U.S. Nonprofit Organizations in Development Assistance Abroad* series published by TAICH (Technical Assistance Information Clearinghouse).



The source of most of the information is the established database. InterAction solicits updates from its members each year and makes the appropriate changes in the database. See Appendix F for sample questionnaire.

## VI. Resources

InterAction's database is IBM PC compatible. It was developed in dBASE III Plus and runs under the MS-DOS operating system. It requires 640K RAM and 8 Mb storage space. It is interfaced with WordPerfect 5.0 for large text entries and printouts.

The structure of the existing database is currently being revised and expanded in dBASE IV. Expansion plans are for additional financial and member-profile data, non-member data, and comparative reports on InterAction membership trends.

## VII. Potential Linkages with PVO/NGO Database

A dBASE III Plus database is easily transferred to other formats. To date there has been little demand for this kind of data transfer.

InterAction also has several databases on diskette and backup tape, including *Diversity in Development: US Voluntary Assistance in Africa, 1984-85*, which includes information on over 3500 projects from 150 US voluntary organizations; TAICH directories; and previous InterAction membership databases. All of these databases run under the UNIX operating system.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
SPECIAL UNIT FOR  
TECHNICAL CO-OPERATION AMONG DEVELOPING COUNTRIES**

**INRES-SOUTH**

**I. Contact**

INRES-South  
Special Unit for TCDC  
United Nations Development Program  
One UN Plaza  
FF-1203  
New York, NY 10017

(212) 906-5141

**II. Reason Examined**

INRES-South is also a good example of a service-oriented information system because of the timeliness and accuracy of the information it supplies. It was examined because it lends insight into the process necessary to deliver an information product.

**III. Purpose**

INRES-South is a referral database service containing 4000 entries on the capacities of institutions in developing countries to provide training programs or expert services. It includes universities, government departments, parastatals, research centers, consulting firms and non-profit organizations. Through INRES-South it is possible to identify institutions that can meet needs for training or technical expertise.

While INRES-South is not an NGO information system, it does contain information on over 600 NGOs around the world.

**IV. Reports**

Reports are generated based on a user's search request. A user submits a form to INRES-South specifying the requirements needed from an institution, including type of service, languages, areas of interest, location, etc. INRES-South analyzes the request, searches its database and within 24 hours of receiving the request sends a report containing the computer printout back to the user by the most appropriate means, i.e. mail, telex, fax, pouch, etc.

## V. Processing

Basic information is maintained on each institution such as: contact address, annual budget, type of organization, purpose and main activities, research and testing equipment, computer equipment, technical staff, information services, affiliations. The focus is on descriptions of institutions training programs and expertise.

The section on training programs gives a description of each program offered at an institution, along with basic elements of the curriculum, dates, duration and application information, degrees or certificates, language requirements, prerequisites and costs.

An organization can claim expertise only for areas in which it can demonstrate capability through past implementation. For each expertise claimed by an organization, there is information on the project implemented, size of the contract, name of sponsor, and location implemented.

Much of the information in INRES-South was downloaded from an earlier version of the system maintained on a mainframe. New information is gathered, and updates to existing information made, through a registration form. The UNDP field offices assist in collecting this information.

Additionally, the International Labor Office (ILO) and the United Nations Industrial Development Organization (UNIDO) provide INRES-South with information on training programs in management and industry.

Data entry is done through an optical scanner. A form has been specially designed to work with the scanner and database for data entry. (see Appendix G) While scanning considerably reduces the burden of typing data into the database, the institution reporting its data must carefully follow the format of the form in order for the scanner to read it.

## VI. Resources

The INRES-South system was custom designed for TCDC. The database was developed and compiled in APL and runs under the MS-DOS operating system. The system requires a high-end microcomputer to operate. TCDC uses a COMPAQ 386/20 with a 300Mb hard disk and COMPAQ 386/25 with a 300Mb hard disk. Both of these computers are top of the line. They are based on the Intel 80386 microprocessor configured with 5 MB RAM, 300 Mb hard disks for storage, Sytos tape backup units and color graphics.

INRES-South maintains a staff of four to run the service. Staff are involved in data entry, answering requests, and maintaining the hardware and software. A consultant team developed the application for them.



## VII. Potential Linkages with PVO/NGO Database

The database is made available on tape cartridges to certain UNDP offices and other qualified users with similarly configured 386 computers.

In addition, the database can be accessed directly via a dial-up service for registered users. Using a Hayes compatible modem and the "Carbon Copy" communications software, a remote user can dial into the database to search for institutions.



## OECD DEVELOPMENT CENTRE

### I. Contact

Giulio Fossi, Head  
External Relations  
OECD Development Centre  
94 rue Chardon-Lagache  
75016 Paris, FRANCE

### II. System Description

The Development Centre of the Organization for Economic Co-operation and Development (OECD) will publish an updated *Directory of Non-Governmental Organizations in OECD Member Countries* in May of 1990. It will cover (i) development actions, i.e. financial, technical or personnel assistance in developing countries, and (ii) development education, i.e. education of the public in the OECD member countries on development issues.

Each organization's profile will offer general information on its overall operation, as well as specific information about development actions and development education. The information will be stored in a computerized database at the OECD Development Centre to provide selective information retrieval on request.



## UNITED NATIONS NON-GOVERNMENTAL LIAISON SERVICE

### I. Contact

Thierry Lemaesquier, Coordinator  
UN/NGLS  
Palais des Nations  
CH-1211 Geneva 10  
SWITZERLAND

### II. System Description

NGLS, headquartered in Geneva and with an office in New York, has worked for over 13 years with issues relating to NGOs around the world. They have published numerous directories on the activities of NGOs through the years. Two of the latest are *Non-Governmental Organizations & Sub-Saharan Africa* on the work of NGOs based in Western Europe, Australia and New Zealand, and an *Inventory of Non-Governmental Organizations Working on AIDS in Developing Countries*.

NGLS sees itself as an information broker on issues relating to NGOs. They maintain extensive contacts with the NGO community and have developed extensive mailing lists/databases on NGOs in both the North and the South.



## LTS CORPORATION

### I. Contact

LTS Corporation  
A.I.D. Document and Information Handling Facility  
7222 47th Street  
Chevy Chase, MD 20815

(301) 951-7191

### II. System Description

LTS maintains a document support and handling facility for A.I.D. through the Center for Development Information and Evaluation (PPC/CDIE). All reports and other kinds of bibliographic documents relating to A.I.D. and development activities are catalogued by LTS.

Of special interest to the Project database is the official thesaurus which LTS maintains for A.I.D. The thesaurus contains the list of keywords used for indexing documents. Any database system on NGOs developed through this project would benefit from considering this classification scheme: it would be consistent with an established Agency standard; it would save us considerable development time.



# **PVO/NGO DATABASE DEVELOPMENT**

**A Report on a  
Survey of PVO/NGO Information Systems**

## **APPENDICES**

## Appendix A

- A1 Computation of Percentage of Private Funding for PVO's International Activities
  - 1.1 Parts I and II
  - 1.2 Part III
  - 1.3 The Privateness Percentage
  - 1.4 Schedule A
  - 1.5 Schedule B
  - 1.6 Schedule C
  - 1.7 Schedule D
- A2 PVO Project Reporting Information on A.I.D. Supported PVO Projects
- A3 Report of American Voluntary Agencies Engaged in Overseas Relief and Development Registered with A.I.D.
  - 3.1 Sample Listings
  - 3.2 Summary of Support, Revenue and Expenditures
  - 3.3 Newly Registered PVOs
- A4 FVA/PVC Project Portfolio
- A5 The Executive Contact List of U.S. PVOs registered with A.I.D.
- A6 Budget Summary Report
- A7 Implementation Plan, Part I

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

COMPUTATION OF PERCENTAGE OF PRIVATE FUNDING  
FOR PVO'S INTERNATIONAL ACTIVITIES

PART I - DETAILS OF ORGANIZATION

- 1 Name of Organization \_\_\_\_\_
- 2 Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_
- 3 Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_
- 4a Federal Employer Identification Number \_\_\_\_\_
- 4b AID-assigned PVO Identification Number \_\_\_\_\_
- 5 Name of Chief Executive Officer \_\_\_\_\_
- 6 Name of Chief Financial Officer \_\_\_\_\_
- 7 Name of Chief Program Officer \_\_\_\_\_

PART II - DETAILS OF FILING

- 8 Filing period From \_\_\_\_\_ To \_\_\_\_\_
- 9 Were your financial statements audited for this period \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

(If No, please explain why not and source of information filed on this form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10 Name of Auditors \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Engagement Partner/Contact \_\_\_\_\_  
Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_

- 11 Have you attached your audited financial statements? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you attached a copy of your IRS form 990? Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Filing is not complete if these documents are not attached.

Organization \_\_\_\_\_

Filing Period: From \_\_\_\_\_ To \_\_\_\_\_

**NOTE: COMPLETE ALL SCHEDULES BEFORE COMPLETING PART III**

**PART III – COMPUTATION OF PRIVATE FUNDING**

- 12 Total Non-U.S. Government funding for Direct Program Costs of international activities per Schedule A, line 4 \$ \_\_\_\_\_
- 13a Allocated Management and General Costs from Schedule B, line 3 \$ \_\_\_\_\_
- 13b Allocated Fund Raising Costs from Schedule C, line 7 \$ \_\_\_\_\_
- 13c Add lines 13a and 13b: Total allocated Supporting Services costs to non-U.S. Government funding for Direct Program Costs of international activities \$ \_\_\_\_\_
- 14 Add line 12 and 13c: Total non-U.S. Government funding used for Direct Program Costs of international activities with allocated Supporting Services Costs \$ \_\_\_\_\_
- 15 Total Direct Program Costs of international activities requiring counterpart private funding per Schedule A, line 10 \$ \_\_\_\_\_
- 16a Allocated Management and General Costs from Schedule B, line 5 \$ \_\_\_\_\_
- 16b Allocated Fund Raising Costs from Schedule C, line 7 \$ \_\_\_\_\_
- 16c Add lines 16a and 16b: Total allocated Supporting Services Costs to Direct Program Costs of international activities \$ \_\_\_\_\_
- 17 Add lines 15 and 16c: Total PVO funding for Direct Program Costs of international activities plus allocated Supporting Services Costs \$ \_\_\_\_\_
- 18 Divide line 14 by line 17 and multiply by 100 \$ \_\_\_\_\_

This is the percentage of the cost of your international activities funded by non-U.S. Government monies. \_\_\_\_\_ %

**19. SIGNATURE BLOCK**

Signed: \_\_\_\_\_

Name:  
Chief Executive Officer  
Date:

Name:  
Chief Financial Officer  
Date:

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THE PRIVATENESS PERCENTAGE

One of the salient characteristics of a private and voluntary organization (PVO) is that it receives funds from private U.S. sources. Since 1981, Congressional actions have identified and fostered the expanding role of PVOs in the development process. In 1981, Congress specified a range of funding for PVO activities by directing A.I.D. to make available at least 12 percent and up to 16 percent of its development and disaster assistance funding to PVOs. In addition, Congress passed legislation requiring that PVOs receive at least 20 percent of their funding for international activities from non-U.S. Government sources to ensure that the private nature of PVOs continues. Both sources of funding for a PVO, private and public, were to be encouraged to act as a catalyst for each other.

Congress also requires that A.I.D. collect information on an annual basis from registered PVOs and compute the percentage of private funding received by them for their international activities. This Privatness Test would indicate to A.I.D. and Congress that PVOs were not becoming dependent on U.S. Government funding sources. Meeting the Privatness Test would also assure that PVOs continue to be eligible for funding from certain portions of the A.I.D. budget.

The instrument used by A.I.D. to collect relevant data from the PVOs and to compute the privatness percentage is form 1550-2 and its supporting schedules. In addition, A.I.D. uses this form to collect information for its regularly published "Report of American Voluntary Agencies Engaged in Overseas Relief and Development Registered with the Agency for International Development."

The privatness computation expresses a PVO's funding for international activities from non-U.S. Government sources as a percentage over its funding from all sources (less certain U.S. Government sources) for international activities. In addition to the direct costs of these activities, appropriate indirect costs for these activities are also included. If this computation results in a percentage of 20 percent or higher, the PVO meets the Privatness Test set by Congress. Arithmetically, the equation would look like:

	(1)		(2)		(3)
Numerator:	Non-U.S. Government funding for Direct Program Costs of International Activities	+	Allocated Management and General Costs on (1)	+	Allocated Fund Raising Costs on (1)
			(5)		(3)
	(6)				
Denominator:	(1) Non-U.S. Government funding for Direct Program Costs of International Activities	+	(5) Allocated Management And General Costs on (1) + (4)	+	Allocated Fund Raising Costs on (1)
	(4) Includible U.S. Government funding for Direct Program Costs of International Activities				

## INSTRUCTIONS FOR SCHEDULE A

Column 1 of Schedule A details all the sources of support and revenue for the filing period. Note that the sources of support and revenue should agree with the information in the audited financial statements for the same filing period. Column 2 lists the direct program costs of international activities related to the particular source of funding specified in column 1. Direct program costs refer to accrual expenses as recorded in your books and as audited, and not to cash expenses alone.

LINE 1: Show the total for all private contributions from individuals, foundations, corporations, U.S. and non-U.S., restricted or unrestricted. This total should agree with your audited financial statement. Note that donated goods and services should be shown separately.

LINE 2: Show all direct program costs of international activities related to revenues from seminar fees, service fees, income from related businesses, membership fees, income from investments, gains and losses from investments, assessments and other dues, sales of materials and services to public, miscellaneous income, and similar sources.

LINE 3: Show all direct program costs of international activities related to funding from Foreign (other than U.S. Federal, State, and Local) Governments and from international organizations. An international organization is a body that is supported by funding from national governments alone, such as the United Nations and its agencies, the World Bank and its agencies, the Asian Development Bank, and other regional development banks. Also included in this line should be awards from Foreign Governments under host-country contracts. The monies for host-country contracts belong to the host government, thereby making it non-U.S. Government.

LINES 5a to 5c: Donated goods and equipment should be included in the audited financial statements, at their fair market value, if their omission would cause the statement of support, revenue, and expenditures to be misleading and if the PVO has an objective, clearly measurable, basis for their valuation. Similarly, donated services should be included in the audited financial statements, in the following circumstances:

- a. If they are significant and material to the financial statements;
- b. If the services performed are a normal part of the program or supporting services and would otherwise be performed by salaried personnel;
- c. If the organization exercises control over employment and duties of the donors of the services; and,
- d. If the organization has a clearly measurable basis for the amount.

Note: In keeping with Federal principles on allocating indirect costs, no management and general costs allocation is made to donated goods and equipment.

LINE 7: List all grants and cooperative agreements awarded in support of independently conceived and managed PVO activities. See the attached illustrative list of treatment of U.S. Government support, left hand column. Under "category" enter the appropriate name from the list.

LINE 8: Show the total for all grants and cooperative agreements from U.S. Government sources other than A.I.D.

LINE 9: The form is in error here. You should also include Line 14, Section 123 Ocean Freight in this total.

LINE 11: List all A.I.D.-initiated grants and cooperative agreements. See the attached illustrative list of treatment of U.S. Government support, right hand column. Under "category" enter the appropriate name from the list.

