



A.I.D. Development Information Services Clearinghouse
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1500 Wilson Boulevard, Suite 1010, Arlington, VA 22209-2404, USA
Telephone: +1-703-351-4006 Fax: +1-703-351-4039

TO: R&RS Staff

FROM: Chris Wolter
Carolyn Goshen

DATE: January 29, 1993

RE: Use of AC/SI Codes

Several small group training sessions have been offered on the above topic during December and January. The set of hand-outs for this session has been slightly revised, and is being provided to R&RS staff who did attend one of the sessions, as well as those who did not.

The attached set of handouts includes:

- (1) A.I.D.'s Use of Activity Codes/Special Interest Codes: Training Session for CDIE/DI Research & Reference Services Staff, January 1993
- (2) Procedures for Accessing A.I.D.'s AC/SI System (on the A.I.D. Mainframe)
- (3) Transmittal Memorandum: FY 1994 Mission Annual Budget Submission Guidance:

List of Activity Codes and Special Interest Codes [from Attachment B]

Definitions [from Attachment C]

Sector Specific Coding Guidance [from Annex C]

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A.I.D.'s USE OF
ACTIVITY CODES / SPECIAL INTEREST CODES
Training Session for CDIE/DI Research & Reference Service Staff
January 1993

In order for R&RS staff to determine when to search by AC/SI codes in the DIS Projects Database, it is helpful to understand why and how they are assigned within the Agency. The "Transmittal Memorandum: FY 1994 Mission Annual Budget Submission Guidance" by Richard Nygard, FA/B, provides this information in Annex C. Key points follow:

- o "AC/SI coding enables the Agency to describe its activities in a systematic manner to senior Agency management and Congress. The information provided by the AC/SI system is used to prepare briefings, testimony and responses to questions from Congress, and as inputs to the summer budget reviews and Congressional Presentation.... Therefore, the objective of this exercise is to describe the projects within a portfolio. The AC/SI coding system describes those projects by relating the budget to the objectives of the respective projects.... Accordingly, it is important that the appropriate project/technical officer review the coding for accuracy.
- o "ACs place a project/program in its development context (e.g., agribusiness, water resources management).... ACs are comprehensive; they describe the primary objectives of a project and must sum to 100%....
- o "SIs describe project characteristics (such as institutional mechanism for delivery, and spatial description of the project's locations).... SIs must always refer to an activity code.... SIs can sum to more or less than 100% of the activity they describe.
- o "Details of which codes and combinations of codes are used to place project funds among the various 'sectors' used by Congress appear in the sector-specific coding instructions.
- o "Each project receiving funding from FDAP, DFA, ESF, SAI, NIS, Capital Projects, and PL-480 Title III having planned obligations in either of FY 1992, FY 1993 or FY 1994 must be coded.
- o "A new option has been built in to permit different coding for each fiscal year. The Automated ABS will apply the codes entered through the FY 1993 CP exercise against all years by default. However, if this does not accurately reflect differences in activities from year to year within a project/program, simply ... enter the correct codes and percentages for the year(s) desired. This option is designed to improve the accuracy of the exercise, by allowing for revisions based on project amendments, and to more accurately capture project activity from year to year.
- o "The codes and percentages may be changed twice annually, during the ABS update and/or during the Congressional Presentation update."

Search Tips for Using AC/SI Codes in CDIE/DI's DIS Projects Database:

- o AC/SI codes are not provided to CDIE/DI as part of the routine "PROJAUTH Update" each spring; rather, they are provided by FA/B/PB on a separate tape. The first time that codes were provided to CDIE/DI was in June 1992. The next update of the codes is anticipated in June 1993 (following the CP Update exercise).

