

September 3, 1976

ACTION MEMORANDUM FOR THE ADMINISTRATOR

THRU: ES

FROM: AA/TA, Curt  Parrar

Problem: Need to take specific actions to initiate discussions with the Board for International Food and Agricultural Development.

Discussion: This memorandum lists 6 Recommendations, each covering a specific action required by the Administrator before the first meeting of the Board on October 19 and 20. To provide context, we also include brief discussions of actions already taken, and discussions of issues which might arise during discussion, or derive from the Agenda, and on which, therefore, an informed Agency view is desirable.

1. Desirable A.I.D. Posture in Relation to Board

In general, we believe that the Board will probably choose to focus on key issues of policy and program decisions, rather than to attempt to intercede in project details. This is, of course, desirable. However, the university community has had highly unsatisfactory experience with A.I.D./university relations advisory committees featuring committee response to A.I.D. policies put forward as Agenda issues by A.I.D. The Board's problem, therefore, in working at this policy level will be that of finding working relationships which will be seen as holding promise for a genuine "participatory" role for the Board on behalf of its constituents.

Title XII indicates a very large set of duties and activities by the Board, undoubtedly quite beyond its resources, including those of its subordinate committees and staff. Its first large job will be to decide what it sees its specific work assignments to be, and how to do them.

We shall not have a very clear view of what the Board may desire to press for, with respect either to its desired modus operandi or on specific issues such as staff requirements, as it will have had little opportunity for discussion of these points within the membership.

The Chairman and other University Board members, will recognize that they are, in large part playing surrogate roles for the University Associations. They will, we believe, wish to be relatively independent from these Associations - and yet they must be seen by the same constituent institutions as satisfactorily representing their interests.

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As different universities, and even different elements within individual universities, have differing, often unrealistic and sometimes incompatible objectives, the Board has a difficult representational task. Since it is individual universities with which we ultimately deal, and which have the most widespread public influence, it is imperative that the Board /Association/individual university inter-relationships work smoothly. Key to this, it would seem, would be that of finding effective ways of facilitating Association and individual university support roles arising out of A.I.D./Board discussions. We are advantaged by the fact that the university community, through their Associations, was the initiator of the Board mechanism. We are also advantaged by the fact that Board member Dr. Gerald Thomas is Chairman of the International Affairs Committee, and member of the Executive Committee, NASULGC and will serve as an excellent conduit for Board/NASULGC relations.

We believe that Board decisions on its basic approach will be importantly influenced by our posture and attitude toward its role. Our experience with the ad hoc joint working groups indicates that more reasonable university formulations come from joint effort to struggle analytically through tough realities than from negotiation from pre-set positions.

Therefore, we recommend that at the Board meeting A.I.D. take an open and receptive posture, rather than a negotiational stance, one of anticipating a format of A.I.D. response and assistance to Board initiative, rather than the reverse.

2. Agenda for the first Board Meeting [TAB A]

The attached agenda, agreed upon in discussion with the Board Chairman, differs from the draft we discussed on August 6 in the following respects:

a) It shifts most of the meeting from a briefing to a discussion format. This is done by eliminating oral presentation by Messrs. Murphy, Birnbaum, Farrar, McGregor, Robins and Hutchinson, whose presentations will have been distributed in advance to Board members.

b) It provides for nearly two half-days' discussion of the Board's duties as prescribed by Title XII, issues involved in those duties, priorities, and procedures for dealing with them. Dr. Wharton is in the process of preparing, with our participation, necessary documents for this part of the Agenda.

The key issue of staff support and other issues within the Agenda are subjects of separate discussions and recommendations later in this Memorandum.

The meeting will be preceded by a ceremonial session, beginning at 5:30 p.m. on October 18th in the Jefferson Room on the eighth floor. At this ceremony, the Board will be sworn-in and presented with their commissions. Following, you will be the host at a reception to introduce the Board to a number of officials from A.I.D. and elsewhere with

whom they will be dealing in the course of their activities. The Jefferson Room has been reserved for this affair. Other details, including the possibility of a later informal meeting (or dinner) with Board members, are still being worked out and will be forwarded for approval as they are ready.

Recommendation (1): That you approve our proceeding with Chairman Wharton to organize the first Board meeting along lines of the attached Agenda, as elaborated in the attached Expanded Agenda.

Approved: _____

Disapproved: _____

Date: 10 Sept 76

3. Approval of Board Charter [TAB B]

No further action by the Administrator is needed on this item at this time: the Charter of the Board was approved by the Administrator, and filed, on April 14, 1976.

As indicated on the final page of the present Charter, however, it will be necessary to amend the Charter as soon as discussion with the Board has proceeded to the point of agreement on levels of staff support, travel requirements, frequency of meetings, establishment and size of subordinate committees and other matters affecting the content of the Charter. Necessary Action documents for charter amendment will be submitted when agreement on these issues has been reached.

4. Approval of Federal Officer [TAB C]

No action by the Administrator is needed at this time; action designating Erven J. Long as Federal Officer was signed by the Administrator on August 8, 1976.

5. Designation of the "Designated Federal Attendees" to meet with the Board [TAB D]

Although the Board meetings will be public, and may therefore be attended by relatively large numbers of private individuals and ,perhaps, government employees, it is necessary that a small group of Federal representatives be designated to provide continuity of discussion with the Board. This group we shall refer to hereafter as the "Designated Federal Attendees". Other attendees may be called upon, or permitted to speak by the Board Chairman in accordance with rules established by the Board.

The activities of the Board in carrying out its duties and responsibilities will involve interaction with virtually every Bureau of the Agency and with at least two other U.S. Government Departments.

The wording and legislative history of Title XII indicates that involvement in Title XII activities by the Department of Agriculture and by the agency of the Department of Commerce responsible for the Sea-Grant and Fisheries Programs is desirable. Therefore, the U.S. Department of Agriculture and the U.S. Department of Commerce should be appropriately represented in Board meetings.

Ideally, A.I.D. representatives to the Board meetings should come from every Bureau and principal staff office. However, such a large group would unduly outnumber the seven members of the Board and decrease effective discussion.

In preliminary discussions with the Department of Agriculture, the Assistant Secretary for Conservation, Research and Education, Robert W. Long and the Director of Agricultural Economics, Dr. Don Paarlberg have been suggested as representatives from the Department. Their appointment as representatives would coincide with our judgment as to proper level of representation, and they would be willing to serve.

We have undertaken similar discussions with the National Oceanic and Atmospheric Agency, U.S. Department of Commerce, which has suggested that Mr. David Wallace, Associate Administrator for Marine Resources, NOAA, serve as its representative. Mr. Wallace has agreed to serve if desired.

We recommend, therefore, that the Designated Federal Attendees be comprised as follows:

- Administrator, A.I.D.
- Assistant Administrator for Technical Assistance Bureau, A.I.D.
- Assistant Administrator for Program and Policy Coordination, A.I.D.
- Assistant Administrators from two Regional Bureaus, A.I.D.
- Assistant Secretary for Conservation, Research and Education,
U.S. Department of Agriculture
- Director of Agricultural Economics, U.S. Department of Agriculture
- Associate Administrator, the National Oceanographic and Atmospheric
Agency, U.S. Department of Commerce

(Additionally, the Federal Officer must attend all Board meetings, as required by the Federal Advisory Committee Act.) We suggest that shortly before the first Board/A.I.D. meeting, you have a preparatory meeting with A.I.D. persons having a part in it.

Recommendation (2): That you: (a) approve the above Designated Federal Attendees; (b) sign the letters attached as TAB D, to the Secretary of Agriculture and to the Administrator of the National Oceanographic and Atmospheric Agency, and (c) select the two Assistant Administrators from Regional Bureaus and notify all A.I.D. designees. (We will prepare the necessary memos on your advice.)

a) The report of the University Work Group on the Joint Committee on Country Programs, chaired by Dr. Jack Robins of the Washington State University, was cleared in draft by the Deputy Administrator on July 2, 1976 (TAB E). This constitutes "approval in principle", as a basis for discussion with the Board. Hence, no further action is required at this time.

That Report, which took its definitions of the role of the JCCP directly from the legislation, indicated that the general goal of the JCCP, if established, should be that of facilitating collaboration among U.S. universities, A.I.D., LDC governments and other relevant institutions in all matters significant to bilateral assistance programs. It would pursue this goal by assisting these entities to:

- Determine and elaborate the nature of development program tasks
- Seek solutions to critical rural development problems in LDCs
- Formulate agricultural development strategy and programs
- Help build capacities for LDC teaching, research and extension
- Make greater and more effective contributions to world agricultural development
- Eliminate adverse impacts on U.S. universities' other ongoing programs resulting from involvement in bilateral technical assistance.

The Operations of the JCCP recommended by the Report are to review, appraise and advise the Board and A.I.D. on policies, strategies, programs, processes and procedures related to opportunities for appropriate U.S. universities, and for matching university resources to those opportunities. The Report recommends that each participating institution name a Title XII Officer, that a survey of institutional resources be initiated, and makes general recommendations concerning the size and composition of the JCCP and its staffing requirements, primarily identifying issues to be considered.

