

PN-ACB-498

D R A F T

AN OVERVIEW
OF THE
REVIEW AND EVALUATION
OF THE ACTIVITY IDENTIFICATION
AND CLASSIFICATION SYSTEM

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NEED FOR THE PROJECT

- Assumption: AICS should provide the coding structure to relate all elements of the Project Assistance Cycle--CDSS, ABS, CP, PID, and PP--for planning, budgeting, implementation, and evaluation.
- Despite the apparent need for project level information at all stages in the project development cycle, the information and classification system has not been operating satisfactorily, due to:
 - Changes in the Agency's planning and budgeting policies and procedures
 - Skepticism about the system, stemming, in part, from:
 - Inadequate training
 - Lack of understanding about the entire system and its potential value in decision making
 - Weaknesses in the information collection processes
 - Technical problems with the coding structure itself, such as infeasible data elements, unclear definitions, lack of precision, duplication in codes, etc.

SCOPE OF THE PROJECT

- Analyze the current situation and systems using AICS
- Interview system users and contributors to:
 - Identify user information requirements
 - Assess discrepancies between user requirements and current system capabilities
 - Discuss strategies for eliminating or reducing these discrepancies
- Recommend revised coding system and procedures
- Develop implementation plan, including conversion mechanism, training materials, and handbook

ACTIVITY IDENTIFICATION AND CLASSIFICATION SYSTEM (AICS)

AICS is the coding structure for all AID-Financial Project and Non-Project Activities. The coding system consists of:

- Project/Activity Number: The project/activity number consists of a two segment identifier that specifies the country and the unique serial number of the project.
- Purpose Code: This code describes the "purpose" of the project in the logical framework sense. A primary purpose code is required for each project. A secondary purpose code may also be shown when necessary, although the secondary purpose code cannot be associated with dollars.
- Technical Code: This code indicates the technical field of activity involved in the project/activity. A single primary technical code is generally designated for each project/activity. If the project is funded by more than one source, a primary technical code can be associated with each funding source. Secondary and tertiary technical codes are also possible but these are not associated with dollar amounts.
- Special Concern Code: These codes provide information related to policy issues, Congressional concerns, and reporting requirements. Up to six special concern codes may be associated with each project. Dollars associated with an entire project are associated with each special concern code.

AICS Codes were originally developed for use with the Planning, Budgeting, Accounting, and Reporting Information System (PBAR), which was composed of three separate, but integrated components:

- Country Program Data Bank (CPDB): This system collects descriptive and financial information about projects proposed for AID funding; it can array them by purpose and technical codes, as well as special concern codes.
- Project Accounting Information System (PAIS): This system collects and maintains financial data for AID-funded projects and is used to report project-level obligations and expenditures.
- Development Information System (DI): This system abstracts project information and provides assistance to project planners on prior project design and implementation.

CPDB and PAIS, as well as the Economic and Social Data Bank (ESDB) are documented in "A User's Guide to the Country Program Data Bank Reports," published by the Information Management Division, Office of Data Management. Additional information about DI is available from Maury Brown, 235-9207.

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EXAMPLE OF AICS:

PROJECT PAPER: Bolivia: Rural Health Delivery

PROJECT NUMBER: 511-0483
511 = Country Code
0483 = Serial Number

PURPOSE CODE: 531
5-- = Health
-3- = Establish or Strengthen Low Cost Delivery System
--1 = Full-scale Program

OR:

500 = Health, Multipurpose
510 = Reduce Incidence of Disease
520 = Improve Medical Treatment

TECHNICAL CODE: 510 = Health Service Delivery

OR:

560 = Health and Medical Education
580 = Clinics and Hospitals

SPECIAL CONCERN: BR = Rural Poor

ADDITIONAL CODES

Congressional Concern = PARA = Paramedial Training
Functional Subcategory = Health Delivery

- AICS CODES CURRENTLY APPEAR ON TWO SOURCE DOCUMENTS:
 - Project Identification Document (PID) Facesheet and/or ABS
 - Project Paper Facesheet (PP)

- DATA ON THE PID AND THE PP CURRENTLY ARE REQUIRED TO UPDATE SEVERAL SYSTEMS ON A TIMELY BASIS:
 - Country Program Data Bank (CPDB)
 - Project Accounting Information System (PAIS)
 - Development Information System (DI)

CURRENT ENVIRONMENT

- PBAR was abandoned as a formal method for managing and tracking the process of project development because it required excessive paperwork and created additional workload.
- The PID was "decycled" in 1978. An approved PID is no longer the basis for an ABS budget entry.
- Long-range planning and methods of allocating Agency resources are being altered.
- Specific Congressional interests are demanding more and more data.
- Progress in Sectoral policy formulation and approval results in the need to track compliance with policy.
- Thus, Agency personnel are understandably unclear about present documentation requirements.

