INTERNATIONAL COOPERATION ADMINISTRATION

ICA PROGRAMMING PROCESS

ICA Manual Order 1021.1 Series

INTERNATIONAL COOPERATION ADMINISTRATION

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These instructions are a comprehensive revision of M.O. 1021.1 of May 19, 1958 and all supplements thereto, whose use should be discontinued effective this date.

The new instructions for the ICA Programming Process attached hereto are composed of (1) M.O. 1021.1 - Stages in the ICA Programming Process; (2) M.O. 1021.2 - The Country Program Book; and (3) M.O. 1021.5 - Operational Year Program Approval.

ICA PROGRAMMING PROCESS

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SUMMARY OF STEPS IN THE ICA PROGRAMMING PROCESS

A. Preparation and Issuance of Annual Guidelines

Guidelines for the ICA administered program are prepared each year in Washington and are transmitted to chiefs of the diplomatic missions and directors of the U. S. Operations Missions. They include policy guidance from the Coordinator of the Mutual Security Program, and operational guidance from the Director of ICA.

1. The Coordinator's Policy Guidance covers such subjects as:

   a. Assumptions as to world conditions, policy and objectives, both in general and for individual areas and countries.

   b. Assumptions as to the nature and aims of the Mutual Security Program, including definitions of categories of aid, availability of resources, legislative and administrative restrictions, and fiscal considerations.

   c. Assumptions with respect to the inter-relationship of the Development Loan Fund with other forms of aid.

   d. Other policy guidance required for the development of mutual security programs.

2. The ICA Operational Guidance includes:

   a. The Basic Instructions Contained in this Manual Order:

      These constitute the foundation for preparation and review of the annual field submissions. Any modification of these basic instructions will be provided either as a formal amendment to this document, when applicable to more than a single year, or as a separate communication when applicable only to a single budget year.

   b. Technical Field Guidelines: These provide technical guidance and criteria applicable to specialized fields of activity (agriculture, public health, etc.), as well as general considerations pertinent to USOM determination of the resources required for implementing projects, e.g., prospects for recruitment of technicians, etc.

c. ICA and State Department Regional Office Guidelines: These supplement the Mutual Security Coordinator's policy guidance and ICA basic instructions, where necessary, to meet special regional or country problems.

B. Field Preparation of the Country Program Book (CPB)

Upon receipt of the annual guidelines and instructions, the USOM, in coordination with other members of the U. S. country team, prepares a comprehensive analysis of the current country situation together with recommendations for the ICA administered program. This annual Country Program Book presents the economic portion of the proposed Mutual Security Program for the budget year.

The program book is in two parts: I - The Country Setting for U. S. Programs, and II - The ICA Administered Program. Part I is essentially a broad country team document, containing factual and analytical background material essential to formulate recommendations for the nature and extent of U. S. programs. It is intended to serve both as a background for various U. S. overseas programs and as a base to measure the relative significance of the ICA administered program described in Part II. Part I includes the following sections: a. - U. S. Interests and Objectives; b. - Current Country Situation; c. - Economic Forecast; d. - Role of External Assistance.

Part II is concerned with the ICA administered program. Because approval of the program for the preceding operational year will be provided at an earlier stage, the Country Program Book concentrates on recommendations for the budget year. This part includes the following sections: a. - Role of the ICA Program; b. - Magnitude of Aid and Factors Determining Aid Levels; c. - Problems and ICA Program Goals; d. - Program Progress; e. - Program Proposed for the Budget Year.

In some instances (primarily those programs in which Defense Support or Special Assistance functions are proposed) the Country Program Book will be prepared and transmitted in two stages, reflecting the type of budget review required in Washington. In such cases the first transmittal will include those sections of the Country Program Book essential for review of the aid level proposed. The second transmittal will cover the balance of the Country Program Book, containing primarily the detailed program composition and supporting tabular material. The timing of such submissions and the sections to be included in each will be the subject of separate annual instructions from the Director of ICA.

C. Washington Review and Approval of the Field Submissions

The larger or more complex program submissions from the field (primarily those with Defense Support or Special Assistance elements) are reviewed in Washington in two stages: 1 - an aid level review; and 2 - a program composition review. The remainder, primarily those involving Technical Cooperation only, may be reviewed in their entirety in the second stage.

The aid level review concentrates on major policy issues, proposed country levels of aid, and the specific factors entering into the determination of aid levels (in the sense of Section 537(f) of the Mutual Security Act). This review will normally be in two parts. The Director, ICA, holds inter-agency hearings on the basis of which he submits recommendations to the Coordinator, MSP, for review. When approved by the Coordinator, the proposed levels of aid are transmitted to the field and to the Director of the Budget as the ICA administered economic assistance requirements for the Mutual Security Program in the budget year. Using the planning levels approved by the Coordinator, the field then completes the remaining sections of the Country Program Book and pouches them to Washington.

2. Washington then undertakes an intensive staff-level review for program content. This review identifies any problems, respecting program composition in particular, which require decisions by the Director, ICA, or the Coordinator. Following this review the field is advised of approval of the composition of the budget year program and is requested to submit such supplementary or revised data as may be required for Washington preparation of the annual presentation to Congress.

D. Preparation of Congressional Presentation Documents

The substance of the Congressional Presentation documents is drawn largely from the Country Program Books, the outline for which conforms as closely as possible to the format used for this presentation. Any supplementary material required for this purpose from individual USOMs will be requested in the advices of approval following the program composition review.

Each USOM receives copies of the final Congressional Presentation document as approved by the Coordinator and transmitted to Congress for guidance in preparing its request for program approval for the emerging operational year.

E. Operational Program Approval Request (OPAR)

Prior to enactment of the legislation appropriating funds, ICA/W instructs all USOMs to transmit formal requests for specific operational year program approval. This call for Operational Program Approval Requests (OPARs) is usually issued at the beginning of the fiscal year and precedes the call for the budget year program. USOMs then submit, in a concise and primarily tabular statement, a summary recapitulation of the program to be implemented during the operational year, including any proposed departures from the program set forth in the Congressional Presentation. This operational program approval request is the basis for the ICA/W allotment of funds immediately following Congressional appropriation.

OPARs normally will be received in Washington during the final weeks of Congressional action. Review of the OPARs, in relation to the earlier Congressional Presentation documents, is conducted by the ICA regional office staffs in consultation with other offices concerned. As soon as Congress appropriates the funds, operational year aid levels are established and the individual approvals are transmitted to the field for implementation. OPAR approvals providing for allotment of funds for specific approved program components are prepared for each country and regional and inter-regional programs.

CHAPTER I

THE COUNTRY PROGRAM BOOK

INSTRUCTIONS FOR PREPARATION OF THE NARRATIVE TEXT

PART I - SETTING FOR U. S. PROGRAMS

A. U. S. Interests and Objectives

Set forth succinctly U. S. interests in the country and the several U. S. objectives, the achievement of which requires action by the United States. U. S. interests in any country are those facets of the country's economic, military, political and social structure which are of concern to the United States. As such, they are broader in scope than U. S. policy objectives, which concern only those elements in the country situation about which the U. S. considers it desirable and possible to take some form of action.

The total pattern of official U. S. political, military and economic activity in each country is designed to accomplish specific U. S. country objectives through the association of these objectives with general and specific aims of the government of the aided country. The discussion therefore should include comment on the degree of compatibility between U. S. objectives and the specific aims of the country. However, it must be borne in mind that U. S. interests and the attainment of U. S. objectives provide the basic justification for the total U. S. program.

U. S. interests in the countries where the United States provides assistance vary widely, depending upon the applicability and weight attached to a number of factors. In describing U. S. interests (which will not necessarily remain static from year to year), the following are examples of factors which should be considered and covered in the narrative, to the extent that each is of major concern to the United States.

1. Geographic Location: If significant, why?

   a. Military danger to the United States and other free world countries if controlled by an unfriendly power.
   b. Essential to the continuance of a military grouping.
   c. Other geographic significance (non-military considerations).

2. Security Relationships

   a. Military contributions - size and kind.

   b. Treaty participation.

c. Location of U. S. bases.

3. Political Structure and Climate

a. Attitude of government toward the United States and other free world countries; popular attitude toward the United States and other free world countries.
b. International political attitudes.
c. Degree of influence, in area and globally, on attitudes toward the United States and other free world countries.
d. Role and extent of Communist influence.

4. Economic Factors

a. Importance in international trade.
b. Source or market for the United States, including importance as source of strategic materials.
c. Extent of U. S. investment.
d. Attitude toward private enterprise.
e. Soviet economic relationships and influences; recent shifts in trade patterns.

5. Social and Cultural Factors.

a. Cultural and religious importance of the area.
b. Other factors, if any; e.g., receptivity of the government and people to change.

The identification of major U. S. interests provides the setting for selecting the key objectives which the United States should pursue. These key objectives should be enumerated, described and related to U.S. interests, to the extent possible in order of priority.

While the primary statement of U.S. objectives is contained in National Security Council policy documents, these documents are not always available to the field. However, the Operations Coordinating Board documents which are closely related to the NSC documents are available. Full use should be made of these NSC and OCB reports as guides to the country team in its annual restatement and refinement of U.S. objectives.

Other sources which state in general terms the U.S. objectives are the basic Mutual Security legislation, the Agricultural Trade Development and Assistance Act (PL 480) and the related Congressional history of these documents.

More specific guidance is provided in the Annual Policy Guidance issued by the Coordinator of the Mutual Security Program. Additional guidance on areas of specific interest and concern is provided by the Department of State, the Department of Defense and ICA.

The Coordinator's Annual Policy Guidance provides both general direction, and where necessary to supplement or emphasize points of significance, specific country guidance.

The USOM in cooperation with other members of the country team, and subject to approval by the Ambassador, should refine U.S. country objectives to the extent necessary to provide a clear basis for program development. In those instances where available policy guidance has become obsolete, the USOM, in cooperation with other members of the country team, should recommend changes in accordance with established procedures. In such instances, Washington should be notified at the earliest possible time that the country team believes a basic shift in assumptions is necessary. The team should then continue with the analysis it believes necessary without waiting for Washington concurrence. Review will take place as part of the regular program review process.

B. Current Country Situation

Describe those elements in the country situation which are relevant to U. S. interests and provide the background for determining U. S. assistance programs. Within this framework, describe recent political and economic trends, and include relevant social, cultural and institutional factors. Wherever appropriate, cover relevant military or strategic aspects of the current situation. Take into account the country's national aspirations and policy goals.

The analysis of the economic situation should relate to and be consistent with the economic tables in the Country Program Book and to the country material contained in the ICA Regional Data Book. However, it should not be confined to the use of total aggregates of national income or balance of payments. Such an analysis depends heavily on the country team's evaluation of the relative significance of the various forces at work in the economy and its assessment of the principal factors which have led to the present economic situation. An appraisal of the current strength and stability of the economy is also required. Where relevant statistical data can be obtained, these should be used to illustrate the qualitative judgments reflected in the analysis.

Since the U. S. is interested in long run as well as short run aspects of country development, it is useful to attempt quantitative economic measurements for every country, even though these measurements may not serve in the short run as important guides for developing annual U. S. economic programs. Whether or not a tabular presentation of gross national product by industrial origin can be made, the analysis should cover the major problems in key sectors such as agriculture, forestry, mining, industry, transportation and communications, with particular emphasis on prospects and potential for long run growth.

The discussion and analysis, therefore, should include both qualitative and quantitative aspects. The basic problems and obstacles impeding desired changes should be identified and examined in terms of both the human and material resources required to bring about such changes. Political, institutional, structural, social, and cultural factors,such as land tenure arrangements, legal and tax systems, concepts of family and clan, interplay of class and regional interests, and other factors should be evaluated where pertinent. In addition, the effect of governmental actions and policies, public attitudes and pressures, and the activities and influences of political, economic or ethnic groups, where relevant, should also be taken into account.

Include an appraisal of the essential skilled manpower needs of the country for support of economic development programs (e.g. needs for administrators, teachers, engineers, agronomists, doctors, nurses, etc.). It is recognized this information generally does not exist, more especially in any organized form, and a detailed survey is not requested here. For the purpose of this Country Program Book submission, the USOM's best judgment of the current country situation in this respect is desired. Efforts should be made to focus the attention of the country on the importance of developing such information as a basis for future country planning to utilize the full potential of its human resources.

Finally, include a summary statement of the country's recent social and economic progress. Progress made during the past year, in particular, should be assessed so as to highlight any significant changes since the last such analysis. It is realized that the factors for appraising progress may differ from country to country and that it may not always be possible to demonstrate improvements or retrogression statistically. Those factors should be selected which will assist in indicating most clearly progress or lack of progress toward solution of the main problems impeding the country's social and economic development, including progress attributable principally to the country's own efforts as well as to external resources. Reference should be made to the economic data in the "C" and "D" tables for supporting statistics.

C. Economic Forecast

This section consists of (1) a forecast of the economic situation likely to prevail in the host country over the next three to five years, and (2) an appraisal of the implications of that forecast in terms of long range U. S. objectives in that country. The purpose of this section is to provide a setting for, and to test the adequacy of, all contemplated U. S. programs in the country.

1. Forecast - The economic forecast should take as its point of departure the country team's evaluation of the economic situation presented in Part I.B., "Current Country Situation". It should rest on an extrapolation of economic trends discussed in the "Current Country Situation", as they may be modified in the future by expected actions of the cooperating country or by the U. S. and other external assistance programs. Assumptions with respect to ICA assistance for the budget year should be based on the program proposed by the USOM in Part II.E., "Proposed Program for the Budget Year" which in turn flows from the total analysis. Assumptions with respect to other external assistance should represent the country team's best estimate of the amounts and types of aid likely to be forthcoming from these sources based on its analysis in Part I.D., "Role of External Assistance". Where it has been determined that U. S. objectives

require that certain minimum levels of economic activity must be reached or certain changes in the economic structure must be effected, the forecast should reflect the anticipated results of U. S. actions and the degree of progress expected. Where no such minimum levels of activities or changes in the economic structure must be achieved to attain U. S. objectives, the forecast should not be construed to contain or reflect targets or goals.

The economic forecast should consist of a realistic appraisal of expected developments over the next three to five years in the total economy and its major sectors. It should discuss, to the extent necessary, the major economic aggregates, e.g., gross national product, consumption, investment, central government finances, and international trade and payments position; anticipated changes in the structure of the economy, population, economic institutions and policies, debt repayment capacity, and other relevant economic factors. If the cooperating country has an economic development plan of its own, this may be an appropriate source of information for developing much of this analysis. The country's own attitude toward work and savings and its ability to utilize available resources effectively should be taken into account.

As in the "Current Country Situation" section, the analysis should include quantitative measurements as well as qualitative judgments. Throughout this section, the narrative should be in agreement with, and should explain, data contained in the "C" tables. In the preparation of the "C" tables and this narrative, it is important to follow the guidance contained in the instructions accompanying the "C" tables.

In general the "C" tables call for projections at least through the calendar year in which the budget year ends. Projections beyond that point may be made at the discretion of the USOM.

In addition, where ICA programs play a major role in the economic activity of the country, government revenues and expenditures, exports, imports, and sources of financing for trade deficits should be estimated in quantitative terms for any further period considered relevant for the evaluation of program proposals. Where this is done, the "C" tables should be extended as necessary. The analytical discussion should be consistent with these projections, and should make clear the assumptions underlying them.

It may well be that a realistic forecast will indicate economic stagnation or even retrogression in the cooperating country for the foreseeable future. This conclusion would constitute useful information to various U. S. agencies, even though the proposed U. S. programs may involve no more than, say, a modest Technical Cooperation or International Education Service program.

2. <u>Implications of Forecast in Terms of Long Range U. S. Interests</u> - Having made its forecast of the main economic variables, the country team should comment briefly on the implications of this forecast in terms of long range U. S. interests and objectives in the country. Specifically, the opportunity is provided here to discuss the long run implications for total external assistance.

D. The Role of External Assistance

In this section, discuss the role of external assistance in its relation to the economy of the cooperating country, present and potential programs of foreign governments, international organizations, business enterprises, or private institutions, which provide technical, economic or other forms of assistance. The purpose of such consideration is to provide the basis for an appraisal of the total external resources and techniques available to the country from all sources, in relation to the country's own material and human resources.

The impact of external assistance in specific areas of the economy should be noted, as appropriate, based on the detailed presentation in Table D-1, "Summary of Assumptions Regarding External Assistance". Further elucidation of the material in the Table may be made here, examining the influence of other bilateral programs such as Sino-Soviet bloc aid, etc.

The amount and types of external assistance which the cooperating country can effectively absorb but which it cannot finance on its own should be discussed. The firmness of assumed assistance from sources other than ICA should be indicated and its implications for the level of ICA assistance appraised.

The USOMs in defense support and certain other countries specified by ICA/W should review with particular care the Military Assistance Program guidance, the most recent MAAG program submission, and the country team reply to the joint State-ICA-DOD Airgram G539 of April 20, 1959 in order that any differences of view may be identified and explained fully in the Country Program Book. The proposed defense support level should be coordinated with the MAAG.

For current information on past external assistance from all sources, USOMs may refer to the external assistance page of the ICA Regional Data Book.

PART II - ICA ADMINISTERED PROGRAM

A. Role of the ICA Administered Program

This section should include a concise analysis of the relationship of the ICA program as a whole to the U. S. interests and objectives in the country, and to other U. S. programs. It provides the fundamental rationale for the kind and size of program proposed in the subsequent sections dealing with problems, program goals, and program content. This is the first point in the analytical process at which attention is fully focused on the ICA program. It provides an opportunity to explain the raison d'etre and broad purpose of the proposed ICA program and to define its role with respect to other U. S. programs in the country. Where it is determined that the ICA program must be responsive to two or three broad U. S. policy objectives, this should be indicated in the narrative with appropriate explanation.

In preparing this section the following questions should be considered:

1. Why is an ICA program required to attain U. S. objectives?
2. What must the ICA program accomplish if those U. S. objectives to which it is addressed are to be achieved?
3. How is the ICA program to relate to other U. S. programs in the country (MAP, DLF, P.L. 480, Ex-Im Bank, etc.) in terms of purpose, and relative importance?
4. How does the ICA program relate to the cooperating country's own program or aspirations for development?

The description and analysis of the "Role of the ICA Program" must be precise and clear since it provides the essential basis for identification of problems to which the program must be addressed.

B. Magnitude of Aid and Factors Determining Aid Levels

In this section indicate the magnitude of aid proposed by each major function (e.g., DS, SA, TC) and the basic reasons for the level of aid, (e.g., budget support, balance of payments assistance, individual projects, etc.) A concise summary statement should be provided of factors which have been most decisive in the determination of the total aid level proposed, the level for each major function, and for the level of both project and non-project aid. This statement should be directly responsive to Section 537(f) of the Mutual Security Act and answer the question "Why is this particular aid level rather than a higher or lower one necessary, and how was it derived?" The details of program content should be discussed in Part II.D.

In some countries aid level is determined by the summation of required financing for certain listed activities. In these countries, the process of analysis dictates fairly precisely the magnitude of the program which must be undertaken. Thus, having identified U. S. interests and objectives, and defined the role of the ICA program, USOMs should identify problems to be reduced by ICA activities, establish program goals to be met by activity of the cooperating country, ICA and other external assistance, set activity targets, and cost out the relevant ICA financing for such activity targets. The program content and scope, as well as magnitude, are developed in this order and sequence for such countries.

However, it is recognized that this process of analysis from the "Role of the ICA Program" to the many separate specific activities may not be the primary determinant of an aid level in certain country situations. Where specific political considerations, for example, rather than the economic or military factors in the situation, are the over-riding factors determining the level of aid, these should be carefully spelled out. Program content within the aid level would then derive from the problem analysis - program goal process. A valid underlying economic or military - economic case should not be overlooked, however, merely because there is a current over-riding political interest.

For those countries where the broader analysis is based on the filling of an economic requirement dictated by a U. S. policy objective and the role of the ICA program, summarize carefully (1) the key factors which determine the requirement, and (2) assumptions on the availability of external resources (P.L. 480, DLF, Ex-Im Bank, IBRD, private investment, etc.) to meet the requirement. This summary should draw upon the detailed analyses in Parts I.B, I.C, and I.D, above.

The relevance and weight accorded to the different elements considered in determining aid levels will vary from country to country. Thus, the statement in this section should set forth the extent to which the proposed aid level (1) is simply a summation of the costs of specific activities separately derived through the foregoing analytical process, (2) is dictated by political or other special considerations, (3) reflects the application of a broader type of analysis, or (4) is a combination of these different approaches. Explain the effect of existing program pipelines in formulating the aid level proposal.

In determining the level of aid in defense support countries it is important to carefully check Country Team Table No. 1, particularly the category "other materiel" submitted by the MAAG to prevent omissions and duplications in commodity requirements.

C. Problem Analysis and ICA Program Goals

1. General

It is important at this stage to fix clearly in mind the sequence of steps in the analytical process which begins with U. S. Interests and Objectives (Part I.A) and ends with the Proposed Program (Part II.E). After having defined U. S. objectives (i.e., those U. S. interests which are believed to be of sufficient importance to require some form of U. S. action), there follows the statement of the Role of the ICA Program which sets forth the purpose of the ICA program as a whole. Problem Analysis, the next step in the sequence, identifies those problems which must be eliminated or reduced if the ICA program is to accomplish its purpose. Program Goals delineate the type and magnitude of the change which ICA activities (project and non-project) should bring about if the problems are to be eliminated or reduced. With the delineation of Program Goals, it is then possible, by this analysis, to propose activities which will lead to the achievement of these Program Goals.

The basic purpose of this analytical process is to provide the criteria for determining what activities should be undertaken and a yardstick to measure accomplishment. The key to its proper application is recognition that the determination of each step in the sequence prescribes the scope and character of the step that follows.

2. Problem Analysis

For the purpose of analysis within the content of the Country Program Book, the term "problem" is defined as any situation or circumstance within the country's social, political and economic situation which must be altered (eliminated or reduced) if the ICA program in that country is to accomplish its purpose.

Each problem should be stated concisely, and an explanation given of the reasons why its solution or reduction will contribute directly to achievement of the U. S. objectives to which the ICA program is addressed (Part II.A). The identification of problems should be the result of a broad analysis of the total country setting, including an examination of the various indicators of economic, political and social conditions and trends. This section should be based on and derived from the discussion in Part I. Once identified, each problem should be clearly defined so as to permit a meaningful discussion of its nature and magnitude and the establishment of program goals for its resolution. Problems identified for the purpose of the Country Program Book should be defined in terms of causative relationships and not merely by description of symptoms or end results. The scope of these definitions may, if desirable, extend so far as to take up a whole basic sector normally employed for economic analysis (roughly parallel with fields of activity).