It is by no means clear what the Board's reaction to this report may be. Its principal feature is provision for a joint committee process, supported by staff, to deal with country program matters falling within the cognizance of the Board. This provides essential interaction which enables many issues and problems to be worked out between universities and A.I.D. at this lower level, facilitating thereby identification and analysis of issues requiring resolution at the A.I.D. Administrator/ Board level. This should serve the avowed desire of Chairman Wharton to have for Board meetings well developed agenda sharply focused on key, central issues which, as he indicates, can be achieved only if there is excellent staff preparation.

However, he and the Board may feel that this staff work can be done adequately without the interceding role of a Joint Committee. We feel that this would be extremely hazardous. With the Board meeting relatively infrequently, the outcome would hinge too fully on the views of the Board Staff Director and his staff. Therefore, A.I.D. should strongly support creation of this Joint Committee. On the other hand, it is possible that Chairman Wharton, and the Board, may feel that the report envisions University involvement in matters of greater program detail than the Board deems appropriate. If so, we feel that we would be well served by having the Board, rather than us, make the point.

b) The report of the University Work Group on the Joint Research Committee has just been completed. [TAB F] The work group, chaired by Dr. Fred Hutchinson of the University of Maine was convened long before the final drafting of Title XII for the purpose of drawing up the broad guidelines for initiating the new Collaborative Research Support program which A.I.D. intended to initiate under its earlier proposed version of Title XII. The work experience of this group importantly influenced the final wording of Title XII, including provision for the two Joint Committees, as it demonstrated how many apparently contentious issues resolve themselves when run through such analytical, as contrasted with uninformed adversary negotiational, processes.

The final report of this ad hoc work group has evolved out of 8 days' full work group discussion and many other days' work by several individuals. It has the full concurrence of all university representatives, and all A.I.D. persons upon whom they called for information and assistance and who have read this report. These represent the all the Regional Bureaus. There was LA Bureau concern with the proposed use of A.I.D. funds for financing graduate students and other junior U.S. scientists on research necessary to prosecution of the problem solving activity. The LA Bureau thinks U.S. personnel development should not be financed from A.I.D. funds.

TAB feels that such provision may not only be essential in some instances to project performance, but is desirable in meeting the need for agriculturists specially competent to work on LDC problems.

Recommendations regarding the Joint Research Committee are quite different in many respects from those regarding the Joint Committee on Country Programs.

1) The responsibilities of the Joint Research Committee are directed at only one activity, the new Collaborative Research Support program provided for in Section 297(a) of Title XII.

2) The program itself is joint; i.e. University as well as A.I.D. financial resources are involved. (TAB F, p. 25)

3) The requirements of this program are sufficiently specific as to types of staff required that a separate staff is recommended for this Joint Committee (although liaison with the Research Advisory Committee [RAC] and with the Joint Committee on Country Programs [JCCP] is provided for.)

4) The Joint Research Committee would have substantial responsibility, under broad Board surveillance and A.I.D. Administrator approval, for program selection and administration.

We feel that successful initiation and implementation of this new research support program is the key both to entraining the sustained institutional support to foreign assistance of the agricultural universities and to developing the new knowledge and technology necessary for transformation of the food production potential of the LDCs. We understand that, prior to the first Board meeting, NASULGC will have communicated to Dr. Wharton its approval of the program outlined in this report, and the report itself, thereby committing member universities to serious consideration of joint A.I.D./University funded research efforts. We strongly support the program approach as described and the creation of the Joint Research Committee with the functions and role as provided in the report.

Recommendation (4): That you approve in principle the Report of the Work Group on the Joint Research Committee and the Collaborative Research Support Activity under Title XII, as described in that Report.

Approved: _____

Disapproved: _____

Date: 12 Sept 76

8. Title XII Staff Requirements: (a) For the Technical Assistance Bureau [TAB G]; and (b) For the Board and Joint Committees [TAB H]

(a) Staff Requirements for TAB [TAB G]

Our estimates for additional A.I.D. staff requirements arising from Title

XII activities include only those requirements for Title XII Coordination by TAB. No estimates are made in this paper for increases in staff needs of TAB's Program Office, or in its Offices of Agriculture, Nutrition, Development Administration or Rural Development, which will arise from Title XII activities. These are addressed in the Manpower Operations Budget exercise.

Also, no attempt is made in this paper to estimate staff implications for the Agency. Such estimates will require assessments by the individual Bureaus and staff studies by management as experience is gained. Some Bureaus (PPC, AFR) have made some estimates in the current MOB exercise for initiating Title XII activities.

Our assumptions are that there will be a bulging of work-load throughout the Agency in the early stages arising from program and procedural shifts associated with interactions with the Board and joint committees, and that this will taper down later as these become normalized. Ultimately, after a year or two, there may well be a total increase in staff needs for the Agency resulting from increased Section 103 program levels arising from increased public support developed under Title XII.

On the other hand, we expect that there will be continuing increase in work-load in TAB responding to the expected increases in activities of the Board and joint committees and the expansion of their influence in the university community. Periodic reassessments of staff needs for all elements of the Agency will be required.

TAB has recommended, and sent to SER/MGT for review, (1) authorization for additional ceilings beyond the June 30 expiration date for three time-limited positions, (two professionals and one secretary); and (2) authorization of additional ceilings for five regular positions to be effective July 1, 1976 (four professionals and one secretary). These estimates do not include a professional supplied by the U.S.D.A. under a RSSA to make special studies for utilization of U.S. institutions in Title XII.

Recommendation number (1) has already been approved, and the three staff members (one of whom works half-time on the Bahamas project) are working on Title XII now. SER/MGT recommendations on (2) now in the Office of the Deputy Administrator are that 3 additional positions (two professionals and one secretary) be approved as against our recommendation of 5 additional positions) subject to further adjustments from reviews of the Bureau's overall manpower needs.

We can concur in 3 additional professionals and 1 additional secretary at this time, postponing our original request for the fifth position for later analysis after we have had some experience with the operations of the Board and joint committees. The 3 additional professionals would include:

--agricultural advisor to assist in the staff work of Title XII, and in particular in coordination with regional bureaus, other A.I.D. offices, and with the staff of the Board and two joint committees, and to serve as the AAA's first assistant in his several responsibilities directly and indirectly related to Title XII.

--systems management specialist responsible for developing, maintaining, and managing a system for monitoring critical Title XII events and actions within the Agency at principal programming and implementation levels, and without the Agency, among those organizations and institutions with Title XII responsibilities, for identifying inputs,

A "desired staff level" is recommended for the Board and two committees when they reach full operations, after several months to a year. This staff estimate would be composed of 16 members from A.I.D. (10 Direct Hire and 6 IPA) and 4 from the U.S.D.A. assigned on non-reimbursable detail. This level is recommended starting in FY 1978.

We do not know what the Board will recommend, but these estimates, which we consider minimal requirements, are presented as the Agency's response to the Board's request.

The estimates have been reviewed by SER/MGT which found no problem with them, providing the levels are phased as recommended (FY 1977 for the minimum and FY 1978 for the desired level).

The decision to use direct hire, I.P.A. and U.S.D.A.-contributed staff members was reached after consideration of a number of alternatives and review of their possibilities with the General Counsel. These alternatives were rejected for legal and other reasons. (see pages 33-36 of TAB II). These alternatives included providing for both professional and administrative service staff to the Board and committees through a contract with a private organization or enterprise or through a grant to the Board for employment of staff. These and related options all would require, in General Counsel's opinion, revision of the statute. Even if possibly desirable for these purposes, such early revision might lead to other highly undesirable amendments. Dr. Wharton agrees with the proposed staff combination (direct hires, I.P.A., and U.S.D.A.-contributed). He finds no problems with the fact that I.P.A.s will be employed by A.I.D., but considers this to be an advantage in that it would assure that the Board and committee staffs work closely with A.I.D. He fears that a staff employed by and directly responsible to the Board and/or committees would tend to work in isolation from A.I.D. and emphasize confrontation with A.I.D. by the Board. We have come to the same general conclusions - at least as a starting point until Board/A.I.D. working relationships and university and congressional anticipations regarding Title XII have settled in.

Recommendation (6): That you authorize the following staff levels to be used for discussion of staff requirements with the Board and joint committees when created, and that, if acceptable to them, these levels be authorized in A.I.D. ceilings for FY 77 and FY 78 respectively.

- "minimum" staff for FY 1977 for Board and Committees: 11 (8 direct hire and 3 I.P.A.) plus 2 from U.S.D.A., if supplied on non-reimbursable basis.
- "desirable" staff, starting in FY 1978, for Board and Committees: 16 (10 direct hire and 6 I.P.A.) plus 4 from U.S.D.A., if supplied on non-reimbursable basis.