LINE 14: As noted earlier, the form is in error. The total for Section 123 Ocean Freight should be added to Line 9.

LINE 16: List all A.I.D. contracts separately. Show the total for all contracts from other U.S. Government sources.

LINE 17: Note that the form is in error. Line 14 Section 123 Ocean Freight should not be included in this total.

LINE 19: Show the total for all direct costs of domestic activities.

Note: International activities are those programs that are undertaken in order to benefit development in countries other than the United States. Bear in mind that certain activities to support these programs may take place, however, in the U.S. such as commodity purchasing, participant training or conference planning. The intent of the program and its beneficiaries establishes whether activities undertaken in implementing the program are international or domestic.

SCHEDULE A—ALLOCATION OF DIRECT PROGRAM COSTS OF INTERNATIONAL ACTIVITY

Name of Organization \_\_\_\_\_ To \_\_\_\_\_  
 Filing Period From \_\_\_\_\_ To \_\_\_\_\_

Description of Support and Revenue (International Program Only)  
 Col. 1: Source

COL. 2:  
 Direct Program Costs  
 Used to Finance  
 International Activities  
 During Filing Period

- Private Contributions applied to international activities
- Private Revenues
- Funds from Foreign Governments and International Organizations
- Add lines 1 to 3: Total Direct Program Costs of international activities related to private support and revenue (Enter here and on: Part III, line 12; Schedule B, line 2, and Schedule C, line 6)
- 5a Privately Donated Goods & Equipment
- 5b Privately Donated Services
- 5c Add lines 5a and 5b: Total Direct Program Costs of international activities related to in-kind contributions
- 6 Add lines 4 and 5c: Total Direct Program Costs of international activities related to private support and revenue and in-kind contributions (Enter here and on Schedule C, line 4a)
- 7 PVO-initiated grants and cooperative agreements (Additional awards should be listed on a separate sheet)

AID Award #	Brief Title	Originating A.I.D. Office	Category
1			
2			
3			
4			
			SUBTOTAL

- 8 Other U.S. government (Federal, State, and Local) grants and cooperative agreements
- 9 Add lines 7 and 8: Total Direct Program Costs of international activities related to U.S. Government support included under Privatensess computation (\*)
- 10 Add lines 4 and 9: Total Direct Program Costs of international activities, related to private and U.S. Government support and revenue, requiring private funding counterpart (Enter here and on: Part III, line 15; and Schedule B, line 4)
- 11 AID-initiated activities (Para 17) (Additional awards should be listed on a separate sheet)

AID Award #	Brief Title	Originating A I D Office	Category
1			
2			
3			
4			
			SUBTOTAL

(\*) Note: The form is in error here. You should also include Line 14, Section 123 Ocean Freight in this total.

(Continued on back page)

HS

## INSTRUCTIONS FOR SCHEDULE B

Line 1: Enter your organization's current negotiated rate or compute an actual rate based on unaudited numbers (unaudited by the U.S. Government). Most organizations will find it easier to use the negotiated rate. If, however, you find that allocations based on the unaudited actual rate helps you to meet the Privatness Test, you may use the actual rate. However, you must attach a computation of this rate done in accordance with methods established in OMB Circular A-122, and also prepared on a consistent basis with your earlier negotiated rates. This means that you should not change the composition of your pool of indirect costs nor the composition of the base. Your computations must be based on the audited financial statements that you file with A.I.D./PVC. You are also required to identify the composition of your base in line 1.

Line 2: This amount from Schedule A is the total of all direct program costs of international activities related to funding from non-U.S. Government sources, and represents item (1) in the computation formula. In line 1, we have identified the indirect cost rate to be used for allocations. In line 2, we are identifying the total costs, part or all of which constitutes the base to which this rate must be applied.

Line 3: This shows the allocation of indirect costs to the direct program costs of international activities funded by non-U.S. Government sources. Note: You are required to identify the base to which this rate is to be applied. For example, assume that the direct costs you identified in line 2 were \$100,000 made up as follows:

Direct Salaries	\$60,000
Other Direct Costs	<u>40,000</u>
Total Costs	<u><u>100,000</u></u>

If your negotiated rate is based on direct salaries, you would enter \$60,000 in line 2 after "Base." If your rate was negotiated on a total direct cost base, you would enter \$100,000 there. Multiply the rate in 3a with the base in 3b. The result will give you the allocated management and general costs. It coincides with item (2) in the computation and is also entered on Part III of the 1550-2, line 13a.

Line 4: This amount from Schedule A is the total of all international costs related to funding from non-U.S. Government sources (item (1) in the computation), plus funding from all includible U.S. Government sources (item (4) in the formula). Note: In-kind contributions are excluded from the computation.

Line 5: Here Management and General Costs are allocated to the base identified in the total costs shown on line 4. The allocation is also entered on line 16a of Part III of the A.I.D. 1550-2 form.

You should be able to check the allocations of management and general costs to the direct program costs of international activities by using your indirect cost rate and total direct program costs per the audited statements. Part of these indirect costs will have been allocated to the international program activities, part to domestic programs, and part to fund raising costs. The total of these allocations should equal your management and general costs per your audited financial statements with the exception of unallowable costs, i.e., those costs that cannot be charged to the Government. Unallowable costs, such as bad debts, can be recovered from non-U.S. Government sources. If these unallowables are high and if your privatness percentage is bordering 20%, you may wish to allocate them in your non-U.S. Government funding for the purposes of the computation.

**INSTRUCTIONS FOR SCHEDULE C**

Line 1: Enter here total fund raising costs from your financial statements.

Line 2: This line is used to allocate management and general costs to fund raising costs. This is done because some management costs are necessarily expended to administer the fund raising effort. OMB Circular A-122 also requires that a proportionate share of the management and general costs be allocated to fund raising costs. As in Schedule B, line 3, you are asked to enter your indirect cost rate (negotiated or unaudited actual), and the relevant base that is included in the total fund raising costs. The base multiplied by the rate will give you the management and general costs to be allocated to fund raising costs.

Line 3: Lines 1 and 2 added together give you the pool of fund raising costs that can be allocated to the direct costs of programs.

Line 4a to 4c: These lines help you to establish the base of direct activity costs. Direct program costs of international activities from such sources are identified in line 4a. This total comes from Schedule A, line 6, and includes donated services and equipment. In line 4b, you are asked to identify all costs of domestic programs that are from non-U.S. Government sources. Added together, these direct program costs of international and domestic activities equal the base (line C).

Line 5: Here the pool of fund raising costs is divided by the base of program costs and multiplied by 100 to give a percentage rate of allocation.

Line 6: The direct program costs of international activities to which fund raising costs need to be allocated, shown as item (1) in the privateness computation, are identified here.

Line 7: The allocation of fund raising costs is computed and entered here and on Part III of A.I.D. 1550-2. Note: The same allocated costs are entered in two places. They correspond to item (3) in the computation; and, as that formula shows, (3) is in the numerator as well as the denominator. This is so because fund raising costs are only allocated to non-U.S. Government funding sources. Thus entering it on lines 13b and 16b completes the formula.

**SCHEDULE D: SUMMARY DETAILS OF SUPPORT AND REVENUE**

Name of Organization \_\_\_\_\_

Filing Period From \_\_\_\_\_ To \_\_\_\_\_

		AGGREGATES
1	U.S. Government Grants and Cooperative Agreements .....	\$ _____
2	U.S. Government Contracts .....	\$ _____
3	U.S. Government Excess Property .....	\$ _____
4	P.L. 480 Donated Food .....	\$ _____
5	P.L. 480 Freight .....	\$ _____
6	A.I.D. Freight .....	\$ _____
7	Add lines 1 to 6: Total U.S. government support .....	\$ _____
8	Foreign Governments and International Organizations Support .....	\$ _____
9	Private Contributions .....	\$ _____
10	Private Revenues .....	\$ _____
11	In-kind contributions: Donated Services .....	\$ _____
12	In-kind contributions: Donated Supplies and Equipment .....	\$ _____
13	Add lines 7 to 12: Total support and revenue per audited financial statements .....	\$ _____

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VA/PVC

**PVO PROJECT REPORTING INFORMATION  
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0412-0530  
Expiration Date: 03/31/89

**FOR OFFICIAL USE ONLY**

PVO Type		Project Number	
Appropriation		Level	
Country Code	Fund Type	Technical Code	
Project Officer	Key 1	Key 2	

**PROJECT INFORMATION (PRIMARY)**

Name of Organization		Grant/Contract Number	
Start Date (MM/DD/YY)	End Date (MM/DD/YY)	AID Project Officer's Name	

**AID OBLIGATION BY AID-FY (\$000)**

FY	AMOUNT	FY	AMOUNT

LOP

Activity Description

Status

**COUNTRY INFORMATION (SECONDARY)**

Country	Location in Country (Region, District, Village)
PVO Representative's Name	Local Counterpart/Host Country Agency

**COUNTRY FUNDING INFORMATION (\$000)**

YEAR				
AID \$				
PVO \$				
INKIND				
LOCAL				
TOTAL				

**Winrock International Institute for Agricultural Development**  
Route 3, Petit Jean Mountain  
Morrilton, AK 72110  
(501) 727-5435

Helps alleviate hunger and poverty throughout the world by improving agriculture. An autonomous, non-profit organization, Winrock International is committed to sound agricultural and rural development that: makes more and better food, fuel, and fiber available to people; improves their incomes; and provides them more opportunities to lead productive lives. Its basic program themes revolve around two principles: the development of individual potential and the judicious management of renewable resources devoted to agriculture. Services provided include agricultural development assistance in production research and training, technical services, sector analysis, project design and evaluation, agricultural policy assessment, development of communications programs and training materials, organization of conferences/workshops, and development support and consultation for agricultural service institutions. Winrock International has activities in Africa, the Middle East, Asia, Latin and Central America, as well as the United States.

**Witherspoon International Corporation (WIC)**  
475 Riverside Drive, Suite 1057  
New York, NY 10115  
(212) 870-2126

Established in 1981 to provide financial assistance and economic development in the Caribbean Basin Region. Since 1981, WIC has provided human and financial resources in promoting microenterprise development in nine developing countries in the Caribbean Basin Region. It has assisted in creating new jobs, where none existed before, in financing small start-up enterprises, in fostering pride of ownership, in introducing new skill development, and in demonstrating the importance and benefits of private enterprise.

**Woodlands Mountain Institute (WMI)**  
Main & Dogwood Streets  
Franklin, WV 26807  
(304) 358-2401

Links the mountains of the world with programs that advance mountain cultures and preserve mountain environments. WMI sees a fundamental interplay between mountain peoples and their natural surroundings. WMI pursues educational and development initiatives uniquely identified with mountain environments, especially economic initiatives that combine natural and human resources for sustainable, responsible development. WMI's overseas activities include providing assistance to the Governments of Nepal and China in building two adjoining national park nature preserves in the Mount Everest region. The mountain health division provides improved health services to mountain communities focusing on the design of community-oriented primary health care. Medical surveys have been undertaken in China, Ecuador, India, and Nepal.

**World Concern Development Organization**  
Box 33000  
Seattle, WA 98133  
(206) 546-7201

Sends personnel, commodities, and funds to aid projects in areas of health, agriculture, animal husbandry, water development, education, economic development, refugee aid, and emergency relief. World Concern is active in over 50 countries around the world.

**World Education, Inc.**  
210 Lincoln Street  
Boston, MA 02111  
(617) 482-9485

Provides training to staff members of public and private agencies in assessing needs of client groups, planning designing learner-centered educational programs, developing integrated curricula (e.g., health, employment, nutrition, appropriate technology, agriculture), and designing workshops to train trainers. World Education also undertakes experimental programs in literacy, community development, small business development, and adult education and publicizes experience accumulated in the field. Assistance is provided to countries in Africa, Asia, Latin America, the Middle East, and the United States.

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## Summary of Support, Revenue and Expenditures (1986)

U.S. Voluntary Agencies Registered with the Agency for International  
Development

AGENCY	TOTAL SUPPORT & REVENUE	A.I.D. FREIGHT	FY 86 P.L. 480 FREIGHT	P.L. 480 DONATED FOOD	US GOVT EXCESS PROPERTY	GRANTS	CONTRACTS	OTHER GOVT & INTL ORG
Accion International (AITEC)	\$1,600,862	\$0	\$0	\$0	\$0	\$552,621	\$18,887	\$19,182
Adventist Development and Relief Agency (ADRA)	48,844,766	707,998	11,240,757	16,022,883	553,274	6,033,841	0	0
African Medical and Research Foundation	2,571,758	0	0	0	0	366,936	613,082	0
African Methodist Episcopal Church Service and Development Agency	12,376	0	0	0	0	0	0	0
African Wildlife Foundation	1,079,591	0	0	0	0	0	0	0
African-American Institute	16,975,908	0	0	0	0	8,519,198	6,454,393	0
African-American Labor Center	6,793,290	0	0	0	0	6,563,387	0	0
Africare	10,491,774	76,171	0	0	0	3,464,058	0	316,281
Aga Khan Foundation, USA	5,164,049	0	0	0	0	415,275	0	0
Agricultural Cooperative Development International	5,754,216	0	0	0	0	2,403,619	1,152,780	2,106,019
Aid to Artisans, Inc.	244,878	0	0	0	0	117,536	0	29,628
Air Serv International	2,462,967	0	0	0	0	61,800	0	0
America's Development Foundation	996,070	0	0	0	66,255	0	0	0
America-Mideast Educational and Training Services, Inc. (AMIDEAST)	29,527,055	0	0	0	0	0	0	0
American Association for Bikur Cholim Hospital, Jerusalem	456,805	0	0	0	0	0	0	0
American Committee for Shaare Zedek Hospital in Jerusalem, Inc.	7,329,938	0	0	0	0	0	0	0
American Dentists for Foreign Service	560,581	0	0	0	0	0	0	0
American Friends of Kiryat Sanz Hospital	2,607,094	0	0	0	0	0	0	0
American Friends Service Committee	22,678,877	9,469	0	0	0	0	42,115	794,484
American Institute for Free Labor Dev	16,994,390	0	0	0	0	4,728,338	7,706,900	0
American Jewish Joint Distribution Committee, Inc.	67,277,336	7,740	43,271	104,672	0	1,062,224	0	0
American Leprosy Missions	8,138,569	0	0	0	0	0	0	0
American National Red Cross	232,505,000	13,537	0	0	0	1,451,067	750,000	0
American Near East Refugee Aid	2,467,053	0	0	0	0	1,716,000	0	0
American ORT Federation	12,912,262	0	248,628	355,502	0	1,644,172	105,000	227,470
American Red Magen David for Israel	6,048,660	276,719	0	0	0	0	0	0
American Refugee Committee	2,181,614	0	0	0	0	453,550	0	579,835
American Schools of Oriental Research	1,195,579	0	0	0	0	595,738	0	0
Americares Foundation, Inc.	40,053,410	25,000	0	36,475	0	573,030	0	0
Amigos de las Americas	1,152,104	0	0	0	0	0	0	0
AMIT Women	3,706,276	0	0	0	0	0	0	0
Andean Rural Health Corporation	211,039	0	0	0	0	0	0	0
Armenian General Benevolent Union Central Committee of America	1,297,553	0	0	0	0	0	0	0
The Asia Foundation	32,521,596	0	0	0	0	13,293,049	2,724,020	53,685
Asian-American Free Labor Institute	6,683,028	0	0	0	0	3,665,909	329,775	0
Boy's Clubs of America	14,245,767	0	0	0	0	768,429	0	0
The Breakthrough Foundation	2,236,504	0	0	0	0	0	7,500	0
Brother's Brother Foundation	35,441,100	0	0	0	0	0	0	722,529
Pearl S. Buck Foundation	4,360,355	0	0	0	0	11,276	0	152,698
Paul Carlson Medical Program	369,183	0	0	0	0	0	0	0
Catholic Relief Services-USCC (CRS)	329,276,000	1,309,000	63,766,000	147,693,000	0	23,655,000	0	6,319,000
The Centre for Development and Population Activities (CEDPA)	2,080,468	0	0	0	0	1,223,157	101,555	103,288