Each problem should be sufficiently well defined to permit clear recognition of the task to be accomplished without requiring extensive further breakdown and definition. Thus "excessive dependence on imports to meet food requirements" (defined quantitatively) or "increasingly non-competitive exports," or "dependence on one export product" is preferable as identification of a problem to, for example, the generality "weak balance of payments" which does not provide a meaningful guide for setting program goals and planning ICA activities. Similarly, problems stated in such general terms as "poverty" or "low standard of living" fail to indicate what is distinctive or characteristic of the specific situation described. To cite "subsistence level agriculture absorbs 75% of the work force and growth of agricultural output is less than population increase" as a problem, is closer to the kind of problem identification desired, since it has picked out sector problems more specifically. Still closer analysis and identification would be more useful. Other examples as indicators of what is sought may be: "low agricultural productivity in terms of output per acre or per man"; "no facilities for transportation of goods between northern and southern half of country"; "absence of institutions for financing the development of small industry"; "high incidence of debilitating diseases in primary agricultural producing areas"; misdirected use of resources because of inadequate development planning, poorly organized and staffed by untrained administrators."

3. Program Goals

"Program Goals," as used in this context signifies what must be achieved to reduce or eliminate a Problem. A Program Goal serves to identify and measure the change that must be effected. A Program Goal may in some instances be the converse of a Problem. It consists of three elements: the magnitude of the change required; the time necessary to bring this change about; and, where possible, a yardstick to measure progress.

Having analyzed the Problem, it becomes necessary to delineate more precisely the actual area proposed for ICA program activity. It is at this point that Program Goals are determined. The statement and description of Program Goals should permit a clear understanding of their part in reducing or eliminating a given Problem. Non-ICA activities contributing to the solution of this problem should also be noted briefly.

At this point, it may be useful to stress the importance of establishing satisfactory means of quantitatively measuring and realistically describing Program Goals. Satisfactory measurement depends upon a precise statement of goals. Wherever possible, the statement of the goal should be in quantitative terms and related to specific time periods as, for example, "increase in agricultural production per acre by 20% by 1962 in order more nearly to achieve self-sufficiency in food at current levels of consumption" rather than simply "increase in agricultural production." However, qualitative descriptions of goals are always valuable and may provide the only measure available as, for example, "establishment of improved development planning methods in key ministries and the organization of an effective central development planning agency."

Both quantitative and qualitative indicators of progress may be usefully applied in relation to particular goals and should be cited in relation to Program Goals in Part II.D, "Program Progress to Date." There may be only one, or a whole series, of appropriate indicators of progress toward a particular goal, depending on the nature of the goal involved. Direct indicators of progress towards a goal (e.g., 5% reduction in illiteracy per year) are usually preferable, but sometimes indirect indicators (e.g., increase in the number of students graduating from classes in which reading is taught as a measure of increasing literacy) are the only ones available, or are more reliable in view of the kind of data that can be realistically assembled on a sound statistical basis.

4. Activity Targets

While Program Goals indicate the specific changes necessary to reduce or eliminate a Problem, "Activity Targets" indicate the end result expected of each non-project and project activity. Generally, the combined impact of several activities will be required to meet a Program Goal. An Activity Target, for example, may be "the establishment and staffing of fourteen agricultural extension centers by 1963.," or "the provision of coal-mining equipment for operations at X". An Activity Target should be established for each project and be fully discussed on the E-1 form for that project. Similarly, activity targets may be set for each sector of a commodity import program or for the non-project sector as a whole, on the narrative accompanying the F-Table.

5. Narrative Format

The outline for the narrative for Part II.C, "Problem Analysis and ICA Program Goals", should in general be as follows:

a. Problem Analysis

Problem 1

Stated
Analyzed

Problem 2

Stated
Analyzed

Etc.

b. Program Goals

Program Goal 1

Stated
Described

Program Goal 2

Stated
Described

Etc.

This outline, however, may be adapted or altered in whatever manner deemed appropriate for the most effective presentation of this section.

6. Schematic Listing

"The Problem Analysis and ICA Program Goals" section should be followed by a schematic summary showing the relationship of problems, program goals, ICA program activities, cooperating country and other external assistance activities. Activities listed should be restricted to those which are primarily directed at the Program Goals. Summary of the over-all Country Program Book analysis in this manner assumes, without requiring restatement here, a clearly established relationship between Problems, Role of the ICA Program, and U. S. Interests and Objectives.

The following form should be used for this listing:

	Program Goals	ICA Activities	Cooperating Country Activities	Other External Assistance Activities
PROBLEM 1	a	(1)	(1)	(1)
		(2)	(2)	(2)
		(3)	(3)	
			(4)	
	b	(1)	(1)	(1)
		(2)	(2)	(2)
			(3)	

D. Program Progress to Date

Under this heading provide a frank assessment of progress of the ICA program as a whole. Progress, or lack of progress, should be appraised in terms of the role of the ICA program and the specified program goals, normally as defined in the Country Program Book for the prior year and as measured against any revisions in the current CPB. Include examples of program accomplishments and cite major difficulties or impediments as well. Indicate the time period covered, and stress any factors which are new or changed during the past year.

Evidence of recent economic or sociological improvements within the country, attributable to U. S. aid programs in the country, should be included here. Some duplication of the material on the country's progress to date in Part I.B may be inevitable, but is desirable for the sake of emphasis. Accomplishments should be reported, preferably in measurable terms, but qualitative indicators of progress toward the solution of problems through achievement of program goals may also be included in this analysis. This section affords an opportunity to assess the country's receptivity to the program, its willingness to adapt new techniques, and its increased ability, if any, to execute and absorb significant segments of the program.

Major obstacles to program progress should be indicated, focussing on factors other than those covered in the section on "Problems" (Part II.C). Administrative difficulties, such as significant lags in commodity procurement or in technician recruitment, may be cited here as well as such basic factors as lack of interest or cooperation of elements of the cooperating government.

Where it is determined that as a result of ICA participation a project has had unusual impact or success, it is urged that a description be supplied in detail and depth stressing the "before and after" aspects and the implications of this success. If a project has been judged a failure it should also be discussed for its subsequent implications in programming.

E. Proposed Program for the Budget Year

1. Program Content

In this section summarize the content of the program proposed for the budget year by major components (as reflected in detail in the individual narratives and supporting tables for project and non-project aid — i.e., "E", "F" and "G" tables). Describe the main types of activity contemplated and discuss the reasons for the program emphasis reflected. Give particular attention to any significant recent program trends and to any re-appraisals and readjustments in the program since the previous year's submission. Indicate what activities are being curtailed and what new activities, if any, are planned. Compare the program content for the budget year with the content and direction of the program for the actual and operational years.

The magnitude and character of the proposed section 402 component should be stated together with any necessary explanation as to why it cannot be larger. Likewise the magnitude and nature of the loan component, if any, should be indicated together with any necessary explanation as to why it cannot be larger or why such assistance cannot be provided by other lending agencies.

This section should thus focus on program content and direction in the budget year. The specific details of the level of aid proposed appear in the "E", "F", and "G" tables with detailed justification of the individual components in the accompanying narratives; the rationale for and method of arriving at the specific levels of aid by major program functions is covered in Part II.B. For missions with programs under several functions, this section may be presented as follows:

(a) General Comments

(b) Defense Support or Special Assistance

(c) Technical Cooperation

(d) Other (Malaria Eradication, etc.)

(e) Local Currency (PL 480 and Other)

2. Participation of Cooperating Country in Program Planning

It is basic ICA policy that the USOM will work jointly with the cooperating government in its development of future plans and programs. A relationship with senior officials of the cooperating government should be established which permits such planning well in advance of Congressional action and which foresees the possibility that Congress may not appropriate the money required to execute such plans and programs. Such a relationship will permit advanced planning to be initiated earlier, to extend over a longer period, and to reflect cooperating country thinking in the program proposed in the budget year submission.

The USOM must first establish the basic understanding that engaging in such discussions does not assure the availability of funds but simply moves planning into a stage from which funds may be requested, and then if funds are made available, enables more rapid and efficient execution of plans.

Recognizing the existence of delicate political factors that may sometimes be involved, the guidance of the Ambassador should be sought in such instances to determine how far and through what procedures discussions of this character can and should be pursued in any given country.

Worldwide progress in establishing this procedure of advance planning on a joint basis will assist greatly in (1) eliminating much of the need for classification of aid levels and supporting economic data; (2) making the programs presented to Congress firmer and closer to the programs that will finally be executed; and (3) accelerating the execution of operational programs once funds have been appropriated.

The signing of project documents by cooperating country officials is dealt with in the instructions relating to the "E" tables. Decision in this matter must be made in the light of an individual country situation after full consideration of all factors involved. The specific aid levels to be proposed by the country team should not be discussed with cooperating government officials.

3. Degree of Firmness of the Budget Year Program

Indicate here the extent to which the cooperating country has participated in the development of, and concurs in, the program proposed. Assess the probability, in the event the proposed U. S. aid is approved and made available, that the program as presented will be executed without major change. Deal, as appropriate, with the program as a whole and with its major individual components.

4. Program Limitations

USOM should give its appraisal of currently unavoidable limitations or inadequacies of the program proposed for the budget year in achieving the program goals. This statement should give the reasons for such weaknesses and outline proposals for overcoming them in the budget year and for the future.

CHAPTER II

THE COUNTRY PROGRAM BOOK

INSTRUCTIONS FOR PREPARATION OF TABULAR MATERIAL

This section provides instructions for completing the tables which support the narrative discussion described under Chapter I. above. These tables are divided into two parts: (1) those supporting the narrative discussion of the Setting for U. S. Programs, and (2) those providing the detail of the ICA Administered Program.

TABLES IN PART I

SETTING FOR U. S. PROGRAMS

I. General Instructions for Economic Forecast Tables

A. This section sets forth the technical instructions to be followed in the preparation of the Economic Data Forecast Tables (C-Tables) of the Country Program Book. These tables consist of four forecast forms: Gross National Product (C-1); Population, Production, Prices, and Reserves (C-2); Central Government Finances (C-3); and Balance of Payments (C-4).

B. The Economic Data Forecast Tables are designed to furnish a uniformly defined set of basic economic indicators which are used in conjunction with the detailed narrative economic analyses and evaluations in the Country Program Book. Specific additional economic statistics needed for a particular country or purpose may be requested by ICA/W on an ad hoc basis to supplement the C-Tables.

C. For directions on how these tables are to be used in the programming process and for assumptions and guides in making the projections called for, refer to Part I, Setting for U. S. Programs; specifically section C--Economic Forecast. Projections, as noted there, should be based on a realistic appraisal of expected developments in the total economy and its major sectors. Such projections should run at least through the calendar year in which the budget year ends. Use continuation sheets to explain the technical methods used in making these projections.

D. For convenience of reference in the following technical instructions, past calendar years will be termed "actual"; the current calendar year will be termed "estimated"; and ensuing years will be termed "projected." Thus, for tables prepared in 1959, the years 1957 and 1958 are "actuals," 1959 is "estimated," and 1960 and 1961 are "projected."

E. Regional Data Books as Basic Reference Source

1. USOMs should use the ICA Regional Data Book as the basic reference source and guide for general economic statistics and trend information on the cooperating countries. The material in these books reflects the best available data from the standpoint of reliability of source, assurance of continuity, uniformity of reported series, uniformity of bases, and adherence to accepted conceptual standards for measurement and comparison.

2. Certain broad standards, followed in the ICA Regional Data Books and outlined below, should serve the USOM as a guide in its selection or substitution of economic data for analytical or programming purposes. In most of the less developed countries there are few data which can be considered as unquestionably "correct." The comparative worth and reliability of the available statistics must be appraised to adopt those series most suitable for ICA purposes. In brief, the adoption of a particular series is generally determined by:

a. Whether it is regularly screened by reliable specialists, such as the International Monetary Fund for balance of payments, the U. S. Department of Agriculture's Foreign Agricultural Service for agricultural production, the United Nation's Organization for certain demographic statistics, etc.;
b. Whether it can be regularly maintained on a consistent basis, especially in those cases (GNP, prices, population, etc.) where trends are often more important as indicators than are absolute values;
c. Whether its compilation is in accord with definitions and procedures which have been developed for specific ICA purposes, such as central government finance figures which reflect budgetary data on a consolidated basis and therefore permit a more meaningful analysis of total revenues, defense burdens, etc.;
d. Whether the base year is appropriate and whether it is a base common to other economic series within the country to which it has to be related for analytical purposes. In the ICA Regional Data Books, production, prices, and certain other series of a particular country are generally on a base year common to comparable data series of other countries in the region, so that required regional and world comparisons and studies will be facilitated. The choice of a 1953 base for this purpose was determined by the fact that both UN and IMF publications generally show 1953 as the base year. (To change a series of index numbers from one base to another base period, it is only necessary to divide the original series of index numbers by the index originally given for the desired new base period, and then multiply by 100).

3. USOMs are encouraged to discuss with the Office of Statistics and Reports, ICA/W at any time in the year changes or modifications in the Regional Data Book they consider advisable, since the continued improvement of the economic statistics used in programming and analysis is a mutual goal.

F. Benchmark Guides for Preparation of Economic Data Forecast Tables

1. To assist the USOM in the preparation of the C-Tables, ICA/W provides each USOM, prior to the required Country Program Book submission, the appropriate country section of the Regional Data Book, updated with the most current revisions, and also C-Table worksheets containing benchmark entries, where these are available, for the prior year or "actual" data called for in the tables. USOMs should use these Regional Data Book sections and C-Table worksheets for entries of "actual" data in preparing the C-Tables. If later or more complete data become available to the USOM, these should be substituted insofar as they are in accord with the standards described in paragraph E. 2 above. Where substitutions of such data are made by the USOM, however, such substitutions should be accompanied by an explanation of why alternative data were used, and by a discussion of source reliability and prospects for their continuity. It is important that substituted series be available to ICA/W on a continuing and consistent basis. Similar explanations should accompany new data series forwarded by the USOM.

2. It is recognized that the availability and reliability of the economic data required by the forms are very poor in many countries. Nevertheless, the USOM should do what it can, explaining in the footnotes to the C-Tables the necessary caveats to be observed as to the reliability or usability of the statistics submitted. This is particularly necessary when unpublished data are used. The trend of a series over a period of time is most important, especially in agricultural and industrial production, GNP, investment, etc. USOMs should review such data carefully and judge whether reported trends appear to be consistent with other available information.

INSTRUCTIONS TO ACCOMPANY GROSS NATIONAL PRODUCT (TABLE C-1)

I. Function

This table summarizes the economic activity of the country. ICA/W has adopted "Gross National Product at Market Prices" as the broadest quantitative expression of the over-all output of the country and of the utilization of this output. Estimates and forecasts therefore should take into account the totality of economic activity (goods and services, both public and private).

II. Concepts and Definitions

ICA/W in standardizing the use of "Gross National Product at Market Prices" has adopted the national accounts concepts of the United Nations. These concepts differ somewhat from the definitions in the Foreign Service Manual (III FSM 120 through 124b). The definitions of the U.N. were chosen in preference to those in the Foreign Service Manual since most countries are already reporting according to the U.N. definitions. Summary definitions may be found in the U.N. publication "Yearbook of National Accounts Statistics." More detailed information on the structure of national accounts may be found in A System of National Accounts and Supporting Tables, (Studies in Methods, Series F, No. 2), United Nations, New York, 1953.

Gross National Product at Market Prices is the market value of all goods and services attributable to the factors of production supplied by residents of the country. In some countries this aggregate is labelled "Gross National Expenditure" or "Expenditure on Gross National Product."

In some countries, national accounts aggregates are published on a basis other than Gross National Product at Market Prices and must be converted. To aid in making the required adjustments, the following definitions of the various national accounts aggregates and their relationship to GNP at Market Prices are presented:

Gross National Product at Factor Cost	equals	Gross National Product at Market Prices minus indirect taxes (taxes which usually are reflected in prices) plus subsidies (government payments to stabilize prices or income; these have the reverse effect of indirect taxes).

Net National Product at Market Prices	equals	Gross National Product at Market Prices minus depreciation allowances for fixed capital consumed in the production process.
Net National Product at Factor Cost or National Income	equals	Gross National Product at Market Prices minus indirect taxes plus subsidies minus depreciation allowances

If the national accounts aggregates compiled by the country do not represent GNP at Market Prices, it will be necessary to estimate indirect taxes, subsidies, and depreciation allowances in order to arrive at GNP at Market Prices.

A national accounts aggregate frequently encountered is "Gross Domestic Product at Market Prices." In most countries where this aggregate is prepared it is accompanied by a figure for GNP at Market Prices and no estimation is required to be made by the USOM. However, for a number of underdeveloped countries, where there are large foreign-owned investments, the concept of Gross Domestic Product is important for USOM analysis of economic problems. Gross Domestic Product is defined as the value of all goods and services produced within the country whether by "resident" or "non-resident" factors of production. Stated another way, it represents GNP at Market Prices adjusted for so-called "Factor Income Payments" which are (1) payments to non-permanent residents for "services" to the domestic economy, and (2) receipts of country nationals for "services" rendered to foreign countries. "Factor Income Payments" consist chiefly of transfers in the form of dividends, branch profits, interests, and rents abroad, undistributed earnings of foreign-owned enterprises, and salaries of employees of foreign firms who are not nationals of the country, and of foreign consultants and technicians.

Factor Income Payments in underdeveloped countries consist almost entirely of "payments to abroad"; "receipts from abroad" are negligible. Hence, for these countries Gross Domestic Product at Market Prices is equivalent to Gross National Product at Market Prices plus "Net Factor Income Payments to Abroad." (See last paragraph of Instructions for "Net Foreign Balance").

III. Coverage of "Non-Money" Economy

In the underdeveloped countries attention should be directed to the inclusion of the "non-money" segment of the economy in the GNP estimates. The "non-money" economy is of importance particularly where subsistence agriculture sustains a large part of the population. Under these conditions agricultural output may be consumed by the producer or bartered and thus not enter the market economy.

IV. Explanatory Information and Comments Required

Use a continuation sheet in conjunction with the C-1 Table to provide a narrative statement of the following:

A. The national organization which is responsible for the national accounts data on which the data in Table C-1 are based.

B. The type of aggregates compiled by the cooperating country.

C. The latest data available.

D. A brief description and critical review of the method of national accounts compilation.

E. A statement as to whether the country has a GNP series at constant prices, and if so, how it is derived.

F. Method and type of deflator used by the USOM to convert the current price series into a constant price series.

G. The reasons and extent of any major changes made in the GNP data since the last submission of Table C-1.

H. The new or revised method the cooperating country uses for its national accounts compilation, if the country has basically revised its national accounts series. Submit this new series to ICA/W either in the form of the original publication or as a special table within the narrative statement.

I. If available, a breakdown of Gross National Product or National Income "by industrial origin," i.e., by agriculture, mining, industry, commerce, etc. This information is particularly useful for ICA/W's review and background information.

J. The economic assumptions upon which the current estimate is based.

V. Special Instructions on Line Items

A. Net Foreign Balance

1. The Net Foreign Balance, measuring the net additions to or net subtractions from the Gross National Product that result from foreign transactions, is generally taken directly from Table C-4, Line 11, "Balance on Goods and Services." Use the same figures for both the current and the constant price series. It is generally impractical to adjust the Net Foreign Balance for price changes. The plus (+) sign and the minus (-) sign are reversed in Table C-1 from those shown in Table C-4. Thus a deficit in Table C-4, i.e., a net inflow of goods and services, is shown with a plus (+) sign in Table C-1 because it increases the amount of goods and services available for domestic consumption and investment. Correspondingly, a Balance of Payments surplus shown with a plus (+) sign in Table C-4 represents an outflow of goods and services and appears with a minus (-) sign in Table C-1.

2. An exception to the recommended use of the data in Line 11 of Table C-4 as the "Net Foreign Balance" in Table C-1 arises in a few countries where current account transfers of emigrant remittances, donations, and private cash gifts are large. For such countries, notably Greece and Israel,

deduct these items from Table C-4, Line 11, to arrive at the "Net Foreign Balance" in Table C-1; describe the adjustments in a footnote on the continuation sheet.

3. For a few countries where foreign investments dominate the economy of the country, it is important that ICA/W be informed of the amount of the net factor income paid abroad. Supply this information as an explanatory note. This is significant in only a few countries, e.g., Iran, Liberia, Libya, and Venezuela. (See discussion of "Gross Domestic Product" above).

B. Total Available Resources

This summary figure is the total of the goods and services available for domestic use. It equals the sum of GNP at Market Prices plus or minus Net Foreign Balance. By definition it is also the sum of Total Consumption and Total Gross Investment.

C. Consumption - Private

"Consumption - Private" comprises expenditures by households (and individuals), and private non-profit institutions on goods and services for final consumption. Expenditures by households for new dwellings are classified as "investment"; expenditures for other durable consumer goods are included in consumption. If gifts in kind are included in Net Foreign Balance, they are to be reflected in Private Consumption.

D. Consumption - General Government - All Levels

1. "Consumption - General Government - All Levels" consists of compensation of employees and purchases of services and non-durable goods by the General Government sector less sales of goods and services.

2. The General Government sector covers all central, state, and local government agencies other than those defined as "government enterprises," irrespective of the treatment of these agencies in the government accounts of the cooperating country. Particular attention is called to the requirements: (1) that General Government Consumption excludes expenditure for goods and services by government enterprises, (such as railroads, post offices, public utilities, communications, and public housing), and (2) that all Defense Expenditures are treated as "consumption" because of the difficulty of defining "defense investment."

3. The amounts shown on the current price basis are to be larger than Item B-1 plus Item B-6 of the "Consolidated Statement of Central Government Finances," Form 10-74, (exclusive of transfer payments such as pensions and general assistance) because the latter does not cover consumption of regional and local governments.

E. Definition of Gross Investment

1. Gross Investment represents the value of purchases and "own-account" construction of fixed assets (civilian construction and works, machines, and

equipment including planning and research needed for the investments) by enterprises, private non-profit institutions and the General Government sector. No deductions are made for depreciation allowance. As noted above, General Government expenditure of a capital nature for defense (excluding civil defense) is treated as General Government consumption expenditure. Expenditures by individuals on new housing (structures--not land) are treated as Private Investment; expenditures by household for other consumer durable goods are treated as Private Consumption.

2. Changes in stocks which measure the increase or decrease (expressed as a value) of the physical quantities of raw materials, work in progress, and finished goods are included in Gross Investment. Since changes in the stocks of government trading corporations, such as cocoa or rice marketing boards, are reflected in private investment, no estimates of changes in stocks held by the General Government sector are necessary. If the National GNP data provide separate data for changes in stocks, show them in a special footnote on the continuation sheet. If sharp fluctuations of total gross investment originate from sizeable changes in stocks, make an appropriate note of explanation.

F. Private versus General Government Sectors

1. Where gross investment cannot be broken down the total figure is acceptable.

2. If separate investment figures can be provided, show the investment of all government enterprises (such as railroads, post office, public utilities, communications, and public housing) as private investment, as indicated above in accordance with the "UN System of National Accounts." Include also the investment of government trading corporations, such as agricultural marketing boards or monopolies, in the private sector, especially the changes of their stocks as described above.

G. Investment - Private (Including Government Enterprises)

1. "Investment - Private" includes essentially the investment of the business sector of the economy, such as industrial and commercial enterprises, as well as government enterprises as described above. Agricultural investment also plays an important role in capital formation, especially in the less developed countries. Generally, the least comprehensive and reliable data are available for this type of investment; therefore, a considerable amount of estimating and imputing is required. Also included in private investment are all capital outlays for public and private housing construction (whether for commercial renting or homeowners' use).