Approved: [Signature]

Disapproved: _____

Date: 2 Sept 76

Clearance: GC, Gerald D. Morgan 9 Aug 76

GC/TFHA, ARRichstein ARR 9/3/76

AA/TA:EJLong:ars:9/3/76:23800

List of TABs

- TAB A Agenda for the first Board Meeting
- TAB B Approval of Board Charter
- TAB C Approval of Federal Officer
- TAB D Designation of the "Designated Federal Attendees" to meet with
the Board, (Letters to Dr. White, Secretary Butz)
- TAB E Report of the Ad Hoc Working Group on the Joint Committee on
Country Programs
- TAB F Report of the Ad Hoc Work Group on the Joint Research Committee
- TAB G Title XII Staff Requirements for the Technical Assistance Bureau
- TAB H Title XII Staff Requirements for the Board and Joint Committees

Attachment A

ACTION MEMORANDUM FOR THE ADMINISTRATOR

THRU: ES

FROM: GC, Gerald D. Morgan, Jr.

Problem: To Promulgate an A.I.D. Internal Regulation Governing the Reimbursement of Expenditures to the Board for International Food and Agricultural Development and its Members.

Discussion: Section 298 of the Foreign Assistance Act of 1961, as amended, authorizes A.I.D. to establish a Board for International Food and Agricultural Development. At this time the Board has been duly established, and it remains for A.I.D. to work out various administrative details in accordance with Section 298 to enable the Board to carry out its responsibilities. Attached for your approval is an internal A.I.D. regulation for appropriate incorporation in Agency records pursuant to Section 214.43 (a) (2) of A.I.D. Regulation 14.

This regulation establishes the standards by which A.I.D. undertakes to reimburse the Board and its members for expenses incurred in the performance of their duties as authorized in Section 298 which gives the President, and you, by virtue of Executive Order 10973 and Delegation of Authority No. 104 from the Secretary of State, the authority to prescribe appropriate standards for reimbursement to the Board and its members.

Accordingly, the attached regulation has been developed to provide reasonable standards of reimbursement and the administrative framework within which reimbursement procedures are to be handled in A.I.D.

In summary, the regulation specifies those expenditures of the Board which are reimbursable as travel, transportation, and per diem expenses and sets forth a contingency category for emergency or unanticipated expenses. The domestic per diem is established at a maximum of \$75 a day with the lodging increment of the per diem entitlement established at a maximum of \$50 but reimbursable by A.I.D. only on an actual expense basis. For overseas travel the entitlement may exceed \$75 in certain instances where the per diem allowances established in the Government Standardized Regulations exceed that amount. The regulation departs from the normal standards of domestic per diem allowances applicable to Federal employees and, in doing so, invokes the specific authority of Section 298 which permits the President, and, by virtue of the referenced Executive Order and Delegation of Authority, the Administrator of A.I.D. to reimburse expenses, including per diem in lieu of subsistence, as he deems appropriate. In approving the regulation, you will deem as appropriate the standards for reimbursement established in the regulation.

In all other respects regarding travel and transportation, the Board members will be required to conform to the standards of regulations applicable to U.S. Government employees.

Finally, the regulation delegates authority to the Assistant Administrator for Program and Management Services to administer the Regulation.

Recommendation: That you approve the attached Regulation. Your signature will constitute a direction to incorporate this regulation in the appropriate A.I.D. records.

Clearances:

AA/SER, Charles A. Mann(draft) date 12/21/76
SER/MO, Sam C. Thornburg " date 12/21/76
SER/FM, Thomas R. Blacka " date 12/21/76
AA/TA, Erven J. Long " date 12/21/76
SER/MP, Phyllis A. Drohat " date 12/21/76
AA/SER, John F. Owens " date 12/21/76

GC/M&A:TPC:ter: bmg:afh:12/20/76

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON

THE ADMINISTRATOR

BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT
REGULATION GOVERNING REIMBURSEMENT FOR EXPENSES

Pursuant to the authority delegated to me in Delegation of Authority No. 104 from the Secretary of State and the provisions of Section 298 of the Foreign Assistance Act of 1961, as amended, the following regulation sets forth the expenses which may be reimbursed to members of the Board for International Food and Agricultural Development, hereinafter designated "Members," incurred during the period of their appointment to the Board and to carry out the purposes of Section 298. The expenses specified hereinbelow in Section A shall be reimbursed to the Members pursuant to procedures set forth in Section B.

With respect to those activities carried out pursuant to Section 298 and this Regulation, A.I.D. in accordance with the provisions of Section 12 (a) of the Federal Advisory Committee Act and Section 214.41 of A.I.D. Regulation 14 shall be responsible for providing all necessary support services for the Board and its Members.

A. Reimbursable Expenses.

1. Transportation expenses related to Members' performance of their duties while away from their homes or regular place of business to include, but not to be limited to, (a) costs of air travel to the extent the costs incurred would be allowable for U.S. Government employees in accordance with standards established in A.I.D. Handbook 22, and (b) reasonable expenses of taxis, buses, etc.

2. Per diem in lieu of subsistence to the extent of actual expenses incurred by Members for lodging and subsistence while on assigned or scheduled duty away from their homes or regular place of business. The total daily expenses for lodging and subsistence may not exceed \$75. The per diem expense entitlement (except for the \$75 per day feature) shall be computed in accordance with the standards applied by A.I.D. to its direct hire employees (see Handbook 22). The daily subsistence element is established at \$25, an amount to which the Member shall be entitled without regard to actual expenditures. The lodging expense shall be furnished on an actual expense basis. For travel outside the United States the per diem of \$75 may be exceeded and reimbursed in the established amount in those instances in which the established maximum allowances for travel in foreign areas set forth in the Standardized Regulation for Government Civilians, Foreign Areas specify a per diem rate in excess of \$75.

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3. Other reasonable expenses which are necessary, proper and related to the performance of duties by Members during assigned or scheduled duty periods (including emergency or unanticipated expenses) and which are approved in advance by A.I.D. Appropriate emergency or unanticipated expenses may be ratified by A.I.D. after they have been incurred.

B. Procedures for Reimbursement.

1. Each Member shall be responsible for furnishing A.I.D. on an agreed-upon basis (a) a projected, itemized schedule of estimated, reimbursable expenses as defined in Section A; (b) an itemized, signed report of all reimbursable expenses incurred, such report to include supporting documents satisfactory to A.I.D. and (c) a projected schedule of support services which A.I.D. should furnish.

2. A.I.D. shall be responsible for providing: (a) reimbursement for all allowable expenses claimed hereunder which are incurred in performance of activities set forth in Section A above and (b) appropriate guidance concerning all regulations and other requirements of the United States Government referenced herein.

3. In the event that overpayment is made by A.I.D. or that expenses reimbursed by A.I.D. are later deemed not allowable under this Regulation, the Members shall make prompt repayment to A.I.D. of all such overpayments or disallowed expenses.

C. Implementation.

1. The Assistant Administrator for Program and Management Services (AA/SER) shall have authority to administer this Regulation, including authority to make any and all determinations hereunder and to waive provisions hereof, provided that no such waiver will exceed the statutory authority of Section 298. The waiver authority may not be redelegated by AA/SER.

2. AA/SER may authorize other officials of A.I.D., as deemed appropriate by him, to carry out the administration of this Regulation in accordance with the limitations set forth in Section C.

D. Effective Date.

This Regulation shall take effect immediately upon signing.



Daniel Parker
22 XII 76

Date

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT



Deputy Administrator

Attachment B

11/30/76

11/29/76

Curt Farnan

conversation

Pr...

John Murphy



TA/Ready

CM

12/7

HW

MM

JG

We need to find out
the implications of the
attached for the CP
and budget.

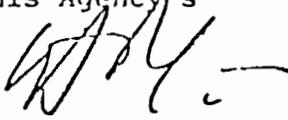
DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

November 23, 1976

NOTE FOR MR. MURPHY

SUBJECT: Title XII Expenses

I am attaching memo dated November 17, 1976 from William H. Espinosa, GC/LPC, which confirms my oral report to you that subject expenditures do not repeat not have to be charged to this Agency's operating expenditures.


Charles A. Mann
AA/SER

Attachment
Memo f/Mr Espinosa
11/17/76

UNITED STATES GOVERNMENT
Memorandum

TO: /SER, Mr. Charles Mann

DATE: November 17, 1976

FROM: /LPC, William H. Espinosa

SUBJECT: Title XII Board Expenses

You inquired whether the costs of individuals who would be detailed to work full-time for the Board for International Food and Agricultural Development should be charged to A.I.D. operating expenses. This is to confirm my advice that they need not be so charged but may be charged to section 103 funds.

The relevant language of P.L. 94-441, the FY 1977 Appropriations Act, is:

"OPERATING EXPENSES OF THE AGENCY FOR
INTERNATIONAL DEVELOPMENT.

"For Operating Expenses of the Agency for
International Development, \$192,000,000."

Identical language was used in the FY 1976 legislation to appropriate \$194,600,000 for operating expenses.

The FY 1977 Report of the Senate Appropriations Committee, where the operating expense account originated, emphasized only "A.I.D.'s cost of doing business" in regard to the appropriation for operating expenses. (S. Rep. No. 94-1009, at 72.) (Emphasis added.) Section 667 of the Foreign Assistance Act of 1961, as amended (FAA) uses the following formulation with respect to operating expenses: "Nothing in this Act is intended... [to preclude setting a ceiling] on operating expenses of the agency primarily responsible for administering Part I ..." (Emphasis added.)