A-3.2

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A-3.2

DONATED SERVICES	DONATED SUPPLIES & EQUIPMENT	PRIVATE CONTRIB	PRIVATE REVENUE	TOTAL EXPENSES	OVERSEAS PROGRAM EXPENSES	DOMESTIC PROGRAM EXPENSES	ADMIN & MGMT COSTS	FUND RAISING COSTS
\$135,835	\$7,868	\$818,599	\$47,870	\$1,468,285	\$1,136,164	\$161,156	\$71,708	\$99,257
0	5,625,772	8,455,957	204,284	49,731,631	44,345,844	0	3,218,456	2,167,331
0	0	1,587,810	3,930	2,407,526	2,275,226	0	86,921	45,379
0	0	12,376	0	12,385	0	0	12,385	0
0	0	798,361	281,230	1,118,479	779,102	28,804	164,136	146,437
0	0	741,761	1,260,556	16,478,691	14,748,553	0	1,673,281	56,857
0	0	229,903	0	6,765,033	6,338,234	0	426,799	0
399,705	678,738	5,336,286	220,535	10,417,363	8,355,836	0	1,975,446	86,081
0	2,000,000	2,586,745	162,029	2,239,793	1,784,888	41,401	413,504	0
0	0	68,507	23,291	5,764,920	4,290,219	0	1,474,701	0
0	0	94,244	3,470	211,074	179,559	0	26,356	2,009
30,582	138,525	188,945	2,043,115	2,496,155	2,356,060	3,150	140,095	0
116,840	672,789	126,816	13,370	927,064	880,025	0	36,779	10,260
0	0	0	0	29,277,793	27,208,440	72,707	1,973,597	23,049
0	0	455,833	972	448,242	326,427	0	37,334	84,481
0	0	6,254,688	1,075,250	6,108,768	3,911,056	0	748,914	1,448,798
0	439,106	44,413	77,062	293,849	235,481	0	58,368	0
0	0	2,087,035	520,059	2,940,581	2,279,962	0	282,788	377,831
0	274,543	16,240,907	5,317,359	18,406,001	5,307,745	8,323,823	2,854,846	1,919,530
0	0	4,559,152	0	16,979,555	13,993,447	0	2,986,108	0
0	0	52,067,208	13,992,221	56,004,243	50,951,029	138,600	4,914,614	0
0	0	7,955,944	182,725	7,117,231	5,028,581	0	334,329	1,754,321
0	0	99,180,000	131,110,396	216,924,000	14,382,655	179,044,345	0	6,176,000
0	207,278	531,766	12,009	2,551,395	2,131,723	65,672	213,959	140,041
0	0	5,366,686	4,544,804	11,528,707	8,776,777	1,602,643	512,220	637,067
0	0	4,904,879	867,062	6,848,343	5,557,963	40,124	417,915	852,341
0	0	1,114,117	34,112	1,775,738	1,328,448	214,531	111,917	120,842
0	0	254,173	345,668	1,120,875	473,433	459,705	174,692	13,045
701,899	36,000,948	2,299,198	116,860	40,026,157	39,070,772	323,514	145,740	486,131
0	0	1,122,454	29,650	1,073,539	787,444	0	197,022	89,073
0	0	3,177,509	528,767	3,824,804	2,207,855	1,008,980	462,398	145,571
21,513	40,385	134,341	14,800	218,519	167,357	0	29,483	21,679
0	0	1,053,795	243,758	1,280,205	0	834,978	442,026	3,201
193,435	13,776,735	1,160,998	1,319,674	32,424,162	30,882,495	0	1,441,281	100,386
0	0	130,000	2,557,344	6,625,347	3,899,822	0	2,725,525	0
0	0	7,423,727	6,053,611	12,262,242	84,807	9,098,113	958,375	2,120,947
0	0	2,105,263	123,741	2,395,294	234,446	1,719,508	152,269	289,071
0	34,527,051	178,921	12,599	35,279,790	35,125,368	0	101,406	53,016
0	0	3,749,939	446,442	3,689,330	2,577,928	251,452	243,087	616,863
0	4,416	158,538	6,229	334,784	263,329	0	58,789	12,666
0	36,548,000	40,964,000	9,022,000	334,679,000	321,440,000	0	9,558,000	3,681,000
0	0	332,501	319,967	2,146,357	1,373,477	0	715,432	57,448

The following is a list of newly registered PVOs  
not required to submit

A 3.3

Newly Registered

	Date Registered	Fiscal Year End
AFS Intercultural Programs	06/15/88	08/31
American Friends of A.I.C.F.	09/26/88	12/31
American Jewish World Services	01/11/88	12/31
Assistance International	04/26/88	06/30
Simon Bolivar Foundation for Bolivia, Inc.	02/01/88	12/31
Caribbean/Central American Action	06/02/88	12/31
Caribbean Conservation Corporation	09/01/88	12/31
Center to Prevent Childhood Malnutrition	01/28/88	06/25
The Conservation International Foundation	07/11/88	05/25
Foundation for Educational and Social Development in the Americas	07/11/88	12/31
Freedom Medicine, Inc.	09/01/88	12/31
Golden State Business League	03/18/88	06/30
Haitian Dental Foundation	03/18/88	07/31
Hernandez, Inc.	02/04/88	12/31
Institute for Development Research	06/02/88	07/31
Institute for Development Training	11/14/88	06/30
Interamerican Foundation of Cities	10/09/87	06/30
Interfaith Missions, Inc.	10/04/88	06/30
International Medical Corps	03/29/88	09/30
Mennonite Economic Development	07/01/88	06/30
Mercy International Health Services	02/04/88	06/30
Missouri Botanical Garden	09/01/88	12/31
New York Botanical Garden	08/31/88	06/30
New York Zoological Society	07/26/88	06/30
Operation California	07/26/88	06/30
Philippine Good Shepherd, Inc.	05/16/88	12/31
Project Mercy	05/17/88	06/30
Rodale Institute	10/06/88	12/31
United Board for Christian Higher Education in Asia	06/28/88	06/30
Volunteers International, Inc.	07/07/88	06/30
Woodlands Mountain Institute	09/26/88	06/30
WorldCare, Inc.	02/01/88	06/30
World Resources Institute	07/08/88	09/30
Yirawah International, Inc.	05/16/88	12/31

OEF International  
(Project No. 938-0158)

Project Officer: Potee, Marguerite  
Project Dates: 06/87 - 05/90  
Grant No.: OTR-0287-A-00-7177-00  
Grant Type: Matching Grant

LOP Funding Level: 1,500,000

Annual Funding Levels:

FY 87:	400,000	FY 88:	600,000
FY 89:	500,000		

PURPOSE:

To improve the capability of indigenous organizations to provide training, implement projects and affect government policy related to low income women's participation in small enterprise development and agriculture.

COUNTRY(IES):

Costa Rica, Gambia, Honduras, Mali, Niger, Senegal, Somalia

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Opportunities Industrialization Centers International (OICI)  
(Project No. 938-0244)

Project Officer: Watlington, Lenora  
Project Dates: 09/83 - 09/90  
Grant No.: AFR-0453-A-00-3063-00  
Grant Type: Institution Building

LOP Funding Level: 24,500,000

Annual Funding Levels:

FY 84:	6,638,000	FY 85:	6,795,000
FY 86:	485,000	FY 87:	552,000
FY 88:	2,730,900	FY 89:	2,400,000

PURPOSE:

This cooperative agreement was negotiated to serve as the Agency's umbrella funding mechanism for all OICI programs. It provides core support for OICI headquarters and enables OICI to conduct selected feasibility studies for new programs and to strengthen existing programs. The OIC's are community based centers designed to provide vocational skills training in a variety of technical, occupational and administrative areas.

COUNTRY(IES):

Cameroon, Gambia, Ghana, Guinea, Ivory Coast, Lesotho, Liberia, Sierre Leone, Togo

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Christian Outreach Appeal  
 515 East 3rd Street  
 Long Beach, CA 90802  
 (213) 432-1440

Executive Rep: Bob Davis, Executive Representative

Financial Rep: Jack Jensen, Organization Representative

Program Rep: Jack Jensen, Organization Representative

DECODE: A0445  
 Reg. Date: 09/30/86  
 FY End Date: 12/31  
 Private 86: 100%  
 Private 87: 100%

Christian Reformed World Relief Committee  
 2850 Kalamazoo Ave., S.E.  
 Grand Rapids, MI 49560  
 (616) 246-0741

Executive Rep: John DeHaan, Executive Director

Financial Rep: Merle Grevengoed, Finance Director

Program Rep: Gary Neversveld, Foreign Program Director

DECODE: A0447  
 Reg. Date: 10/28/85  
 FY End Date: 08/31  
 Private 86: 100%  
 Private 87: 100%

Church World Service  
 475 Riverside Drive  
 New York, NY 10115  
 (212) 870-2061

Executive Rep: J. Richard Butler, Executive Director

Financial Rep: Oswald Boyce, Director of Finance

Program Rep: Ann Bardslee, Associate Director

DECODE: A0450  
 Reg. Date: 09/30/77  
 FY End Date: 12/31  
 Private 86: 89%  
 Private 87: 92%

\*\*\*\*\* REVISED BUDGET SUMMARY REPORT \*\*\*\*\*

A-6

		TOTAL		FN		HE		EN		SD		DFA		CS	
		\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
MATCHING GRANTS	OYB:	20,887		8,263		4,397		3,261		4,766		200		0	
	PLAN:	20,887	100%	8,263	100%	4,397	100%	3,261	100%	4,766	100%	200	100%	0	0%
	RES:	20,887	100%	8,263	100%	4,397	100%	3,261	100%	4,766	100%	200	100%	0	0%
	OBL:	20,887	100%	8,263	100%	4,397	100%	3,261	100%	4,766	100%	200	100%	0	0%
OICI	OYB:	2,400		0		0		2,000		0		400		0	
	PLAN:	2,400	100%	0	0%	0	0%	2,000	100%	0	0%	400	100%	0	0%
	RES:	2,400	100%	0	0%	0	0%	2,000	100%	0	0%	400	100%	0	0%
	OBL:	2,400	100%	0	0%	0	0%	2,000	100%	0	0%	400	100%	0	0%
CHILD SURVIVAL	OYB:	12,620		0		0		0		0		0		12,620	
	PLAN:	12,619	100%	0	0%	0	0%	0	0%	0	0%	0	0%	12,619	100%
	RES:	12,619	100%	0	0%	0	0%	0	0%	0	0%	0	0%	12,619	100%
	OBL:	12,619	100%	0	0%	0	0%	0	0%	0	0%	0	0%	12,619	100%
ROTARY	OYB:	590		0		0		0		0		0		590	
	PLAN:	590	100%	0	0%	0	0%	0	0%	0	0%	0	0%	590	100%
	RES:	590	100%	0	0%	0	0%	0	0%	0	0%	0	0%	590	100%
	OBL:	590	100%	0	0%	0	0%	0	0%	0	0%	0	0%	590	100%
VITAMIN A	OYB:	2,000		2,000		0		0		0		0		0	
	PLAN:	2,000	100%	2,000	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	RES:	2,000	100%	2,000	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	OBL:	2,000	100%	2,000	100%	0	0%	0	0%	0	0%	0	0%	0	0%
COOPERATIVES	OYB:	6,650		6,000		0		0		0		650		0	
	PLAN:	6,650	100%	6,000	100%	0	0%	0	0%	0	0%	650	100%	0	0%
	RES:	6,650	100%	6,000	100%	0	0%	0	0%	0	0%	650	100%	0	0%
	OBL:	6,650	100%	6,000	100%	0	0%	0	0%	0	0%	650	100%	0	0%
FOOD AID	OYB:	6,811		6,811		0		0		0		0		0	
	PLAN:	6,811	100%	6,811	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	RES:	6,811	100%	6,811	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	OBL:	6,811	100%	6,811	100%	0	0%	0	0%	0	0%	0	0%	0	0%
BIDEN PELL	OYB:	3,367		3,367		0		0		0		0		0	
	PLAN:	3,367	100%	3,367	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	RES:	3,367	100%	3,367	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	OBL:	3,367	100%	3,367	100%	0	0%	0	0%	0	0%	0	0%	0	0%
OCEAN FREIGHT	OYB:	2,593		0		1,000		0		1,500		93		0	
	PLAN:	2,593	100%	0	0%	1,000	100%	0	0%	1,500	100%	93	100%	0	0%
	RES:	2,593	100%	0	0%	1,000	100%	0	0%	1,500	100%	93	100%	0	0%
	OBL:	2,593	100%	0	0%	1,000	100%	0	0%	1,500	100%	93	100%	0	0%
GRAND TOTALS	OYB:	57,918		26,441		5,397		5,261		6,266		1,343		13,210	
	PLAN:	57,917	100%	26,441	100%	5,397	100%	5,261	100%	6,266	100%	1,343	100%	13,209	100%
	RES:	57,917	100%	26,441	100%	5,397	100%	5,261	100%	6,266	100%	1,343	100%	13,209	100%
	OBL:	57,917	100%	26,441	100%	5,397	100%	5,261	100%	6,266	100%	1,343	100%	13,209	100%

Handwritten box around the GRAND TOTALS section.