2. Where possible, an estimate of the amount of investment made in government enterprises (as contrasted with privately owned enterprises) should be shown in a footnote to line 1, D.1. of Table C-1.

H. Investment - General Government - All Levels

1. "Investment - General Government - All Levels" comprises essentially the capital outlay for the sovereign and administrative functions of

government such as road building, building of schools, hospitals, and other government structures, flood control and irrigation completed by the government's own employees as well as that done under contract by private firms.

2. General Government gross investment includes not only the capital outlay of the central government, but also that of states, regions, provinces, counties, and municipalities, etc. For checking the validity of the cooperating country's estimates of government investment on a current price basis, the "central government expenditure" Item B7a(1) of Form ICA 10-74 may be used as a benchmark, making allowance for the capital outlay of the regional and local governments and certain items excluded from Central Government Finances, e.g., direct dollar project assistance.

3. General Government Investment in the national accounts concept excludes:

a. Purchases of land, existing structures and second-hand equipment.
b. Capital transfers to regional and local governments.
c. Capital transfers to government enterprises, such as railroads, etc.
d. Loans to the private sector.
e. Any portion of expenditures for defense. (All defense expenditures by definition are included in Government Consumption).

I. Current and Constant Price Data

Block 1(A) - Current Prices

Enter in Column (3) the USOM estimates for the current calendar year in terms of average prices expected for the year. Enter "actual" data for the two preceding years in Columns (1) and (2) in the prices prevailing in those years. Indicate in the narrative the data sources and assumptions used in estimating.

J. Block 1(B) - Constant Prices

1. All data in this Block are to be expressed in terms of the price level of the year shown in Column (2) except for the "Net Foreign Balance" which is shown in current prices.

2. Enter in Column (2) the same "actual" data as in Column (2) of Block 1(A) since this is the base year. Enter in Column (1) the "actual" data for the year preceding the base year data (Column 2).

Enter in Column (3) the USOM estimate for the current calendar year.

Enter projections for the succeeding two years in Columns (4) and (5).

Enter any additional projections in columns (6) through (9).

K. Preparation of Constant Price Data

1. In a few of the countries GNP estimates are available on a constant price basis; in such cases it is necessary only to shift to the required base period.

2. In most countries, however, the development of a constant price series requires the use of an appropriate "deflator" which reflects the changes in price levels. Application of the deflator to current price data gives an approximation of the relative amounts of real production from year to year, with distortions arising from price changes eliminated. In some under-developed countries it may not be possible to do more than to apply a single index to the total GNP. Usually, this will be the Cost-of-Living Index shown in Table C-2. However, in exceptional cases the USOM may find that the Cost-of-Living Index is not a suitable deflator because it reflects only the price changes in one or two cities of the country. In these cases either the wholesale price index, or a special index compiled by the USOM, may be appropriate. Shift the "deflator index" to the required base period /Column (2) year/.

3. In the analytical notes, record the method of deflation and the series used to establish the relationship between the current and the constant price GNP.

4. After USOM determination of a constant price GNP and Total Available Resources, satisfactory estimates of constant price Total Consumption and Total Gross Investment for columns 1(B)(1) and (3) can be made by the following procedure:

a. Compute the percentages of Consumption and Gross Investment to Total Available Resources as shown in current prices in Block 1(A).
b. Apply these percentages to Total Available Resources in Constant Prices as shown in Block 1(B).

L. Consistency with Related Economic Series

1. Review the GNP series resulting from the above process for consistency with other economic series shown in Table C-2, the broader coverage in the "Selected Annual Statistics" page of the Regional Data Book, or other important series. In countries predominately agricultural in nature, changes in total agricultural production have a substantial impact on the GNP. Therefore, a rising GNP accompanied by decline in agricultural production indices is subject to question. However, the change in GNP may differ significantly from the changes in agricultural production because of the counterbalancing effect of non-agricultural sectors of the economy such as trade, service industries, government, mining, manufacturing, etc. Exercise care against the general tendency to overvalue the extent of the agricultural contribution to total output, particularly in countries where data on other economic activities are scanty. In cases of marked variance in the movement of agricultural production and GNP in predominantly agricultural countries, indicate the reason for the variance.

2. The effect of export crops on the GNP should not be overemphasized since the major part of the agricultural production is for domestic consumption. The agricultural product data prepared by the Foreign Agricultural Service of the U. S. Department of Agriculture generally provides reasonable weights for exported and domestically consumed crops.

3. Since crop years and calendar years overlap, there is a major problem of determining the calendar year in which the effects of a particular crop are to be reflected in GNP calculations. Agricultural production is to be reflected in the Gross National Product at the time of harvest rather than at the time of utilization, sale, or export. If major changes in output, either bumper crops or crop failures, are shown in agricultural indices, indicate in the explanatory statement the GNP year upon which the impact of the change falls. These considerations are particularly important in tropical, monsoon and Southern Hemisphere countries. (See also instructions to Table C-2, paragraph II.F.2., "Agricultural Production".

M. <u>Verification of the Data</u>

1. The GNP figures published by ICA/W in the "Selected Annual Statistics" of the ICA Regional Data Book are generally those from the latest Country Program Book submission, in some cases modified by ICA/W; they may serve as a guideline for starting the Table C-1 of the current CPB submission. The data for the last year shown in the ICA Regional Data Book are preliminary estimates which should be revised in accordance with the statistics available on a full year's performance of the cooperating country economy. The USOM is encouraged to re-evaluate all GNP data in the light of new information available, especially if the country has made an over-all revision of its methods and procedures of estimating GNP or has changed some of its previous figures.

2. If there has been a basic over-all revision of level or methodology, revise and recompute the figures for earlier years and show them in the narrative statement or in a separate table. Include a comparison of the changes on a continuation sheet or in a separate supplementary table. In order to avoid distortions in the trend when the newly presented data are linked with the earlier series and to reduce the need for subsequent communications, review the relationship between the data presented in Table C-1 and those shown in the ICA Regional Data Book. Comment on the effect of changes in coverage, source, or method. For this purpose and for internal mission use, it may be useful to maintain in worksheet form a complete GNP series beginning about 1952. ICA/W frequently needs such series to answer special requests.

N. <u>GNP Trends in Constant Prices - (Block 2)</u>

1. Block 2(A): Convert the constant price data in Block 1(B) to index figures with Column 2(A)(2) equal to 100.

2. Block 2(B): Show the percentage of Consumption and Investment to Total GNP - (Total GNP representing 100%). Since the sum of Consumption and Investment differs from GNP by the amount of the Net Foreign Balance, the sum

of these items is not equal to 100% of the GNP where there is a sizeable "Net Foreign Balance." Show percentages to one decimal place, i.e., 49.9 percent.

O. Exchange Rate for Conversion Into U. S. Dollars

1. Show in Table C-1 the exchange rate used for converting GNP data.

2. The conversion of GNP into U. S. dollars depends on the exchange rate system in use by the cooperating country:

a. If the government has set up an "official" exchange rate (registered with the International Monetary Fund) which is used for all foreign transactions, apply the latest established exchange rate. Use the same rate as in the preceding submission unless a devaluation has since taken place.
b. In countries which have a single effective exchange rate for their foreign transactions, though not formally registered with the IMF, use this rate.
c. Where the official rate is only nominal, or where a multiple exchange rate system exists, use the rate which applies to the majority of the foreign trade transactions. Use the same rate as in the preceding submission unless this rate is considered to be unrealistic and out of date. If the rate is to be changed, give advance notice to ICA/W regarding the USOM proposal and the basis for the recommendation. ICA/W will examine the proposal and notify the USOM promptly.

3. In order to avoid abrupt, unrealistic fluctuations in dollar trend figures, it is the policy of ICA/W that the National Accounts data over a period of years be converted from the cooperating country currency into U. S. dollars by the use of a uniform exchange rate throughout the period covered. This ICA/W requirement applies to both constant price and current price data. For current price data the procedure is required by ICA/W even though the dollar figures in earlier years are understated. The same exchange rate, of course, is to be applied for the conversion of the central government finance data in Table C-3.

C-1	FORM ICA 10-103 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION COUNTRY ECONOMIC PROGRAM	COOPERATING COUNTRY	SETTING FOR U.S. PROGRAMS GROSS NATIONAL PRODUCT	C-1

1 ALL FIGURES IN $1,000,000 EXCHANGE RATE $1=	(A) CURRENT PRICES			(B) CONSTANT PRICES (Based On Price Level Of Year In Column 2)								
	Actual		Estimated	Actual		Estimated	Projected		Additional Projections			
	(1) CY	(2) CY	(3) CY	(1) CY	(2) CY	(3) CY	(4) CY	(5) CY	(6) CY	(7) CY	(8) CY	(9) CY
A. GROSS NATIONAL PRODUCT (at market prices)												
Per Capita GNP ($)												
B. NET FOREIGN BALANCE Inflow (+), Outflow (-)												
TOTAL AVAILABLE RESOURCES												
C. TOTAL CONSUMPTION												
1. Private												
2. General Government – All Levels												
D. TOTAL GROSS INVESTMENT												
1. Private (Incl. Government Enterprises)												
2. General Government – All Levels (excl. Defense)												

2 GNP TRENDS IN CONSTANT PRICES	(A) INDEX COLUMN (2) = 100									(B) PERCENT OF GNP								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
A. GROSS NATIONAL PRODUCT		100																
1. Per Capita GNP		100																
B. TOTAL CONSUMPTION		100																
1. Private		100																
2. Genl. Govt. – All Levels		100																
C. TOTAL GROSS INVESTMENT		100																
1. Priv. (Incl. Govt. Enterprises)		100																
2. General Government – All Levels (excl. Defense)		100																

PAGE OF PAGES	SECURITY CLASSIFICATION	SHEET 1 OF SHEETS TO THIS TABLE

INSTRUCTIONS TO ACCOMPANY POPULATION, PRODUCTION, PRICES, AND RESERVES (TABLE C-2)

I. Function

Data series in this table provide major tools of analysis in determining whether key production sectors of a country's economy are moving forward, stagnating, or retrogressing, both on an absolute and a per capita basis. They also help to provide information on whether such movements are accompanied by inflationary pressures or strains on foreign exchange.

II. Special Instructions on Line Items

A. Population

Project population on the basis of the trends, latest estimates, and annual rate of growth shown in the ICA Regional Data Book country sections (Selected Annual Statistics page) and the C-2 table worksheets furnished by ICA/W.

B. Prices

1. Use a 1953 base period for the wholesale and cost of living price indices unless there are valid reasons for employing another base period in the particular country involved.

2. The Selected Annual Statistics pages of the ICA Regional Data Book and the worksheet for Table C-2 will generally show price indices on a 1953 base period. A uniform base period is desirable for use in the presentation of wholesale and cost of living price indices in order to facilitate study of inter-relationships with other economic factors within the country as well as to facilitate inter-country and regional measurements. If either or both price series are unavailable, other significant indicators of prices may be substituted (e.g., major commodity prices). Where such data are substituted, indicate to what degree they are representative of the economy as a whole.

C. Gold and Foreign Exchange Holdings

There is no uniform and generally accepted definition of foreign exchange holdings. Practices as to inclusions and exclusions vary with the purposes for which the data are used. For ICA purposes (in conformity with IMF practice), foreign exchange holdings are defined as gross gold and foreign exchange holdings of official (government) entities and of all banks. Exclude holdings of private non-banking firms and individuals. Show holdings on a gross basis, i.e., before deduction of short-term foreign exchange liabilities. In some instances, holdings of certain highly liquid securities are acceptable for inclusion in foreign exchange holdings; as a rule, such inclusions are limited to obligations payable on demand or maturing within 12 months. When securities are included in foreign exchange holdings, indicate in a continuation sheet the nature of the securities and the amounts involved. In the event that there are restrictions on uses of significant amounts of foreign exchange holdings entered in Table C-2 (e.g., blocked balances), use a continuation sheet to footnote the nature and amounts. In some countries, data available are limited to Central Bank holdings; in others, only data on net holdings (as contrasted with gross) are available. In such cases, clarify in a footnote the composition of the data used.

D. Production

Although composite production data (e.g., industry, mining, agriculture) must be expressed in indices, express the data for selected items (e.g., phosphate rock, electric power, wheat, etc.) in quantities and not in indices. List in the table only items of production important to the economy or to the ICA program.

E. Industrial and Mining Production

ICA Regional Data Book selected annual statistics pages and the C-2 table worksheets will show actual data for the industrial production index and selected component items where available. Refer also to the ICA Regional Data Books for trend data on production indices and commodity output.

F. Agricultural Production

1. The Regional Data Book selected annual statistics pages and the worksheet for Table C-2 will generally show the index of agricultural production on a base of 1952/53 - 1954/55 = 100. The three-year base is used for agricultural production (in contrast to the one-year base employed for prices and industrial production) in order to minimize distortions which might result from unusual weather conditions in any one year. The over-all agricultural production index includes in its computation the output of all agricultural commodities of consequence, not just the major ones listed in the worksheet for Table C-2.

2. There is often confusion as to the crop year within which a given harvest of an agricultural commodity should be placed. After consulting with the Foreign Agricultural Service of the U. S. Department of Agriculture, ICA has adopted the following general rule, with the understanding that deviations may be necessary in order to accommodate special circumstances. Reasonably consistent application of a rule for crop year determination facilitates a clearer understanding between the USOM and ICA/W as to what production is included in a given crop year and also makes possible the computation of meaningful estimates of agricultural production on regional and global scales. (See also instructions to Table C-1, L. "Consistency with Related Economic Series.")

3. The crop year designation for the bulk of the world's agricultural production is governed by the following criteria:

a. Northern Hemisphere - Using crop year 1957/58 for illustrative purposes, all commodities in the northern hemisphere for which the physical harvest began during calendar year 1957, (including those for which the harvest began late in CY 1957 and extended into the early part of CY 1958, would be entered in crop year 1957/58.

b. Southern Hemisphere - Crop year 1957/58 in the southern hemisphere includes commodities for which the physical harvest began either in the second half of CY 1957 or in the first half of CY 1958.

4. The table below shows for each hemisphere the relationship between the harvest seasons and the crop years:

HARVEST PERIOD BEGINNING:	CROP YEARS NORTHERN HEMISPHERE	CROP YEARS SOUTHERN HEMISPHERE
1st Half of CY 1957	1957/58	1956/57
2nd " " " 1957	1957/58	1957/58
1st " " " 1958	1958/59	1957/58
2nd " " " 1958	1958/59	1958/59

5. The following examples illustrate how the crop year rule is applied

a. The rice harvest in Taiwan during May - July 1957 and that during October - December 1957 are both included in crop year 1957/58, whereas in the southern hemisphere the rice harvested in Brazil during August - October 1957 and that during February - May 1958 are both included in crop year 1957/58.

b. Wheat harvested in India (northern hemisphere) during March - May 1957 is entered in the same crop year, i.e., 1957/58, as wheat harvested in Australia from November 1957 through May 1958.

c. Corn harvested in Mexico (northern hemisphere) during April - December 1957 is entered in the same crop year, i.e., 1957/58, as corn harvested in Argentina (southern hemisphere) during March - June 1958.

6. Exceptions to the general rule are made in cases when information needed to adjust country estimates is lacking, or for other reasons. Some major exceptions are:

a. Sugar harvested in Cuba during January - June 1958 is entered in crop year 1957/58.

b. Meat produced in South America throughout calendar year 1957 is entered in crop year 1957/58.

c. In Western Europe, crop year 1957/58 covers output of livestock products from July 1957 through June 1958 (although for crops the northern hemisphere rule is applied).

7. Other exceptions as well as borderline cases will be treated on an ad hoc basis.

G. Computation of Index

To compute the over-all agricultural production index for a given crop year, first multiply the reported production by the weight assigned each commodity. Add the resulting weighted aggregates; divide their sum by the total of the weighted aggregates for the base period, and multiply this quotient by 100. ICA/W has already provided USOMs with worksheets showing the crop weighting factors used by the U. S. Department of Agriculture Foreign Agricultural Service in these computations and the weighted aggregates for the 1952/53-1954/55 base period.

ICA-3-7B (7-55)

C-2	FORM ICA 10-104 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	SETTING FOR U.S. PROGRAMS	C-2
				COUNTRY ECONOMIC PROGRAM	POPULATION, PRODUCTION PRICES AND RESERVES		

1 ITEMS			ACTUAL (A) CY	ACTUAL (B) CY	ESTIMATED (C) CY	PROJECTED (D) CY	PROJECTED (E) CY	ADDITIONAL PROJECTIONS (F) CY	(G) CY	(H) CY	(I) CY
A. POPULATION (Mid-Year 000) (Average Annual Growth %)											
B. PRICES	1. Wholesale Price Index 19 = 100 City										
	2. Cost of Living Index 19 = 100 City										
C. GOLD AND FOREIGN EXCHANGE HOLDINGS ($ millions) (At end of year)											
D. PRODUCTION	INDUSTRY and MINING	Production Index: 19 = 100									
		Major Commodities: — Unit									
	AGRICULTURAL	Crop Years									
		Production Index: 19 = 100									
		Major Crops: — Unit									

PAGE OF PAGES	SECURITY CLASSIFICATION	SHEET 1 OF SHEETS TO THIS TABLE

INSTRUCTIONS TO ACCOMPANY CENTRAL GOVERNMENT FINANCES (TABLE C-3)

I. Function

Table C-3 provides a comprehensive summary of central government financial transactions. It covers more than the main budget document and requires a consolidation of all budgetary and extra-budgetary accounts. Revenue expenditure, deficit, and coverage of the deficit are compiled according to uniform concepts applied to all countries. The concepts are generally based on those found in U. S. budgetary procedure. The consolidation of accounts and uniform preparation of data facilitate comparisons among cooperating countries.

This table requires the USOM to project the likely developments in the finances of the Central Government, particularly for those countries where dependence on U. S. aid is significant.

II. Special Instructions for Preparation of Table

A. Prepare this table from the detailed data available in ICA Form 10-74, "Consolidated Statement of Central Government Finances." The column inserted between the stub and the data columns indicates line or line aggregate cross references between this table and Form 10-74. Instructions and definitions for the line items are found in the instructions for Form 10-74, which are transmitted to USOMs with a special memorandum from the Office of Statistics and Reports, ICA/W.

Since Table C-3 is prepared from Form 10-74 no worksheets of this table showing past years will be sent to the field but a Form 10-74 with ICA/W revisions will be forwarded, on occasion.

B. Relation to Form 10-74

1. Since Table C-3 is abstracted from data in Form 10-74 (which has limited distribution), the latter is discussed briefly in this section.

2. The purpose of Form 10-74 is to collect comprehensive data on the Central Government Finances of countries which receive U. S. aid under the Mutual Security Program. For international comparison, the Form provides for collection and consolidation of data from all budgetary and extra-budgetary accounts and for presentation of these data to arrive at a comprehensive surplus or deficit of the government.

3. The data provide the basis for comprehensive analysis of the fiscal and financial policy of the cooperating government and show the inflationary or deflationary impact of the government sector on the economy. The basic budget document, because of its incompleteness, does not usually permit such analysis. All agencies of the U. S. Government concerned with

budgetary problems of foreign countries receive and utilize the data submitted in Form 10-74 because it represents the only source which combines all central government finances (from budgetary and extra-budgetary accounts) on a uniform conceptual basis, thus permitting an evaluation of the government financial policy as a whole.

4. The compilation of Form 10-72, together with full explanatory notes and background material, is essential for the preparation of the data for Table C-3. Form 10-74 is to be prepared for the years indicated in the memorandum and transmitted to ICA/W prior to, or simultaneously with, the Country Program Book. The central government finance series for past years shown in the detailed special table in the ICA Regional Data Book is derived from Form 10-74 and preceding reports. The projections in Table C-3 are a continuation of this series and must, therefore, be in agreement with Form 10-74 for the benchmark years. If necessary, ICA/W transmits to the USOM a completed Form 10-74 for one or two years with appropriate adjustments or comments on items which are apparently out of line with ICA financial reporting instructions.

C. Rate for Conversions into U. S. Dollars

1. The exchange rate shown in Block 1 must be identical with that applied in converting the Gross National Product into U. S. dollars. (See "Exchange Rate for Conversion into U. S. Dollars" in the instructions to Table C-1.) Use the same exchange rate for all the years presented in Table C-3. This exchange rate is to apply to the counterpart and U. S.-owned local currency transactions that are part of the Central Government's receipts. The dollar figures thus obtained may differ from the corresponding dollar equivalents shown in USOM Controller or other ICA counterpart fund reports, mainly due to the fact that the latter reports are based upon agreed exchange rates required for counterpart deposits. These agreed rates may differ from the exchange rates used in Tables C-1 and C-3. Similar differences may occur between the dollar figure reported for U. S. loans in Line D.2.(a), and the original dollar value of the loans.

2. Such inconsistencies are unavoidable because the country receives counterpart and U. S.-owned local currency releases in its own currency. Such receipts are completely blended in with the domestic revenues. With this loss of identity it is not advisable to apply different exchange rates for the sole purpose of making the "aid" figures in this table comparable to the U. S. counterpart and local currency reports. The Central Government finance table is not a device for measuring total U. S. aid; it does, however, show the effect of that part of the aid which enters into the government finances of the country. This method facilitates a comparison of the magnitude of the aid receipts with the country's own revenue effort. It also permits correct measurements of that part of defense expenditures and capital outlay which is financed by U. S. aid.

D. Review of the Country Government Finance Data

1. In the narrative statement carefully review and analyze the country's government finance data, particularly the budget estimates. Comment on

whether the estimates of revenue and expenditure are realistic or whether they are overstated or understated. Where a country presents a "balanced" budget and the closed accounts are expected to show a deficit or surplus, submit USOM estimates. Provide in the narrative statement: (1) the assumptions used in the USOM estimates, and (2) the consequent differences of these estimates from the "balanced" budget of the country.

E. Column Heading Instructions

1. Enter the fiscal years to be shown in the five columns of Table C-3 as follows:

a. Column (C): The current fiscal year (in progress either at the time of the original submission or at the time of each successive revision). The data represent either the cooperating country's budget estimates or a USOM estimate if the country's budget is not realistic.

b. Columns (A) and (B): The two preceding fiscal years. Show either actual transactions or, where not available, revised budget estimates.

c. Column (D): The year subsequent to the year in Column (C). Show either (1) budget estimates from Form 10-74, if this form has been prepared, or (2) USOM projections.

d. Column (E): The fiscal year succeeding the year in Column (D). These data will be USOM projections, submitted optionally but encouraged for countries where U. S. aid is large.

2. Indicate by asterisk in the individual year block and footnote outside the margin of the table whether the data shown for the individual fiscal year represent actual transactions, revised budget estimates (including supplementary budgets), original budget estimates approved by Parliament, or original estimates submitted by the Executive Branch of the Government to the Parliament.

3. Indicate any change in the country's fiscal year. Where a country has its own year numbering different from the Western calendar year (e.g., Moslem year) indicate this year by footnote in a continuation sheet with the corresponding Western year.