It appears then from the explicit language of both the appropriation and authorization legislation that the Congress' concern was not with limiting the amounts available for the administration of Part I of the FAA but rather with the amounts available for the operating expenses of A.I.D. itself. The question then becomes whether the Board may be deemed to be an integral part of A.I.D. or whether it has been accorded independent status. In this respect, we should note that it is

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The President who established and appointed members of the Board, and that establishment of the Board was explicitly authorized and mandated by statute. Although the Board's most extensive activities will be in conjunction with assisting and advising A.I.D., a number of independent functions are envisioned. These include keeping a roster of universities qualified in the agriculture area, and the authority to submit separate views to the Congress with respect to activities conducted under Title XII of Chapter 2 of the FAA. Furthermore, we would note that section 297, which sets forth the general authority of Title XII, specifically contemplates activities in conjunction with the U.S. Department of Agriculture and the U.S. Department of Commerce (subsection (b)(3)). Therefore, it would appear that the Board will be exercising some advisory role with respect to other governmental agencies as well as providing advice to universities across the country. Under these circumstances, we believe that the Board may be treated for purposes of the Operating Expenses section of the Appropriation Act as a separate entity.

The funds made available under section 103 of the FAA are explicitly made available to carry out the title under which the Board's activities are subsumed and would consequently be the appropriate account from which costs should be charged for employees who will be working full-time for the Board, as well as the appropriate account for other activities attributed solely to the requirements of the Board. Of course this allocation should be reflected in the Congressional Presentation materials or alternatively through the notification procedures which apply to section 103.

We must emphasize that we believe it inadvisable, although not illegal, to charge a portion of the cost of A.I.D. employees who work partly for the Board and partly for A.I.D. to the section 103 account. The likely result would be confusion and criticism of hair-splitting distinctions which cannot be readily explained in the heat of Congressional debate. LEG concurs and reiterates the importance of compliance in this respect.

cc: GC, G.D. Morgan
LEG, A. Westwood

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, TAB

FROM: AAA/TA, Erven Long *E. J. L.*

Problem: Need for Authorization of Program Funds to Support the Board for International Food and Agricultural Development (Board) for FY-77 and FY-78.

Discussion: A.I.D. Internal Regulation Governing the Reimbursement of Expenditures to the Board for International Food and Agricultural Development and its members was signed by the Administrator on December 22, 1976 (Attachment A). This regulation provides for reimbursement of travel, per diem, and miscellaneous costs to Board members, and states in paragraph two that A.I.D. shall be responsible for providing all necessary support services for the Board and its members as required in Section 12 (a) of the Federal Advisory Committee Act and Section 214.41 of A.I.D. Regulation 14. Support services which must be provided include staffing requirements, travel and per diem for committee members and staff, administrative costs, and any special studies.

The attached opinion dated November 17 states that support for the Board and its subordinate committees may be charged to Section 103 funds, (Attachment B).

Estimates of funding requirements for support for the Board and subordinate committees for FY-77 and FY-78 cover salaries and benefits for the staff, administrative costs, travel and per diem for members of the Board, committees and staff, and provisions for small studies. A budget is attached. Per diem for Board members will be at the rate of \$75.00, as provided in the A.I.D. Internal Regulation (Attachment A). Staff levels for the Board and its subordinate committees for FY-77 and FY-78 were approved by the Administrator on September 12, 1976 (Attachment C), and accepted by the Board in its second meeting on November 22, 1976. The Committee structure will consist of a Joint Research Committee and a Joint Committee on Agricultural Development as decided by the Board in the meeting of December 22, 1

To support the Board and the Committee, \$500,000 has been programmed in the FY-77 OYB; Congressional Notification is required prior to initial obligation. The estimated budget of \$1,050,000 for FY-78 is included in the TAB portion of the FY-78 Congressional Presentation.

We anticipate that, in the future, the Board staff will prepare a budget proposal in accordance with the budget cycle, Thus a FY-79 budget should be presented to you during your budget and manpower reviews this summer after review by the Board.

Recommendations: (1) That you approve the use of Section 103 funds to cover support costs for the Board and subordinate committees; (2) That you approve the levels of funding for FY-77 and FY-78 as indicated; and (3) That you clear the attached Congressional Advice of Program Change for submission to Congress.

Attachment: a/s

(1) Approved Curt Faria

Disapproved _____

(2) Approved Curt Faria

Disapproved _____

(3) Approved Curt Faria

Disapproved _____

Date 2/14/77

Clearances:

TA/PPU:RSimpson RS Date 2/9/77

TA/PPU:CMolfetto (Draft) Date 1/19/77

AA/SER:SThornburg(Draft) Date 1/31/77

GC/TFHA:ARichstein(Draft) Date 1/27/77

PPC/DPRE:JWelty (Draft) Date 2/1/77

C/Faria

AA/TA:FJohnson:bs:1/4/77

Revised :2/7/77

Summary of Budget For
Support of The Board For International
Food and Agricultural Development And
Two Subordinate Joint Committees

<u>Travel & Per Diem For Members of -</u>	<u>FY-1977</u>	<u>FY-1978</u>
The Board	\$ 31,130	\$ 34,155
The JRC *	39,520	95,420
The JADC **	30,400	73,480
	<u>101,050</u>	<u>223,055</u>
Staff Costs -		
Salaries-Benefits	\$ 225,000	\$ 615,000
Special Studies	120,000	150,000
Supplies, Travel, Services, & Other Admin. Costs	55,000	60,000
Total	<u>\$ 400,000</u>	<u>\$ 825,000</u>
Rounded Grand Total	\$ 500,000	\$ 1,050,000

* The Joint Research Committee

** The Joint Agricultural Development Committee

September 17, 1977

Ken Milow,

Re: Project No. 931-0060 Agr. Planning and Support Services

I would like to meet with you and Jim Durnan some time today to go over this project. Friday I received a request from Jim for an additional \$50,000 under RSSA 6-74 and it has taken me a couple of hours today to search the files and to determine the status of this project. To the best of my knowledge which is supported by the data in the files, the project was approved for funding in FY 1977 at \$226,000 and already ~~was~~ implementation level has exceeded this approved level by \$36,354. This overdraft does not include the additional \$50,000, TA/AGR is requesting now.

The attached table clearly sets forth the status of the various RSSAs under project 931-0060. Please note that Dr. Cesal's and Bob Wack's services are only funded through 9/30/77 for the former and 8/77 for the latter. Dr. Cesal is working with Dr. Long and I think that he is to be transferred to the ~~X~~ BIFAD project as an direct hire employee. Bob Wack was to be transferred to the Farmer-to-Farmer project in FY 1977. A notification was not sent to the Congress and if we are to fund him in FY 1977 he must be charged to this project.

I am free any time that is convenient for you and Jim.

* continue to

mary

cc: JDurnan

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T.Q. and FY 1977 Funding under Rproject 931-0060 Agr. Planning and Support Services

RSSA No.	Title	Terminal funding dates	T.Q.	FY 1977	Obl.
1165 - RSSA 5-76	Dr. Cesal (Dr. Long's Office)	9/30/77	49,321		
RSSA 2-77	Mr. Bob Wack (Farmer-to-Farmer	10/25/77	(Gunning's memo, RSSA says only approved 3.7 mo. or thru; 8/77)	16,809	16,809
RSSA 2-75	Dr. Dalyrmples	9/30/77	approx.	37,545	37,545
	Dr. Dalyrmples	9/30/78		49,000	49,000
RSSA 6-74	USDA/ERS	9/30/78		160,000	159,000
		9/30/77	92,000		
Total approved and obligated to date				263,354	262,354
PP and PAF signed 8/9/77 approved only				226,000	226,000
Short fall in approval				37,354	36,354
New Request:					
RSSA 6-74	USDA/ERS	Agribusiness state of the arts studies		50,000	
Need PAF amendment for ad additional				87,354	

TA/PPU:MMozynski
9/17/77

AGENCY FOR INTERNATIONAL DEVELOPMENT
ADVICE OF PROGRAM CHANGE

DATE:

Country: Technical Assistance Bureau

Project Title: Board for International Food and Agricultural Development
(Title XII)

Project Number: 931-11-110-A039¹¹⁶⁵

FY 77 CP Reference: None

Appropriation Category: Food and Nutrition

Intended Obligation: \$500,000

A.I.D. intends to obligate \$500,000 to provide support for the recently established Board for International Food and Agricultural Development (BIFAD) and its subordinate committees authorized by Section 298 of Title XII of the International Development and Food Assistance Act of 1975. These activities were not programmed for the FY 77 Congressional Presentation because the Board for International Food and Agricultural Development, which was appointed by the President in August, 1976, had not had time to meet and consider its support requirements.

The funds will be used for professional and administrative salaries (\$225,000), travel and per diem (\$100,000), supplies and administrative services (\$55,000) and the conduct of studies (\$120,000) to enable the Board to meet its statutory responsibilities in addressing world food hunger problems.