** PVO Name **	PROJECT NUMBER	GRANT NUMBER	PROJECT OFFICER	FUND EXP DATE	PIO/T TO PPM	PIO/T NUM	PPY .0 OP	1989 PLANNED/RESERVED						1989 ACTUAL OBLIGATIONS						
								FM	HE	EH	SD	DFA	CS	FM	HE	EH	SD	DFA	CS	
** INTERNATIONAL VOLUNTARY SERVICE (IVS) **	9380158	OTR-0158-A-00-8156-01	HMP	6/30/90	1/27/89	9381003	1/27/89	700	0	0	0	0	0	700	0	0	0	0	0	0
** LUTHERAN WORLD RELIEF **	9380158	OTR-0158-A-00-8158-00	HW	6/31/90	2/17/89	9381007	2/21/89	500	0	0	0	0	0	500	0	0	0	0	0	0
** MATCHING GRANTS PROGRAM SUPPORT **	9387237	ARS- - - -	LT		2/15/89	9384008	2/15/89	0	0	0	560	0	0	0	0	0	0	560	0	0
	9387237	ARS-ACVF-A- - -			6/27/89	9384001	7/6/89	0	0	0	40	0	0	0	0	0	0	40	0	0
					8/30/89	9384001A	8/31/89	0	0	0	10	0	0	0	0	0	0	10	0	0
	AIRES	DAN-1090-C-00-5124-00	SMJ	9/30/90	3/13/89	9384009	3/16/89	0	0	0	35	0	0	0	0	0	0	35	0	0
	9380158	GEM-ENI - - -	SMJ		4/7/89	9384012	4/10/89	0	0	0	173	0	0	0	0	0	0	173	0	0
	9380158	ARS-O.E.-p-dc-6150-			4/28/89	9384013	5/15/89	0	0	0	86	0	0	0	0	0	0	86	0	0
	9380158	CAL-EB B-R-ET-T -			5/17/89	9384015	06/06/89	0	0	0	60	0	0	0	0	0	0	60	0	0
** OPPORTUNITY INTERNATIONAL (OPPI) **	9380158	OTR-0158-A-00-8147-01	KA	6/30/89	3/13/89	9381009	3/15/89	450	0	0	0	0	0	450	0	0	0	0	0	0
** PRIVATE AGENCIES COLLABORATING TOGETHER (PACT) **	9380158	OTR-0158-A-00-8239-03	DF	8/31/90	7/7/89	9382202	7/8/89	0	0	0	0	125	0	0	0	0	0	0	125	0
					7/7/89	9383003	7/8/89	0	0	300	0	0	0	0	0	0	300	0	0	0
					7/7/89	9381010	7/8/89	450	0	0	0	0	0	450	0	0	0	0	0	0
					7/7/89	9381010A	7/10/89	202	0	0	0	0	0	202	0	0	0	0	0	0
					7/7/89	9382007	7/8/89	0	170	-	0	0	0	0	170	0	0	0	0	0
					7/7/89	9384010	7/8/89	0	0	0	380	0	0	0	0	0	0	380	0	0
					7/7/89	9384010A	7/10/89	0	0	0	37	0	0	0	0	0	0	37	0	0
	9380158	OTR-0158-A-00-8239-00			08/02/89	9382202A	08/17/89	0	0	0	0	75	0	0	0	0	0	0	75	0
** VOLUNTEERS IN TECHNICAL ASSISTANCE (VITA) **	9380158	OTR-0158-A-00-8155-00	HW	4/30/89	12/20/89	9384003	12/20/89	0	0	0	350	0	0	0	0	0	0	350	0	0
** WORLD WILDLIFE FUND **	9380158	OTR-0158-A-00-8160-00	HMP	9/30/90	05/09/89	9384019	06/12/89	0	0	0	350	0	0	0	0	0	0	350	0	0
<hr/> NEW GRANTS <hr/>																				
** ACCION INTERNATIONAL **	9380158	- - - - -	KA	8/30/90	2/3/89	9384007	2/8/89	0	0	0	300	0	0	0	0	0	0	300	0	0

** PVO Name **	PROJECT NUMBER	GRANT NUMBER	PROJECT OFFICER	FUND EXP DATE	PIO/T TO PPM	PIO/T NUM	PPM TO OP	1989 PLANNED/RESERVED						1989 ACTUAL OBLIGATIONS						
								FN	HE	EH	SD	DFA	CS	FN	HE	EH	SD	DFA	CS	
** CHRISTIAN REFORMED WORLD RELIEF COMMITTEE (CRWRC) **	9380158	- - - - -	DF	4/30/91	3/21/89 3/21/89	9383005 9382009	3/27/89 3/27/89	0 0	0 250	250 0	0 0	0 0	0 0	0 0	0 0	0 250	250 0	0 0	0 0	0 0
** HEIFER PROJECT INTERNATIONAL **	9380158	- - - - -	HMP	8/31/90	5/16/89 9/14/89 9/27/89 5/16/89	9381015 9381015A 9381015B 9384016	06/06/89 9/14/89 06/06/89	480 300 27 0	0 0 0 0	0 0 0 0	0 0 0 20	0 0 0 0	0 0 0 0	480 300 27 0	0 0 0 0	0 0 0 0	0 0 0 20	0 0 0 0	0 0 0 0	
** HELEN KELLER INTERNATIONAL (HKI) **	9380158	- - - - -	JME	6/30/90	4/14/89	9382010	4/17/89	0	600	0	0	0	0	0	600	0	0	0	0	0
** INSTITUTE FOR DEVELOPMENT RESEARCH (IDR) **	9380158	OTR-0158-A-00-9033-00	SMC	10/24/89	1/11/89	9384000	1/12/89	0	0	0	49	0	0	0	0	0	49	0	0	0
** ISLAND RESOURCES FOUNDATION **	9380158	- - - - -	HMP	8/31/93	6/1/89 06/1/89	9381016 9384018	06/06/89 06/06/89	300 0	0 0	0 0	0 160	0 0	0 0	300 0	0 0	0 0	0 160	0 0	0 0	
** NATIONAL COUNCIL FOR INTL HEALTH (NCIH) **	9380158	POC-5939-A-00-5089-00	JME	3/31/89	1/27/89	9382005	1/27/89	0	165	0	0	0	0	0	165	0	0	0	0	
	9380158	DPE-5972-A-00-9006-00	JME	3/31/89	5/31/89	9382012	6/12/89	0	85	0	0	0	0	0	85	0	0	0	0	
** OPERATION SMILE (OS) **	9380158	- - - - -	SMJ	2/16/90	2/10/89	9382005	2/15/89	0	130	0	0	0	0	0	130	0	0	0	0	
** PROJECT CONCERN INTERNATIONAL (PCI) **	9380158	POC-0282-G-SS-6113-00	JME	6/30/90	5/5/89 5/5/89	9382011 9384014	5/12/89 5/12/89	0 0	447 0	0 0	0 28	0 0	0 0	0 0	447 0	0 0	0 28	0 0	0 0	
** SALESIANS SOCIETY (SS) **	9380158	- - - - -	DF	8/31/90	3/28/89	9383006	3/30/89	0	0	400	0	0	0	0	0	400	0	0	0	
** YMCA OF THE USA **	9380158	- - - - -	DF	8/31/90	3/22/89 3/22/89	9383004 9382008	3/27/89 3/27/89	0 0	0 350	300 0	0 0	0 0	0 0	0 0	350 0	300 0	0 0	0 0	0 0	

** PVO Name **	PROJECT NUMBER	GRANT NUMBER	PROJECT OFFICER	FUND EXP DATE	PIO/T TO PPM	PIO/T NUM	PPM TO OP	1989 PLANNED/RESERVED						1989 ACTUAL OBLIGATIONS						
								FN	HE	EH	SD	DFA	CS	FN	HE	EH	SD	DFA	CS	
<hr/>																				
FOOD AID																				
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FOOD AID																				
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** ADVENTIST DEV AND RELIEF AGENCY (ADRA) **	PDC-0704-	- -5127-	SMC		2/28/89	9381300	2/28/89	171	0	0	0	0	0	0	171	0	0	0	0	0
	OTR-0704-A-00-	9175-00	SMC	12/31/90	5/31/89	9381306	06/06/89	1,590	0	0	0	0	0	0	1,590	0	0	0	0	0
** AFRICARE (AFC) **	OTR-0701-G-SS-	8242-02	SMC	02/28/90	07/11/89	9381310	7/11/89	285	0	0	0	0	0	0	285	0	0	0	0	0
** CATHOLIC RELIEF SERVICE (CRS) **	- - - - -		SMC		05/31/89	9381304	06/06/89	1,130	0	0	0	0	0	0	1,130	0	0	0	0	0
					08/09/89	9381304A	08/17/89	380	0	0	0	0	0	0	380	0	0	0	0	0
** COOP FOR AMER RELIEF EVERYWHERE (CARE) **	- - - - -		SMC		5/8/89	9381301	5/12/89	500	0	0	0	0	0	0	500	0	0	0	0	0
	FA - - - - -				08/09/89	9381308	08/17/89	1,475	0	0	0	0	0	0	1,475	0	0	0	0	0
					08/09/89	9381308A	08/17/89	492	0	0	0	0	0	0	492	0	0	0	0	0
					9/27/89	9381308	9/27/89	202	0	0	0	0	0	0	202	0	0	0	0	0
** FOOD FOR THE HUNGRY (FH1) **	OTR-0704-A-00-	9171-00	SMC	8/31/91	5/31/89	9381307	06/06/89	230	0	0	0	0	0	0	230	0	0	0	0	0
** LTS. CORPS (LTSC) **	PDC- - - - -	-7151-	SMC		05/08/89	9381302A	5/12/89	30	0	0	0	0	0	0	30	0	0	0	0	0
** PLANNING ASSISTANCE (PA) **	OTR- - - - -	-7234-	SMC		5/8/89	9381303	5/12/89	36	0	0	0	0	0	0	36	0	0	0	0	0
** PROGRAM SUPPORT ACTIVITIES (PSA) **	9380704	ARS- - - - -	SMC		7/26/89	9381309	7/31/89	170	0	0	0	0	0	0	170	0	0	0	0	0
** WORLDSHARE (WS) **	- - - - -		SMC		5/31/89	9381305	06/06/89	120	0	0	0	0	0	0	120	0	0	0	0	0

** PVO Name **	PROJECT NUMBER	GRANT NUMBER	PROJECT OFFICER	FUND EXP DATE	PIO/T TO PPM	PIO/T NUM	PPM TO OP	1989 PLANNED/RESERVED						1989 ACTUAL OBLIGATIONS					
								FN	HE	EH	SD	DFA	CS	FN	HE	EH	SD	DFA	CS
BIDEN PELL																			
ON-GOING																			
** ACCION INTERNATIONAL **		OTR-0230-G-SS-8170-01	DW	8/1/91	5/31/89	9381414	06/06/89	90	0	0	0	0	0	0	90	0	0	0	0
** AGRICULTURE COOPERATIVE DEV. INT'L **		OTR-0230-G-SS-7140-02	DW	7/31/90	5/31/89	9381415	06/06/89	36	0	0	0	0	0	0	36	0	0	0	0
** AMERICAN ASSOC. OF INDEPENDENT AGING **		OTR-0230-G-SS-8171-00	DW	8/31/89	07/06/89	9381428	07/11/89	107	0	0	0	0	0	0	107	0	0	0	0
** AMERICAN ASSOC. OF SCHOOL ADMINISTRATORS **		PDC-0230-G-SS-7166-02	DW	7/31/90	7/20/89	9381432	7/20/89	71	0	0	0	0	0	0	71	0	0	0	0
** AMERICAN FORUM **		OTR-0230-A-00-8172-00	DW	8/31/90	2/6/89	9381402	2/9/89	143	0	0	0	0	0	0	143	0	0	0	0
** AMERICAN YOUTH WORK CENTER **		OTR-0230-G-SS-7135-00	DW	8/23/89	5/31/89	9381413	6/6/89	86	0	0	0	0	0	0	86	0	0	0	0
** CITIZENS NETWORK **		OTR-0230-G-SS-8173-02	EAH	8/1/91	6/1/89	9381418	06/06/89	446	0	0	0	0	0	0	446	0	0	0	0
** COOPERATIVE LEAGUE OF THE USA **		OTR-0230-A-00-8180-01	DW	8/15/90	5/23/89	9381406	06/02/89	132	0	0	0	0	0	0	132	0	0	0	0
** FOSTER PARENTS PLAN (PLAN) **		OTR-0230-G-SS-8174-01	DW	8/31/89	5/23/89	9381405	06/02/89	68	0	0	0	0	0	0	68	0	0	0	0
** GLOBAL LEARNING **		OTR-0230-G-SS-8146-01	DW	9/16/90	5/23/89	9381408	06/02/89	37	0	0	0	0	0	0	37	0	0	0	0
** GLOBAL TOMORROW COALITION **		PDC-0230-G-SS-7125-01	DW	12/31/90	07/12/89	9381431	07/12/89	103	0	0	0	0	0	0	103	0	0	0	0

** PVO Name **	PROJECT NUMBER	GRANT NUMBER	PROJECT OFFICER	FUND EXP DATE	PIO/T TO PPM	PIO/T NUM	PPM TO OP	1989 PLANNED/RESERVED						1989 ACTUAL OBLIGATIONS					
								FM	HE	EH	SD	DFA	CS	FM	HE	EH	SD	DFA	CS
<b>NEW GRANTS</b>																			
** AFRICARE (AFC) **		OTR-0230-G-SS-9191-00	EAH	8/15/92	6/5/89	9381423	6/12/89	74	0	0	0	0	0	74	0	0	0	0	0
** INTERFAITH HUNGER APPEAL (IHA) **		OTR-0230-G-SS- -00	EAH	8/15/92	5/31/89	9381412	06/06/89	45	0	0	0	0	0	45	0	0	0	0	0
** NATIONAL 4-H COUNCIL (N4HC) **		OTR-0230-G-SS- -00	DW	8/15/92	06/08/89	9381426	06/15/89	54	0	0	0	0	0	54	0	0	0	0	0
** NATIONAL ASSOC PARTNERS OF AMERICAS (NAPA) **		OTR-0230-G-SS-9162-00	DW	8/15/92	5/31/89	9381411	06/06/89	94	0	0	0	0	0	94	0	0	0	0	0
** PANOS INSTITUTE (PI) **		OTR-0230-G-SS- -00	EAH	9/1/91	6/19/89 9/1/89	9381424 9381424A	6/12/89 9/5/89	73 16	0 0	0 0	0 0	0 0	0 0	73 16	0 0	0 0	0 0	0 0	0 0
** SOUTH CAROLINA EDUCATIONAL T. V. (SCTV) **		OTR-0230-G-22- -00	DW	8/15/92	6/6/89	9381422	6/12/89	150	0	0	0	0	0	150	0	0	0	0	0
** VOLUNTEERS FOR OVERSEAS COOP ASST (VOCA) **		OTR-0230-G-SS-9183-00	DW	8/15/92	6/1/89	9381419	6/6/89	87	0	0	0	0	0	87	0	0	0	0	0
** YHCA OF THE USA **		OTR-0230-G-SS- -00	DW	9/30/92	6/1/89	9381421	06/06/89	126	0	0	0	0	0	126	0	0	0	0	0
		- - - - -	EAH	9/30/92	8/14/89	9381421A	8/23/89	230	0	0	0	0	0	230	0	0	0	0	0
** YWCA OF THE USA (YWCA) **		OTR-0230-G-SS-9192-00	DW	8/15/92	6/1/89	9381420	6/6/89	167	0	0	0	0	0	167	0	0	0	0	0
<b>CONTRACTS AND OTHERS</b>																			
** BP PROGRAM SUPPORT **	7237	- - - - -	LT			9381403		80	0	0	0	0	0	80	0	0	0	0	0
	7237	- - - - -				9381403A		60	0	0	0	0	0	60	0	0	0	0	0

## Appendix B

- B1 Africa Bureau ABS System, Main Menu
- B2 Projects/PVO Data Input Menu
- B3 PVO/COOP Data Input Menu
- B4 List of Africa Bureau ABS System Reports
- B5 ABS Africa Bureau Table III: Mission's Bureau Buy-Ins
- B6 ABS Africa Bureau Table IV: Buy-Ins to Centrally Funded Projects
- B7 ABS Africa Bureau Table VII: PVO/Coop Activities
- B8 ABS Africa Bureau Table IX: Activity Classification/Special Issue Codes By Project
- B9 ABS Africa Bureau Table X: Summary of Activity Classification Codes By Fiscal Year
- B10 ABS Africa Bureau Table XI: Summary of Special Issue Codes By Fiscal Year
- B11 A.I.D. Country Codes Used By the ABS System

### III. SYSTEM FUNCTIONS

#### A. MAIN MENU OPTIONS

A few moments after the Start Up Menu is shown, the system will bring up the Main Menu and the options available for system operations, as shown below.