4. To arrive at a trend of the financial and fiscal policy for the past years, USOM should consult the detailed government finance page of the ICA Regional Data Book.

F. Government Finance Projections

Government finance projections present rather difficult problems. They have to take into account future economic trends as well as changes in the tax laws and administration in order to arrive at reasonable revenue data. In less developed countries which rely heavily on receipts from import and export duties the projection of trade and balance of payments have a substantial impact on the revenue forecast. Expenditure trends are substantially influenced by development plans and projects and their future maintenance cost. The narrative statement to Table C-3 should include all the assumptions which underlie these projections. If projections include an allowance for price changes, the expected price change factor should be shown in the analysis. Projections of budgeting receipts from U. S. aid should be consistent with trends of U. S. aid activities used in other sections of the Country Program Book.

ICA-3-7B (7-55)

C-3	FORM ICA 10-105 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION **COUNTRY ECONOMIC PROGRAM**	COOPERATING COUNTRY **CENTRAL GOVERNMENT FINANCES**	SETTING FOR U.S. PROGRAMS	C-3

ALL FIGURES IN $1,000,000   EXCHANGE RATE $1 =

ITEMS		Form 10-74 Line No.	By Country's FY ending (A)	(B)	(C)	(D)	(E)
A. REVENUES	1. Total Revenue From Domestic Sources	A-1					
	2. Total Revenue Originating From Counterpart and Foreign Grants Including U.S.	A-2					
	(a) Total Counterpart and U.S. Grants (Non-Additive)	A-2-a					
	TOTAL	A					
B. EXPENDITURES	1. Total National Defense	B-1					
	(a) From Counterpart, U.S. Grants and Loans (Non-Additive)	B-1-b					
	2. All Other Current	B-2-6					
	3. Total Capital Outlay, Civil Government	B-7					
	(a) From Counterpart, U.S. Grants and Loans (Non-Additive)	B7 b (2)					
	TOTAL	B					
C. DEFICIT (–) OR SURPLUS	1. Before Counterpart And Foreign Grants Including U.S.	C1					
	2. After Non-U.S. Foreign Grants	C2					
	3. After Counterpart And Foreign Grants Including U.S.	C3					
D. FINANCING THE DEFICIT OR DISPOSAL OF SURPLUS (–) AFTER FOREIGN GRANTS	1. Total Domestic Borrowing (Net)	D1					
	2. Total Foreign Borrowing (Net) Including U.S.	D2					
	(a) U.S. Loans (Net) (Non-Additive)	D-2-a					
	3. Net Change in Cash Balances and Other Reserves	D3					
	TOTAL (Must Equal C-3 above)						

PAGE OF PAGES | SECURITY CLASSIFICATION | SHEET 1 OF SHEETS TO THIS TABLE

INSTRUCTIONS TO ACCOMPANY BALANCE OF PAYMENTS (TABLE C-4)

I. Function

The Balance of Payments is an important analytical tool for examining a country's external financial position and its capacity for self-support.

II. General Instructions

A. Use the IMF Balance of Payments Manual as an instruction guide in the preparation of this table. These instructions are used by the cooperating country in preparing its balance of payments report to IMF. The IMF manual was made available to USOMs under transmittal of circular airgram XA-193 of September 14, 1957. Additional copies of this manual are available from ICA/W. Reference may also be made to the Foreign Service Manual, Volume 3, Part II, which provides a summary explanation and contains directions for reporting the balance of payments in conformity with IMF practice. Specific comments and instructions intended to adapt the IMF format for ICA use are given below.

B. Customs returns on imports and exports are generally used as measuring visible trade transactions, except for the various adjustments outlined in the IMF Balance of Payments Manual for the purpose of accuracy and standardization. Foreign exchange records and government data on expenditures provide information on the various service items such as travel, insurance, military aid offshore procurement (OSP), other military activities, etc. ICA expenditure and shipment records provide a rough check on MSP- financed transactions.

C. In this table, the main technical deviation from normal IMF practice lies in the sign given the changes in gold and foreign exchange holdings and short term liabilities shown in Lines 41 - 44. Line 45 equals the total for the other items in the ICA balance of payments form. Accordingly, an increase in reserves is treated as a plus and an increase in short term liabilities as a minus. Other minor differences in arrangement and terminology are readily apparent or are treated in the instructions below.

D. The major difference in content and arrangement of Table C-4 from normal IMF practice is that the ICA table expands the elements of the capital account that are of special interest in ICA programming and arranges them to suit this interest.

E. The USOM should refer to the Balance of Payments pages of the ICA Regional Data Book for trend data which may be needed for the purpose of analysis.

F. Rate of Conversion into U. S. Dollars

The exchange rates used to convert national currencies to dollars for the actual years filled in by ICA/W are shown on the ICA/W worksheet. If a USOM uses a different rate for the other years, the rate used should be stated and explained. Note that for Balance of Payments (Table C-4) the exchange rate may vary from year to year, in contrast to Tables C-1 and C-3. Inasmuch as projections on Gold and Foreign Exchange Holdings in Table C-2 should tie in with changes in Gold and Foreign Exchange Holdings (Line 41) of Table C-4, the same exchange rates should be used for both of these series.

G. Instructions for Table Entries

On worksheets to be provided USOM's, ICA/W will generally fill in past data for only one actual year. Refer to the ICA Regional Data Book for data on prior years. The line numbers shown in Table C-4 are the same as the numbers for the identical items in the Balance of Payments tables of the ICA Regional Data Book. USOM revisions are invited if properly explained and footnoted. Estimated and projected data should conform conceptually with benchmark data, e.g., imports should be reported on a c.i.f. basis if they are so reported in the historical data.

H. A discussion of the assumptions used in making projections, particularly of U. S. and other external assistance, should be included in the narrative of the "Economic Forecast", Section C and "Role of External Assistance" Section D of Part I—Setting for U. S. Programs.

III. Special Instructions for Line Items

A. Entries on line items should be made in accordance with the following instructions:

Lines 1 - 3: Base projections on customs statistics where feasible. If possible make the adjustments called for by the IMF Balance of Payments Manual. If other than customs statistics are used, specify type (e.g., exchange statistics). For Line 2, Imports, report f.o.b. or c.i.f. in conformity with the ICA Regional Data Book; note also comment below on Line 6, Transportation and Insurance.

Line 6: Include in the entry for this item, shipping insurance and ocean freight costs on imports when imports are reported f.o.b.

Line 8: This line may obscure certain important items. When significant amounts are reported, itemize the individual components separately in a footnote. For example: military assistance offshore expenditures, military expenditures by foreign armed forces (including conversions of troop pay), etc.

Line 9: Note that personal and private institutional remittances (other than PL 480, Title III, which are entered in Line 21) are included in Line 9. Where remittances are a substantial portion of the total, state the amount separately in a footnote on the continuation sheet.

Line 11: The Balance on Goods and Services should tie in with the net Foreign Balance shown in Table C-1, as noted in the instructions on Net Foreign Balance, in para. V. A. to Table C-1.

Lines 17 - 45: Refer to IV. Special Instructions below on selected problems. Note that, with regard to loans other than under PL 480, entries in the balance of payments relate to disbursements during the year, rather than to the total amount of the loan agreement. Handling of PL 480 loans is explained separately.

Line 19: Include special grants and explain in footnotes, e.g., Inter-American Highway, on a continuation sheet.

Line 39: Include purchases and sales of foreign securities held by one government or by banking institutions, and subscriptions to the International Monetary Fund. Itemize in a footnote where important on the continuation sheet.

Line 41 - 45: Note that treatment of signs for these items differs from usual IMF practice. In the ICA form, Line 45 equals the total of the other items and accordingly an increase in reserves is treated as a plus and an increase of short term liabilities as a minus.

Line 41: This should tie in with Gold and Foreign Exchange Holdings shown in Table C-2, as instructed in para. II.F., "Rate of Conversion into U. S. Dollars."

Line 43: Indicate in a footnote on the continuation sheet a breakdown of sources of the local currency, i.e., PL 480, Section 402, etc.

IV. Special Instructions

A. Surplus Commodities

1. Sales of U. S. surplus commodities (Section 402 and PL 480) are paid for in local currency. The proposed uses of this local currency give rise to complex entries in the balance of payments. The illustrations and rules presented here are merely intended to standardize procedures for reporting the most frequently occurring types of such transactions and to provide a guide as to the principles involved in reporting special cases. Care should be taken when making allowances for inclusion of agricultural surplus commodities in import projections to ensure that the amounts shown in a given year are in accordance with a realistic schedule of shipments. Two general principles should be observed:

a. The value of the commodities received should always be included in item 2, Imports; if omitted from the customs statistics of the reporting country, make the necessary adjustments. In particular, there is a possibility that PL 480 shipments received under Titles II and III may be omitted from the customs statistics, since these shipments come into the country duty free. Imports of all surplus commodities should be entered at the value placed on them by the donor country. This accords with IMF practice.

b. There should always be an entry or entries offsetting the surplus commodity imports. For shipments received under Titles II and III of P L 480, the offsetting entry is made in line 21. According to present IMF procedure, the total value of Section 402 or Title I, PL 480 imports is first entered in Line 2 (Imports) and in Line 43 (L/C Deposits for U. S. Account). If such local currency proceeds are actually turned back as a grant to the cooperating country, the amount turned back is entered for that year in Line 19 or 20 and Line 43 is reduced by the same amount. Similarly, when the local currency proceeds are turned back as a loan to the cooperating country, the amount so turned back is entered in Line 25 or 27 and Line 43 is reduced by that amount.

2. In order to simplify USOM computations of estimates and projections, however, ICA/W has adopted a modification of the IMF procedure. Local currency entries should be made directly in the appropriate lines for grants and loans during the same year that the related shipments of U. S. surplus commodities are expected to arrive; i.e., without charging those amounts into, and then, later, out of, Line 43. Only the remainder, other than grants and loans, should be entered in Line 43. This procedure should be followed even though the actual draw-downs of local currency proceeds for grants or loans are not expected to occur for another year or two. To determine the portions of the surplus commodity shipments which are to be charged to grants and loans, pro-rate the over-all proportions of grants and loans stipulated in the surplus commodity sales agreements under which the shipments are made. For example, if $25 million of Title I, PL 480 shipments are estimated for 1959 from a 1958 agreement under which 60 percent of the local currency proceeds are earmarked to be loaned back for country use under Section 104(g) and 40 percent for various U. S. uses, the following entries should be made in the 1959 column; $25 million in Line 2, $15 million in Line 27, and $10 million in Line 43.

3. When the U. S. Government purchases goods or services in the reporting country for which it pays by drawing on local currency deposits for U. S. account, an entry should be made in Line 8 and an offsetting entry made in Line 43 to show the reduced liability.

4. Barter transactions under Title III, P L 480 are analogous to commercial transactions in which an export entry is balanced by an import entry. If these transactions are already included in the customs statistics of the reporting country, no additional entries are required for the balance of payments.

5. Triangular transactions involving shipments of U. S. surplus commodities to a second country, when the sales proceeds are used to finance shipments of commodities from that country to a third country, may be handled as follows: In the balance of payments of a second country, the transactions should be treated as if the receipts of the surplus commodities by the second country and its offsetting export occur the same year, i.e., by making the offsetting import entries and no entry at all for the capital account. In the third country's balance of payments statement, the goods received are normally included in the country's statistics; an offsetting entry is required under U. S. loans or grants.

B. Technical Assistance

Enter the full amount of technical assistance grants received from the U. S. in a given year on Line 19 (MSP Grants). Include any significant grants received from third countries or multilateral agencies in Line 22 (Grants from Others). However, if the technical assistance is received under loans rather than grants, enter the amounts either on Line 25 (for MSP technical assistance) or on Line 30 (for third country technical assistance). In all cases, whether grant or loan, U. S. or other sources, make an offsetting entry as a minus quantity on Line 8 (Gov't., not included elsewhere). In cases where the materials component of the technical assistance is a significant portion of the total (e.g., spraying materials, equipment for pilot plants, etc.), exclude the materials component from the entry on Line 8. Add the value of such materials to Line 2 (Imports) if the cooperating country has not already included them in its import data. If repayment on loans for technical assistance are large enough to influence the balance of payments, enter them either on Line 32 (for MSP) or on Line 37 (for third country). Presumably such repayments already will have been reflected in Line 41 as a draw-down on gold and foreign exchange reserves.

C. Military Shipments

1. Countries do not follow a standard practice with respect to the inclusion or exclusion of shipments of military items in their customs import statistics. In many instances, a part of such shipments is included and a part excluded. Report the extent of inclusion of military aid shipments by footnote on a continuation sheet (classified if necessary), and specify by footnote the necessary offsets which have been made.

ICA-3-7B (7-55)

C-4 | FORM ICA 10-106 (6-59) | DATE PREPARED | ☐ ORIGINAL ☐ REVISION NO. | SECURITY CLASSIFICATION | COOPERATING COUNTRY | SETTING FOR U.S. PROGRAMS | C-4

COUNTRY ECONOMIC PROGRAM

BALANCE OF PAYMENTS

ALL FIGURES $1,000,000 CONVERTED AT ______ PER $1 U.S.

ITEMS			Line No.	Actual (A) CY	Actual (B) CY	Estimated (C) CY	Projected (D) CY	Projected (E) CY
1 Goods and Services	A. Foreign Trade	Exports (FOB)	1					
		Imports (–)	2					
		Trade Balance	3					
	B. Services	Non-Monetary Gold Movements	4					
		Foreign Travel	5					
		Transportation and Insurance	6					
		Investment Income	7					
		Gov't., not included elsewhere	8					
		Other Services and Remittances	9					
		Total Services	10					
		Balance on Goods and Services	11					
2 Private Capital	A. Direct Investment		12					
	B. Portfolio Investment		13					
	C. Other Long Term		14					
	D. Short Term		15					
	Total Private Capital		16					
3 Official Long Term Capital and Grants	A. Reparations		17					
	B. Grants	Grants, Total	18					
	From U.S.	MSP	19					
		PL 480 – Title I	20					
		PL 480 – Title II & III	21					
		Total						
	From Others (Specify)							
		All Other						
Cont'd.		Total, Other Grants	22					

3 Cont'd. Official Long Term Capital and Grants			Line No.	(A)	(B)	(C)	(D)	(E)
C. Loans Received, Net			23					
Loans Received	Drawings	Drawings, Total	24					
		MSP Conventional	25					
		MSP-Dev. Loan Fund	26					
		PL 480 – Title 1	27					
		Ex-Im Bank	28					
		IBRD	29					
		All Other	30					
	Repayments	Repayments, Total	31					
		MSP Conventional	32					
		MSP-Dev. Loan Fund	33					
		PL 480 – Title 1	34					
		Ex - Im Bank	35					
		IBRD	36					
		All Other	37					
D. Loans Made			38					
E. Other Capital (Itemize)								
	All Other							
	Other Capital, Total		39					
Total Official Long Term Capital and Grants			40					
4 Total of All Above (1, 2, & 3)								
5 Net Errors and Ommissions								
6 Changes in Official and Banking Gold and Short-Term Capital (4 & 5)	A. Gold & For. Exchange Holdings (Inc. +)		41					
	B. Short-Term Liabilities (Increase –)		42					
		L/C Deposits for U.S. Account	43					
		Other Changes	44					
	TOTAL		45					

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Instructions to Accompany Summary of
Assumptions Regarding External Assistance
(Table D-I)

I. General

This table is designed to summarize in one place assumptions regarding external assistance available to the cooperating country. This information has several uses: it will alert the country team to those aspects of external assistance which call for liaison or coordination; it provides a basis for determining what activities ICA or another member of the country team will have to undertake to achieve stated U. S. policy or ICA program objectives; it supplements in detail some of the data summarized in the C Tables which describe selected economic data; and it provides information needed by Coordinator of the Mutual Security Program.

Comprehensive coverage of external assistance activities is desired, with a fairly brief narrative description of the specific activity.

II. Special Instructions

A. Source of Assistance

1. In the column entitled "Source" enter the name of the agency, organization, firm, or country which is assumed will undertake the activity described. Agencies should be listed in alphabetical order.

2. Include the activities of private firms of any nationality, non-U.S. bilateral aid programs including Sino-Soviet Bloc aid, multilateral programs such as Colombo Plan and the work of the Specialized Agencies of the United Nations Expanded Technical Assistance Program (UNESCO, FAO, WHO, ICAO, UNTAA, etc.), the International Bank for Reconstruction and Development, International Finance Organization, International Monetary Fund, regional development banks, etc.

3. Also include the activities of voluntary agencies and foundations, religious societies, etc., where significant.

4. Give especial emphasis to other U.S. Government aid sources such as the Development Loan Fund, Public Law 480, Titles II and III, Export-Import Bank, and economic activities of military assistance programs, if any.

5. Where a full description of the aid activities is made elsewhere in the Country Program Book, such as PL 480, Title I, and ICA Technical Cooperation and Defense Support or Special Assistance, a single line entry for each such category will be appropriate.

B. Description of Activity

1. In the "Description of Activity" column, enter a short description of the activity indicating the general nature of the economic or technical assistance to be provided.

2. For technical assistance activities specify the numbers of technicians to be provided and participants or trainees to be sent abroad for training during the operational and budget years.

3. Where appropriate, note the applicability of the activity to any specific problem discussed in Part II.C. "Problem Analysis and ICA Program Goals."

4. Indicate the basis for the USOM assumption that the activity will be undertaken by the agency listed and make an evaluation of MSP responsibilities in the event the assumption is not fulfilled.

5. Identification of cooperating country thinking with respect to definite projects suitable for financing by agencies such as IBRD, Ex-Im Bank, and DLF is especially desirable. If appropriate, include such items with a comment on their current status, e.g. under consideration by cooperating country government, proposed to aid granting agency, approved by aid granting agency, etc.

6. Treatment of Sino-Soviet Bloc aid and other bilateral assistance should exclude remittance and trade items. Reinvested earnings of private investment should also be excluded.

C. Description of Funding

1. In column C., "Obligations", record the funds obligated or committed for the actual year, estimated for the operational year, and projected for the budget year.

2. If it is assumed that external financing for a specific project or activity will extend beyond the budget year and the extent of such financing is known, include such an estimate through the life of the project, where appropriate, under the narrative description of the activity, e.g. Sino-Soviet aid agreement with U.A.R. (Egypt Region) for $200,000,000 equivalent assistance to High Aswan Dam project.

3. It is recognized that budget year information may contain a wide margin for error. Nevertheless, if the statement represents the best judgment of the country team, and reflects discussion with the cooperating government, as well as the various agencies contributing assistance, the resulting estimate can be of great value.

4. The narrative text of the Country Program Book dealing with the economic analysis and forecast will rely heavily on information summarized in this table, although "Obligations" in some cases will have been converted to an "aid furnished" or "expenditure" basis. This will be equally true of appropriate entries in the C Tables or selected economic data.

ICA-3-7B (7-55)

D-1	FORM ICA 10-107 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION COUNTRY ECONOMIC PROGRAM	COOPERATING COUNTRY SUMMARY OF ASSUMPTIONS REGARDING EXTERNAL ASSISTANCE	SETTING FOR U.S. PROGRAMS	D-1

(A) SOURCE	(B) DESCRIPTION OF ACTIVITY	(C) OBLIGATIONS (in $1000s)		
		Actual Year	Operational Year	Budget Year

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TABLES IN PART II

THE ICA ADMINISTERED PROGRAM

Instructions on Project Index by Activity Field

Summary (Table E-I)

I. General

A project index listing all projects by field of activity precedes the section containing the individual project description forms. This index lists each project for which a separate E-1 form is prepared.

II. Special Instructions

1. List projects in order by field of activity as indicated in M.O. 1053.4, stating the project number and title and the page number in the Country Program Book.

2. The category "General and Miscellaneous" should include all projects not covered under the categories enumerated elsewhere in the table, e.g., technical support, etc.

3. List world-wide and/or regional projects at the end of the index following the country projects.

4. Indicate the function of the funds (SA, DS, TC, TC/DS) from which the project is financed in parentheses after the project number.

ICA-S-7B (7-55)

E-I	FORM ICA 10-108 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION COUNTRY ECONOMIC PROGRAM	COOPERATING COUNTRY PROJECT INDEX BY ACTIVITY	PROJECT SECTION	E-I

PROJECT NUMBER	ACTIVITY – PROJECT TITLE	PAGE NO.	PROJECT NUMBER	ACTIVITY – PROJECT TITLE	PAGE NO.

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Instructions to Accompany Project Description Forms (E-1)

I. Function

The project description forms provide ICA/W with a succinct but comprehensive description of project type activities proposed by the USOMs for ICA/W approval and contain information essential for this purpose. Effective the date of issuance of this M.O. the E-1 forms replace the Project Proposal and Approval form for this purpose. The E-1 forms are related to the project work plans used by the USOMs as bilaterial field documents to complete more detailed work and financial planning on a multi-year basis.

The narrative portion of the E-1 is designed so that it may serve with very little modification as the narrative text of the project agreement. For this purpose it may be joined to an obligation schedule citing the amounts to be obligated for the operational year, incorporating the Standard Provisions by reference.

II. General

The E-1 form consists of a table or face sheet and a continuation sheet or sheets containing the narrative description of the project.

A separate E-1 form will be prepared for each individual project for which dollars or local currencies have been or will be obligated in either (1) the actual, (2) the operational, or (3) the budget year. In addition, a separate E-1 form is required for each project not completely liquidated (even if no new funds are shown for the actual, operational, or budget years) if the unexpended balance beginning the operational year exceeds $500,000 for Defense Support or Special Assistance project, or $100,000 for Technical Cooperation projects. In addition, an E-1 form should be prepared if contract technicians will be on board during either the operational or budget year, even if no funding is shown for the actual, operational or budget year. In those missions where ICA/W has authorized the programming of certain local currencies on other than an individual project basis (e.g. P.L. 480 loans for agricultural development) a single E-1 covering the activity will suffice.

E-1 forms are also required for any program using ICA-owned or controlled foreign currency for the benefit of the country whose currency is to be used, e.g. budget support, since such transactions are classified as "project" by M.O. 1065.1. In such cases a narrative description of the activity financed may be substituted for the treatment described in "Special Instructions on Narrative Portion of E-1" (para. V. below) when the latter is clearly not applicable. A separate E-1 should be prepared for projects which are funded from regional or world-wide allotments. Obligations for such projects should not be included in the country aid level (G) tables, however.

An E-1 form is required for each coded project being implemented by a Cooperative Service in addition to the E-1 covering the Cooperative Service itself.

All projects consisting of participants only should be consolidated into training projects for each activity field concerned, e.g. agriculture, public health, etc. When so consolidated a new number should be used to identify the consolidated project (See M.O. 1053.4). If the E-1 reflects the consolidation of projects which official mission D-8 reports or former E-1 forms have identified separately, list the project numbers of the former projects which have been consolidated into the single E-1 presentation.

Sub-projects should be presented with full narrative description immediately following the E-1 for the parent or cover project. A sub-project is one of several independent but inter-related activities undertaken to accomplish the purpose of the over-all project, all such activities being essential to achievement of the project. The narrative for the cover project need only indicate the need for the total activity and the interrelationship of the sub-projects. An E-1 face sheet will not be required for sub-projects, the face sheet for the cover project providing an adequate summary of all project fiscal requirements.