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TITLE Board for International Food and Agricultural Development (Title XII)	FUNDS Food and Nutrition	PROPOSED OBLIGATION (\$000)
	PRIOR REFERENCE	\$500
NUMBER 931-11-110-A039		

PURPOSE AND COURSE OF ACTION:

To provide support to the Board for International Food and Agricultural Development (BIFAD) and its subordinate joint committees authorized by Section 298 of Title XII of the International Development and Food Assistance Act of 1975. This section authorizes the President to establish the BIFAD, and provides that the President may authorize the Board to create subordinate joint (AID-university & other) committees as may be necessary in the performance of its duties. It also provides that the Board will assist, advise, and participate with A.I.D. in the planning and administration of programs carried out under the Title. The objectives of these programs are to overcome the world food problems for the "prevention of famine and freedom from hunger." The many duties of the Board outlined in Title XII include seeking ways for greater involvement of U.S. land grant and other eligible universities in order to bring greater scientific resources to bear on the problems.

Major duties of the Board are to: participate in the formulation of basic policy, procedures, and criteria for programs; develop and keep current a roster of universities (as defined in the Act) having capacity, capability, experience, interest, and able to contribute to solving problems addressed by the Title; recommend which developing nations could benefit from programs and are interested in estab-

lishing or improving institutions for research, extension, and teaching in agriculture; review and evaluate terms of A.I.D.-university agreements and activities in programs under the Title; recommend to the Administrator the apportionment of funds for programs under the Title; and assess the impact of programs carried out under the Title XII.

The Board is to be composed of 7 members and is to be assisted by subordinate, joint committees created by it. A permanent staff will be assigned to work for the Board and committees. The major duties of the Board and its subordinate units indicates the need for a significant number of professionals on this staff. They will be working with A.I.D. on the translation of LDC needs into assistance strategies and project requirements appropriate for the scientific resources of the agricultural universities. This must be done both for determining the nature and extent of research needed on the problems of food and nutrition, and for designing efforts to strengthen LDC capabilities in skills, processes and infrastructure. The Board's effectiveness will depend heavily on the quality of this professional staff input. A.I.D. is responsible under the Federal Advisory Committee Act to provide the necessary support services, including staff, supplies, quarters, and administrative costs. In addition, Title XII makes specific provisions for travel and per diem costs.

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U.S. DOLLAR COST (in thousands)										PRINCIPAL CONTRACTORS/ GRANTEES					
Through 6/30/75*	Obligations	Expenditures	Unliquidated	OBLIGATIONS											
				Estimated FY 76			Estimated Transition Quarter				Proposed FY 1977				
				Contract	Grant	Total	Contract	Grant	Total		Contract	Other	Total		
				General Tech. Services								120	380	500	
				Research											
				211(d)											
Estimated FY 76				Total								120	380	500	
Estimated Transition Quarter		Proposed FY 1977	500												

*Excludes activities which terminated prior to FY 1974

TITLE	NUMBER
Board for International Food and Agricultural Development (Title XII)	931-11-110-A039

FY 1977 Program: Six members of the BIFAD were appointed by the President in August, 1976. The Board has authorized the creation of two 18-member Joint Committees to assist in the coordination of Research and Agricultural Development. The BIFAD and the Agency have agreed that during FY 1977 a professional and administrative staff of 13 is required to assist the BIFAD and its committees in their discharge of their duties. In FY 1977, \$500,000 is required to cover the cost of the staff, salaries, travel and per diem, administrative services and to conduct studies related to the Board's responsibilities.

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ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, TAB

FROM: AAA/TA, Erven Long *E.J.L.*

Problem: Need for Authorization of Program Funds to Support the Board for International Food and Agricultural Development (Board) for FY-77 and FY-78.

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We anticipate that, in the future, the Board staff will prepare a budget proposal in accordance with the budget cycle, Thus a FY-79 budget should be presented to you during your budget and manpower reviews this summer after review by the Board.

BEST AVAILABLE COPY

2/10/78

Recommendations: (1) That you approve the use of Section 103 funds to cover support costs for the Board and subordinate committees; (2) That you approve the levels of funding for FY-77 and FY-78 as indicated; and (3) That you clear the attached Congressional Advice of Program Change for submission to Congress.

Attachment: a/s

(1) Approved Curt Farnan
Disapproved _____

(2) Approved Curt Farnan
Disapproved _____

(3) Approved Curt Farnan
Disapproved _____

Date 2/14/77

Clearances:

TA/PPU:RSimpson RS Date 2/9/77
TA/PPU:CMolfetto (Draft) Date 1/19/77
AA/SER:SThornburg(Draft) Date 1/31/77
GC/TFHA:ARichstein(Draft) Date 1/27/77
PPC/DPRE:JWelty (Draft) Date 2/1/77

[Handwritten signature]

AA/TA:FJohnson:bs:1/4/77
Revised :2/7/77

*Non-Federal Members of
JEC and JCAD*

Johnson

TITLE XII CONSULTANTS
as of 7/20/77

OK

- Baldwin, Richard X 2-14-78 ~~PM/CSP has received nothing~~ *Applicant named Pappas*
- Berg, Sherwood X 9-26-77 ~~waiting Conflict of Interest & Security~~
- * — Cregger, F.A., X 11-08-77 Name clearance by phone (J. Millican) 7/20/77
- * Cunha, Tony X 7-11-77 Approved 7/11/77
- Hardin, Lowell X 10-26-77 *(No Pay) full conditions* Name clearance by phone (J. Millican) 7/20/77
- * — Hutchinson, Frederick X 9-9-77 Already approved
- Kiehl, Elmer X 2-23-78 *consultant per [unclear] mailed* PM/CSP has received nothing
- Merritt, Richard X 2-23-78 Name clearance by phone (J. Millican) 7/20/77
- Miller, J. X 10-11-77 Name clearance by phone (J. Millican) 7/20/77
- Murdock, Jolin X 7-11-77 waiting Conflict of Interest & Security
- Nelson, Linda X 10-14-77 waiting Conflict of Interest & Security
- Noel, J.D. X 9-30-77 Conflict of Interest received - waiting Security
- Popenoe, Hugh X 9-16-77 waiting Conflict of Interest & Security
- Pritchard William X 2-17-78 PM/CSP has received nothing
- Rigney, Jackson X 9-22-77 Name clearance by phone (J. Millican) 7/20/77
- Robins, John S. X 12-14-77 Name clearance by phone (J. Millican) 7/20/77
- Robinson, Harold X 5-22-77 waiting Conflict of Interest & Security
- Roderick, Charlotte X 7-19-77 waiting Conflict of Interest & Security
- * — Smuckler, Ralph X Already Approved
- Watts, L. H. X 7-30-77 waiting Conflict of Interest & Security
- Webb, Burleigh X 7-12-77 waiting Conflict of Interest & Security
- Whaley, Ross X 9-20-77 Name clearance by phone (J. Millican) 7/20/77

Summary of Budget For
Support of The Board For International
Food and Agricultural Development And
Two Subordinate Joint Committees

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Total	<u>\$ 400,000</u>	<u>\$ 825,000</u>
Rounded Grand Total	\$ 500,000	\$ 1,050,000

* The Joint Research Committee

** The Joint Agricultural Development Committee

ACTION MEMORANDUM TO THE ACTING ASSISTANT ADMINISTRATOR

FROM: Acting AAA/TA, Fletcher Riggs

Problem: Request of Dr. Woods Thomas, Executive Director, BIFAD Support Staff, for services of Jim Dempsey for six months under a USDA RSSA to develop an information system on agricultural research and technical assistance activities and capabilities of eligible U.S. universities, utilizing accessible computerized systems, such as the USDA's Current Research Information System (CRIS), and possibly FAO's Agricultural Research Information System (AGRIS) and others, where feasible.

Discussion: A principal mandate of Title XII is to increase involvement of U.S. land grant and other eligible agricultural (including fisheries) universities in A.I.D.'s research and technical assistance programs. A major responsibility of the Board and Joint Committees is to identify capabilities in research and technical systems among these universities, in order to match institutions with A.I.D.'s developmental needs and to strengthen capabilities where needed. Also, BIFAD must identify and keep up to date on agricultural research programs and related activities of these institutions for planning collaborative research support programs.

Basic institutional data is currently being obtained by the BIFAD staff through the use of mailed questionnaires. A computerized information program could build on this base.

In preparing the FY 78 budget for support of the BIFAD (\$1,050,000), it was anticipated that the function described would be one of those performed by the IPA agricultural economist, one of the positions authorized in the FY 78 staff level for the Support Staff. This position has not yet been filled. An alternative possibility considered was the use of one of the Title XII consultants on the panel approved by the Board. However, these consultants have not yet been appointed.

An opportunity has arisen to have the job done by an available USDA RSSA person currently working with TA/AGR. James R. Dempsey, trained in international economic development, is currently serving under a USDA RSSA with the Agricultural Economics and Sector Planning Section on project design, review, analysis and related work. He will be available after November 15, 1977,

when his RSSA contract expires. Harry Mattox, USDA's International Development Staff has informally agreed to the continuation of Dempsey's services with A.I.D. for an additional six months. The cost to A.I.D. would be \$11,615.00, including overhead and benefits, using BIFAD program funds.