If current AC/SI information is needed prior to the next scheduled update of the AC/SI codes in the DIS Projects Database, consider using the various AC/SI reports available on the A.I.D. Mainframe Computer (see "Procedures for Accessing A.I.D.'s AC/SI System").
- o In the Projects Database, Activity Codes are listed in the fast access field, ACCODE.
- o In the Projects Database, Special Interest Codes are listed in the fast access field, SICODE. Within the A.I.D. AC/SI System, SI codes are attached to specific AC codes for each project. However, the Projects Database simply shows all SI codes assigned to a project.
- o AC codes and SI codes are indexed together. This means that if you enter the command: DISPLAY ACCODE @, you will see a list of both the AC codes and the SI codes intermingled.
- o **Only 1525 projects (out of a total of 9215) have a value present in the ACCODE field.**
- o There is no hard and fast rule as to when to expect to find AC/SI codes in Projects records. Most, but not all, new projects have them. (This will hopefully change this year, when guidance indicates that they are required.) Many, but not all, active projects have them. AC/SI codes may even appear for projects initiated in the 1970s, especially if the project is still active. For example, of the 2696 projects with an FYBEG of 1970 through 1980, 42 contain Activity Codes -- 31 of these show STATUS active, 10 STATUS terminated, and 1 STATUS shelved.

The most reliable use of the codes would probably be for projects with a beginning fiscal year (FYBEG) of 92 and after, especially after the upload of the latest codes into the Projects Database in June 1993.
- o Be aware that AC/SI codes, and code definitions, have also changed from year to year. The list of codes provided in this packet identifies some codes which are still in the database, but are no longer being assigned.
- o To determine which set of codes to search on in a particular sector, you may want to review the guidance provided by FA/B on assigning the codes in various sectors (see attached). The following sectors are treated in this guidance:

Population/Family Planning Projects
Education and Human Resource Development Projects
Health/Child Survival/Nutrition/AIDS Projects
Women in Development Activities
Agricultural Projects and/or Projects with Agricultural Components
Environment
Energy
Biological Diversity
Forestry
Global Climate Change (used to measure Congressional earmark)
Global Climate Change (broader definition)
Democracy Initiative
Private Sector
Capital Projects
Policy Reform

Some sectors may more usefully be searched with AC/SI codes than others. You will need to compare what you retrieve by DESCRIPTOR vs what you can retrieve with the codes.

- o Remember, the codes identify the **broad** objectives of a project; many A.I.D. projects cover multiple sectors. The depth of coding for each project may be related to how broadly or narrowly focused the project objectives are -- the more broad the objectives, the less depth in the codes. Remember also that these codes are being assigned by many, many different people with different personal/mission objectives in reporting.
- o We do not yet know how the new option for changing project AC/SI coding year-by-year over the life of a project will be reflected in the next update we receive.

Procedures for Accessing A.I.D.'s ACSI System

1. Log on to the A.I.D. Mainframe: Select "A.I.D. Mainframe" from the Procomm Dialing Directory. If you don't have one, use the following configuration to set one up:

NAME: A.I.D. Mainframe
Number: 8-301-419-2503
Baud: 2400
Parity: Even
Date Bits: 7
Stop Bits: 1
Duplex: Full
Script: ----
Protocol: XMODEM
Terminal: VT102

2. Getting into the A.I.D. Computer: After initiating a session, use the following procedure to get into the system. Your responses are shown in bold.

Mainframe: ?
Response: **Hit enter key until the computer responds with:**
Mainframe: Type .
Response: .
Mainframe: User ID:
Response: **D5095H**
Mainframe: Enter logon:
Response: **Logon D5095H**
Mainframe: Welcome to the A.I.D. Computing Center, etc....
Password:
Response: (Get password from C. Wolter)
Mainframe: Ready

3. Generating an ACSI report: At this point you are into the basic shell of the computer system. To get into the ACSI system, type the following after getting the "Ready" indicated above:

Ex 'D509.PBDS.CLIST(ACSIUSER)'

This is a menu-driven system, offering you a variety of reports based on a variety of combinations of Activity Codes, Special Interest Codes, countries, regions, bureaus, etc. (See Attachment A for a sample ACSI reports menu.) The menu will first ask what your printer location is. CDIE does not have an A.I.D. mainframe dedicated printer, so respond with Option No. 1, **Printer Not Available**. After choosing the desired ACSI report, you are asked whether to send the report to a printer or a file. Respond with **file**. The file name will always be: **D5095H.ACSIFILE.DATA**, assigned by the system. Since this is the only file name which the system will generate for us, be sure that you have downloaded your report from this file before submitting another ACSI report. If you don't you will lose the data from the first report as the system overwrites this file with data from the second report. Also, be sure to download your

ACSI report **the same day** you generated the report. Evidently, this is a temporary file which is deleted at the end of every day.