The description of each project is prepared on the Project Description Form E-1, and the separate completed forms for each project are assembled sequentially by activity field in accordance with the project numbers assigned to each project.

III. Relationship of the Project Forms to Other Sections of the Country Program Book

The project description forms are directly related to the Problem Section of the CPB by a specific identification of those individual problems listed in the Problem Section for which the project in question is intended to provide a total or partial solution. Thus, the project forms are made an integral part of a chain demonstrating the direct relationship between specific aid activities and the solution of specific country problems which are obstacles to the achievement of ICA program goals and U. S. country objectives.

In addition, by indicating the fiscal requirements for the project, the project is linked with the aid level section and the aid level summaries in the G tables. The entries in the E-1 table for dollar obligations by cost component, local currency commitments or obligations, technicians and participants programmed should when totalled for all the separate projects (except for projects funded from world-wide or regional allotments) equal similar entries in the aid level tables for the actual, operational, and budget years.

IV. Special Instructions on the E-1 Table

A. The terms "Project Begins FY___" and "Project Ends FY___" in Block 1 refer to the years when the initial U. S. funds were obligated and the final year for which the obligation of U. S. funds is contemplated.

B. The "Function of Funds" column is used to designate by entry of initials "TC" or "SA" or "DS" the category or function of the dollar funds involved. Where more than one fund is involved, separate line entries are made in the same line for each function:

Example:

A. All Prior Years	TC	346	etc.
	DS	1,842	etc.

C. In columns headed "Non-Contract" and "Contract" under "Technicians" enter (1) the approved staffing pattern for direct hire technicians for the actual fiscal year and the anticipated staffing pattern for the operational and budget years, (2) the total number of contract employees (U. S. nationals) employed on the project during the actual fiscal year and the estimated number of contract positions for the operational and budget years. Where two functional funds are involved, two entries, if appropriate, should be made. The number of third country technicians employed or proposed for employment should be indicated by footnote and not included in the columnar entries.

D. If the amount in column for "Commodities" exceeds 20% of the total project costs for the budget year, indicate for technical cooperation projects the reason for such excess in the narrative under "Financial Considerations."

E. In the column "Other Costs" show costs not elsewhere classified, including salaries of local personnel. Explain the content in narrative under "Nature of the U. S. Contribution."

F. In the column "Contributions to Cooperative Service" entries are made only when the table being prepared covers the Cooperative Service itself and not a project under the Cooperative Service. In such cases, the country contribution is shown in the column so designated. Additional U. S. financial participation in the actual projects is shown only on the E-1 forms covering Cooperative Service projects and not on the sheet covering the Cooperative Service itself. On the individual project tables the commitment or proposed commitment of the Cooperative Service to the project is shown by changing column "Counterpart" to read "From the Joint Fund."

G. In the columns for "Participants" enter the number of participants programmed against the fiscal year's funds.

H. The fiscal year to be shown for the line "Total Actual Year" will be the last completed fiscal year. Actual year obligational figures shown on the E-1s should agree with the figures shown on the June 30th D-8 report and local currency reports for the actual fiscal year. Any variations should be approved by the USOM Controller and explained in detail.

I. Entries on the line "All Prior Years" in Block 1 should reflect cummulative obligations as shown in the D-8 and local currency reports as of June 30 of the year preceding the actual year.

J. Dollar figures in the actual year line have been subdivided to indicate net obligational activity with respect to prior year funds and the obligation of actual year funds during this period. Where deobligation of prior year funds during the actual year exceeds reobligations, a negative entry is appropriate.

K. The block for "Dollar Obligation and Expenditure" is designed to indicate the trend with respect to expenditures and unliquidated obligations. It should be noted that the column "Sub-obligated in FY___" should not only include sub-obligations from the project agreement but other obligations for technicians and participants not covered by the project agreement. Thus, the column "Unsub-obligated 6/30___" would represent only unissued PIOs against project agreements. The entries in the three columns under "Total All Prior" reflect the status with respect to cumulative expenditures, unsub-obligated balances and unliquidated obligations as of June 30 of the year preceding the actual year.

L. In the block "Problems Addressed" enter the number and brief descriptive title of all the problems toward whose solution this project is directed or addressed. A narrative statement underlining the relationships may be made. This block is applicable to all projects. In the case of a Cooperative Service, the references entered are references to the need for the Cooperative Service itself as distinct from the projects to be conducted under the Cooperative Service.

V. Special Instructions on Narrative Portion of the E-1

A. General Description of the Project

State in specific terms the purpose of the project, what is to be done, where, how, when, and by whom. The need for the project should be indicated and justified in the context of the country situation described in detail in Part I Section B. "Current Country Situation." The relation of the project to the problem - program goal analysis should be restricted to the appropriate block on the E-1 face sheet. For continuing projects a statement should be made to this effect, indicating how the current funding request relates to previous project activity, i.e., funds are required for the next phase of the project, recurrent annual increment, etc. Similarly, if the project contains sub-projects, each sub-project should be separately described and the relationship of the sub-projects to each other and to the parent or covering project should be indicated. For technical support projects an explanation should be made of their size and role in the program.

M.O. 1004.1 defines the terms "project" and "non-project" as used in this section. For the definition and discussion of other technical terms used in this section, see M.O. 1053.1

B. Specific Activity Targets or End Results of the Project

The activity targets or end results of the project should be listed in as specific terms as possible; e.g. establishment of adequate water supply systems in thirteen villages by 1962; the establishment by 1961 of a central investment office in the Ministry of Commerce; establishment of an office in the Ministry of Interior to conduct a national census in 1960. Where applicable, a qualitative description of the project activity targets should be made. Activity targets should be expressed in terms which indicate the magnitude of the change desired, the time needed to bring it about, and a yardstick by which to gauge project results.

C. Progress Toward Achievement of Project Activity Targets

Provide a brief resume and discussion of (1) work accomplished to date, (2) work remaining to be done, and (3) progress toward achievement of project targets. Where the total project, a sub-project, or a specifically defined segment of a continuing project is being terminated, this should be explained.

D. Nature of the U. S. Contribution

A statement should be made of the general nature of the U. S. contribution to the project (both dollar and U. S. owned local currencies) in previous years and for the subsequent period for which financial contributions are proposed.

A detailed description of the precise contribution to be made to the project by ICA should be restricted to the budget year. This description should include:

1. Number of participants and estimated costs. Describe the types of training desired, distinguishing between U. S. and third country training. Indicate the estimated costs, duration of training, the countries in which third country training is proposed, and estimated date of arrival in country where training is to take place.

2. Staffing requirements. Note the numbers, descriptive position titles (see M.O. 333.3), occupation codes, and grades of direct hire technicians, and their estimated costs. Short term technicians and consultants should be included. If any technicians are third country, so indicate. USOMs should estimate delays in filling positions and estimate costs accordingly.

3. Description of contractual services and estimated costs. Cite the function and cost of each element of the contract, e.g. technicians, commodities, participants, etc. Indicate funding period by inclusive dates.

4. Description of types and estimated costs of commodities and purpose for which desired, Provide in three digit code detail. While three digit code terminology will suffice for E-1 purposes, it is assumed that to the extent practicable USOMs will estimate costs for specific quantities of specific commodities in preparing these three digit summaries.

5. Description of Other Costs to be financed with U. S. dollars including local currency purchased with U. S. dollars except those shown in 1-4 above. Amounts and estimated costs of each item should be shown. Specify the number of direct hire local employees proposed, etc.

6. For Cooperative Services, the rationale and the amount and proposed timing of the U. S. contribution to the Cooperative Service should be discussed.

7. A description of the amounts and specific purpose of each expenditure of U. S. owned local currency proposed.

E. Nature of Cooperating Country Contribution

The precise nature of the cooperating country contribution should be described for the budget year for each of the activities to be undertaken under the project, e.g., staffing, local training, construction, etc., with an estimate of the costs involved. Where practicable, these estimates should indicate the source of local currency, i.e., counterpart, national revenues, etc. A more general statement should be made of the nature of past and proposed future contributions of the cooperating country to the project.

F. Contribution from Other Sources and Relationship to Other Projects

The contribution to the project of external aid sources other than ICA, e.g. United Nations, Columbo Plan, Ford Foundation, Sino-Soviet bloc aid, DLF, Ex-Im Bank, etc., should be described and an estimate of their cost made. Identify whether such contributions are loans or grants.

The relationship of other projects undertaken by the cooperating government through external assistance, whether ICA or other, should also be discussed where they assist materially in attaining the purposes of the project being described in the E-1.

G. Financial Considerations

Include in this section general financial considerations and an analysis of the pipeline. Does the funding proposed for the budget year complete project requirements or does it imply a requirement for further financing? Describe in broad terms the function of future contributions required. What is the plan for phasing out or terminating U. S. assistance to the project? Explain the effect on the project of reduction or elimination of ICA financing in future periods in the event of reduced fund availabilities. Summarize sources of cooperating government and private funds involved and describe the firmness and assurance of their availability. The implications of annual recurring costs to the cooperating government budget should also be discussed.

With respect to unliquidated obligations (pipeline), specific explanation should be made where there is (1) any proposed pipeline increase for the operational year over that existing at the close of the actual year, or (2), where, even in the absence of a pipeline increase there is continued in existence a pipeline in excess of 12 months supply, calculated on the basis of the annual rate of expenditures accomplished in the actual year. The composition of the pipeline should be set forth.

Explanation should also be made for any other pipeline factors that USOMs consider worthy of note, e.g., large unsub-obligated balances. Each USOM should specifically identify by monetary amount and year of obligation those items deliberately funded on a multi-year expenditure basis, e.g., two year university contract, and if not in accordance with established policy explain the operational need or other reason for such funding action.

Any change in the total cost of a project from that previously reported should be explained.

H. Cooperating Country - USOM Coordination

The USOM should indicate whether or not the cooperating country agrees in principle and scope to all aspects of the project plan for the budget year. In a bilateral program, projects are only as good as the firm intentions of the least convinced partner. Only by mutual planning, evidenced in the E-1 by the contributions proposed by both the United States and cooperating governments, can ICA fully comply with Section 517 of the Mutual Security Act for completion of plans and cost estimates, and implement fully successful projects.

The degree of cooperating country participation in the preparation of the project summarized in the E-1 should be set forth and the senior officials who have concurred in the project plan should be noted. At the discretion of the USOM, the signature of the appropriate cooperating government minister or official, acknowleding his clearance of the project plan, may be affixed to the narrative portion of the E-1 along with that of the appropriately designated USOM official.

If in the USOM's judgment, certain information contained in the E-1 is essential only for evaluation but may be objectionable to the cooperating government, such information may be eliminated before the cooperating government's signature is requested. It is advised that such information be placed in the block for "Problems Addressed" of the E-1 face sheet to keep subsequent amendments to a minimum. Even though mutual planning is essential, it should be made clear to the cooperating government, that the U. S. contribution proposed in the E-1 for the project is, like that of the cooperating country, contingent upon fund availabilities and other factors. Thus, any such preliminary understanding is non-obligating on the part of either the cooperating government or the United States Government.

ICA-3-7B (7-55)

E-1	FORM ICA 10-109 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION **COUNTRY ECONOMIC PROGRAM**	COOPERATING COUNTRY PROJECT TITLE	PROJECT NO.	E-1

1

PROJECT BEGINS FY ENDS FY	(A) Dollar Obligations ($1,000) Function of Funds	(1) Total	(2) U.S. Technicians	(3) Non-Contract Participants	(4) Contract Services	(5) Commodities	(6) Other Costs	(7) Contributions to Cooperative Service	(B) L/C Commitments or Obligations (1) U.S. Owned MSP	(2) PL 480 and Other	(3) MSP Counterpart	(4) Total U.S Owned or Controlled L/C	(5) Cooperating Country	(C) Other External Financing	(D) Numbers of People (1) Technicians Authorized Non-Contract	Contract	(2) Participants Non-Contract U.S.	3rd Country	Contract
A. All Prior Years																			
B. Net Deob.-Reob.																			
Current Funds																			
Total Actual Year FY																			
C. Operational Year FY																			
D. Budget Year FY																			
E. All Subsequent Years																			
F. Total All Years																			

2

	FY Source of Funds	Function of Funds	(A) Total All Prior (1) Cumulative Expenditures 6/30/	(2) Un-Sub-Obligated 6/30/	(3) Unliquidated Obligations 6/30/	(B) Actual Year FY (1) Actual Obligations During FY	(2) Total Available for Sub-Oblig.	(3) Sub-Obligated in FY	(4) Un-Sub-Obligated 6/30/	(5) Total Available for Expenditure	(6) Actual Expenditure in FY	(7) Unliquidated Obligations 6/30/	(C) Operational Year FY (1) Estimated Obligations in FY	(2) Total Available For Expenditure	(3) Estimated Expenditures in FY	(4) Unliquidated Obligations 6/30/
Dollar Obligation and Expenditure	All Prior Years															
	Actual Year FY															
	Operational Year FY															
	TOTAL															

Problems Addressed

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Instructions to Accompany Status of Cooperative Services Funds (Table E-2)

I. General

This table presents a list of all projects in a specific Cooperative Service and summarizes the status of funds, supplementing the E-1 for this Cooperative Service.

II. Special Instructions

A. This table is prepared to coincide with the fiscal year of the Cooperative Service.

B. Where the Cooperative Service fiscal year (CS-FY) coincides with the fiscal years of the U. S. Government, it is sufficient to show three years only (i.e., the last three columns of the "Summary of Status" block.)

C. The project number and title should be the same as indicated in the corresponding E-1 table for the project. However, enter only the last two segments of the project number for the individual projects under the Cooperative Service.

D. For Latin American Countries the amounts should agree with the Form ICA-7-100 reports.

E. The line - "Reserves" represents the total amount set aside from unallotted working capital to cover possible underestimates of the costs of approved projects. (See M.O. 756.4)

F. Entries for U. S. and cooperating government contributions on this table for the actual, operational and budget years should correspond to similar entries on the E-1 face sheet for the Cooperative Service itself.

G. The totals of obligations and expenditures shown under the heading "Project Detail by CS-FY" should agree with the equivalent figures shown in the "Summary of Status" block of the form.

H. "Other" contributions in the block "Agreed Contributions for CS-FY" include Cooperative Service earnings and cash contributions from local and provincial governments.

ICA-S-7B (7-55)

E-2	FORM ICA 10-110 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION COUNTRY ECONOMIC PROGRAM	COOPERATING COUNTRY	PROJECT NO.	E-2

STATUS OF COOPERATIVE SERVICE FUNDS

1 PROJECT DETAIL BY CS-FY		Obligations	Expenditures
Project Number	Project Title	($1000 Equivalent)	($1000 Equivalent)
All Other Projects (Detail on Continuation Sheet)			
TOTAL (Must correspond with (3B.) and (3E.)			

2 TITLE OF COOPERATIVE SERVICE

CS-FY 19
BEGINS:
ENDS:

3 SUMMARY OF STATUS				CS-FY	CS-FY	CS-FY	CS-FY
(All Figures $1,000 Equivalent)			Exchange Rate by Year U.S. $1.00 =				
A. AVAILABLE FOR OBLIGATION DURING CS-FY	1. Unobligated Balance End Prior CS-FY						
	2. Agreed Contributions for CS-FY	Host Government					
		U.S.	Corresponding U.S.-FY				
			Succeeding U.S.-FY				
		Other					
			TOTAL				
			TOTAL				
B. PLANNED OBLIGATIONS DURING CS-FY	1. Supplies and Equipment						
	2. Personnel and Training						
	3. All Other						
			TOTAL				
C. UNLIQUIDATED OBLIGATION BEGINNING OF CS-FY							
D. TOTAL OBLIGATIONS AVAILABLE FOR LIQUIDATION (Block B. plus C.)							
E. EXPENDITURE DURING CS-FY	1. Supplies and Equipment						
	2. Personnel and Training						
	3. All Other						
			TOTAL				
F. UNLIQUIDATED OBLIGATIONS CLOSE OF CS-FY (Block D. minus E.)							
G. UNOBLIGATED BALANCE CLOSE OF CS-FY (Block A. minus B.)	1. Reserves						
	2. Unreserved Balance						
			TOTAL				

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Instructions to Accompany Project Staffing Requirements (Table E-P)

I. General

This table summarizes the manpower requirements of the total country program for direct hire, U. S. nationals to be financed from program funds, including technical support funded personnel.

The table assists ICA/W in analyzing USOM requests for direct hire personnel to be paid from program funds for projects proposed in the annual submission. This data is reviewed and used as a basis for preparing guidelines and controls to the USOMs for Congressional Presentation purposes, reflecting ICA/W's anticipated recruitment availabilities. Authorization of positions and recruitment of personnel is accomplished through regular staffing pattern procedures.

II. Special Instructions

A. The totals for the direct hire technicians "On Board Close of Actual Year" should correspond to the totals reflected as "On Board End of Year" for the actual year in Table G-3. The total for the column "Proposed in Budget Year" should correspond to the total for the direct hire "Positions Authorized" on Table G-3 for the budget year.

B. Distribution by position titles should be by field of activity and coincide with the current staffing pattern for all continuing positions. Assign a standard position title to each new position from the ICA approved list of standard position titles (See M.O. 333.3, Attachment A).

C. In the "Increase" columns under the headings "Change in Operational Year" and "Change in Budget Year" insert the number of technicians required to bring the number "On Board Close Actual Year" to the total desired for each fiscal year. These entries should include not only new positions which the USOM proposes to fill but also replacements for incumbents of existing positions where these are required.

D. In the "Decrease" columns under the headings "Change in Operational Year" and "Change in Budget Year" insert the number of incumbents scheduled to leave the post. These entries should include the total number of individuals who will depart from the USOM regardless of whether the actual position is proposed for retention or not.

E. In the column "On Board Close Actual Year" insert the number of personnel shown in the Staffing Pattern Personnel Roster who are actually charged to the mission at the close of the year, except consultants, interns, and support (trainee) technicians. Indicate by footnote, any instance where a single position is filled by more than one incumbent on a temporary basis, in order that ICA/W may exclude such individuals in determining future manpower requirements.

F. The entries in the last column "Proposed Close of Budget Year" should equal column "On Board Close Actual Year" plus increases and less decreases indicated in the operational and budget years.

ICA-3-78 (7-55)

E-P	FORM ICA 10-111 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION **COUNTRY ECONOMIC PROGRAM**	COOPERATING COUNTRY **PROJECT STAFFING REQUIREMENTS** (DIRECT HIRE)	ICA ADMINISTERED PROGRAM	E-P

1 DISTRIBUTION BY POSITION TITLES	(A) *On Board Close Actual Year* FY	(B) Change in *Operational Year* FY		(C) Change in *Budget Year* FY		(D) Proposed Close of Budget Year FY
		Increase	Decrease	Increase	Decrease	

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Instructions to Accompany Dollar Non-Project Listing (Table F)

I. General

This table indicates the detail of the non-project component of the country program and the basis for distribution by commodity component or other means of assistance.

II. Special Instructions

The first column is for the last completed fiscal year; the next two columns for the current year, and the last column for the budget year. For countries where it is planned to program sales of surplus agricultural commodities to other countries as non-project assistance for the benefit of the cooperating country, the following treatment is prescribed:

> The commodities and other non-project assistance to be financed with the other government's currencies derived from the sales to that other government shall be listed in the body of the form in the appropriate category, with the notation "tri" shown in the stub next to the commodity or service involved and the amount bracketed to indicate it is a non-additive triangular trade import. The total of these non-additive items should equal the amount of the sales to other countries for benefit of the cooperating country for non-project purposes.

In defense support countries it is important to carefully check Country Team Table No. 1, particularly the category "other materiel" submitted by the MAAG in order to prevent omissions and duplications in commodity requirements.

III. In attached continuation sheets, include a narrative discussion covering the following specific points:

A. Problems Addressed by Non-Project Activity

List by brief descriptive title each problem toward whose solution the non-project assistance is directed. Indicate the specific results to be achieved through non-project assistance in meeting these problems. This should be stated in terms of activity targets which may be set for each sector of a commodity import program or for the non-project sector as a whole.

B. Rationale for Non-Project Composition

The general rationale for the total level of non-project assistance should be set forth in the discussion on the country aid level. In the narrative accompanying this table, discuss the nature of the planned commodity import program. Explain the way in which the particular commodity composition and level of non-project aid proposed were determined, especially in terms of the specific results to be achieved. Discuss the various purposes which certain commodities may serve and the lack of significance of the commodity composition in other cases. The need for consumption goods as opposed to capital goods or vice-versa should also be discussed.

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F	FORM ICA 10-112 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	ICA ADMINISTERED PROGRAM	F
				COUNTRY ECONOMIC PROGRAM		DOLLAR NON-PROJECT LISTING	

(All Figures $1,000)			(A) ACTUAL FY	(B) OPERATIONAL Congressional Presentation	(B) OPERATIONAL FY	(C) BUDGET FY
1 SURPLUS AGRICULTURAL COMMODITIES	A. Imports To This Country					
		All Other				
		TOTAL				
	B. Deduct Sales To This Country For Benefit Of Other Countries					
	C. Add Sales To Other Countries For Benefit Of This Country					
	Net Imports For Benefit Of This Country					
2 ALL OTHER COMMODITIES	A. Food					
		All Other				
		TOTAL				
	B. Feed and Fertilizer					
		All Other				
		TOTAL				
	C. Fuel					
		All Other				
		TOTAL				

(All Figures $1,000)			(A) ACTUAL FY	(B) OPERATIONAL Congressional Presentation	(B) OPERATIONAL FY	(C) BUDGET FY
2 Cont'd. ALL OTHER COMMODITIES (CONTINUED)	D. Raw Materials and Semi-Finished Products					
		All Other				
		TOTAL				
	E. Machinery and Vehicles					
		All Other				
		TOTAL				
	F. Miscellaneous and Unclassified					
		All Other				
		TOTAL				
		TOTAL				
3 CASH TRANSACTIONS						
4 OTHER (DETAIL)						
5 TOTAL NON-PROJECT ASSISTANCE						

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Instructions to Accompany Summary by Function and Local Currency (Table G-1)

I. General

This table summarizes the aid program by function and indicates the amount of local currency to be generated from the MSP dollar program.

II. Dollar Program

A. The figures in the column, "Cumulative to Actual Year," should account for all MSP dollar obligations up to the beginning of the actual year. Use the Congressional Presentation document as the source for the total figure. For example, the Congressional Presentation document for FY 1960 shows cumulative obligations through 6/30/58. For this table any assistance granted in prior years which does not compare with the current appropriation structure, e.g. Development Assistance should be considered as Defense Support or Special Assistance, depending upon the type of program being proposed for the operational and budget years.

B. All projects or programs which are funded from regional or world-wide allotments, e.g., Malaria Eradication Program, should be excluded from country dollar aid figures.

C. Dollar figures in the actual year column, which have been subdivided to indicate (1) net obligational activity with respect to prior year funds, and (2) the obligation of actual year funds during this period, should correspond to the same data included on Table G-5. For budgetary purposes, the actual year program will represent obligations from "Actual Year Funds" only.