Recommendation: That you approve funding of the USDA RSSA in the amount of \$11,615.00 for the services of Mr. Dempsey for six months, beginning November 16, 1977.

Approved: W.B. Johnson

Disapproved: _____

Date: _____

*Refer to directory on other
pages as discussed at the
meeting on 11/20/77 for all
possible assistance to Dempsey
on this work.*

Clearances:
TA/BIFAD/SS:DWThomas (draft) *WBJ*
TA/PPU:JDurnan (draft) *WBJ*
TA/MGT:RThacher (draft) (by Edith Batten) *WBJ*

AA/TA:WFJohnson:bpg:10/28/77:59054

November 9, 1977

MEMORANDUM OF MEETING

BY: William F. Johnson, AA/TA *W.F.J.*

SUBJECT: BIFAD Information System on U.S. Institutional Capabilities
for Research and Technical Assistance

DATE: November 7, 1977

PARTICIPANTS: D. Woods Thomas, BIFAD/SS
Glenn Beck, BIFAD/SS
Lon Cesal, BIFAD/SS
Harold Fleming, AAA/TA
Charles French, AA/TA
Delbert Myren, TA/PPU/RUI
William F. Johnson, AA/TA

PURPOSE: To Coordinate BIFAD Information Needs to Utilize A.I.D.'s
Informational System and Capabilities

BIFAD's Information Need. The need expressed was for information on U.S. institutional capabilities, capacities and interests to participate in research and technical assistance in A.I.D.'s Title XII programs. This information is needed by JRC (and A.I.D.) for collaborative research support programs and by JCAD (and A.I.D.) to match university capabilities with specific country project needs. AID/W information systems were explained. These include A.I.D. Research Documentation and Abstract System (ARDAS), which is handled by TAB's Information Center, and PPU's Development Information System. To support these systems A.I.D. has contracts with other government agencies and private institutions. A.I.D.'s Information Center utilizes the USDA's Current Agricultural Research Information System (CARIS), the National Agricultural Library (NAL), and to some extent FAO's Agricultural Research and Information System (AGRIS).

While it was agreed that information and data coming out of these systems are needed and will be useful, they would not in the existing form fill the specific BIFAD needs; nor do questionnaires, being used by BIFAD, fill the needs. Each system has certain deficiencies. It was felt that outputs from all the systems and the questionnaires could be sorted out, and evaluated, and that selected information could be merged with information obtained by other means (personal interviews, personal knowledge,

etc.) to form a comprehensive data bank to meet the needs of BIFAD and A.I.D. in Title XII. Representatives of A.I.D.'s Information Center stated that it is within their mandate to help develop and maintain such a data bank.

Clear Definition of Needs and Establishing Criteria for Filling the Needs.

The first step would be to clearly define the needs - that is, the type of information wanted and the purposes for which it is to be used. The next step is to develop the criteria for obtaining the information and sorting it to arrive at the most accurate, relevant and reliable information and data to fit the defined needs.

Building a Conceptual Model. Once the needs are clearly expressed and criteria developed, strategy and procedures can be laid out for mechanizing a system into a model. This will require sampling, testing and evaluating the outputs from each source. The condensed output will be fed into or merged to provide the selected, reliable information and data needed.

Possible Sources. In addition to the systems mentioned which are already in use by A.I.D., other systems were suggested which could be tapped, such as the USDA's Extension Management Information System (EMIS), professional societies and other sources to be explored.

Current Efforts. A.I.D.'s Information Center is obtaining and publishing information from the systems mentioned and from other sources. The BIFAD Support Staff has developed and mailed questionnaires as its initial effort. These are providing limited information for a number of reasons. One is that the universe tapped (the person who fills out the questionnaire) is limited. Another is that questionnaires are unpopular. They must be sold by some incentive offered - a carrot - to persuade the kind of input needed. Art Coutu is now working with the BIFAD staff to develop a more detailed questionnaire. This needs refining and testing which will require sampling of universities and other sources through mailing and personal interviews.

Pooling Efforts. It was agreed to pool efforts of A.I.D.'s Information Center with the BIFAD staff to achieve the goal. Del Myren will work with the BIFAD staff and Art Coutu toward these ends. Follow-up meetings of the BIFAD Staff and AA/TA's group will be held to review progress and to expand involvement, including involvement of PPC (Maury Brown).

The BIFAD staff is still too limited to conduct the necessary testing and make the necessary contacts, which requires a lot of leg work, to properly assist Coutu and Myren. Woods Thomas requested that Jim Dempsey's services be obtained for six months under a RSSA for this purpose. It was agreed that this additional help will be needed.

Clearance:
AAA/TA:HFleming (draft)

A handwritten signature in black ink, appearing to be 'H. Fleming', is written over the 'draft' portion of the clearance text.

Distribution:
Attendees
AA/TA:GGraf
PPC/DI:MBrown

ACTION MEMORANDUM TO THE ACTING ASSISTANT ADMINISTRATOR

THRU: Acting Deputy Assistant Administrator

FROM: AA/TA, Erven J. Long

Problem: To authorize financing of services of Dr. Lon Cesal under a RSSA with USDA as a member of the Support Staff for the Board of International Food and Agricultural Development (BIFAD Staff) during FY 78.

Discussion: Authorization was obtained on August 20, 1976 (attachment A) for a RSSA with USDA for Dr. Cesal to supplement the TAB Title XII Coordination Staff. He worked with our staff until December 1976 when he was detailed to assist Dr. Woods Thomas, at the latter's request, in establishing a BIFAD Staff and in carrying out its responsibilities. Dr. Cesal has continued to work with the BIFAD Staff since December 1976. The RSSA for Dr. Cesal's services expires September 30, 1977. Dr. Thomas has requested that his services be continued for another year, and Dr. Quentin West of the USDA has informally agreed.

The RSSA will be funded from program funds for BIFAD Support for FY 77 and FY 78, authorized on February 14, 1977 by Curtis Farrar (attachment B). If FY 77 funds are available, these will be used; otherwise, the RSSA will be funded by FY 78 funds. No Congressional notification will be required.

Contrary to earlier expectations, we do not now anticipate obtaining any USDA BIFAD support personnel on a non-reimbursable basis. We must finance Dr. Cesal's services if we want him. Dr. Cesal's availability through this RSSA will be taken into consideration in making final decisions about the BIFAD staffing pattern for FY 78.

Recommendation: That you authorize financing of services of Dr. Lon Cesal under a RSSA with USDA as a member of the BIFAD Staff during FY 78.

Approved: MSB

Disapproved: _____

Date: SEP 29 1977

Clearances:

PPU, JDurnan: (draft) *MSB*

AA/TA:CMcGraw: (draft) *MSB*

TA/MGT:RThacher (draft) *MSB*

attachments:

- A. Action Memo to Assistant Administrator
(8/20/77)
- B. Action Memo to Assistant Administrator
(2/14/77)

AA/TA:WFJohnson:eml:9/27/77:59054

ACTION MEMORANDUM TO THE ASSISTANT ADMINISTRATOR

THRU: TA/PPU, Mr. Carl Fritz

FROM: AA/TA, Erven Long *E.J.L.*

Problem: Approval of Financing of Services of Dr. Lon Cesal, USDA/ERS through an RSSA with the USDA for Support Services for a period of approximately 14 months starting August 16, 1976.

Discussion: Some time ago, Dr. Quentin West, Administrator, ERS, USDA, and I discussed the need to find ways for U.S. institutions to become more productively involved in assisting in the development problems of LDC's. This need was forcefully addressed in Title XII Legislation, relating specifically to land grant and other agricultural universities engaged in agricultural education, research and extension activities. Dr. Lon Cesal in Dr. West's office participated in some of our later discussions. The discussions led to a proposal by Dr. Cesal through Dr. West's office to me for a RSSA assignment with A.I.D. for Dr. Cesal. Dr. Cesal wanted to work on developing, or improving involvement of U.S. institutions with LDC institutions in order to improve the latter's capacities to utilize development assistance to enhance the capabilities of LDC institutions in high priority fields (agricultural education, research, and extension sciences and activities for food production and utilization). (See attached copy of letter.) TAB does not have the available expertise to do this work. Implementation of the proposal could make important contributions to Title XII objectives, and would help strengthen our relations with the U.S.D.A. U.S.D.A. will be making other important contributions to Title XII activities, including some which they will fund.

Dr. Cesal is well qualified to implement his proposal. He received his Ph.D. in agricultural economics from Iowa State University in 1966. He has had teaching and overseas development assistance experience in his discipline with Iowa State University, and has served with the USDA-ERS in leadership and research roles in agricultural economics for the past five years (1971-1976). Dr. Cesal is available now and could serve until September 30, 1977, about 14 months. This assignment is not intended to fill or replace a staff position, and would not count against our personnel ceiling. The assignment would require a budget of \$49,321 as follows:

Salary \$39,457

Overhead \$ 9,864

Recommendation: That you approve the RSSA assignment of Dr. Casal and funding for this purpose.