COUNTRY NAME	AFRICA BUREAU ABS SYSTEM	MM/DD/YY
ABS FY : 91	MAIN MENU	

- 1 - PROJECTS
- 2 - MATRICES
- 3 - STAFF RESOURCES
- 4 - LOCAL CURRENCY
- 5 - MICRO ENTERPRISE
- 6 - LONG RANGE PROJECTIONS
- 7 - SYSTEM MAINTENANCE
- 8 - REPORTS
- 0 - EXIT TO DOS

Enter Option Number Here ---> X

The ABS system has eight modules that are accessible from the Main Menu:

#### 1. Projects

The Projects module allows data to be entered for the mission's portfolio, including:

- Project assistance
- Non-Project assistance
- Mission Buy-ins to Regional projects
- Mission Buy-ins to Centrally funded activities
- Centrally funded activities related to missions' portfolios

IV. DETAILED SYSTEM OPERATIONS

A. PROJECTS/PVO DATA

1a) Creating Project Data

To create Project Data, you must select:

- . Main Menu Option 1 - Projects
- . Projects Option 1 - Creation

This will allow data to be entered on the system for the following types of projects:

- . Project Assistance
- . Non-Project Assistance
- . Mission Buy-ins to Africa Bureau regional projects
- . Buy-ins to centrally funded projects
- . Centrally funded activities
- . Non-add activities (PL 480, HGs)

This option will also allow you to enter data about PVO/COOP components (subprojects) of the projects you create. This is done after you have created a Project record. (See Section 1b Creating PVO Data for specific instructions regarding PVO/COOP data records).

When you select this option, the system will retrieve a blank Project Screen, as shown below.

NPA/PROJ NO: [REDACTED]		APPROPRIATION: [REDACTED]		ABS FY : 91 (000 US \$)		
TITLE: [REDACTED]						
CODE		FUNDING YEAR		PACD		
PROJECT CODE: [REDACTED]		INITIAL FY: [REDACTED]		CURR PACD: [REDACTED]		
PROJ STATUS: [REDACTED]		FINAL FY: [REDACTED]		PROP PACD: [REDACTED]		
NON-ADD IND: [REDACTED]		LOP YRS: [REDACTED]		PP AMEND: [REDACTED]		
LOAN/GRANT: [REDACTED]		GRANT		LOAN		
LOP AUTH: [REDACTED]		CUM OBLIG: [REDACTED]		CUM OBLIG: [REDACTED]		
LOP PLAN: [REDACTED]						
CUM EXP: [REDACTED]						
YEARS		OBLIG GRANT OBLIG LOAN		EXPENDITURES END MORTGAGE END PIPELINE		
ACTUAL	88	[REDACTED]	[REDACTED]	[REDACTED]	999,999	999,999
EST	89	[REDACTED]	[REDACTED]	[REDACTED]	999,999	999,999
PLANNED	90	[REDACTED]	[REDACTED]	[REDACTED]	999,999	999,999
PROP	91	[REDACTED]	[REDACTED]	[REDACTED]	999,999	999,999

\* 1b. Creating PVO/COOP Data

You can create a PVO/Coop record immediately after you have created a Project record, as was indicated in the prior section. Just press Y when you are shown this message:

Create PVO Subcomponent for this Project? Y/N

At this point, the system will bring up the PVO Screen, as shown below.

PROJ NO: [REDACTED]		APPR: [REDACTED]	TITLE: [REDACTED]		ABS FY: 91
JBPROJ TITLE: [REDACTED]				% PROJ TOTAL: [REDACTED]	
PVO/COOP NO: [REDACTED]		PVO/COOP NAME: [REDACTED]		SUBPROJ PACD: [REDACTED]	
SUBPROJ LOP AUTH: [REDACTED]		ORIGIN INDICATOR: [REDACTED]		SUBPROJ PACD: [REDACTED]	
SUBPROJ FUNDING YEARS: INITIAL: [REDACTED]		FINAL: [REDACTED]			
SOURCE OF FUND BY BUREAU/OFF	SECTOR(S)	ACTUAL	PVO/COOP OBLIGATIONS ESTIMATED	PLANNED	PROPOSED
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TOTALS:		999,999	999,999	999,999	999,999

77 The cursor will be placed at the PVO/COOP NO field. Each PVO/COOP project and each of its sub-components must be labeled with a PVO/COOP number. You should then enter a record number for each PVO component.

It is strongly recommended that you commence with the record number 1, and proceed to the number 2, number 3, and so on, for every project that may have PVO components. This will facilitate the retrieval of PVO records subsequently.

The system will then ask you to confirm the PVO/COOP Number with this message:

Is this PVO sub-component code correct? Y/N

AFRICA BUREAU ABS  
SYSTEM REPORTS  
-----

AGENCY TABLE: I  
LONG RANGE PLAN BY APPROPRIATION ACCOUNT

AGENCY TABLE: III  
PROJECT OBLIGATIONS BY APPROPRIATION

AGENCY TABLE: VI  
EXPENDITURES OF LOCAL CURRENCY GENERATIONS

THE EXPENDITURES OF LOCAL CURRENCY GENERATIONS  
FOR MICRO AND SMALL ENTERPRISE PROGRAMS

AGENCY TABLE TO ANNEX K  
MICRO, SMALL, AND SMALL FARM ENTERPRISES

AFRICA TABLE I  
PROGRAM/PROJECTS NEW STARTS AND AMENDMENTS

AFRICA BUREAU TABLE II  
PIPELINE AND MORTGAGE ANALYSIS

AFRICA BUREAU TABLE III  
MISSION'S BUREAU BUY-INS

AFRICA BUREAU TABLE IV  
BUY-INS TO CENTRALLY FUNDED ACTIVITIES

AFRICA BUREAU TABLE V  
CENTRALLY FUNDED ACTIVITIES

AFRICA BUREAU TABLE: VIa.  
SUMMARY OF EXPENDITURES OF LOCAL CURRENCY GENERATIONS

AFRICA BUREAU TABLE: VIb.  
NON-ADD EXPENDITURES OF LOCAL CURRENCY GENERATIONS

AFRICA BUREAU TABLE VII  
PVO/COOP ACTIVITIES

AFRICA BUREAU TABLE VIII  
STAFF RESOURCES

AFRICA BUREAU TABLE IX  
ACTIVITY CLASSIFICATION/SPECIAL ISSUE CODES BY PROJECT

AFRICA TABLE X  
SUMMARY OF ACTIVITY CLASSIFICATION CODES BY FISCAL YEAR

AFRICA TABLE XI  
SUMMARY OF SPECIAL ISSUE CODES BY FISCAL YEAR

COUNTRY NAME

ANNUAL BUDGET SUBMISSION  
AFRICA BUREAU TABLE III

AE

MISSION'S BUREAU BUY-INS  
(Thousand U.S. Dollars)

NFA/ PROJ NO	APPRO	TITLE	LOF YRS	LOF AUTH \$	LOP PLAN \$	ACTUAL 88	ESTIM 89	PLANNED 90
GRAND TOTAL				0	0	0	0	0

\*\*\*\* END OF REPORT \*\*\*\*

COUNTRY NAME

ANNUAL BUDGET SUBMISSION  
AFRICA BUREAU TABLE IV

ABS FY: 9  
PAGE:

BUY-INS TO CENTRALLY FUNDED PROJECTS  
(Thousand U.S. Dollars)

NFA/ PROJ NO	APPRO	TITLE	LOP YRS	LOP AUTH \$	LOP PLAN \$	ACTUAL 88	ESTIM 89	PLANNED 90	PROPOSE 91
GRAND TOTAL				0	0	0	0	0	0

\*\*\*\* END OF REPORT \*\*\*\*

PVO/COOP ACTIVITIES  
( Thousand U.S. Dollars)

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PROJ_NO	APP	PVO	TITLES	ORIG IND	LOF AUTH #	% PROJ TOTAL	SUBPROJ PACD	ACTUAL 88	ESTIMAT 89	PLANNED 90	PROPOSE 91
1234567890	PN		AFRICA PVO PROJECT NUMBER 1								
		1	PVO SUBPROJECT COMPONENT, INTERNATIONAL PVO NAME FVA AGRI	I	300	60.0	12/91				
			Subtotal					60	70	80	90
			** PVO COMPONENTS SUBTOTAL					60	70	80	90
			** PROJECT SUBTOTAL					60	70	80	90
6000000000	SS		DEVELOPMENT FUND FOR AFRICA PROJECT								
		1	FIRST PVO SUBPROJECT AFRICAN NGO NAME FVA AGRI S&T AIDS	L	500	25.0	10/90				
			Subtotal					80	80	80	100
								20	20	20	20
								100	100	100	120
		2	SECOND PVO SUBCOMPONENT ANOTHER AFRICAN LOCAL NGO OFDA OTHER	L	300	15.0	10/92				
			Subtotal					50	50	50	50
								50	50	50	50
			** PVO COMPONENTS SUBTOTAL					150	150	150	170
			** PROJECT SUBTOTAL					150	150	150	170
			** GRAND TOTAL					210	220	230	260

ACTIVITY CLASSIFICATION/SPECIAL ISSUE CODES BY PROJECT  
-----

NPA/ PROJ NO	APPRO	TITLE	ACT: 88	EST: 89	PLAN: 90	PROP: 91		
1111111111	FN	THE FIRST PROJECT TITLE						
	AGMP	AGRICULTURE MANAGEMENT, PLANNING AND POLICY	83	65.9%				
	EDID	HUMAN RESOURCE DEVELOPMENT FOR INDIVIDUALS	7	5.6%				
	EVHW	HAZARDOUS WASTE	6	4.8%				
	EVWH	WATER QUALITY HEALTH	5	4.0%				
	HEBF	BREASTFEEDING			3	60.0%		
	HEMA	MALARIA/ADULTS	10	7.9%				
	HEMC	MALARIA/CHILD SURVIVAL				300 67.6%		
	HEMH	MATERNAL HEALTH			109	100.0%		
	HERI	ACUTE RESPIRATORY INFECTION	3	2.4%		144 32.4%		
	HEVC	VECTOR CONTROL			1	20.0%		
	PSDE	DECENTRALIZATION			1	20.0%		
	INPO	POWER	8	6.4%				
	INCO	COMMUNICATIONS	4	3.2%				
		SUBTOTAL ADDS:	126	100.0%	5	100.0%	109 100.0%	444 100.0%
		NONADDS:						
	TAC	TRAINING, ACADEMIC	3					
	COP	COOPERATIVES	3					
	PUB	PUBLIC SECTOR	3					
	MDB	MULTILATERAL DEVELOPMENT BANKS			109			
	EEF	ENERGY EFFICIENCY	8					
	BDV	BIOLOGICAL DIVERSITY	5					
	RBM	BIOLOGICAL/BIOMEDICAL RESEARCH	7					
	RPS	PHYSICAL SCIENCES RESEARCH					444	
	SPR	SECTORAL POLICY REFORM	1					
		PROJECT TOTAL:	126		5		109	444
		TOTAL ALL PROJECTS:	126		5		109	444

\*\*\*\* END OF REPORT \*\*\*\*

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SUMMARY OF ACTIVITY CLASSIFICATION CODES BY FISCAL YEAR

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ACTIVITY CLASSIFICATION CODES	ACT: 88 ATTRIB.	EST: 89 ATTRIB.	PLAN: 90 ATTRIB.	PROP: 91 ATTRIB.
AGRICULTURE/RURAL DEVELOPMENT				
AGMP AGRICULTURE MANAGEMENT, PLANNING AND POLICY	83	0	0	0
ACTIVITY GROUP SUBTOTAL	83	0	0	0
HUMAN RESOURCE DEVELOPMENT				
EDID HUMAN RESOURCE DEVELOPMENT FOR INDIVIDUALS	7	0	0	0
ACTIVITY GROUP SUBTOTAL	7	0	0	0
ENVIRONMENT/NATURAL RESOURCES				
EVHW HAZARDOUS WASTE	6	0	0	0
EVWH WATER QUALITY HEALTH	5	0	0	0
ACTIVITY GROUP SUBTOTAL	11	0	0	0
HEALTH/CHILD SURVIVAL/AIDS				
HEBF BREASTFEEDING	0	3	0	0
HEMA MALARIA/ADULTS	10	0	0	0
HEMC MALARIA/CHILD SURVIVAL	0	0	0	300
HEMH MATERNAL HEALTH	0	0	109	0
HERI ACUTE RESPIRATORY INFECTION	3	0	0	144
HEVC VECTOR CONTROL	0	1	0	0
ACTIVITY GROUP SUBTOTAL	13	4	109	444
PUBLIC SECTOR				
PSDE DECENTRALIZATION	0	1	0	0
ACTIVITY GROUP SUBTOTAL	0	1	0	0
INFRASTRUCTURE				
INPO POWER	8	0	0	0
INCO COMMUNICATIONS	4	0	0	0
ACTIVITY GROUP SUBTOTAL	12	0	0	0
TOTAL ALL ACTIVITY CLASSIFICATION CODES	126	5	109	444

## SUMMARY OF SPECIAL ISSUE CODES BY FISCAL YEAR

SPECIAL ISSUE CODES	ACT: 88 ATTRIB.	EST: 89 ATTRIB.	PLAN: 90 ATTRIB.	PROP: 91 ATTRIB.
TRAINING	3	0	0	0
TAC TRAINING, ACADEMIC				
INSTITUTIONAL MECHANISMS	3	0	0	0
COP COOPERATIVES	3	0	0	0
PUB PUBLIC SECTOR	0	0	109	0
MDB MULTILATERAL DEVELOPMENT BANKS				
ENERGY SPECIAL ISSUES	8	0	0	0
EEF ENERGY EFFICIENCY				
ENVIRONMENT SPECIAL ISSUES	5	0	0	0
BDV BIOLOGICAL DIVERSITY				
RESEARCH EFFORTS	7	0	0	0
RBM BIOLOGICAL/BIOMEDICAL RESEARCH	0	0	0	444
RPS PHYSICAL SCIENCES RESEARCH				
OTHER SI CATEGORIES	1	0	0	0
SPR SECTORAL POLICY REFORM				