D. The dollar program is classified in accordance with the functions for which funds were obligated or programmed, regardless of source of funding. The "Contingency Appropriation," for example, may be used for any purpose of the Act and in this table would be reflected under the function for which it was allotted as indicated in the country functional reporting system rather than being shown as a separate "Contingency" category.

E. The MSP loan figures should represent the loan portion of the dollar aid figures indicated regardless of whether the loan is in dollars or in local currency.

F. The figure on MSP sales of agricultural surplus should reflect both direct and triangular sales incorporated in the dollar program.

G. The amounts included for project assistance for the actual, operational, and budget years should equal the sum of the amounts included in the E-1 tables for the same years. The amounts for non-project assistance should equal the amounts for the same years on Table F.

III. Generation of Local Currency for MSP Uses

A. This segment of the table indicates the basis by which local currency has been or is proposed to be generated for MSP uses. A distinction is made between U. S.-owned and counterpart generation.

B. The sum of the entries in each column of "Potential Generation" for both U. S.-owned currency and counterpart should equal the total dollar program indicated in the "Dollar Program" section for the same columns.

C. The entries for "Potential Generation" of U. S.-owned currency should correspond to the figure shown in the "Dollar Program" portion of the table for MSP sales of surplus agricultural commodities. However, since some countries may be involved in triangular transactions whereby the U. S.-owned local currency is the currency of a second country and thereby not available for internal country use, it is necessary to reduce the potential generation figures to this extent. Furthermore, there are occasionally instances where waivers of deposits are authorized. To the extent that this happens, a reduction is necessary to obtain the correct amount of U. S.-owned currency which would be available for MSP country uses.

D. The entries for "Potential Generation" of counterpart local currency would represent the total dollar program indicated in the respective columns less that portion of the program used for the purchase of surplus agricultural commodities. Inasmuch as counterpart procedures vary from country to country, certain adjustments are necessary to arrive at the amount of local currency which will be generated for MSP uses. In addition to the reduction for counterpart which will be withheld for U. S. uses, it is necessary to reduce this figure in certain countries where counterpart is not deposited for the Technical Cooperation program or for the project assistance portion of the aid program. Where deposit of counterpart is not made because of such reasons, the amount involved should be entered on the line "Waiver of Counterpart Deposits." There may also be instances where a portion of the program is loaned in dollars and as a result no counterpart deposits are required. In countries where such a situation exists, enter the amount of such reduction in the line "Other."

Along with the deductions from potential generation referred to above, it is necessary in a number of instances to make certain additions to the potential generation figures. For example, certain countries are on a sales proceeds basis insofar as their counterpart operations are concerned.

In such instances it is necessary to record actual and estimated deposits in excess of what would have been or would be deposited on a commensurate value basis, such as customs duties and other taxes accruing from imports of aid financed goods. The table provides for such instances. In other countries certain loans have been made or will be made from the counterpart funds. To incorporate such loan repayments into the programming process, countries should indicate counterpart loan repayments made or to be made in the various years indicated in the column headings. Such adjustments are necessary to maintain an appropriate relationship between the generation and later deposit of local currency into the Counterpart Account. A third line is provided for any other upward adjustments which may be appropriate.

As an illustration of where such an adjustment would be necessary, consider any instance where counterpart deposit is made for world-wide dollar programs, such as the Malaria Eradication Program, which are not included in the dollar program portion of the table for the country. Another example of necessary upward adjustment is in the deposit of counterpart in countries where it is deposited as a result of imports resulting from U. S.-owned local currencies generated from triangular trade arrangements for the sale of Agricultural Surplus Commodities for MSP dollars of the country concerned.

E. To the extent that the deobligation or reobligation of prior year funds in the actual year affects the internal program composition — for example, a switch in the non-project sector from general to Section 402 funds — the generation figures should be adjusted appropriately.

F. The total for U. S.-owned local currency and the total for counterpart generation as shown under the various column headings should correspond to the generation figures for the same periods indicated on the Local Currency Pipeline Table (G-6).

G-1	FORM ICA 10-113 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	ICA ADMINISTERED PROGRAM	G-1
				COUNTRY ECONOMIC PROGRAM		SUMMARY BY FUNCTION AND LOCAL CURRENCY GENERATION	

(ALL FIGURES IN $1,000)	(A) CUMULATIVE TO ACTUAL YEAR	(B) ACTUAL YEAR FY TOTAL	(1) Prior Year Funds	(2) Actual Year Funds	(C) OPERATIONAL YEAR FY (1) Congressional Presentation	(2) Program	(D) BUDGET YEAR FY
1 ✓ DOLLAR PROGRAM — A. Defense Support Special Assistance — 1. Project							
2. Non-Project							
TOTAL							
B. Technical Cooperation							
TOTAL							
C. Includes MSP Loans							
D. Includes MSP Sales of Agricultural Surplus							
2 GENERATION OF L/C FOR MSP USES — A. U.S. Owned L/C Generation for MSP Uses — Potential Generation							
Less: Triangular currencies not available for internal use							
Waivers							
TOTAL							
B. Counterpart L/C Generation for MSP Uses — Potential Generation							
Less: L/C for U.S. uses							
Waiver of Counterpart Deposit							
Other (Loan, etc.)							
Add: Excess of Sales Proceeds Over Commensurate Value Counterpart Loan Repayments							
Other (footnote)							
TOTAL							
TOTAL GENERATION							

REMARKS:

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Instructions to Accompany Dollar Project Program by Field of Activity (Table G-2)

I. General

This table summarizes the dollar cost of the project sector of the program and indicates the number of technicians and participants programmed by field of activity.

II. Amounts

A. Amounts for the actual year should represent obligations from actual year funds only.

B. Totals for each of the fiscal years should correspond to the project aid amount for the same period and function as indicated on the G-1 table.

C. Total amounts for each fiscal year and function should be identical on both the G-2 and G-3 tables.

III. Personnel Data

A. Numbers of technicians relate to the numbers of positions authorized or proposed for authorization and numbers of participants to the numbers of participants programmed. Do not include "On Board" figures.

B. The totals indicated for the number of technicians authorized or proposed and for the number of participants programmed should represent the total of the technicians and participants in the project tables (E-1) for the comparable fiscal years. These totals would also equal the totals for the same years shown on table G-3 under the appropriate columns.

C. The numbers of third country technicians should be indicated by footnote and not included in the column entries.

G-2	FORM ICA 10-114 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	ICA ADMINISTERED PROGRAM	G-2
				COUNTRY ECONOMIC PROGRAM	DOLLAR PROJECT PROGRAM BY FIELD OF ACTIVITY		

ANNUAL PROJECT ASSISTANCE COSTS BY FIELD OF ACTIVITY All Dollar Figures $1,000		(A) Total All Fields	(B) 11-19 Food and Agriculture	(C) 21-29 Industry and Mining	(D) 31-39 Transportation	(E) 41-49 Labor	(F) 51-59 Health and Sanitation	(G) 61-69 Education	(H) 71-79 Public Administration (1) 71 Public Safety	(H) (2) 72-79 Public Administration	(H) Total	(I) 81-89 Community Development, Social Welfare and Housing (1) 81-82 Comm. Devel. and Social Welfare	(I) (2) 83-89 Housing	(I) Total	(J) 91-99 General and Miscellaneous
1 ACTUAL YEAR	SA/DS														
	TC														
FY	Total														
No. of Technicians – Total															
Direct Hire															
Contract															
No. of Participants – Total															
Non-Contract															
U.S.															
Third Country															
Contract															
2 OPERATIONAL YEAR	SA/DS														
	TC														
FY	Total														
No. of Technicians – Total															
Direct Hire															
Contract															
No. of Participants – Total															
Non-Contract															
U.S.															
Third Country															
Contract															
3 BUDGET YEAR	SA/DS														
	TC														
FY	Total														
No. of Technicians – Total															
Direct Hire															
Contract															
No. of Participants – Total															
Non-Contract															
U.S.															
Third Country															
Contract															

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Instructions to Accompany Dollar Project Program by Cost Component (Table G-3)

I. General

This table summarizes the dollar project program by function and cost component. Provision is also made to summarize data relating to numbers of technicians and participants.

II. Amounts

A. Amounts for the actual year should represent obligations from actual year funds only.

B. Total cost figures for each of the fiscal years by function should correspond with the project aid amounts for the same year and functions as indicated on the G-1 table.

C. Total cost figures for each fiscal year should be identical with the amounts for the same year and function in the column "Total All Fields" on table G-2.

III. Personnel Data

A. This table would indicate direct hire U. S. national technicians authorized or proposed for authorization (not including "E" positions to be abolished before the end of the year, i.e., interns, support (trainee) technicians; and temporary, part-time and consultant employment) or programmed (contract) in the same manner as the E-1 tables and the G-2 tables. "Positions Authorized" and "Positions Programmed" should be the same as "Non-Contract" and "Contract" technicians as defined in the instructions for Table E-1 However, the mission is also required to indicate actual or estimated on board figures for technicians inasmuch as such information is required in both the Bureau of the Budget and the Congressional review. Estimates should be as realistic as possible and based upon previous mission recruitment experience.

B. Third country direct hire technicians will be included in the "Local Direct Hire" column where appropriate and the number of such employees will be indicated by footnote. Third country contract technicians should be indicated by footnote and not included in the column entries.

C. Indicate by footnote the countries and the number of participants involved in third country training.

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G-3 FORM ICA 10-115 (6-59)

DATE PREPARED

☐ ORIGINAL
☐ REVISION NO.

SECURITY CLASSIFICATION

COOPERATING COUNTRY

ICA ADMINISTERED PROGRAM

G-3

COUNTRY ECONOMIC PROGRAM

DOLLAR PROJECT PROGRAM BY COST COMPONENT

DOLLAR COST COMPONENTS AND NUMBER OF PEOPLE BY FY AND FUNCTION		(A) MAJOR COST COMPONENTS (ALL FIGURES $1,000)							(B) NUMBER OF TECHNICIANS					(C) NUMBER OF PARTICIPANTS		
		(1) Total Cost	(2) Direct Hire Technicians	(3) Non-Contract Participants	(4) Contract Services	(5) Commodities	(6) Other Costs	(7) Contribution to Cooperative Services	(1) Direct Hire (a) Positions Authorized	(1) Direct Hire (b) On Board End of Year	(2) Contract (a) Positions Programmed	(2) Contract (b) On Board End of Year	(3) Locals Direct Hire on Board End of Year	(1) Non-Contract (a) Programmed for U.S.	(1) Non-Contract (b) Programmed for 3rd Country	(2) Contract Programmed
1 ACTUAL YEAR FY	SA/DS															
	TC															
	TOTAL															
2 Congressional Presentation	SA/DS															
	TC															
	TOTAL															
OPERATIONAL YEAR FY	SA/DS															
	TC															
	TOTAL															
3 BUDGET YEAR FY	SA/DS															
	TC															
	TOTAL															

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Instructions to Accompany

Local Currency Program by Field of Activity (Table G-4)

I. General

This table provides a summary of the local currency program by fields of activity available for MSP use by source.

II. Special Instructions

1. The total of U. S.-owned local currency for the actual, operational, and budget years should equal:

a. The sum of the U. S.-owned local currency commitments or obligations included in the project Tables E-1 for the country for the same year.

b. The amount of U. S.-owned local currency shown as obligated in Table G-6.

2. Similarly, the total of counterpart and P.L. 480 and other local currency for each year should equal corresponding local currency commitments or obligations included in the E-1 tables for the country as well as amounts indicated as committed or obligated in Table G-6.

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G-4	FORM ICA 10-116 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	ICA ADMINISTERED PROGRAM	G-4
				COUNTRY ECONOMIC PROGRAM	LOCAL CURRENCY PROGRAM BY FIELD OF ACTIVITY		

OBLIGATIONS OR COMMITMENTS BY FISCAL YEAR (All Figures $1,000 Equivalent)	(A) FY			(B) FY			(C) FY		
	(1) MSP Source		(2) Title I PL 480 & Other	(1) MSP Source		(2) Title I PL 480 & Other	(1) MSP Source		(2) Title I PL 480 & Other
	(a) U.S. Owned	(b) Counterpart		(a) U.S. Owned	(b) Counterpart		(a) U.S. Owned	(b) Counterpart	
1 MILITARY PURPOSES — A. Projects									
B. Budget Support									
C. Military Procurement									
TOTAL									
2 ECONOMIC PURPOSES — A. Projects — 1. Food and Agriculture									
2. Industry and Mining									
3. Transportation									
4. Labor									
5. Health and Sanitation									
6. Education									
7. Public Admin. — Public Safety									
Public Administration									
TOTAL									
8. C.D., S.W., & H. — Community Development and Social Welfare									
Housing									
TOTAL									
9. General and Miscellaneous									
TOTAL									
B. Budget Support									
C. Procurement for Third Countries									
TOTAL									
3 TOTAL ALL PURPOSES									

DEFINITIONS:
OBLIGATIONS or COMMITMENTS
1. U.S. owned local currency – Obligation is considered to take place in same manner as for dollar funds.
2. Counterpart – Commitment is considered to take place when a firm agreement is made between the U.S. and the host country to provide specified amounts for specific purposes or projects. Since such agreement takes place at different stages in different countries, varying from instances in which the obligation or commitment and the authorization to release from the special account are identical to instances in which the firm agreement precedes such authorization, indicate the point in the programming process which precludes reprogramming without amendment of an intergovernmental agreement.

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Instructions to Accompany Dollar Pipeline Summary Analysis (Table G-5)

I. General

This table shows the status of the dollar pipeline in the country and the effect of the proposed aid level on this pipeline. The dollar pipeline summary analysis should be carefully prepared and over-optimism avoided in estimating the rate of expenditure, since expenditure data are of concern both in the Bureau of the Budget and the Congressional review processes, and expenditure activity will directly influence judgments with respect to country ability to absorb new obligational authority in an effective manner. Since in most countries there is a direct relationship between dollar expenditures and local currency deposits, this relationship should also be considered in entering the deposit figures on local currencies generated from MSP dollars in the Local Currency Pipeline Table (G-6)

II. Special Instructions

A. For the stub "All Prior Year Funds," the figures in the first column "Unliquidated Obligations 6/30/X" of all prior year funds represents the unliquidated obligations at the beginning of the actual fiscal year. The total should coincide with figures which appear annually in the Congressional Presentation document. For example, the Congressional Presentation documents for FY 1960 show cumulative obligations and expenditures and unliquidated obligations as of 6/30/58. For this table, any assistance programmed in prior years which does not compare with the current appropriation structure, for example, Development Assistance, should be considered as Defense Support or Special Assistance depending upon the type of program being proposed for the operational and budget years. The second column, "Actual Obligations during FY" should represent only the net obligation activity with respect to prior year funds. Hence, the total activity insofar as prior year funds are concerned will almost always result in a negative figure.

It is not necessary to estimate deobligation activity for the operational and budget years. Thus, these columns have been blocked out.

B. For the stubs on Actual Operational and Budget Year funds, all obligations under the column headings for obligations should represent only those obligations made from funds of the specific year indicated in the column headings.

C. All amounts representing obligations should coincide directly by year, function, and type of assistance with the appropriate lines and columns of the G-1, G-2, and G-3 tables.

G-5	FORM ICA 10-117 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	ICA ADMINISTERED PROGRAM	G-5
				COUNTRY ECONOMIC PROGRAM	DOLLAR PIPELINE SUMMARY ANALYSIS		

OBLIGATION AND EXPENDITURE BY FISCAL YEAR (ALL FIGURES $1,000)		(A) TOTAL ALL YEARS PRIOR FY	(B) ACTUAL YEAR FY				(C) OPERATIONAL YEAR FY				(D) BUDGET YEAR FY			
		(1) Unliquidated Obligations 6/30/	(1) Actual Obligations During FY	(2) Total Available for Expenditure	(3) Actual Expenditure in FY	(4) Unliquidated Obligations 6/30/	(1) Estimated Obligations in FY	(2) Total Available for Expenditure	(3) Estimated Expenditures in FY	(4) Unliquidated Obligations 6/30/	(1) Proposed Obligations in FY	(2) Total Available for Expenditure	(3) Estimated Expenditures in FY	(4) Unliquidated Obligations 6/30/
1 ALL PRIOR YEAR FUNDS	SA/DS Project													
	SA/DS Non-Proj.													
	Sub-Total													
	Tech. Cooperation													
	TOTAL													
2 FY FUNDS	SA/DS Project													
	SA/DS Non-Proj.													
	Sub-Total													
	Tech. Cooperation													
	TOTAL													
3 FY FUNDS	SA/DS Project													
	SA/DS Non-Proj.													
	Sub-Total													
	Tech. Cooperation													
	TOTAL													
4 FY FUNDS	SA/DS Project													
	SA/DS Non-Proj.													
	Sub-Total													
	Tech. Cooperation													
	TOTAL													
5 TOTAL FUNDS ALL YEARS	SA/DS Project													
	SA/DS Non-Proj.													
	Sub-Total													
	Tech. Cooperation													
	TOTAL													

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Instructions to Accompany Local Currency Pipeline (Table G-6)

I. General

This table presents the status of local currencies available to the country for MSP uses from the generation stage through the expenditure stage.

II. Special Instructions

A. Conversion of Local Currency to Dollar Equivalent

1. Four spaces are provided in the table to indicate the exchange rate applicable to each of the four groupings of local currency. The applicable exchange rate is to be used in calculating dollar equivalents of local currency status for all activity through the actual year and for the balance remaining at the beginning of the operational year. For each grouping of local currency, such exchange rate should represent the weighted average collected rate of exchange applicable to the type of currency involved for the period from the inception of the program to the end of the actual year. The rate would be derived as follows:

a. For MSP-U. S.-owned, counterpart and other local currency, divide the total of each of the individual local currency deposits in MSP-U. S.-owned accounts (Symbol 72FT575 for Section 402 and Symbol 72FT571 for Section 550), special counterpart account, and other local currency accounts, respectively, by the total of corresponding dollar equivalents of such deposits at the applicable collected rates. For example, if 12,000 Section 402 local currency units were deposited at the rate of 3 local currency units = \$1. U. S., and 8,000 Section 402 local currency units at the rate of 4 local currency units = \$1. U. S., the dollar equivalents and weighted average collected rate would be:

Local Currency Units		Dollar Equivalent		Collection Rate
12,000		\$4,000		3.
8,000		2,000		4.
20,000	÷	\$6,000	=	3.3 (derived weighted average collection rate)

b. For Title I, P.L. 480 foreign currencies, divide the total availability of foreign currency deposits available under each Sales Agreement, including amendments thereto, by the total of corresponding dollar equivalents of such deposits available. Deposit data should be obtained from U. S. Disbursing Officer records. Availability of foreign currency deposits under each Sales Agreement for MSP use is derived by deducting amounts in the Sales Agreement for U. S. uses, any country uses purchased with MSP appropriated dollars, and 104(e) Cooley Amendment uses from cumulative deposits existing at the end of the actual year in the 20FT580 or 20FT580G account (whether or not subsequently withdrawn into ICA or other agency accounts). Such priority of availability should be altered only when it can be determined from ICA foreign currency allotment advices (or allocations to other agencies) that availability of deposits for MSP country use has in fact been given priority over U. S. uses, country uses purchased with MSP appropriated dollars, or 104(e) Cooley Amendment uses.

2. The cumulative average collected rate of exchange (weighted according to the above formula) should also be used in calculating the dollar equivalent of all obligation and expenditure activity through the end of the actual year. Dollar equivalents of balances so derived as of the end of the actual year, will be utilized in the operational and budget year projections without adjustment for any anticipated exchange rate fluctuations. Since generation figures for any year are expressed in dollars, there will be no necessity to convert local currency units into dollar equivalents. In order to ensure comparability of the various columns and to ensure that final cumulative deposit, obligation, and expenditure figures at the close out of the program will be equal to the generation figure, it is essential that the weighted average collected (deposit) rate not change from that calculated at the end of the actual year.

It is recognized that dollar equivalents calculated in accordance with the above instructions may not reflect the value of currencies at the time of obligation or disbursement, but this is the simplest manner to arrive at reasonable dollar equivalent figures for budget presentation purposes. It may be necessary for ICA/W to adjust dollar equivalents of deposit, obligation and disbursement activity during the actual year, on balances at the close of the actual year, due to the necessity of obtaining inter-agency agreement.

3. Local currency units used to derive dollar equivalent value for the cumulative status of funds at the end of the actual year appearing on this table should agree with official USOM reports to ICA/W on local currency (F series, Counterpart Special Account, etc.). If such official reports are in error, corrected figures should be shown, approved by the USOM Controller, and justified or explained by footnote.

B. "Other Local Currency for MSP Purposes" should include all country-owned local currencies other than those accounted for elsewhere in the table, e.g., Title II, P.L. 480, etc., over which ICA has control, except for Trust Account activities which are not to be reported.

C. The "Generated" amounts for MSP Local Currencies (both U. S.-owned and Counterpart) for each year should equal the "generation" figure for such currency for the corresponding year as indicated in Table G-1.

D. Amounts "Generated" cumulatively as of the end of the Actual Year and, during the Operational and Budget Years for P.L. 480, Title I local currency should agree with the corresponding amounts of "Total Administered by MSP Agencies" from Title I, P.L. 480 Sales in Table G-7.

E. Amounts "Obligated" or "Committed" by grouping of local currency and by year should equal corresponding amounts of obligation or commitment for "Total All Purposes" as indicated on Table G-4.

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G-6 | FORM ICA 10-118 (6-59) | DATE PREPARED | ☐ ORIGINAL ☐ REVISION NO. | SECURITY CLASSIFICATION | COOPERATING COUNTRY | ICA ADMINISTERED PROGRAM | G-6

COUNTRY ECONOMIC PROGRAM

LOCAL CURRENCY PIPELINE

DEFINITIONS:

GENERATED – Generated is defined to mean the amount of local currency that has accrued or will accrue as a result of dollar obligations. Deductions should be made for MSP currencies not available for MSP use as indicated in Table G-1.

OBLIGATED OR COMMITTED

1. U.S. owned local currency – Obligation is considered to take place in same manner as for dollar funds.
2. Counterpart – Commitment is considered to take place when a firm agreement is made between the U.S. and the host country to provide specified amounts for specific purposes or projects. Since such agreement takes place at different stages in different countries, varying from instances in which the obligation or commitment and the authorization to release from the special account are identical, to instances in which the firm agreement precedes such authorization, indicate the point in the programming process which precludes reprogramming without amendment of an intergovernmental agreement (describe below the type of document used for such agreement).

EXPENDITURE

1. U.S. owned currency – Expenditure of U.S. owned local currency is considered to take place at the time funds are withdrawn from the U.S. account.
2. Counterpart – Expenditure of counterpart is considered to take place at the time funds are withdrawn from the special account.