Approved: C. J. Finner

Disapproved: _____

Date: 8/20/76

Clearance:

TA/MGT: DMein (draft) Date 8-3-76

TA/PPU: CMolfetto (substance) Date 8-5-76

DSIB 215
May 2, 1978

ACTION MEMORANDUM TO THE ASSISTANT ADMINISTRATOR, DSB

FROM: DSB/XII, Erven Long *EL*

Problem: The six-month USDA RSSA for the services of Jim Dempsey expires on May 19, 1978. Dr. Woods Thomas has requested verbally that Mr. Dempsey's services be extended to March 30, 1979, and has justified the extension in a letter to the USDA, Tab (A).

Discussion: Mr. Dempsey was hired to develop an information system on agricultural research and technical assistance capacities within Title XII institutions. That system has been partially developed and provides information that assists the JCAD in matching AID project needs with U.S. Title XII institutions. There is a need to continue to test and refine this information system in order to expand and update the BIFAD Registry of Institutional Resources. Mr. Dempsey's services are also needed for providing staff assistance in related activities where staff positions have not been filled. An example of this type of service is in working as a BIFAD staff member on Title XII JCAD regional work groups.

In preparing the FY-78 budget for support of the BIFAD (\$1,050,000), it was anticipated that most of the staff activity described above would be undertaken by an IPA agricultural economist. This position was authorized in the FY-78 budget for the BIFAD staff, but it and several others have not been filled, and consultants have not been available to do the work.

In his letter to the USDA (Tab A), Dr. Thomas supports a salary increase for Mr. Dempsey. The USDA concurred in its response (Tab B), by submitting a proposed budget for the period May 19, 1978 to March 30, 1979. The budget includes provisions for salary adjustments recommended by Dr. Thomas and by the USDA. FY-78 program funds (Project 1165-BIFAD) will be used to finance the extension.

BEST AVAILABLE COPY

Recommendation: That you approve funding of the USDA RSSA in the amount of \$25,000 to continue the services of Mr. Dempsey, from May 20, 1978 to March 30, 1979.

APPROVED: S/ Sander Levin

DISAPPROVED: _____

Date: MAY 3 1978

Attachments: A and B

Clearances:
DS/MGT, Richard Thacher LS
DS/PO, John Ryan JMR
DS/PO, K. Milon _____

DS/XII: WFJohnson:jck:4/20/78-59054 

by universities, the USDA and others. Further, he will be expected to handle the responsibilities of a BIFAD representative to one of the JCAD Regional Work Groups. Mr. Dempsey deserves a grade increase as soon as is possible. I understand that in November of 1979 he will be eligible for such a promotion and I would highly recommend it.

If you have questions relative to these matters, please contact me.

Thank you.

BEST AVAILABLE COPY

J. H. [unclear] H

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

MEMORANDUM TO: Mr. Harry Mattox
ERS - Room 3516, South Bldg.
US Department of Agriculture

FROM : D. Woods Thomas *D. Woods Thomas*
Executive Director
BIFAD

In discussion with Mr. Dempsey on the extension of his RSSA contract, several desired adjustments have been discussed.

First, since Mr. Dempsey has not been receiving non-salary benefits, a percentage increase in salary equal to the health, insurance and other benefits normally received by a permanent employee would seem to be in order and desirable.

Second, since Mr. Dempsey is a non-permanent employee, he is not qualified for training benefits. Short term professional development and language training should be included as a possibility under Mr. Dempsey's contract. A refresher course in computer programming, attendance at agricultural or international development conferences, and skill training seminars are examples of the types of training which would offer immediate benefit to BIFAD.

Finally, Mr. Dempsey is highly deserving of a salary adjustment. This is so because of both his high-level performance and substantially increased responsibilities. He was hired to develop an information system on agricultural research and technical assistance capacities within Title XII institutions. That system has been partially developed and provides information that assists the BIFAD in matching AID project needs with Title XII institutions. There is need to continue to test and refine this information system in order to expand and update the BIFAD Registry of Institutional Resources. The JCAD plans that this Registry will be kept current not only through an information system based on the BIFAD questionnaire and secondary sources, but also as a result of university response to the announcement of projects in the BIFAD BRIEFS. Thus, Mr. Dempsey's responsibility to keep current a Registry includes both the duties related to the originally planned information system, ^{and} control and utilization of submissions of documentation of interest and capability

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United States
Department of
Agriculture

International
Development
Staff

Washington,
D.C.
20250

Affidavit B

April 17, 1978

SUBJECT: Jim Dempsey

TO: William F. Johnson

Attached is a copy of the new budget that includes Jim Dempsey's pay increase plus \$1,100 for staff development and language training. It is our opinion and that of D. Woods Thomas that Mr. Dempsey is eligible and deserving of a salary increase which is reflected in the budget covering the period through March, 1979. Upon receipt of the appropriate PASA we shall proceed with his new contract.

L. W. Lucke

LEWIS W. LUCKE
Special Programs

Enclosure

PASA
BUDGET PLAN
By
Object Class

PARTICIPATING AGENCY SERVICE AGREEMENT
WITH
U. S. DEPARTMENT OF AGRICULTURE
BIFAD
BUDGET PLAN FOR FY 78

\$83,337
APPROPRIATION
ALLOTMENT

USDA 5-76
PAGE 1 OF 1
PROJECT NO.

POSITION	CLASS GRADE	FC GRADE	RATE	MAX-DAYS	SALARY	DIFFERENTIAL	TOTAL	PERSONNEL BENEFITS	INT'L. TRAVEL	TRANSPORTATION OF THINGS	TOTAL
Pr. Economist Cesal, IDS	14/04		33,825	260	33,824	0	33,824	3,213	0	0	37,037
conomist Dempsey, IDS			70/D	130	9,131	0	9,131	0	0	0	9,131
			77/D	94	7,238	0	7,238	0	0	0	7,238
			82/D	36	2,952	0	2,952	0	0	0	2,952
			98/D	94	9,212	0	9,212	0	0	0	9,212

(See Detailed Budget attached.)

COLUMN TOTAL	62,357	0	62,357	3,213	0	0	65,570
					SUB TOTAL		
					21 Domestic Travel		0
					23 Rent, Comm., Util.		0
					24 Print & Repro.		0
					26 Supp. & Mat.		0
					31 Equipment		0
					25 Other		1,100
					Overhead	25	15,667

1/ Covers staff development and language training.

BUDGET FOR USDA/RSSA 5-76

FY-78

Additional funds needed from USDA/PASA 5-76 to cover continued services of Jim Dempsey from May 20, 1978 to March 30, 1979.

Salary	- - - - -	\$19,402
Training	- - - - -	<u>600</u>
Subtotal	- - -	\$20,002
Overhead	- - - - -	<u>5,000</u>
TOTAL	- - - - -	\$25,002
	(Rounded)	\$25,000

Analysis obtained from Lewis W. Lucke by telephone by W. F. Johnson and discussed with Helen Shcroeder, AID/CM on April 19, 1978.

WORK PLAN
For J. R. Dempsey
RSSA

Initial Contract Period

Nov. 15 - Jan. 15:

Initial evaluation of BIFAD needs for information systems on university and other resources. Study and evaluation made of potential information sources.

Jan. 15 - Feb. 30:

General plan for development set out. This plan included use of initially discussed secondary sources and development of the system of documentation of university interest and capability to undertake a Title XII project.

March 1 - May 19:

Initial planning and use of university documentation system.

Extension Period

May 20 - Aug. 31:

Final design and initial testing of the university documentation system. The 1980 ABS reviews and projects will be used to test the sufficiency of the system. Mr. Dempsey's participation in the RWG/JCAD Program activities is essential.

Sept. 1 - Mar. 30:

Further testing of the university documentation system in the actual contractor selection process, including evaluation of appropriateness and success of the contractors selected. The secondary information available will be integrated further into the documentation system. Testing of the system through the full AID project cycle is important. The system should be in excellent shape by the end of the contract period to provide a useful information system for the 1981 project cycle.

By: J. R. Dempsey
BIFAD Support Staff - 4/27/78

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May 2, 1978

ACTION MEMORANDUM TO THE ASSISTANT ADMINISTRATOR, DSB

FROM: DSB/XII, Erven Long *U.G.*

Problem: The six-month USDA RSSA for the services of Jim Dempsey expires on May 19, 1978. Dr. Woods Thomas has requested verbally that Mr. Dempsey's services be extended to March 30, 1979, and has justified the extension in a letter to the USDA, Tab (A).

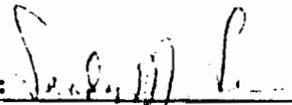
Discussion: Mr. Dempsey was hired to develop an information system on agricultural research and technical assistance capacities within Title XII institutions. That system has been partially developed and provides information that assists the JCAD in matching AID project needs with U.S. Title XII institutions. There is a need to continue to test and refine this information system in order to expand and update the BIFAD Registry of Institutional Resources. Mr. Dempsey's services are also needed for providing staff assistance in related activities where staff positions have not been filled. An example of this type of service is in working as a BIFAD staff member on Title XII JCAD regional work groups.

In preparing the FY-78 budget for support of the BIFAD (\$1,050,000), it was anticipated that most of the staff activity described above would be undertaken by an IPA agricultural economist. This position was authorized in the FY-78 budget for the BIFAD staff, but it and several others have not been filled, and consultants have not been available to do the work.