\*\*\*\* END OF REPORT \*\*\*\*

## A. I. D. COUNTRY CODES USED BY THE ABS SYSTEM

CODE	COUNTRY NAME
600	AFRICA AGGREGATE
601	INDIAN OCEAN REGIONAL
602	COMOROS
603	DJIBOUTI
611	ZAMBIA
612	MALAWI
613	ZIMBABWE
615	KENYA
617	UGANDA
620	NIGERIA
621	TANZANIA
623	REDSO/EA
624	REDSO/WA
625	AFRICAN REGIONAL
631	CAMEROON
632	LESOTHO
633	BOTSWANA
635	GAMBIA, THE
636	SIERRA LEONE
641	GHANA
642	MAURITIUS
645	SWAZILAND
649	SOMALIA
650	SUDAN
653	EQUATORIAL GUINEA
654	ANGOLA
655	CAPE VERDE
656	MOZAMBIQUE
657	GUINEA-BISSAU
658	SAO TOME AND PRINCIPE
660	ZAIRE
662	SEYCHELLES
663	ETHIOPIA
669	LIBERIA
673	NAMIBIA
674	SOUTH AFRICA, REPUBLIC OF
675	GUINEA
676	CENTRAL AFRICAN REPUBLIC
677	CHAD
678	GABON
679	CONGO, REPUBLIC OF
680	BENIN
681	IVORY COAST
682	MAURITANIA
683	NIGER
685	SENEGAL
686	BURKINA FASO
687	MADAGASCAR
688	MALI

690 SOUTHERN AFRICA REGIONAL  
693 TOGO  
695 BURUNDI  
696 RWANDA  
698 AFRICAN REGIONAL

## Appendix C

- C1 Activity Code/Special Interest Coding Form
- C2 Activity Codes
- C3 Special Issues Codes
- C4 A.I.D. PVO Activities, by SI Code Sample Report
- C5 Congressional Presentation Report
  - 5.1 Program Summary, Personnel Data, Participant Training Data
  - 5.2 Summary of Active and Proposed Projects
- C6 Memorandum: Summary of Meeting on FY 1992 ABS and CP



ACTIVITY CODESAgriculture

AS Agricultural Land Use & Settlement  
 AMP Ag/Nutrition Mgmt, Planning, & Policy  
 APR Agricultural Policy Reform  
 ARE Agricultural Research  
 AEX Agricultural Extension Education  
 AED Agricultural Education  
 AIN Agricultural Inputs  
 AIR Agricultural Irrigation  
 AGM Pest Management  
 AGR Agricultural Credit  
 AMK Agricultural Marketing  
 ASAB Agribusiness

Administration of Justice

AJCA Courts Administration  
 AJIT Investigative Functions

Human Resource Development

HEC Basic Education for Children  
 HEA Basic Education for Adolescents & Adults  
 HEI Human Resources Dvpt for Educational Institutions  
 HEID Human Resource Dvpt for Individuals  
 HEPE General Public Education & Extension

Natural Resources/Environment

NERFR Forestry  
 NERHW Hazardous Waste  
 NERMP Environmental Mgt, Planning, & Policy  
 NERSL Soils  
 NERLD Agricultural Land Development  
 NERWQ Water Quality Improvement  
 NERWH Water Quality Health  
 NERWR Water Resources Management

Energy

NEYFF Fossil Fuels  
 NEYFW Fuelwood  
 NEYRN Renewable Energy  
 NEYMP Energy Mgt, Planning & Policy

PD & S

PDAS PD & S Activities

Health/Child Survival/AIDS

HEBF Breastfeeding  
 HECS Child Spacing/High Risk Births  
 HEDD Diarrheal Disease Control/Oral  
 Rehydration Therapy  
 HEGM Growth Monitoring & Nutrition  
 HEHA HIV/AIDS  
 HEIM Immunization  
 HEMA Malaria  
 HEMH Maternal Health and Nutrition  
 HERI Acute Respiratory Infection  
 HESD Health Systems Development  
 HEVA Vitamin A  
 HEVC Vector Control

Population/Family Planning

PNSD Family Planning Service Delivery  
 PNMP Family Planning Program Devel  
 & Support  
 PNSU Family Planning Supplies

Human Rights/Democratic Initiatives

HRTE Technical Electoral Assistance  
 HRDI Democratic Institution Building  
 HRSL Strengthening Legal Systems

Private Enterprise

PEBD Business Development Promotion  
 PEDR Deregulation  
 PEFE Foreign Exchange Policy Reform  
 PEFM Financial Markets  
 PELD Labor Development  
 PEMT Management Training  
 PEPZ Privatization  
 PETI Trade and Investment Promotion

Public Sector

PSDE Decentralization  
 PSMF Monetary/Fiscal Policy Activities  
 PSMG Administration and Management

Infrastructure

INRD Rural Roads  
 INMR Main Roads  
 INRR Railroads  
 INPO Power  
 INCO Communications

SPECIAL ISSUES CODESSpatial/Geographic

UB Small and Large Urban QR  
 UN Towns QR  
 UR Rural

Institutional Mechanisms

UV PVO/NGOs, US QR  
 VI PVO/NGOs, International QR  
 VR PVO/NGOs, Regional QR  
 VD PVO/NGOs, Third Country QR  
 VL PVO/NGOs, Local  
 UP Cooperatives  
 UNP Non-Profit Organizations  
 UP Private Enterprise  
 UPB Public Sector  
 SMA Social Marketing  
 UPB Multilateral Development Bank  
 UNO International Organizations  
 (exclude MDBs/IARCs)  
 PCV Peace Corps  
 XII Title XII

Process Mechanisms for Achieving Change

INS Institution Building  
 MPR Macroeconomic Policy Reform  
 SPR Sectoral Policy Reform  
 DCO Development Communications  
 RFG Refugee Relief and Disaster Assistance  
 NAR Narcotics Control  
 HBC Historically Black Colleges & Universities

End-Beneficiaries/End Recipients  
or Enterprise Purpose

AGB Agribusinesses (products and services)  
 MNF Manufacturing (non-agricultural)  
 SRV Services (non-agricultural)  
 WID Women in Development  
 PSD Private Sector Development

Research Efforts

RBM Biological/Biomedical  
 RAT Development of Agricultural Technologies  
 RBE Education Research  
 RPS Physical Sciences Research

Research Efforts (continued)

REC Economic Research  
 RSS Social Sciences Research  
 RDC Demographic Data Collection  
 ROR Operational Research  
 RBS Basic Research (if none of the above)  
 RDV Developmental Research (if none of the above)

Training

TAC Training, Academic QR  
 TTE Training, Technical  
 TUS Training, US-Based QR  
 TTH Training, Third country-based QR  
 TIC Training, In-country  
 TMA Training, Male QR  
 TFE Training, Female  
 TPU Training, Public QR  
 TPV Training, Private

Energy/Environment

EEF Energy Efficiency and Conservation  
 REF Reforestation  
 TRO Tropics  
 CLZ Coastal Zones and Islands  
 WTL Wetlands  
 BDV Biological Diversity

Agriculture/Nutrition

INC Income  
 FCN Food Consumption and Nutrition  
 CRP Crops QR  
 LSK Livestock QR  
 FSD Fisheries Development  
 EXP Export Production QR  
 DOM Domestic Production  
 AIB Agricultural Institution Building  
 ARC International Agricultural Research Centers  
 FAC Faculties of Agriculture  
 FSF Food Security

Child Survival

CHS Child Survival

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A.I.D. PVO ACTIVITIES  
BY SICCODE

FY88 - FY91 (\$000)

BUR	COUNTRY	PROJECT	PROJECT TITLE	FUND SOURCE	AC CODE	AC %	SI CODE	SI %	FY88 SI	FY89 SI	FY90 SI	FY91 SI
AFR	GAMBIA	6350219	AGRICULTURAL RESEARCH & DIV	DA	AGMK	2	PVI	1	5	3	35	38
AFR	GAMBIA	6350219	AGRICULTURAL RESEARCH & DIV	DA	AGIN	3	PVI	2	10	5	70	76
AFR	GAMBIA	6350219	AGRICULTURAL RESEARCH & DIV	DA	AGEX	5	PVI	3	15	8	105	114
AFR	CAPE VERDE	655AFHI	FAMILY HEALTH INITIATIVE	DA	PNMP	50	PVI	30	0	0	30	30
AFR	CAPE VERDE	655AFHI	FAMILY HEALTH INITIATIVE	DA	PNSD	40	PVI	20	0	0	20	20
AFR	MOZAMBIQUE	6560207	CHILD SURVIVAL PILOT	DA	HEDD	15	PVI	15	0	60	60	0
AFR	MOZAMBIQUE	6560207	CHILD SURVIVAL PILOT	DA	HEIM	15	PVI	15	0	60	60	0
AFR	MOZAMBIQUE	6560207	CHILD SURVIVAL PILOT	DA	HESD	70	PVI	35	0	140	140	0
AFR	MOZAMBIQUE	6560209	CHILD SURVIVAL	DA	HEVA	15	PVI	15	0	0	0	150
AFR	MOZAMBIQUE	6560209	CHILD SURVIVAL	DA	HESD	5	PVI	5	0	0	0	50
AFR	MOZAMBIQUE	6560209	CHILD SURVIVAL	DA	HEMH	20	PVI	20	0	0	0	200
AFR	MOZAMBIQUE	6560209	CHILD SURVIVAL	DA	HEIM	20	PVI	20	0	0	0	200
AFR	MOZAMBIQUE	6560209	CHILD SURVIVAL	DA	HEGM	20	PVI	20	0	0	0	200
AFR	MOZAMBIQUE	6560209	CHILD SURVIVAL	DA	HEDD	20	PVI	20	0	0	0	200
AFR	MOZAMBIQUE	6560215	PROSTHESIS ASSIST. PROG.	DA	HESD	100	PVI	30	0	759	0	0
AFR	MOZAMBIQUE	6560217	PVO SUPPORT PROGRAM	DA	AGIN	50	PVI	6	0	0	165	309
AFR	MOZAMBIQUE	6560217	PVO SUPPORT PROGRAM	DA	AGEX	30	PVI	6	0	0	165	309
AFR	LIBERIA	6690227	PRIVATE SECTOR FAMILY PLANN	DA	PNSD	50	PVI	50	0	0	0	0
AFR	LIBERIA	6690227	PRIVATE SECTOR FAMILY PLANN	ES	PNSD	50	PVI	50	0	0	2500	1000
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	DA	EYMP	10	PVI	1	70	75	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	DA	NRLD	25	PVI	2	140	151	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	DA	NRMP	25	PVI	2	140	151	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	DA	NRFR	15	PVI	1	70	75	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	ES	EYMP	10	PVI	1	0	0	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	ES	NRLD	25	PVI	2	0	0	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	ES	NRMP	25	PVI	2	0	0	0	0
AFR	NIGER	6830246	AGRI. SECTOR DEVELOPMENT GR	ES	NRFR	15	PVI	1	0	0	0	0

PROGRAM SUMMARY (\$000)			
Category	FY 89 (Actual)	FY 90 (Estimated)	FY 91 (Request)
Development Assistance	-	-	-
Loan	-	-	-
Grant	-	-	-
Development Fund for Africa	19,855 <sup>b/</sup>	18,000	18,000
Economic Support Fund	-	-	-
Loan	-	-	-
Grant	-	-	-
Other	-	-	-
TOTALS	19,855	18,000	18,000
P.L. 480	1,140	82	-
Title I	-	-	-
Title II <sup>a/</sup>	1,140	82	-
TOTALS	20,995	18,082	18,000

a/ See main volume P.L. 480 table for program breakout and emergency assistance. FY 1991 funding does not include World Food Program.  
 b/ Excludes \$1,366,000 of FY 1989 bilateral funding obligated through regional projects.

PERSONNEL DATA - MISSION DIRECT HIRE <sup>a</sup>			
Category	FY 89 (Actual)	FY 90 (Estimated)	FY 91 (Request)
U.S. National	22	22	22
Foreign National	11	11	11
TOTALS	33	33	33

<sup>a</sup>Total full time equivalent workyears of employment. Include HHC, excess property, and IC personnel. Excludes TIRP. One workyear = 2,087 hours.

PARTICIPANT TRAINING DATA <sup>a</sup>											
Category	FY 89 (Actual)			FY 90 (Estimated)			FY 91 (Request)			Total	Total
	Ab	Tc	Total	A	T	Total	A	T	Total		
U.S. Participants	21	3	24	15	22	37	11	16	27	27	30
Bilateral d											
Regional	22	9	31	23	12	35	18	12	30	30	30
Third Country Participants	4	2	6	4	19	23	3	20	23	23	23
Bilateral d											
Regional	35	72	107	38	57	95	26	40	66	66	66
TOTALS	82	86	168	80	110	190	58	88	146	146	146

<sup>a</sup>Non-training refers to the sum of participant new starts during the FY & carryovers still in training from the prior FY.  
<sup>b</sup>Academic: degree seeking.  
<sup>c</sup>Technical: non-degree seeking.  
<sup>d</sup>Participants funded under bilateral programs.  
<sup>e</sup>Participants funded under regional programs (e.g., CLASP, AMDP).

100

SUMMARY OF ACTIVE AND PROPOSED PROJECTS  
(IN THOUSANDS OF DOLLARS)

## BUREAU FOR AFRICA

COUNTRY: NIGER

CP 91

PROJECT NO. PROJECT TITLE	L / * G	FY OF INITIAL CBLIG	FY OF FINAL CBLIG	-LIFE OF AUTHC	PROJECT- PLANNED	-THROUGH OBLIGA- TIONS	FY 88 EXPEN- DITURES	-ACTUAL OBLIGA- TIONS	FY 89 EXPEN- DITURES	-ESTIMATED OBLIGA- TIONS	FY 90 EXPEN- DITURES	-PROPOSED OBLIGA- TIONS	FY 91 EXPEN- DITURES
	SH G	80	88	4,089	4,079	4,079	3,954	---	25	---	100	---	---
	SS G	80	88	350	270	270	211	---	2	---	57	---	---
		PROJECT TOTAL:		4,439	4,349	4,349	4,165	---	27	---	157	---	---
683-0234	AGRICULTURAL PRODUCTION SUPPORT												
	SH G	82	87	19,900	19,900	19,900	16,314	---	2,980	---	606	---	---
		PROJECT TOTAL:		19,900	19,900	19,900	16,314	---	2,980	---	606	---	---
683-G240	NIAMEY DEPARTMENT DEVELOPMENT PHASE II												
	SH G	81	87	14,897	14,897	14,897	13,075	---	994	---	828	---	---
		PROJECT TOTAL:		14,897	14,897	14,897	13,075	---	994	---	828	---	---
683-0242	INTEGRATED LIVESTOCK PRODUCTION												
	SH G	83	89	10,856	10,856	10,856	10,465	---	308	---	83	---	---
	SS G	83	89	103	103	---	---	103	---	---	103	---	---
		PROJECT TOTAL:		10,959	10,959	10,856	10,465	103	308	---	186	---	---
683-G246	AGRI. SECTOR DEVELOPMENT GRANT												
	ES G	84	89	16,278	16,278	16,278	14,373	---	1,905	---	---	---	---
	SH G	84	89	22,637	22,637	22,637	16,981	---	4,327	---	900	---	369
	SS G	84	89	14,000	14,000	7,000	---	7,000	4,949	---	6,100	---	1,200
		PROJECT TOTAL:		52,915	52,915	45,915	31,354	7,000	11,241	---	7,000	---	1,569
683-G249	SMALL PROJECT ASSISTANCE-AID/PC												
	SH G	83	C	---	260	260	194	---	57	---	9	---	---
	SS G	83	C	---	560	140	1	140	23	140	105	140	140
		PROJECT TOTAL:		---	820	400	195	140	80	140	114	140	140
683-G254	HEALTH SECTOR SUPPORT												
	CS G	86	92	1,500	1,500	1,500	---	---	---	---	1,500	---	---
	SH G	86	92	7,007	7,007	7,007	2,221	---	1,270	---	3,516	---	---
	SS G	86	92	4,660	3,693	3,510	---	1,150	---	1,800	5,430	1,200	2,230
		PROJECT TOTAL:		13,167	17,200	12,017	2,221	1,150	1,270	1,800	10,446	1,200	2,230
683-0256	APPLIED AGRICULTURAL RESEARCH												
	SH G	87	91	5,974	5,974	5,974	456	---	2,533	---	2,500	---	480
	SS G	87	91	5,420	14,026	2,400	332	3,100	744	5,400	2,800	3,126	2,800
		PROJECT TOTAL:		15,394	20,000	8,374	788	3,100	3,282	5,400	5,300	3,126	3,280

\* Refers to the planned program summary sheet.