(ALL FIGURES $1,000 EQUIVALENT)			(A) FY (1) Status 7/1/	(A) (2) Net Change	(A) (3) Status 6/30/	(B) FY (1) Net Change	(B) (2) Status 6/30/	(C) FY (1) Net Change	(C) (2) Status 6/30/
1 MSP LOCAL CURRENCIES	A. U.S. Owned	1. Generated							
		2. Deposited							
		3. Obligated							
		4. Expended							
	Exchange Rate $1=	5. Undeposited Generation							
		6. Unobligated Deposits							
		7. Unexpended Deposits							
	B. Counterpart	1. Generated							
		2. Deposited							
		3. Committed							
		4. Expended							
	Exchange Rate $1=	5. Undeposited Generation							
		6. Uncommitted Deposits							
		7. Unexpended Deposits							
2 PL 480 TITLE 1 LOCAL CURRENCY FOR MSP PURPOSES		A. Generated							
		B. Deposited							
		C. Obligated							
		D. Expended							
		E. Undeposited Generation							
		F. Unobligated Deposits							
Exchange Rate $1=		G. Unexpended Deposits							
3 OTHER LOCAL CURRENCY FOR MSP PURPOSES		A. Generated.							
		B. Deposited							
		C. Committed							
		D. Expended							
		E. Undeposited Generation							
		F. Uncommitted Deposits							
Exchange Rate $1=		G. Unexpended Deposits							

PAGE OF PAGES | SECURITY CLASSIFICATION | SHEET 1 OF SHEETS TO THIS TABLE

Instructions to Accompany Title I, PL 480 Sales (Table G-7)

I. General

This table presents the status of Title I, P.L. 480 activity by uses as set forth in the Sales Agreements and by commodity components.

II. Special Instructions

A. Local currency proceeds in Sales Agreements earmarked MSP Country Uses purchased with MSP appropriated U. S. dollars should be included in amounts shown as "Reserved for U. S. Uses." These amounts should be identified in footnotes to the table.

B. The cumulative amount of total sales through the actual year should represent actual or estimated deposits after adjustment for freight costs and/or shortfalls and changes in Sales Agreements.

C. The commodities to be listed in the "Commodity" block of the lower half of the table, should represent commodities sold or to be sold to the cooperating governments under Sales Agreements on a cumulative basis through the actual year, the operational year and the budget year, respectively.

D. The "Total Administered by MSP Agencies" for years cumulatively through the actual year, for the operational year and for the budget year, should equal corresponding amounts of P.L. 480, Title I, local currency "Generated" in Table G-6.

E. The "Value" of commodities listed should represent total value of the quantity involved (total world market price) and not unit price. The total "Value" of commodities by year (or group of years) should equal corresponding amounts shown under "Total Sales Contemplated by Agreement" in the table.

ICA-3-78 (7-55)

G-7	FORM ICA 10-119 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	ICA ADMINISTERED PROGRAM	G-7
				COUNTRY ECONOMIC PROGRAM	TITLE I, PUBLIC LAW 480 SALES		

1 SALES AGREEMENTS BY FY OF SIGNATURE	(A) Total Sales Contemplated By Agreement	(B) Reserved For U.S. Use Section 104 (a, b, f, h, i, j etc.)	(C) Section 104(e) Loan Administered By Ex-Im Bank (Cooley)	(D) MSP Country Uses (1) Section 104(c) (a) Administered By DOD	(b) Administered By ICA	(2) Section 104(d)	(3) Section 104(e)	(4) Section 104(g)	(5) Total Administered By MSP Agencies
A. Cumulative through Actual Year FY									
B. Operational Year, FY									
C. Budget Year, FY									
TOTAL									

SALES UNDER SALES AGREEMENTS BY FISCAL YEAR OF SIGNATURE

2 COMMODITY	(A) Cumulative through Actual Year FY (1) Unit and Quantity	(2) Value	(B) Operational Year FY (1) Unit and Quantity	(2) Value	(C) Budget Year FY (1) Unit and Quantity	(2) Value
TOTAL						

PAGE OF PAGES | SECURITY CLASSIFICATION | SHEET 1 OF SHEETS TO THIS TABLE

Instructions to Accompany ICA/IES Coordinated Plans (Tables G-8a, 8b, 8c)

I. General

This table presents the coordinated planning of technician and participant activity in the cooperating country financed by the U. S. It should be prepared by the USOM in consultation with the USIS mission to the cooperating country.

II. Special Instructions

A. Participant Categories

1. "Observational Study" refers to prominent individuals brought to the United States for a short period (averaging 2 to 3 months), the majority of which is spent in travel status. Some "Observational Study" projects may include a short period at an educational institution.

2. "In-Service Training" comprises the bulk of participant activity in the U. S. and may include on-the-job experience, observation requiring travel, and educational institution study.

3. "Educational Institution Study" includes only those participants who receive the major portions of their training while enrolled at an educational institution.

B. Subject Matter Fields

1. General - Every effort should be made to be as specific as possible in designating subject matter fields. The activity field designations do not follow the nomenclature used by either IES or ICA but are a selected combination of both.

The following general guidelines assist determination in cases which do not clearly and readily fit under one of the subject matter titles:

a. Coordinated planning of the exchange activities should be based on State Department Instruction CA-10377, dated June 6, 1957. The appendix, Section IV in particular, should be carefully studied for those subject matter fields in which both ICA and IES are active: "English Language", "Labor", "Mass Media Communications", "Public Administration", and "Teacher Education". For guidance to subject matter fields marked below with an asterisk, reference should be made to ICA Manual Order 716.1.

b. If the projects are of considerable importance and involve a significant number of technicians or participants, thus indicating the unusual importance of the field to the country, use one of the blank columns provided on the third page of the table, even though the field may be a sub-category of a major subject matter field.

c. Every effort should be made to report all projects under one of the designated fields or by designating a special field as in a. above. If, however, a few different and individual projects are still outstanding, include these in one of the blank columns under "Miscellaneous."

2. Agriculture:* (Food and Agriculture) Include studies of agronomy, entomology and home economics.

3. Atomic Energy:* All projects with major emphasis in the field of peaceful use of atomic energy.

4. Civil Police Administration*

5. Community Development and Social Welfare*

a. Community Development covers projects with a unified over-all approach to the problem of raising the living standards at the community or village level and providing for participation of community members in planning and carrying out organized self-help.

b. Social Welfare: Administration, Social Security, Social Work Education and Training, Family and Child Welfare, Psychiatric Social Work, Services for Migrants and Refugees, Vocational Rehabilitation, etc. Teaching or study in the general field of sociology should not be included here, but under Social Science.

6. Economics: Projects that place major emphasis upon general study or investigation of the conditions and laws affecting the production, distribution and consumption of wealth.

7. Education: Before designating Education as a field of activity, preference should be given to more specific fields on the table. Only those concerned with education as a specific subject - e.g., teacher training, etc., - should be included here.

8. Engineering: Projects which place major emphasis upon general study of the applied science. Listing under a subject matter field would be indicated by specialist classification such as "Sanitary Engineer" - (Public Health). If there is a college contract under the ICA program in which, for example, American professors are providing training in allied fields, such as physics and chemistry, they would be placed in the Sciences rather than in Engineering. If the professors under the contract are providing training in some aspect of engineering, or are concerned with the organization and administration of a school of engineering, they would be placed in this category.

9. English Language: Projects specifically directed toward teaching or learning of English as a foreign language.

10. Housing:* Primary emphasis is on shelter improvement, training, survey, investigation, advice, planning, and demonstrations; housing finance and management; housing economics, statistics, research and development.

11. Humanities: Fine Arts (general, art, music, theater, etc.); Liberal Arts; Language (other than English) and Literature; Philosophy; Religion, etc.

12. Industry and Mining:* (Includes Industrial and Business Administration).

13. Labor:*

14. Mass Media Communication:* Printing; Writing (audio-visual and journalistic); Photography (still, filmstrip, and slide); Graphics; Motion Pictures; Radio; Television; other communications media, including policy-making officials of media such as editors and publishers.

15. Parliamentarians: Members of national parliaments (excludes permanent or administrative officials of parliaments).

16. Public Administration:*

17. Public Health:* (Include all doctors, nurses and other medical personnel who receive their experience in public health medicine as opposed to other branches of medicine.)

18. Public Officials: Government officials selected primarily because of their political significance, such as Cabinet Ministers, Under-Secretaries, Supreme Court Justices, and important provincial officials such as Governors and Mayors.

However, such officials selected primarily because of their interest in a subject matter field and the potential of their training to the cooperating country, should be listed under an appropriate subject matter heading. (e.g., a Minister of Health primarily interested in techniques in environmental sanitation would appear under "Public Health".) Employees of state-owned commercial or industrial enterprises should not be listed under this heading.

19. Science: General, Biological, Mathematics, Chemistry, Geology, Meteorology, Geophysics, Physics, Medical Sciences, etc.

20. Social Science: Anthropology, Geography, History, Law, Library Science, Psychology, Sociology, Political Science, International Relations, etc.

21. Transportation:*

C. Narrative

In the block headed "Comments" at the end of the table a narrative statement should be appended describing for the budget year the following:

1. The rationale by which ICA/IES exchange activities programmed were coordinated.

2. A citation of instances where one agency has scheduled projects at the request of another.

3. For those instances in which both agencies have considerable activity in the same subject matter field, an explanation of the respective activities to show how they complement each other. A clear explanation of the complementary roles of ICA/IES under "Education" is of particular importance.

ICA-3-78 (7-55)

G-8 a	FORM ICA 10-135 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION COUNTRY ECONOMIC PROGRAM	COOPERATING COUNTRY ICA/IES COORDINATED PLANS	ICA ADMINISTERED PROGRAM	G-8 a

I

Actual Year = FY 19
Operational Year = FY 19
Budget Year = FY 19

			(A) ICA PROGRAM										(B) IES PROGRAM											(C)
			U.S. TECHNICIANS			PARTICIPANTS TO U.S.							U.S.					FOREIGN						GRAND TOTAL
Subject Matter Fields	ICA Activity Code		Univ. Contract	All Other	Total	Observational Study	In-Service Training	Educ. Inst. Study	Total	3rd Country Participants	Total		Lecturers & Research Scholars	Teachers	Students	Specialists	Total	Lectures & Research Scholars	Teachers	Students	Leaders & Specialists	Total	Total	
A. Agriculture	(11-19)	Act FY																						
		Op FY																						
		Bud FY																						
B. Atomic Energy	(98)	Act FY																						
		Op FY																						
		Bud FY																						
C. Civil Police Administration	(71)	Act FY																						
		Op FY																						
		Bud FY																						
D. Community Development and Social Welfare	(81-82)	Act FY																						
		Op FY																						
		Bud FY																						
E. Economics		Act FY																						
		Op FY																						
		Bud FY																						
F. Education	(61-69)	Act FY																						
		Op FY																						
		Bud FY																						
G. Engineering		Act FY																						
		Op FY																						
		Bud FY																						
H. English Language	(69)	Act FY																						
		Op FY																						
		Bud FY																						
I. Housing	(83-89)	Act FY																						
		Op FY																						
		Bud FY																						
J. Humanities		Act FY																						
		Op FY																						
		Bud FY																						

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ICA-3-7B (7-55)

G-8.b FORM ICA 10-136 (6-59)

DATE PREPARED

☐ ORIGINAL

☐ REVISION NO.

SECURITY CLASSIFICATION

COUNTRY ECONOMIC PROGRAM

COOPERATING COUNTRY

ICA ADMINISTERED PROGRAM

ICA/IES COORDINATED PLANS

G-8b

1 Cont'd.

Actual Year = FY 19

Operational Year = FY 19

Budget Year = FY 19

			(A) ICA PROGRAM: U.S. TECHNICIANS			PARTICIPANTS TO U.S.						(B) IES PROGRAM: U.S.					FOREIGN						(C)
Subject Matter Fields	ICA Activity Code		Univ. Contract	All Other	Total	Observational Study	In-Service Training	Educ. Inst. Study	Total	3rd Country Participants	Total	Lecturers & Research Scholars	Teachers	Students	Specialists	Total	Lecturers & Research Scholars	Teachers	Students	Leaders & Specialists	Total	Total	GRAND TOTAL
K. Industry & Mining	(21-29)	Act FY																					
		Op FY																					
		Bud FY																					
L. Labor	(41-49)	Act FY																					
		Op FY																					
		Bud FY																					
M. Mass Media Communications	(92)	Act FY																					
		Op FY																					
		Bud FY																					
N. Parliamentarians		Act FY																					
		Op FY																					
		Bud FY																					
O. Public Administration	(72-79)	Act FY																					
		Op FY																					
		Bud FY																					
P. Public Health	(57-59)	Act FY																					
		Op FY																					
		Bud FY																					
Q. Public Officials		Act FY																					
		Op FY																					
		Bud FY																					
R. Science (Medical, Physical, Natural)		Act FY																					
		Op FY																					
		Bud FY																					
S. Social Sciences		Act FY																					
		Op FY																					
		Bud FY																					
T. Transportation	(31-39)	Act FY																					
		Op FY																					
		Bud FY																					

PAGE OF PAGES

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ICA-3-7B (7-55)

G-8 c	FORM ICA 10-137 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION COUNTRY ECONOMIC PROGRAM	COOPERATING COUNTRY ICA/IES COORDINATED PLANS	ICA ADMINISTERED PROGRAM	G-8 c

1 Cont'd.
Actual Year = FY 19
Operational Year = FY 19
Budget Year = FY 19

Subject Matter Fields	ICA Activity Code		(A) ICA PROGRAM: U.S. TECHNICIANS: Univ. Contract	All Other	Total	PARTICIPANTS TO U.S.: Observational Study	In-Service Training	Educ. Inst. Study	Total	3rd Country Participants	Total	(B) IES PROGRAM: U.S.: Lecturers & Research Scholars	Teachers	Students	Specialists	Total	FOREIGN: Lecturers & Research Scholars	Teachers	Students	Leaders & Specialists	Total	Total	(C) GRAND TOTAL
U.		Act Fy																					
		Op FY																					
		Bud FY																					
V.		Act FY																					
		Op FY																					
		Bud FY																					
W.		Act FY																					
		Op FY																					
		Bud FY																					
TOTAL		Act FY																					
		Op FY																					
		Bud FY																					

2. Comments:

PAGE OF PAGES	SECURITY CLASSIFICATION	SHEET OF SHEETS TO THIS TABLE

CHAPTER III

THE COUNTRY PROGRAM BOOK

INSTRUCTIONS FOR PHYSICAL PREPARATION, ASSEMBLY AND SUBMISSION

A. General

The Country Program Book is the standard documentary exposition of the country economic program for a given country or region. It is prepared and maintained by each USOM or other field office or representative of ICA for annual submission to ICA/W. As the exposition of the country program, the Country Program Book constitutes the USOM's central planning vehicle and as such represents a continuous record of the evolution of a country's program. It contains the USOM's proposals to ICA/W with respect to programs for the budget year for which Congressional request has not yet been made as well as general longer range projection.

This chapter presents general guidance in the preparation of the Country Program Book which is supplemented by more detailed guidance in Chapter II. Specific instructions for the preparation and physical processing of the Country Program Book follow.

B. Country Program Book Submissions

The Country Program Book will be submitted for review in two stages: (a) an aid level submission, and (b) a program composition submission. Following the review of the latter submission and advice to the USOMs of approval of program composition, together with control figures for the actual and operational years, advice of technician availabilities, etc., USOMs will refine the appropriate data and submit to ICA/W such revisions and any supplementary information requested by ICA/W for use in the preparation of the Congressional Presentation document.

C. Up-dating of the Country Program Book

The Country Program Book will be required to be kept up-dated only to the extent necessary for the above submissions to ICA/W. Nevertheless to distribute the workload more evenly, consideration should be given to initiating analysis of appropriate sections of the Country Program Book several months prior to the due date of submission. Where appropriate, copies of project agreements and their amendments may be filed in the project section to maintain an accurate picture of the current status of this sector of the program.

D. Components of the Country Program Book

Listed below are the major sections of the Country Program Book. Under each section are listed the various standard forms needed for the preparation of that particular section. Instructions for the preparation of each section are contained in Chapter I unless otherwise noted below.

Part I. Setting for U. S. Programs

Cover for Aid Level submission. Instructions for the preparation of this form are contained in para. 6.B. of this chapter. Preparation is made on form ICA 10-100.

Table of Contents. Instructions for preparation of the table of contents for the Aid Level submission are contained in para. 6.C. of this chapter. The table of contents is prepared on one or more copies of form ICA 10-102.

Section A. U. S. Interests and Objectives

Preparation is made on form ICA 10-126.

Section B. Current Country Situation

Preparation is made on form ICA 10-127.

Section C. Economic Forecast

Preparation is made on form ICA 10-128. This section also includes four tabular forms:

1. Gross National Product
   (Form ICA 10-103)

2. Population, Production, Prices and Reserves
   (Form ICA 10-104)

3. Central Government Finances
   (Form ICA 10-105)

4. Balance of Payments
   (Form ICA 10-106)

Instructions for the preparation of each of these tables are presented in Chapter II.

Section D. Role of External Assistance

Preparation is made on form ICA 10-129. This section also includes the tabular form Summary of Assumptions Regarding External Assistance. (Form ICA 10-107). Instructions for the preparation of this table are presented in Chapter II.

Part II. ICA Administered Program

Section A. Role of ICA Program

Preparation is made on form ICA 10-121.

Section B. Magnitude of Aid and Factors Determining Aid Level

Preparation is made on form ICA 10-122.

Cover for Program Composition submission. Instructions for the preparation of this form are contained in para. 6.B. of this chapter. Preparation is made on form ICA 10-100.

Table of Contents. Instructions for the preparation of the table of contents to the Program Composition submission are contained in para. 6.C. of this chapter. The table of contents is prepared on one or more copies of form ICA 10-102.

n.b. The placing of the Cover and Table of Contents for the Program Composition submission in this precise location is for purposes of illustration only.

Section C. Problem Analysis and ICA Program Goals

Preparation is made on form ICA 10-123.

Section D. Program Progress to Date

Preparation is made on form ICA 10-124.

Section E. Proposed Program for Budget Year

Preparation is made on form ICA 10-125. This section also includes the following tabular forms:

1. E-I Project Index by Activity
   (Form ICA 10-108)

2. E-1 Project Description
   (Form ICA 10-109)

3. E-2 Status of Cooperative Service Funds
   (Form ICA 10-110)

4. E-P Project Staffing Requirements
   (Form ICA 10-111)

5. F Dollar Non-Project Listing
   (Form ICA 10-112)

6. G-1 Summary by Function and Local Currency Generation (Form ICA 10-113)

7. G-2 Dollar Project Program by Field of Activity (Form ICA 10-114)

8. G-3 Dollar Project Program by Cost Component (Form ICA 10-115)

9. G-4 Local Currency Program by Field of Activity (Form ICA 10-116)

10. G-5 Dollar Pipeline Summary Analysis (Form ICA 10-117)

11. G-6 Local Currency Pipeline (Form ICA 10-118)

12. G-7 Title I, Public Law 480 Sales (Form ICA 10-119)

13. G-8a, G-8b, G-8c ICA/IES Coordinated Plans (Form ICA 10-135, 136, 137)

Instructions for the preparation of each table are presented in Chapter II.

E. Physical Preparation

All of the above forms are available to each USOM as pre-printed worksheets. Whenever pages of the Country Program Book are prepared for submission to Washington these sheets should be used. They should be carefully typed, using as many carbons as necessary to provide the USOM with work copies until receipt of the printed Country Program Book from ICA/W. The original worksheet for each page is submitted to ICA/W for reproduction by the photo-offset process.

In addition, reproducible hectomaster snap-out sets are available for the E-1 and E-2 forms with their continuation sheets. Since USOMs will require a larger number of these forms for their own use and will have to use these forms to propose new projects at any time other than the regular Country Program Book submissions, these sets should be used to reproduce by the "ditto" process as many copies as are needed for field and Washington use.

Since ICA/W uses the photo-offset method of reproduction, it is possible for USOMs to include in the annual submissions graphs, charts, and photographs should they so desire.

F. Assembly

Country Program Books are assembled according to the sequence of sections and tables as set forth under para. 4 of this chapter. Within the Project Section, individual projects are listed in numerical sequence. Exception is made where Cooperative Services exist. All projects conducted under a given Cooperative Service are removed from such over-all sequence and are assembled in numerical sequence immediately following the Cooperative Service itself.

G. Submission to ICA/W

Each year, in conformance with deadlines specified in the Director, ICA's guidelines, USOMs prepare, assemble, and submit to ICA/W by air pouch the complete package of Country Program Book worksheets to be submitted at that time. The package is addressed to: "ICA/W Mail Room; attention (name) Regional Program Office, COUNTRY PROGRAM BOOK SUBMISSION."

The Regional Program Office checks the correct order of page assembly and transmits the package to ADSER for reproduction by the photo-offset process. Upon receipt of reproduced copies distribution will be made to all interested agencies in Washington and to the USOM in sufficient copies for the use of the USOM and other members of the country team.

When submitting individual E-1s or E-2s during the year not as part of a regular Country Program Book package, USOMs should reproduce by the "ditto" process as many copies as desired and send 40 copies to ICA/W under cover of a transmittal airgram addressed:

"ICA/W Mail Room; BLUEPRINT"

H. Instructions for the Preparation of Forms

1. Instructions Common to All Forms

Certain blocks in the heading are common to all forms. Instructions for their completion are:

a. Date Prepared

This block is self-explanatory.

b. Original-Revision No.

Indicate in this block whether the form is an original or a revision in response to an ICA/W request by inserting and "X" in the appropriate box. In the case of a revision, enter the number of such revision for any given fiscal year.

c. Security Classification

Keep classification at a minimum. With the exception of the cover page and the table of contents, each sheet is separately classified or unclassified according to its individual content. The cover page and each sheet of the table of contents are given the same classification as the highest classification given to any sheet in the total document.

In order to identify classified items within a page or table readily, such items, (i.e., individual figures, phrases of a sentence, sentence, or paragraphs) should be enclosed in a box to indicate that they are classified and that the remainder of the page is unclassified.

d. Cooperating Country

This block is self-explanatory.

e. Project No.

This block is self-explanatory.

f. Project Title

This block is self-explanatory.

g. Page of Pages

Commence consecutive pagination in this block beginning with the first page of the table of contents as page 1, and running through the remainder of that section of the Country Program Book submitted, i.e., Aid Level submission or Program Composition submission.

Revisions of any of the pages in these sections submitted at ICA/W request should retain the same page number as the original. Any additions not originally submitted would then be paginated 1 a, 1 b, 1 c, etc. according to their natural sequence in the CPB.

h. Sheet of Sheets to this Section or Table

Sheets are individually numbered within each section or table to assist in the assembly of different sections of the Country Program Book prepared by different offices within the USOM, and to ensure that all pages are present within a given table or section of the CPB.

i. Narrative Text

Where the material to be entered is narrative, the page should be broken into two typed columns. A small triangle is provided on the top and bottom of the block for narrative texts to facilitate this division into two columns.

j. Instructions for Operational Year Columns

Since the timing of the annual Country Program Book submission makes it impossible for the missions to provide actual data for the fiscal year in progress at the time the submission is being prepared, special care should be taken to assure that data reported in columns for the operational fiscal year are as realistic as possible with respect to obligations, expenditures, and numbers of technicians and participants. In each instance, the USOM should combine actual experience to the date of submission with the particular type of projection which is most likely to provide an accurate forecast for the balance of the year. In this connection, expenditure estimates for the operational year should represent an annualization of actual experience for the year to date, with only such further adjustments as can be fully supported by either (1) probable recurrent prior year experience or (2) specific events which the USOM has reason to believe may definitely occur during the remaining portion of the year.