In his letter to the USDA (Tab A), Dr. Thomas supports a salary increase for Mr. Dempsey. The USDA concurred in its response (Tab B), by submitting a proposed budget for the period May 19, 1978 to March 30, 1979. The budget includes provisions for salary adjustments recommended by Dr. Thomas and by the USDA. FY-78 program funds (Project 1165-BIFAD) will be used to finance the extension.

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Recommendation: That you approve funding of the USDA RSSA in the amount of \$25,000 to continue the services of Mr. Dempsey, from May 20, 1978 to March 30, 1979.

APPROVED: 

DISAPPROVED: _____

Date: 4-2-78

Attachments: A and B

Clearances:

DS/MGT, Richard Thacher RT
DS/PO, John Ryan JR
DS/PO, K. Milow _____

DS/XII: WFJohnson:jck:4/20/78-59054



ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, DSB

FROM: AAA/DS, Erven J. Long *Erven J. Long*

Problem: Need to authorize the use of program funds (Project 1165-Board Support Staff) to finance a RSSA with U.S.O.E./DHEW for support services of one specialist (university program development and grants) for the Title XII Board Support Staff for a period of approximately 24 months.

Discussion: Dr. Woods Thomas, Executive Director of the Title XII Board Support Staff, needs a specialist to work with the staff, the Joint Committees, the Title XII Board, and A.I.D. on programs and procedures for using contracts and grants to increase the utilization and effectiveness of eligible Title XII universities in A.I.D.'s Title XII development programs in food and nutrition. Dr. Thomas has talked with Robert Fulton Carmody, a university programs and grants specialist, currently working in this area with U.S.O.E./DHEW. He possesses the necessary qualifications and experience for the job with the Title XII Board Support Staff, and has expressed interest in the assignment.

Ms. Ellen Wills (CM/SOD/IIA/PAS), A.I.D.'s Contract Officer responsible for DHEW/RSSA's with A.I.D. has confirmed that DHEW will consent to a RSSA for Carmody's services on a reimbursable detail with A.I.D. for a period of two years through a RSSA, beginning on/about January 29, 1978. The cost of the services was estimated by U.S.O.E./DHEW at \$98,034 for the two years.

The DHEW specialist will be assigned office space in the Department of State building occupied by the Title XII Board Support Staff, and will be under the supervision of an A.I.D. employee.

Recommendation: That you approve funding of \$98,034 from program funds (Project 1165) for this purpose.

APPROVED: *William D. Meyer*

DISAPPROVED: _____

DATE: *Jan. 20, 1978*

AA/DS: WFJohnson:pms:1/20/78

Clearances: DS/FPU:CMolfettodraftDate 1-19-78
DS/MGT:RMThacherdraftDate 1-19-78
DS/EXD:CMcGraw draft Date 1-19-78
DS/BIFAD/ss:DWThomas draff Date 1-19-7

AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT OF FUNDS PART I	1. TRANSACTION CODE <input type="checkbox"/> A A - ADD <input type="checkbox"/> C C - CHANGE <input type="checkbox"/> D D - DELETE	PAF 2. DOCUMENT CODE 5
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3. COUNTRY/ENTITY DSB-Bureau	4. DOCUMENT REVISION NUMBER <input type="checkbox"/>
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5. PROJECT NUMBER (7 digits) <input type="checkbox"/> 931-1165 <input type="checkbox"/>	6. BUREAU/OFFICE A. SYMBOL B. CODE DSB 08	7. PROJECT TITLE (Maximum 40 characters) <input type="checkbox"/> Title XII - Utilization of U.S. Agricultural Universities <input type="checkbox"/>
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8. PROJECT APPROVAL DECISION ACTION TAKEN <input type="checkbox"/> A A - APPROVED <input type="checkbox"/> D D - DISAPPROVED <input type="checkbox"/> DE DE - DEAUTHORIZED	9. EST. PERIOD OF IMPLEMENTATION YRS. <input type="checkbox"/> 0 <input type="checkbox"/> 2 QTRS. <input type="checkbox"/>
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10. APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)									
A. APPROPRIATION	B. PRIMARY PURPOSE CODE	PRIMARY TECH. CODE		E. 1ST FY ⁷⁸		H. 2ND FY ⁷⁸		K. 3RD FY	
		C. GRANT	O. LOAN	F. GRANT	G. LOAN	I. GRANT	J. LOAN	L. GRANT	M. LOAN
(1) FN	190	390		98.253		48			
(2)									
(3)									
(4)									
TOTALS				98.253					

A. APPROPRIATION	N. 4TH FY		Q. 5TH FY		LIFE OF PROJECT		11. PROJECT FUNDING AUTHORIZED		A. GRANT	B. LOAN
	C. GRANT	F. LOAN	R. GRANT	S. LOAN	T. GRANT	U. LOAN	(ENTER APPROPRIATE CODE(S)) 1 = LIFE OF PROJECT 2 = INCREMENTAL LIFE OF PROJECT			
(1)					98.253					
(2)					508					2
(3)										
(4)										
TOTALS					98.253		PROJECT FUNDING AUTHORIZED THRU			FY 78

12. INITIAL PROJECT FUNDING ALLOTMENT REQUESTED (\$000)	13. FUNDS RESERVED FOR ALLOTMENT																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">A. APPROPRIATION</th> <th colspan="2">B. ALLOTMENT REQUEST NO.</th> </tr> <tr> <th>C. GRANT</th> <th>D. LOAN</th> </tr> <tr> <td>(1)</td> <td></td> <td></td> </tr> <tr> <td>(2)</td> <td></td> <td></td> </tr> <tr> <td>(3)</td> <td></td> <td></td> </tr> <tr> <td>(4)</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTALS</td> </tr> </table>	A. APPROPRIATION	B. ALLOTMENT REQUEST NO.		C. GRANT	D. LOAN	(1)			(2)			(3)			(4)			TOTALS			TYPED NAME (Chief, SER/FM/FSD) SIGNATURE DATE
A. APPROPRIATION		B. ALLOTMENT REQUEST NO.																			
	C. GRANT	D. LOAN																			
(1)																					
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(3)																					
(4)																					
TOTALS																					

14. SOURCE/ORIGIN OF GOODS AND SERVICES 000 941 LOCAL OTHER

15. FOR AMENDMENTS, NATURE OF CHANGE PROPOSED

To provide the services of a university program development and grants specialist to A.I.D. for the Title XII Board Support Staff to develop programs and projects to increase effective utilization of Title XII agricultural universities.

BEST AVAILABLE COPY

FOR PRC/PIAS USE ONLY	16. AUTHORIZING OFFICE SYMBOL	17. ACTION DATE MM DD YY	18. ACTION REFERENCE (Optional)	ACTION REFERENCE DATE MM DD YY
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AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT OF FUNDS PART I		1. TRANSACTION CODE <input type="checkbox"/> A ADD <input type="checkbox"/> C CHANGE <input type="checkbox"/> D DELETE	PAF 2. DOCUMENT CODE 5
3. COUNTRY/ENTITY DSB Bureau		4. DOCUMENT REVISION NUMBER <input type="checkbox"/>	
5. PROJECT NUMBER (7 digits) <input type="checkbox"/> 931-1165 <input type="checkbox"/>	6. BUREAU/OFFICE A. SYMBOL DSB B. CODE <input type="checkbox"/> <input type="checkbox"/>		7. PROJECT TITLE (Maximum 40 characters) <input type="checkbox"/> Title XII - Utilization of U.S. Agricultural Universities <input type="checkbox"/>
8. PROJECT APPROVAL DECISION <input type="checkbox"/> A APPROVED <input type="checkbox"/> D DISAPPROVED <input type="checkbox"/> DE DEAUTHORIZED		9. EST. PERIOD OF IMPLEMENTATION YRS. <input type="checkbox"/> 0 <input type="checkbox"/> 2 QTRS. <input type="checkbox"/> <input type="checkbox"/>	

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		C. GRANT	D. LOAN	F. GRANT	G. LOAN	I. GRANT	J. LOAN	L. GRANT	M. LOAN
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	O. GRANT	P. LOAN	R. GRANT	S. LOAN	T. GRANT	U. LOAN			
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	C. GRANT	D. LOAN		TYPED NAME (Chief, SER/FM/FSD)			
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		MM DD YY		MM DD YY

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, DSB

FROM: AAA/DS, Erven J. Long *Erven J. Long*

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The DHEW specialist will be assigned office space in the Department of State building occupied by the Title XII Board Support Staff, and will be under the supervision of an A.I.D. employee.

Recommendation: That you approve funding of \$98,034 from program funds (Project 1165) for this purpose.

APPROVED: *Caroline D. McGraw*

DISAPPROVED: _____

DATE: *Jan. 20, 1978*

AA/DS: WFJohnson:pms:1/20/78

Clearances: DS/PPU:CMolfettodraftDate 1-19-78
DS/MGT:RMThacherdraftDate 1-19-78
DS/EXD:CMcGraw draft Date 1-19-78
DS/BIFAD/ss:DWThomas drafDate 1-19-78

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