C Level of effort activity.

FY of final obligation column - All projects in this column with an initial obligation date before December 31, 1989 are based on the authorized data.

For all projects with an initial obligation date after December 31, 1989, the FY of final obligation is based on a planned date.

February 2, 1990

MEMORANDUM

TO: AFR/DP, Richard Hynes  
ANE/TR/HR, Steve Grant  
LAC/DP, Sharon Benoliel  
FVA/PVC/IPS, Larry Tanner  
S&T/PO/PR, Bill Alli

FROM: PPC/PB/RPA, <sup>Kim</sup> Ken Milow

SUBJECT: Summary of Meeting on FY 1992 ABS and CP

We appreciate your interest and involvement in our efforts to automate data collection for the FY 1992 ABS. Our meeting on Friday, February 2 was productive and we think the solutions agreed to will work to support the Agency's needs for PVO data.

To summarize what was agreed:

- PPC and the Bureaus only need project level aggregate data for the ABS process. The AC/SI system provides this data. No additional data needs to be requested as part of the ABS.
- For the CP and for implementation of PVO projects, the Bureaus need data at a finer level of detail than the AC/SI system can provide. Therefore, PPC and FVA will jointly chair a process with the PVO Working Group to design a data collection effort to go out with the CP instructions which will solicit the needed detail. PPC will work closely with the PVO Working Group to ensure that the AC/SI data can be used in the data collection effort and that a subsystem be designed/revised for storage and analysis of the detailed PVO data.

Ideally, AC/SI PVO project totals would be sent out to the Missions and Bureaus. The data collection effort for the CP would request detailed breakdown of these totals. Any changes to PVO project totals resulting from this effort would be made in the AC/SIs as well as in the detail to ensure that the data is comparable.

The PVO Working Group will meet to begin discussions of the level of detail and kinds of data needed for the PVO subsystem and data collection. We expect Hal Gray to call such a meeting in early March.

Again thank you for your interest and we look forward to your continued involvement.

- cc: PPC/PB, John Richter
- PPC/PB, Peter Theil
- PPC/PB, Joan Segerson
- PPC/PB, Hal Gray
- PPC/PB, Pat Sommers
- PPC/PB, George Hill
- PPC/PB, Jim Painter

PPC/PB:JSegerson:2/2/90:x79435:2252N

## Appendix D

- D1 Letter, Christopher Hennin
- D2 NGO Database Questionnaire
- D3 Sample Report

**The World Bank**  
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT  
INTERNATIONAL DEVELOPMENT ASSOCIATION

1818 H Street, N.W.  
Washington, D.C. 20433  
U.S.A.

(202) 477-1234  
Cable Address: INTBAFRAD  
Cable Address: INDEVAS

Dear NGO Representative:

The International Economic Relations Division of the Strategic Planning and Review Department (SPRIE) is responsible for developing the Bank's policy toward NGOs and for coordinating the Bank's collaboration with NGOs. To facilitate these endeavors, we have organized two data bases. One general data base will be made up of directories covering both geographical and sectoral NGO experience. The other data base will be made up of NGO profiles consisting of general descriptive information provided by NGOs. This information will be accessible to all NGOs contributing profiles as well as to Bank staff interested in making contact with NGOs to learn more about them and explore ways of possibly working together. Should your organization wish to be included in our data base system, we are enclosing a questionnaire for your convenience in providing us with data regarding your work. We would also appreciate any additional information such as annual reports, brochures and other literature which highlights areas in which you have expertise you would like to share with others.

We are also enclosing several documents reflecting the Bank's growing interest in government/NGO collaborative work. The Bank Operational Statement entitled "Collaboration with Nongovernmental Organizations" set out general guidelines on possibilities for working together. The "List of Projects with Potential Involvement" gives an idea of concrete project opportunities through which such collaboration might occur in the future.

If you have any questions regarding the data bases please contact:

Christopher Hennin  
International Economic Relations  
Strategic Planning and Review  
Room J3028  
Tel: 202-473-3480

## NGO DATABASE QUESTIONNAIRE

ORGANIZATIONAL NAME:

ORGANIZATIONAL ACRONYM:

COUNTRY OF HEADQUARTERS:

TYPE OF NGO (tick one or more):

300E ---- GRASSROOTS ORGANIZATION

301E ---- NATIONAL NGO

302E ---- INTERNATIONAL NGO

303E ---- REGIONAL NGO (e.g. AFRICAN)

304E ---- RESEARCH, PUBLIC EDUCATION OR ADVOCACY GROUP

305E ---- UNION OR PROFESSIONAL SOCIETY

306E ---- NGO SUPPORTING INSTITUTION

SOURCE OF FUNDS:

GEOGRAPHICAL DATA:

REGIONS WITHIN COUNTRY:

REGIONS OF OPERATIONS (tick one or more):

001E ---- AFRICA

002E ---- ASIA

003E ---- EUROPE

004E ---- LATIN AMERICA AND CARIBBEAN

005E ---- NORTH AMERICA

CONTACT DATA

CONTACT:

TITLE:

CONTACT:

TITLE:

CONTACT:

ADDRESS DATA

STREET: CITY:  
STATE: COUNTRY:  
POSTAL CODE: P.O. BOX:  
CABLE: - TELEX:  
PHONE NUMBER:

SECTORAL ACTIVITIES (tick one or more):

- 200E ---- AGRICULTURE
- 201E ---- APPROPRIATE TECHNOLOGY
- 202E ---- COMMUNITY DEVELOPMENT
- 203E ---- CULTURE/SOCIOLOGY
- 204E ---- ECONOMIC POLICY ISSUES
- 205E ---- EDUCATION
- 206E ---- EMPLOYMENT
- 207E ---- ENERGY
- 208E ---- ENVIRONMENT
- 209E ---- FORESTRY
- 210E ---- HEALTH/NUTRITION
- 211E ---- INDUSTRY (INCLUDING MICROENTERPRISES)
- 212E ---- POPULATION
- 214E ---- EMERGENCY RELIEF
- 215E ---- TRANSPORTATION
- 216E ---- URBAN DEVELOPMENT
- 217E ---- WATER AND SANITATION
- 218E ---- WOMEN IN DEVELOPMENT

TOTAL EXPENDITURE IN A RECENT YEAR (please specify year and currency):

BANK STAFF CONTACT:

DATE OF INFORMATION:

PURPOSE OF THE ORGANIZATION (up to 1,000 characters):

NOTES (including details of involvement with Bank - up to 2,000 characters):

ORGANIZATIONAL NAME : Co-operation for Research, Development and Education  
 ALTERNATIVE ORGANIZATION NAME: Cooperation for Research, Development and Education

ORGANIZATIONAL ACRONYM : CORDE

TYPE OF NGO : NATIONAL NGO / NGO SUPPORTING INSTITUTION

SOURCE OF FUNDS : Membership Consultancies HIVOS of the Netherlands

COUNTRIES OF OPERATIONS : BOTSWANA

Gaborone, Botswana

PHONE: 373865

FAX: 2753 FEP BD

INDUSTRIAL ACTIVITIES : APPROPRIATE TECHNOLOGY / INDUSTRY (INCLUDING  
 ENTERPRISES) / AGRICULTURE

DATE OF INFORMATION : 12/88

KEY STAFF CONTACT NAME : Hennin, SPRIE

OBJECTIVE OF ORGANIZATION : CORDE is a Botswana support and promotion organization for self-managed production groups. CORDE members are active in a wide range of activities eg. printing, baking, horticulture, weaving, cosmetics, bookbinding, dairy, food processing, shoemaking, etc. CORDE provides organization and management advice, researches production opportunities and requirements, and assists in marketing where necessary. It may also offer advice regarding financial requirements and procedures, and possible sources of finance. Wherever possible CORDE links in with organizations which have expertise in any of these fields. CORDE undertakes many training workshops for enterprises. These workshops are followed by steady work within cooperative study groups and by other educational activities. CORDE's special importance to the emerging self-managed sector is that its organisers involve all group members in analysing their enterprise. The process of working together to set out a strategy for action ensures a high degree of commitment and resolve from every worker-member. Implementation of decisions taken is thus an easy matter. CORDE publishes WORKTEAM, a quarterly magazine for production cooperatives throughout Southern Africa.

## Appendix E

E1      NGO Database Questionnaire

## D R A F T

-IDP Field Office: \_\_\_\_\_  
(City and country)

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

NGO DATABASE QUESTIONNAIRE

NAME AND ADDRESS OF ORGANIZATION

Name: \_\_\_\_\_  
Acronym: \_\_\_\_\_

Address within country:

Mailing address: \_\_\_\_\_  
Street address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Telephone no.: \_\_\_\_\_ Telex: \_\_\_\_\_ Answerback: \_\_\_\_\_  
Cable: \_\_\_\_\_ Email: \_\_\_\_\_

Address of headquarters if located outside country:

Mailing address: \_\_\_\_\_  
Telephone no.: \_\_\_\_\_ Telex: \_\_\_\_\_ Cable: \_\_\_\_\_

II. PRINCIPAL OFFICERS

1. Name: Mr./Ms. \_\_\_\_\_  
(First) (Middle/Initial) (Family/Last)  
Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_
2. Name: Mr./Ms. \_\_\_\_\_  
(First) (Middle/Initial) (Family/Last)  
Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_
3. Name: Mr./Ms. \_\_\_\_\_  
(First) (Middle/Initial) (Family/Last)  
Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_

III. ORGANIZATION AND PURPOSE

1. Type of Organization: (Please check no more than two)

- |          |                                    |          |                             |
|----------|------------------------------------|----------|-----------------------------|
| A. _____ | NGO association/co-ordinating body | F. _____ | Farmers assoc./trade union  |
| B. _____ | Development NGO                    | G. _____ | Co-operative association    |
| C. _____ | Community group                    | H. _____ | Business                    |
| D. _____ | Religious organization             | I. _____ | Academic/research institute |
| E. _____ | Service organization               | J. _____ | Other: _____                |
|          |                                    |          | (Specify)                   |

Type of Affiliation (if any): (Please check one)

- |   |  |
|---|--|
| A. <input type="checkbox"/> International organization operating locally        | C. <input type="checkbox"/> National organization without external affiliation (indigenous)  |
| B. <input type="checkbox"/> National affiliate of an international organization | D. <input type="checkbox"/> Community organization without external affiliation (indigenous) |

Language(s) of Operation:

Principal language: \_\_\_\_\_ Other: \_\_\_\_\_

ORGANIZATION'S PURPOSE(S), AIMS AND GOALS: (Please describe briefly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITIES

Primary Programme Areas: (Please check no more than three)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture            | <input type="checkbox"/> Forestry             | <input type="checkbox"/> Natural resources mgt.     |
| <input type="checkbox"/> Appropriate technology | <input type="checkbox"/> Fisheries            | <input type="checkbox"/> Nutrition                  |
| <input type="checkbox"/> Community development  | <input type="checkbox"/> Handicrafts          | <input type="checkbox"/> Population                 |
| <input type="checkbox"/> Co-operatives          | <input type="checkbox"/> Health               | <input type="checkbox"/> Refugees/displaced pers    |
| <input type="checkbox"/> Credit                 | <input type="checkbox"/> Horticulture         | <input type="checkbox"/> Rural development          |
| <input type="checkbox"/> Culture                | <input type="checkbox"/> Housing              | <input type="checkbox"/> Small business development |
| <input type="checkbox"/> Education              | <input type="checkbox"/> Human rights         | <input type="checkbox"/> Urban development          |
| <input type="checkbox"/> Elderly                | <input type="checkbox"/> Income generation    | <input type="checkbox"/> Water supply               |
| <input type="checkbox"/> Emergencies/disasters  | <input type="checkbox"/> Infrastructure       | <input type="checkbox"/> Women                      |
| <input type="checkbox"/> Employment             | <input type="checkbox"/> Institution building | <input type="checkbox"/> Youth                      |
| <input type="checkbox"/> Environment            | <input type="checkbox"/> Legal aid            | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> Energy                 | <input type="checkbox"/> Livestock            |   |

Main Type(s) of Activity: (Please check no more than two)

- |   |  |
|---|--|
| A. <input type="checkbox"/> Consulting                    | H. <input type="checkbox"/> Project implementation |
| B. <input type="checkbox"/> Data gathering                | I. <input type="checkbox"/> Publishing             |
| C. <input type="checkbox"/> Emergency relief              | J. <input type="checkbox"/> Research               |
| D. <input type="checkbox"/> Financial aid (grants)        | K. <input type="checkbox"/> Resettlement           |
| E. <input type="checkbox"/> Financial aid (loans/credits) | L. <input type="checkbox"/> Resource mobilization  |
| F. <input type="checkbox"/> Networking                    | M. <input type="checkbox"/> Technical assistance   |
| G. <input type="checkbox"/> Production                    | N. <input type="checkbox"/> Training               |
|   | O. <input type="checkbox"/> Other: _____           |
- (Specify)

Geographic Scope of Activities: (Please check one)

- |   |  |
|---|--|
| A. <input type="checkbox"/> Local (community)           | D. <input type="checkbox"/> Subregional                          |
| B. <input type="checkbox"/> Provincial (within country) | E. <input type="checkbox"/> Regional                             |
| C. <input type="checkbox"/> National                    | F. <input type="checkbox"/> International (more than one region) |

Target Population(s):

Type(s): \_\_\_\_\_

Number(s): \_\_\_\_\_

Describe how your organization maintains contact with the target population(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACHIEVEMENTS AND CONSTRAINTS

Describe the most important services and facilities that your organization can offer in its development work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the main achievements of your organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the main obstacles you have experienced in achieving your goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In pursuing your goals, what organizational needs are still unmet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. STRUCTURE, MANAGEMENT AND EXTERNAL RELATIONS

General

A. Founding year and date: \_\_\_\_\_

B. If membership organization, number of members: \_\_\_\_\_ (Organizations) \_\_\_\_\_ (Individuals)

C. Legal status within country: \_\_\_\_\_

D. \_\_\_\_\_

Governance -- Decision-making Body(ies): (Check all that apply)

- A.  General Assembly
- B.  Annual general meeting
- C.  Board of Directors
- D.  Executive Council or Committee
- E.  Management Committee
- F.  Other: \_\_\_\_\_  
(Specify)

Staffing: (Please enter approximate numbers)

Paid staff

Volunteers

Professional/technical  
 Support staff

Professional/technical  
 Support staff

Co-operation to date with United Nations Agencies:

- A. U.N. Agency: \_\_\_\_\_ Type of co-operation: \_\_\_\_\_
- B. U.N. Agency: \_\_\_\_\_ Type of co-operation: \_\_\_\_\_

Publications/Audiovisual Materials: (Please check if produced and, if checked, please identify and describe)

Annual report: \_\_\_\_\_  
 Periodicals: \_\_\_\_\_  
 Directories: \_\_\_\_\_  
 Information and training materials: \_\_\_\_\_  
 Audiovisuals: \_\_\_\_\_  
 Other: \_\_\_\_\_

III. FINANCES

Annual operating budget: \_\_\_\_\_

Principal sources of funding: \_\_\_\_\_

- A. \_\_\_\_\_ C. \_\_\_\_\_
- B. \_\_\_\_\_ D. \_\_\_\_\_

Form submitted by: \_\_\_\_\_  
(Name) (Position)

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach extra pages if the space provided for replies is insufficient.  
If possible, please attach your annual report or a descriptive brochure.