2. Instructions for Preparation of Cover

A single cover page is provided for both the Aid Level submission and the Program Composition submission.

USOMs will be provided with "headlines" of the name of the cooperating country to which they are accredited and the titles "Aid Level Submission" and "Program Composition Submission". These should be glued to the worksheet immediately over the line in the center of the form. This sheet will form the cover of the package submitted to ICA/W for reproduction through the photo-offset process. Where a single submission only is required, only the headline for the country title should be used. USOMs are to insert in the box labeled "Security Classification" the highest classification given to any page in the total document.

ICA-3-78 (7-55)

SECURITY CLASSIFICATION

COUNTRY PROGRAM BOOK

BUDGET PROPOSAL FY 1961

SECURITY CLASSIFICATION

FORM ICA 10-100 (6-59)

3. Instructions for Preparation of Table of Contents

A table of contents form is prepared each year at the time of submission of the Country Program Book to ICA/W. Special instructions for the completion of this form are:

a. Blank Block in Heading

Enter in this block the title "Aid Level Submission" or "Program Composition Submission" depending on the submission for which the table of contents is being prepared.

b. Subject or Title

Under this heading list at a minimum each major section and table together with the page number with which it begins. It is not necessary to list each E-1 since the separate "Project Index by Activity" form will provide this information.

c. Authorized for Submission

In this block the USOM Director indicates by his signature his authorization for submission of the Country Program Book to ICA/W and his approval of its contents.

ICA-3-7B (7-55)

FORM ICA 10-102 (6-59)	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	
			COUNTRY ECONOMIC PROGRAM	**TABLE OF CONTENTS**	

SUBJECT OR TITLE	PAGE	SUBJECT OR TITLE	PAGE	SUBJECT OR TITLE	PAGE

AUTHORIZED FOR SUBMISSION

DIRECTOR USOM

PAGE OF PAGES

SECURITY CLASSIFICATION

SHEET OF SHEETS TO THIS TABLE

4. Instructions for the Preparation of Continuation Sheets

Continuation sheets are used for the preparation of narrative sections of the Country Program Book, and for the continuation of footnoting of certain tables. For such tables, instructions are found in Chapter II. Special instructions for the completion of this form are:

Blank Blocks in Heading

Repeat the block entries which appear in the same blocks in the form which the continuation sheet continues or footnotes.

FORM ICA 10-120 (6-59) Continuation Sheet	DATE PREPARED	☐ ORIGINAL ☐ REVISION NO.	SECURITY CLASSIFICATION	COOPERATING COUNTRY	
			COUNTRY ECONOMIC PROGRAM		

PAGE OF PAGES	SECURITY CLASSIFICATION	SHEET OF SHEETS TO THIS

OPERATIONAL YEAR PROGRAM APPROVAL PROCESS

A. General

Washington review of the operational year program commences with the review of the proposed aid level and program for the budget year in the Fall, to determine the scope of the program to be requested of Congress. The USOMs are advised of approval of aid level and program composition for planning purposes so that necessary adjustments may be incorporated in the Country Program Book resubmission for use in the Congressional Presentation.

When the budget year becomes the operational year, a specific program approval is given by ICA/W to permit implementation. The program approval for the operational year is based substantially on information contained in the Country Program Book submissions and reflected in the Congressional Presentation document. However, ICA/W will request all USOMs to present a summary request for specific operational year program approval based on the program described in the preceding documents, in order to reflect adjustments to their plans due to developments subsequent to the budget year approval. This call will generally be issued prior to final enactment of appropriation legislation for the operational year.

Inasmuch as a substantial portion of the program will already have received preliminary approval by this stage of the cycle, USOMs are required to justify only those changes in program plans for the operational year (budget year in the Congressional Presentation document) which have taken place since the dispatch of the Country Program Book revisions.

B. Operational Program Approval Request

The request for operational year program approval is undertaken on a special series of forms termed the OPAR - Operational Program Approval Request. The forms serve as the document by which (1) USOMs request program approval for operational year implementation, (2) ICA/W regional offices review, revise (where necessary) and submit their recommendations to higher echelons, and (3) ICA records program approval for advice to the field.

The OPAR should reflect current program plans as envisaged by the USOMs or responsible ICA office for the operational year. Data is presented by the USOM or other initiating office on a series of forms prepared in accordance with the following instructions.

1. Summary of Dollar Program

This form summarizes the dollar program proposed for the operational year.

a. USOMs are to fill in amounts proposed only under the headings "Congressional Presentation" (column (A)) and "Proposed Planning Level" (column (B)) for Technical Cooperation, Defense Support and Special Assistance, (with sub-breakdowns) and Other.

b. Under "Other" include such other functions not identified above, i.e., world-wide programs such as Malaria Eradication, projects financed from regional funds, etc., specifying each of the items in the space provided.

c. Include a brief statement on any changes proposed in aid level or program composition from the program included in the Congressional Presentation document, which is reflected on the form. This discussion should offer justification for any changes proposed, using the narrative explanation form for this purpose. If the proposal is unchanged from the Congressional Presentation, a brief statement to this effect should be made.

ICA-3-78 (7-55)

0-1	FORM ICA 10-130 (6-59)	DATE PREPARED	☐ ORIGINAL	AMENDMENT NO.	SECURITY CLASSIFICATION	ICA/W APPROVAL NO.	COUNTRY OR OFFICE	0-1
		Requested by ☐ USOM		☐ Regional Director, ICA/W	OPERATIONAL PROGRAM APPROVAL REQUEST	SUMMARY OF DOLLAR PROGRAM		

1 FUNCTION (All figures in dollars)				Congressional Presentation	Proposed Planning Level	Implementation Level		
						Current Approval	Change	Total
A. TECHNICAL COOPERATION				(A)	(B)	(C)	(D)	(E)
B. DEFENSE SUPPORT AND/OR SPECIAL ASSISTANCE	1. Project							
	2. Non-Project	a. General						
		b. Section 402	Direct					
			Triangular					
		c. Cash Transaction						
		TOTAL						
C. OTHER (specify)								
D. GRAND TOTAL								

2 Remarks:

3 Concurrence: Date

Controller, ICA

W/MSC, State

Approval: Date

Deputy Director for Operations, ICA

Director, ICA

2. Project Listing

This form provides for a listing, by individual function and field of activity, of each project for which the obligation of dollar funds is proposed in the operational year.

a. Enter the project number and title for each such project together with the amount included in the Congressional Presentation and the amount currently proposed by the USOM for New Obligational Authority.

b. To the extent that the proposed new funding is for an approved project and does not exceed the amount included in the Congressional Presentation for the project, simply make the entry "Approved" in the column "Status of Approval."

c. If the project was included in the Congressional Presentation in the amount proposed, but not approved for implementation in all aspects, enter an appropriate statement of explanation and justification if this may be accomplished in one or two lines. Otherwise, present the information on a narrative explanation form entering the statement in the Table "See narrative explanation form."

d. If the amount proposed for new funding is for an approved project but exceeds the amount included in the Congressional Presentation, a brief statement explaining the increase should be provided.

e. If the amount proposed for new funding is the same or less than the amount included in the Congressional Presentation but the project composition has been changed significantly, explain such changes.

f. If the proposed project was not included in the Congressional Presentation, indicate this under "Status of Approval" together with a statement that a new or revised Country Program Book Schedule E-1 is being submitted with the OPAR. If a project was included in the Congressional Presentation but is no longer proposed for implementation in the operational year, indicate under "Status of Approval" the reasons for its elimination.

g. The total of the project listing for each function may exceed the amount indicated for project assistance within that function in the "Dollar Program Summary." In such instances, identify those projects proposed which are reflected in the entry "Proposed Planning Level" for project assistance on the Summary of Dollar Program form, and indicate which projects exceed that amount but are proposed for implementation in the event funds become available. These latter projects should be listed in order of priority. Unless otherwise advised, the sum of the amounts proposed for project obligation should not be less than the amount indicated under "Proposed Planning Level" for project assistance in the Summary of Dollar Program form.

ICA-3-7B (7-55)

0-2	FORM ICA 10-131 (6-59)	DATE PREPARED	☐ ORIGINAL	AMENDMENT NO.	SECURITY CLASSIFICATION	ICA/W APPROVAL NO.	COUNTRY OR OFFICE	0-2
		Requested by ☐ USOM		☐ Regional Director, ICA/W	OPERATIONAL PROGRAM APPROVAL REQUEST	PROJECT LISTING BY FUNCTION AND ACTIVITY		

(A) Project Number	(B) Project Title	(C) Congressional Presentation	(D) Proposed New Obligational Authority	(E) Status of Approval

3. Summary of Local Currency Program

This form provides for a summary breakdown of proposed obligations or commitments for implementation in the operational year by field of activity for each of the types of local currency owned or controlled by the United States and administered by ICA.

a. Entries are provided for "Military Purposes," for "General and Miscellaneous," and for "Budget Support (Other than Military)." Public Law 480 is broken down into Title I, Section 104(c), 104(e), and 104(g). MSP funds are similarly divided into "U. S. Owned," and "Counterpart," and a category is provided for PL 480, Title II, and Other. If an entry in column (3) relates to funds other than Title II, PL 480, specify the origin of funds by footnote.

b. Under the heading, "Remarks," explain briefly any changes which have occurred in plans since the Congressional Presentation.

ICA-3-7B (7-55)

0-3 FORM ICA 10-132 (6-59)

DATE PREPARED | ☐ ORIGINAL | AMENDMENT NO. | SECURITY CLASSIFICATION | ICA/W APPROVAL NO. | COUNTRY OR OFFICE

Requested by ☐ USOM ☐ Regional Director, ICA/W

OPERATIONAL PROGRAM APPROVAL REQUEST

SUMMARY OF LOCAL CURRENCY PROGRAMS

0-3

FIELD OF ACTIVITY	TYPE OF LOCAL CURRENCY (In 1000s of dollar equivalent)					
	(A) PUBLIC LAW 480, TITLE I			(B) MSP		(C) PUBLIC LAW 480, TITLE I
	(1) 104(c)	(2) 104(e)	(3) 104(g)	(1) U.S. Owned	(2) Counterpart	
MILITARY PURPOSES						
Projects						
Budget Support						
ECONOMIC PURPOSES						
Food and Agriculture						
Industry and Mining						
Transportation						
Labor						
Health and Sanitation						
Education						
Public Administration						
Community Development, Social Welfare and Housing						
General and Miscellaneous						
Budget Support (Other than military)						
TOTAL ALL PURPOSES						

Remarks:

Approval:

Regional Director, ICA — Date

Approval:

Deputy Director for Operations, ICA — Date

ICA-3-7B (7-55)

0-4	FORM ICA 10-133 (6-59)	DATE PREPARED	☐ ORIGINAL	AMENDMENT NO.	SECURITY CLASSIFICATION	ICA/W APPROVAL NO.	COUNTRY OR OFFICE	0-4
		Requested by ☐ USOM		☐ Regional Director, ICA/W	OPERATIONAL PROGRAM APPROVAL REQUEST	NARRATIVE EXPLANATION		

4. Provision for Reduction of Aid Level

When the call to the field for submission of OPARs is issued, ICA/W may request the USOMs to explain the nature of program adjustments which they would recommend if the country program were to be reduced by a certain percentage or a fixed amount in order to reflect Congressional appropriation action. If such a request is made, discuss any adjustment this might bring about between the levels of project versus non-project assistance. Also discuss priorities within the project sector in the event such reductions were required and their effect on local currency programs, if any. A narrative explanation form should be used for this purpose.

5. USOM Preparation and Submission of OPARs

Each year, in conformance with deadlines specified by ICA/W, USOMs prepare and submit to ICA/W by air pouch their complete OPARs.

The OPAR is comprised of the following four forms:

a. 0-1 Summary of Dollar Program (Form ICA 10-130)

b. 0-2 Project Listing by Function and Activity (Form ICA 10-131)

c. 0-3 Summary of Local Currency Programs (Form ICA 10-132)

d. 0-4 Narrative Explanation (Form ICA 10-133)

They will be prepared on preprinted hectomaster snap-out sets and reproduced by the USOMs in a sufficient number of copies by the "ditto" process.

OPARs should bear a minimum security classification of "Confidential."

Twenty-five copies should be packaged and addressed:

"ICA/W Mail Room; OPAR SUBMISSION."

C. Review and Approval of OPAR

1. General

ICA/W sends out the call for Operational Year Program Approval Requests during the final weeks of Congressional action on the MSP appropriation bill. Following submission by the USOMs, OPARs are distributed in Washington for internal ICA/W review and such limited other agency review as appropriate.

Primary responsibility for detailed review lies with the DD/O regional offices and country desks. They obtain clearances for any change from the Congressional Presentation from the technical services and other interested offices in ICA/W as well as those necessary from the Department of State and other interested agencies. Following this review, all programs are summarized and presented to the Deputy Director for Operations. At the discretion of the Director, ICA or the Deputy Director for Operations, regional offices may be advised of a preliminary ceiling for regional or country aid levels shortly after passage of the MSP appropriation legislation.

2. Regional Office Review

If the regional office of ICA/W is in full agreement with the program as submitted, it simply inserts an "X" before "Regional Director, ICA/W" in the heading block "Requested By" and repeat in the block "Current Approval" the amount proposed by the USOM in "Proposed Planning Level" on the "Summary of Dollar Program" form. The office of the Controller will assign an ICA/W Approval Number for each country or office submitting an OPAR so that the regional office may fill in that block.

If the regional office desires changes in the program submitted by the USOM, such changes should be initiated by the regional office using a separate set of OPAR forms identical to those used by the field, but containing the amended entries the regional office wishes to propose for approval to the Deputy Director for Operations. When a regional office recommends a different planning level from that proposed by the USOM, the reasons for the change should be stated.

On the "Summary of Dollar Program" form, appropriate entries should be made by the regional office in the first three columns. On the "Project Listing" form, the status of individual project approvals should be indicated in the column "Status of Approval".

Regional offices may recommend for approval projects which in total exceed the amount of project assistance recommended for implementational approval.

If the regional office wishes to apply a restriction on an individual country basis to the system of program flexibility authorized by this Manual Order, such a change should be stated in the "Remarks" block of the "Summary of Dollar Program" or "Summary of Local Currency Program" forms, as appropriate.

3. Status of Program Funds Report

Following review of the original OPARs at the regional office level and the preparation of OPARs by the regional offices incorporating such changes as deemed desirable, M/CONT/BUD consolidates the latter recommendations into a preliminary "Program Status Report" to relate world-wide requirements to total fund availabilities and to present the global summaries to the Deputy Director for Operations and the Director, ICA. Copies of the regional office OPARs are submitted with the preliminary "Status of Program Funds Report" to DD/O and the Director, ICA to provide full information on the program proposed.

This preliminary "Status of Program Funds Report" lists country and other program requirements in the following categories: "Firm", "Probable," and "Contingent" as defined below:

Firm Requirement - A requirement that is, in the judgment of the Regional Director of sufficient importance to achievement of the foreign policy and economic program objectives of the United States that he is prepared to recommend without qualification that MSP funds must be made available.

Probable Requirement - A requirement that would be included above as firm were it not that at the time of the report (1) the program is contingent upon a cooperating government future action, or some other limiting factor, or (2) there is inadequate knowledge of the exact amount, timing, or nature of the funding required.

Contingent Requirement - A requirement too indefinite to meet the above criteria but which the Regional Director is responsible for calling to the attention of the Director, ICA and the Coordinator, MSP so they may have advance knowledge of requirements which may require future revision of financial plans. The contingent requirement is not reflected on the OPAR, but is the subject of separate advice to M/CONT/BUD by the regional offices for inclusion in the Status of Program Funds Report.

Following approval within ICA/W, the "Status of Program Funds Report" is submitted to the Coordinator, MSP for his approval. This report is adjusted periodically to reflect changes in dollar program requirements and is referred to the Coordinator, MSP for approval.

4. Authorization for Program Implementation

Following approval of the "Status of Program Funds Report" by the Coordinator, MSP, the regional offices will redraft their OPARs to reflect changes desired in the program by the Deputy Director for Operations, ICA, the Director, ICA, and the Coordinator, MSP. This final OPAR is signed by the Office of the Controller, ICA, signifying its concurrence, and by the Deputy Director for Operations and the Director, ICA signifying approval. This document is then transmitted to the USOM as authorization to implement the program summarized therein.

The initial level authorized for implementation will not exceed the "firm" requirements of the approved Status of Program Funds Report. The final OPAR narrative sent to the field for advice of program approval should explain the difference between the planning level (the sum of firm and probable requirements) and the implementation level. When a different planning level from that proposed by the USOM is authorized, the reasons for the change should be stated on the OPAR. Contingent requirements are excluded from the OPAR and are taken into consideration only on the "Status of Program Funds Report."

The signed OPARs and subsequent revisions thereof will provide authority to the Regional Directors to request the allotment of funds up to the amount indicated as a firm requirement approved for implementation.

Initial allotments will normally be required by the USOMs early in the fiscal year prior to enactment of appropriation legislation, - authority for such allotments being provided by Joint Resolution of the Congress. It may also be considered desirable to proceed with the allotment of funds to partially finance certain country or other programs prior to completion of review and approval of the OPARs. The Director or Deputy Director for Operations, ICA may authorize allotments during the period prior to OPAR approval. Such interim allotments which are authorized will be included within the amounts proposed for implementation by the regional offices in the initial OPARs submitted for approval.

Unless otherwise indicated, allotments which are authorized during this period prior to OPAR approval will be obligated only for projects or programs which were approved for inclusion in the Congressional Presentation document.

D. <u>OPAR Amendments</u>

After approval of the initial "Status of Program Funds Report" by the MSP Coordinator, OPAR amendments may be initiated by the USOMs or the Regional Directors and submitted by the Regional Directors to the Deputy Director for Operations and the Director, ICA. OPAR amendments will be required on dollar programs only if changes from the most recently approved OPAR program implementation levels are proposed.

Any OPAR amendment which would increase the firm requirement for implementation for the country over the amount in the most recent "Status of Program Funds Report" must be approved by the Coordinator, MSP before funds are allotted, if the increase exceeds the flexibility delegated by the Coordinator to ICA. Authority to approve OPAR amendments not requiring the clearance of the MSP Coordinator is shown on the table "Standard Flexibility Authority for Operational Program" at the end of this section.

To the extent proposed program changes do not increase the amount proposed for implementation in excess of the amount included as a firm requirement for the program in the latest "Status of Program Funds Report" approved by the MSP Coordinator, the amendments to the OPAR are not referred to the Coordinator for clearance.

An amended OPAR is required for local currency programs only when the increase in the amount proposed for obligation or commitment requested is in excess of the amount initially approved for obligation or commitment for a given type of local currency. Regional offices are responsible for obtaining National Advisory Council clearance of counterpart programs, where required, and should indicate in the "Remarks" block that such approval has been obtained.

Amendments to program composition will be in accordance with Standard Flexibility Authority for Operational Programs as established in this Manual Order. If the proposed change is of a nature that requires approval of the Deputy Director for Operations or the Director, ICA, such approval may be effected by the revised form, Summary of Dollar Program, or by memorandum, airgram, or cable signed by the appropriate authority. Such changes and other program amendments authorized by the Regional Directors should be reflected in subsequent formal amendments to the OPAR.

E. Program Flexibility

The Table which follows sets forth the standard authority for initiating and approving changes in program composition and aid level given to USOM Directors, Regional Directors and the Deputy Director for Operations. These officers may delegate their authority to subordinate officers or limit the delegations set forth herein for such subordinate officers. Such delegation or limitation of authority is required to be formally documented.

STANDARD FLEXIBILITY AUTHORITY FOR OPERATIONAL PROGRAM, M.O. 1021.1
Flexibility authorized hereby is to be exercised only where
operational (fiscal or technical) requirements are involved.
Wherever policy issues are involved, such issues are raised to
appropriate decision level prior to exercise of flexibility authority.

In Respect to –	USOM Director	Regional Director	Deputy Director for Operations
1. Further Delegation.	May delegate all below authority to officials within the USOM when such delegation is made in writing.	May delegate all below authority to USOM Directors; may withdraw to himself or otherwise limit authority shown in the column to the left, when such actions are made in writing.	May delegate all below authority to Regional Directors; may withdraw to himself or otherwise limit authority shown in the column to the left, when such actions are made in writing.
2. Approved Projects ($ and/or LC).	May approve increases of up to $1 million, decreases, and changes, within available funds provided project continues to address same problems.	May approve or disapprove project increases in excess of $1 million.	After program approval no action required.
3. New Dollar Projects.	May approve new projects up to limit for each project of $50,000 for operational year when total cost throughout project life does not exceed $100,000, provided projects address problems reviewed and accepted in Country Program Book.	May approve new projects provided projects address problems reviewed and accepted in Country Program Book. May disapprove any new projects.	May approve or disapprove projects which address problems which were originally not set forth in Country Program Book.
4. New Local Currency Projects.	May approve new projects or programs of up to $1 million within available funds providing they address problems reviewed and accepted in Country Program Book.	May approve or disapprove projects or programs in excess of $1 million providing they address problems reviewed and accepted in Country Program Book.	May approve or disapprove projects or programs which address problems which were originally not set forth in Country Program Book.
5. Non-Project ($).	May initiate Procurement Authorization Applications with commodities different from those approved in Country Program Book provided activity addresses problems reviewed and accepted in Country Program Book and consistent with Section 402 requirement.	May approve Procurement Authorization Applications different from those approved in Country Program Book provided activity addresses problems reviewed and accepted in the Country Program Book and consistent with authority regarding Section 402 shifts.	No decision necessary except where Section 402 shifts are required.
6. Shifts in a Country Dollar Program between Project and Non-Project Assistance of the Same Function.	No authority.	May approve but not disapprove USOM requests where consistent with authority regarding Section 402 shifts.	May approve or disapprove USOM requests where consistent with authority regarding Section 402 shifts.
7. Changes in Country Aid Level.	No authority.	May increase or decrease country aid levels for Technical Cooperation funds by 20% within available funds of the region.	May increase or decrease levels for Technical Cooperation funds between countries of more than one region by 20% within available Technical Cooperation funds. May increase or decrease any Defense Support and/or Special Assistance aid level by $500,000 within available funds.
8. Shifts in Section 402 between Countries and Regions.	No authority.	May approve counter-balancing shifts of direct Section 402 sales within a region.	May approve counter-balancing shifts within a region or between regions or may reduce Section 402 quotas provided minimum legislative requirements have been met.
9. Increase in Total Local Currency Obligation or Commitments by Type of Local Currency.	No authority.	May approve increases within available funds.	No action required after program approved.
10. Prior Year De-Allotment and Re-Allotment.	No authority.	May approve or disapprove re-allotments to the same country where consistent with authority regarding Section 402 shifts.	May approve or disapprove re-allotments to the same country and to countries of the same region or of different regions.

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