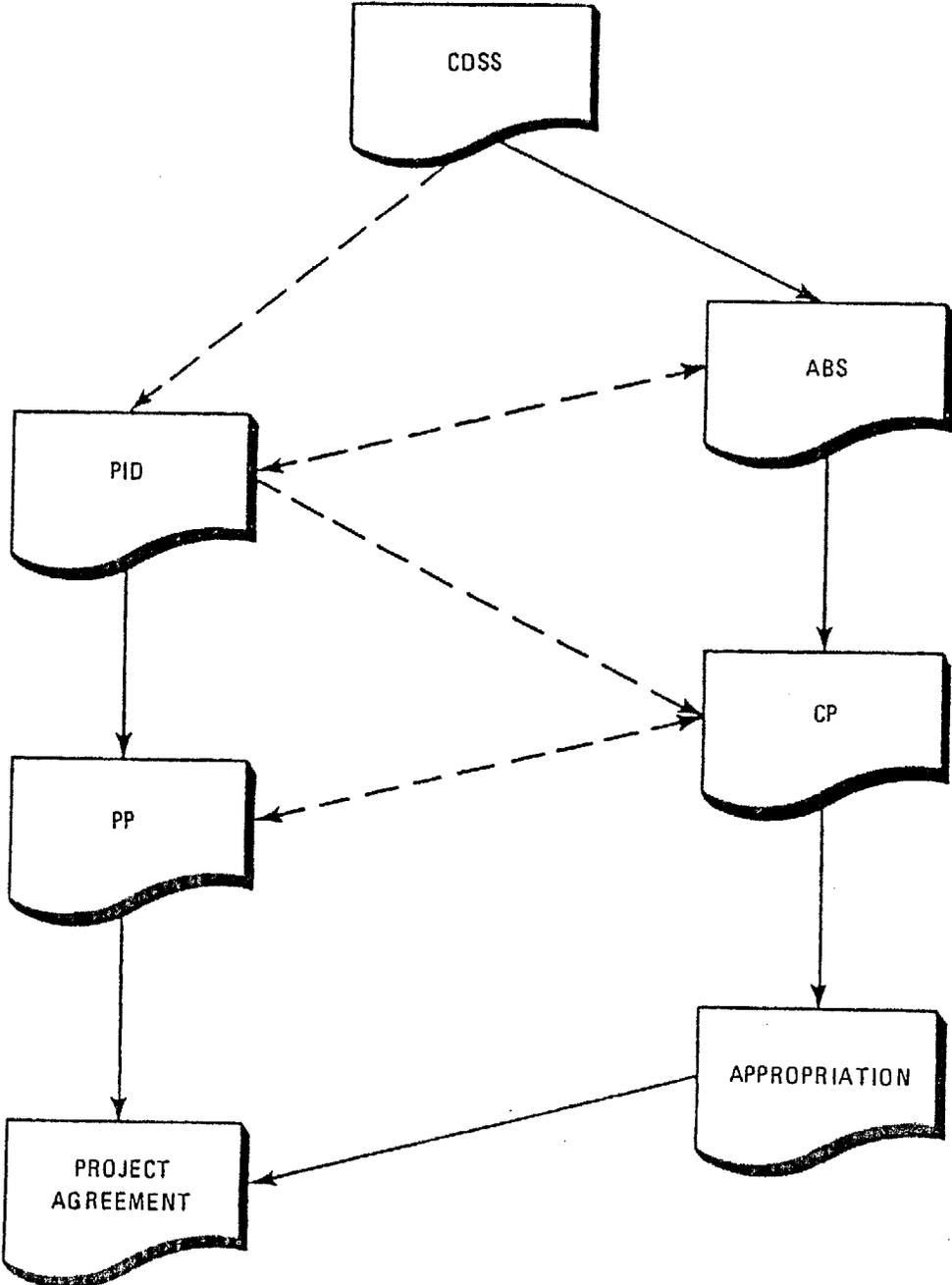
ELEMENTS OF PRESENT PROJECT BACKGROUND AND DOCUMENTATION

- Country Development Strategy Statements (CDSS)
- Sector Assessments
- Project Identification Documents (PID)
- Annual Budget Submission (ABS)
- Congressional Presentation (CP)
- Project Paper (PP)

The project documentation cycle was recently reviewed, analyzed, and documented by Booz, Allen and Hamilton, Inc. The objective of the study was to document the time and resources required during selected aspects of the Project Assistance Cycle.

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SIMPLIFIED FLOW CHART: PROJECT DOCUMENTATION CYCLE



KEY ELEMENTS OF THE APPROACH

- User involvement:
 - Interviews with AID Staff Offices, Bureaus, and Missions
 - Review and Comment on Draft Coding System Revisions
- Integration of the coding system into the overall project management cycle:
 - Planning (i.e. CDSS, PID, PP)
 - Budgeting (i.e. ABS, OMB Submission, CP, OXB)
 - Accounting (i.e. obligations and expenditures)
 - Evaluation

INTERVIEW GUIDE

- Ask each respondent to explain how the project development cycle is conducted in the Bureau: PID, PP, ABS, CDSS, etc.
- Review the data requirements matrix with each respondent and determine:
 - The data needs for each phase of project development
 - The financial data needs for each phase of project development
 - The source of these data, if any, currently
- Review all data systems currently used by the Bureau during any phase of the project development cycle.

INTERVIEW PROTOCOL

PHASE IN PROJECT DEVELOPMENT CYCLE													
CDSS		PID		PP		ABS		CP		ACCOUNTING		EVALUATION	
Data Need	Source	Data Need	Source	Data Need	Source	Data Need	Source	Data Need	Source	Data Need	Source	Data Need	Source
DESCRIPTORS/IDENTIFIERS													
DOLLAR CATEGORIES													