Appendix F

- F1 InterAction Member Profiles Questionnaire
- F2 InterAction Member Profiles Sample Report

100  
101  
102  
103  
104

105

## InterAction Member Profile

Organization Name and Address:

Telephone:

FAX:

Cable:

Telecopier:

Modem(s):

Incorporation Information: Please list dates and place of incorporation

Personnel: (List key personnel and their titles)

Agency Objectives Give a brief description of the goals and objectives of your organization.

DA

Programs: Using the enclosed list of program codes which best describe the programs of your organization, give brief descriptions of programs under their respective categories.

Countries Where Active (List according to region, i.e. Asia, Africa and indicate whether short or long term assistance)

Financial:

List Public Support and Revenue as well as expenses for international activities only.

Indicate when fiscal year ends.

Public Support and Revenue:

Government Grants and Contracts  
Private Grants and Contributions  
Other General Support

Interest  
Sales

Total Revenue & Support:

Expenses:

Total Program Activities  
Management & General Administration  
Fundraising

Total Expenses:

**Technoserve, Inc.**

+ Technoserve, Inc.  
 148 East Avenue  
 Norwalk, CT 06851-5721  
 Phones: (203) 852-0377  
 (203) 852-1045  
 Fax: (203) 838-6717  
 Telex: 965-981  
 Cable: TECHNOERVE  
 Modem: Hayes 300/1200  
 Network: ECONET, MCI MAIL

Founded in 1968. Incorporated in 1969 in New York as a nonprofit membership corporation.

**Personnel:**

Mr. Edward P. Bullard IV, President  
 Mr. Thomas W. Dichter, Vice President, Replication & Dissemination  
 Mr. Ronald Taylor, Director, Program Support  
 Mr. Thomas E. Giddings, Vice President for Africa  
 Mr. Gerald L. Schmaedick, Vice President for Latin America  
 Ms. Karen Ann Simmons, Director, Personnel & Administration  
 Mr. Adrian S. Wheeler, Controller

**Objectives.** By providing management, technical assistance, and training to enterprises and institutions primarily related to the agricultural sector, improve the economic and social well-being of low-income people in developing countries through a process of enterprise development which increases productivity, jobs, and income.

**Programs. Enterprise Development and Management:** Respond to requests for assistance from local low-income enterprise sponsors in less developed countries; provide a full range of managerial and technical services to their enterprises, and training to enterprise participants and leaders. Assistance covers all aspects of supply, production, marketing, organization and administration, including: feasibility studies and capital formation; financial production and market planning; supervision of design and construction of buildings; selection and installation of technologically appropriate equipment; design and implementation of financial, accounting and management information systems; on-the-job training of local managers.

Provide management in turn-around situations until local managers are capable of fully managing their small enterprises, and work with low-income groups on participatory basis.

**Food Production and Agriculture:** Emphasize stimulation of enterprises which contribute to rural productivity, employment generation and income distribution; promote institution building and related management training in support of local self-reliance. The four major areas of activity include: primary agricultural production, livestock production and management, crop processing and marketing, and savings and credit programs.

**Program Countries (long-term unless specified).**

**Central America:** Belize, Costa Rica, Panama, El Salvador

**South America:** Peru

**Sub-Saharan Africa:** Ghana, Kenya, Rwanda, Sudan, Uganda (potential), Zaire

**Technoserve, Inc.**

<b>Financial.</b>	<b>Fiscal year ends December 31.</b>	
	<b>FY 1987</b>	<b>FY 1988</b>
<b>Public Support and Revenue Support</b>		
Government grants and contracts, U.S.	\$3,976,467	\$4,604,000
Grants and contributions from individuals, U.S.	518,861	510,000
Foundations grants, contracts or contributions, U.S.	367,558	355,000
Corporate grants, contracts or contributions, U.S.	282,050	545,000
Church grants or contributions, U.S.	385,563	539,000
Other private support, Foreign	62,634	19,000
<b>Revenue</b>		
Fees for service (Project fees)	312,039	302,000
Membership dues (Member organizations dues)	270,667	253,000
Miscellaneous (Interest and miscellaneous)	40,415	50,000
<b>Total Support and Revenue...</b>	<b>\$6,216,254</b>	<b>\$7,177,000</b>
<b>Expenditures</b>		
Total program activities	\$4,863,394	\$5,758,000
Management and general		
Management and general	780,800	877,000
Fund raising	195,542	314,000
Other	192,636	222,000
<b>Total Expenditures.....</b>	<b>\$6,032,372</b>	<b>\$7,171,000</b>

## Appendix G

G1 INRES South Registration Form

# What is INRES-South?

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INRES-South is a computerised information referral service. It responds to requests for matching specific needs with the capacities of institutions in developing countries to provide training and ex-

pertise. INRES-South registers all types of institutions such as universities, government departments, research centers, consulting firms and non-profit organizations.

# Registration Form

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The registration form consists of TWO parts.

In Part A (sections 1-7), please provide background information on your institution.

In Part B (Section 8), please describe the training programmes you provide.

In Part B (Section 9), please describe the projects you have implemented that are relevant to your institution's capabilities. Requests for expertise are usually specific. Therefore, it is important to describe in detail the projects (including projects in your own country) that your institution has implemented in order to facilitate the referral process and substantiate your institution's capabilities.

Generally, you should provide one project description for each project, but where services

have been provided in the same field of specialization for a number of similar projects IN THE SAME COUNTRY, only ONE project description need be included to cover all such projects. If similar projects are implemented IN DIFFERENT COUNTRIES, provide a separate project description for each, since country experience is an important criteria in assessing the capabilities of institutions.

When one or several of your Part B responses matches a specific request, INRES-South will send the requestor a computer printout of the background information you provide in Part A as well as the relevant information you provide in Part B. The requestor will then contact you directly to work out suitable arrangements.

# Instructions:

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To effectively process your registration, INRES-South uses an optical scanning machine to enter information on your institution in the computerised data base. The optical scanning machine is instructed only to read information typed in the answer space. If you require additional answer

space you may photocopy the form, however, the answers you send to INRES-South must be the original, typed answers. Do not send photocopies of answers. Make sure the photocopies are clean. Also, please :

- a) TYPE all information
- b) Do not exceed space provided for your answers. The machine will not copy any typing outside the answer space. (NB: each answer space must contain no more than 17 lines of single-spaced typing, each line should not contain more than 76 characters)
- c) Do not circle, place checks next to, or underline any words
- d) Submit only original typed answers
- e) Do not make corrections (draft your answers before typing)
- f) Number each page

In Part A (sections 3-7), different descriptions may be typed in the same answer space. BEFORE starting Part A make sufficient photocopies of the form so that you have enough answer spaces for all your descriptions.

In Part B (sections 8 and 9), you must limit your description of each training programme/project to one answer space. BEFORE starting Part B sections 8 and 9, make sufficient photocopies of the form so that you have enough answer spaces for all of your training programmes/projects. (E.g. if you have 10 projects you need 10 answer spaces)

## PART A. BACKGROUND INFORMATION

### 1. GENERAL INFORMATION

Name of Contact Person	_____
Title of Contact Person	_____
Name of Institution	_____
Address	_____
City	_____
Country	_____
Telephone No.	_____
Cable Address	_____
Telex No	_____
Facsimile	_____
Annual Budget (US \$ equivalent)	_____
Year Established	_____

### 2. TYPE OF INSTITUTION

Please check ONE of the following classifications that best describes your Institution:

- Government/Inter-governmental
- Nonprofit/non-governmental
- Semi-governmental/parastatal/state-owned enterprise
- Private Sector

**3. PURPOSE OF INSTITUTION**

Please provide a description of the purpose and main activities of your institution. REMINDER: Use the back of this page and additional copies if necessary. DO NOT type outside the answer space provided.

---

**Continue your answer below**

**Continue your answer below**

---

4. DESCRIPTION OF STAFF

For each professional staff member that is engaged in consulting and/or training, list their: speciality(ies), qualifications, language capabilities and status(full-time, part-time or visiting). E.g.- John Doe--agronomist/ Ph.D./English, Spanish/full-time. REMINDER: Use the back of this page and additional copies if necessary. DO NOT type outside of answer space. You may provide information on staff from different fields of expertise in the same answer space.

---

**Continue your answer below**

**Continue your answer below**

---

**5. RESEARCH, TESTING AND COMPUTER EQUIPMENT**

Does your Institution have research, testing and/or computer equipment that is relevant to your training and/or expertise? If yes, describe below. REMINDER: Use the back of this page and additional copies if necessary. DO NOT type outside of answer space. You may describe different equipment types in the same answer space.

---

**Continue your answer below**

**Continue your answer below**

---

**6. INFORMATION SERVICES**

Does your institution provide information services (reference sources, statistical information and publications issued)? If yes, please describe below. For each service, specify the cost to the customer, the frequency of distribution and the language(s) of the service. REMINDER: Use the back of this page and additional copies if necessary. DO NOT type outside of the answer space. You may describe different services in the same answer space.

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**Continue your answer below**

**Continue your answer below**

---

**7. AFFILIATIONS/ASSOCIATIONS/JOINT VENTURES**

List all institutions (and their addresses) with which you maintain an affiliation/association and/or have participated with in a joint venture. REMINDER: Use the back of this page and additional copies if necessary. DO NOT type outside of the answer space. You may list different institutions in the same answer space.

---

**Continue your answer below**

**Continue your answer below**

---

## 8. TRAINING PROGRAMME DESCRIPTIONS

---

**Begin next training programme**

**Begin next training programme**

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9.EXPERTISE- PROJECT DESCRIPTIONS

---

**Begin next project description**

**Begin next project description**

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## Appendix H

### H1

#### Sample Reports

- 1.1 PVO/NGO Biographical Information
- 1.2 PVO/NGO Financial Information
- 1.3 PVO/NGO Contacts
- 1.4 A.I.D. Supported Activities By PVO/NGO
- 1.5 A.I.D. Supported PVO/NGO Activities by Country

## SAMPLE REPORT I.

## PVO/NGO Biographical Information

PVO/NGO Name: Volunteers in Technical Assistance  
 Organization Acronym: VITA  
 Address: 1815 Lynn Street, Suite 200  
 Rosslyn, VA 22209  
 Phone: (703) 276-1800  
 Fax:  
 Telex:

## Contact:

## Mission:

Provides technical cooperation services for individuals and groups in developing countries, including technology assessment, design, problem-solving, project planning and management, information systems analysis and training, and integrated development system design. Also offers onsite consulting; training in computer skills and information management; transfer of microfiched document collection on low-to medium-scale technologies; and brokering, licensing, and intermediary services to business. Current emphasis is in the areas of renewable energy, agriculture, food storage and processing, reforestation and soil conservation, water supply and sanitation, low-cost housing and construction, and small business development. Managed field projects in eight countries in Africa and Central America. Since 1959, over 50,000 experts in 100 countries. Publishes quarterly magazine and technical publications.

## Countries of Operation:

Senegal, Mali, Kenya...

## Areas of Expertise:

Information systems  
 water sanitation  
 reforestation  
 agriculture  
 energy

Source of funds: Bilateral, Multilateral, Private Contributions

## Date of Information:

\* For similar formats, see: Member Profiles, InterAction  
Report of American Voluntary Agencies Engaged in  
 Overseas Relief and Development Registered with  
 A.I.D. Voluntary Food Aid Programs, FVA/PVC,  
 A.I.D.

## SAMPLE REPORT II.

## PVO/NGO Financial Information

PVO/NGO Name: Volunteers in Technical Assistance  
 Organization Acronym: VITA  
 Address: 1815 Lynn Street, Suite 200  
 Rosslyn, VA 22209  
 Phone: (703) 276-1800  
 Fax:  
 Telex:

Financial

Fiscal year ends:

FY1988

FY1989

## Public Support and Revenue Support:

Government grants and contracts, U.S.  
 U.S. government excess property  
 Other U.S. government  
 (A.I.D. freight, PL480 freight, PL480 donated  
 food)  
 Other Government & International Orgs.  
 Private Support  
 donated services  
 donated supplies & equipment  
 private contributions  
 private revenue

Total Support and Revenue

## Expenditures:

Overseas program expenses  
 Domestic program expenses  
 Management & general

Total Expenditures

\* For similar formats, see:

Member Profiles, InterActionReport of American Voluntary OrganizationsEngaged in Overseas Relief and Development Registered with A.I.D.Voluntary Food Aid Programs, A.I.D., FVA/PVC

## SAMPLE REPORT III.

## PVO/NGO Contacts

PVO/NGO Name: Volunteers in Technical Assistance  
Organization Acronym: VITA  
Address: 1815 Lynn Street, Suite 200  
Rosslyn, VA 22209  
Phone: (703) 276-1800  
Fax:  
Telex:

Executive Rep: Henry Norman, President

Financial Rep: Sandra J. Carnell, Chief Financial Officer

Program Rep: Lawrence Williams, Deputy Director/Director Operations

Date of Information:

\* For similar formats, see:

Member Profiles, InterAction

Report of American Voluntary Agencies  
Engaged in Overseas Relief and Development  
Registered with A.I.D. Voluntary Food Aid  
Programs, A.I.D., FVA/PVC

SAMPLE REPORT IV.  
A.I.D. Supported Activities  
by PVO/NGO

Organization Name	Project	Proj. Num.	Country	Sectors	% Total Funding	Bureau	Funding Source	LOP funding	FY87	FY88	FY89
-------------------	---------	------------	---------	---------	-----------------	--------	----------------	-------------	------	------	------

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\* Note: Information is not currently reported by organization.

\* For similar format, see: A.I.D. Congressional Presentation, Fiscal Year 1991, Annex I, Africa.

SAMPLE REPORT V.  
A.I.D. Supported PVO/NGO Activities  
by country

Country	Organization Name	Project	Proj. Num.	Sectors	% Total Funding	Bureau	Funding Source	LOP funding	FY87	FY88	FY89
---------	-------------------	---------	------------	---------	-----------------	--------	----------------	-------------	------	------	------

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\* Note: Information is not currently reported by organization.

\* For similar format, see: A.I.D. Congressional Presentation, Fiscal Year 1991, Annex I, Africa.