4. Waiting for the job completion: After you have completed the above steps, the system will respond with a computer job number. At this point you can log off the A.I.D. computer system by issuing the command **Logoff**, or you can wait until you get a message that the job is finished. (The job normally takes about 5 to 10 minutes to complete.) If you stay online until your job is finished, you can occasionally issue the command **St**, asking for the status of your job. The system will respond with a message indicating that the job is waiting for execution or is executing. If you receive the message, "Pls release data sets for job D5095H1", respond with the command **Free all**. When the job is completed, you will get the message "D5095H(jobxxxx) executed."

5. Downloading: When completed, you can begin the process of downloading the report to your computer. To do that, first Open a Procomm log file by using the Alt F1 key combination. Then give a file path and file name, for example:

F:\USERS\CHRIS\DOC\ACSIREPT. After your log file is open, use the command, **List 'd5095h.acsifile.data'** . This will list out the contents of your ACSI report to the screen, which is being captured into your log file. Note: at the end of every screen you will see "****", and scrolling will stop. To continue receiving your report to the screen, you must press the return key every time you see the ****s. When the entire report has finished displaying on your screen, close your log file, and issue the command **Logoff** to get off the A.I.D. mainframe, and return to Procomm. You now have a copy of the ACSI report in ASCII format downloaded to a file accessible from your computer.

6. How to use your ACSI file data: Once you have downloaded your ACSI report, you can either import it into Wordperfect to generate a report or import it into Lotus 1-2-3. If you are not interested in manipulating or tabulating sums on any of the numerical data generated from the report, I would suggest using Wordperfect. If you want to add and manipulate additional project data, or generate different totals than are given in the ACSI report, you would probably want to import this file into Lotus.

7. Importing a file into Lotus 1-2-3: To import a file into Lotus 1-2-3, the file **must** have the file extension **.prn**. Once you have downloaded your ACSI report to any directory on the LAN, you can copy it into your Lotus directory, adding the **.prn** to the filename. Some cleanup of the data will probably be required once you have imported the file. See Attachment B for a sample report downloaded from the mainframe and imported into Lotus 1-2-3.

8. Importing a file into Wordperfect: Even to use the ASCII data in Wordperfect, you should assume that some cleanup/editing of the report will be necessary. If you want to do some initial cleanup before importing into Lotus, when finished, be sure to use the Ctrl F5, Text In/Out function to **save** the file as DOS text, adding the .prn file extension at the same time. I would suggest using a scalable font like Times Roman and a 10 point pitch in order to get an entire line from the ACSI report to fit on one line printed from Wordperfect.

ATTACHMENT A

ACSI SYSTEM

The following reports are available for your retrieval:

1. AC by PROJECT sorted by FDAP, DFA, ESF, SAI, CP and PL.
2. AC by DECUNIT sorted by FDAP, DFA, ESF, SAI, CP and PL.
3. TOTAL PROJECT detail for ACTIVITY CODES.
4. SI by PROJECT sorted by FDAP, DFA, ESF, SAI, CP and PL.
5. SI by DECUNIT sorted by FDAP, DFA, ESF, SAI, CP and PL.
6. INDIVIDUAL AC Plus related SI by PROJECT.
17. REPORT 6 (Above) in LOTUS 1-2-3 format.
7. INDIVIDUAL AC plus related SI TOTAL PROJECT.
8. AC/SI Worksheet for verification.
9. NEW POP Activity Report for CP 94.
10. INDIVIDUAL AC by BUREAU.
11. AC by COUNTRY/OFFICE and BY GROUP.
12. CHILD SURVIVAL AC/SI combined BY PROJECT and BY COUNTRY/OFFICE.
13. AC/SI Combined report by PROJECT, COUNTRY/OFFICE AND BY GROUP.
14. INDIVIDUAL SI Plus other SIs within same project.
15. EXCEPTION REPORTS
16. EXIT

INFORMATION ON A SELECTED GROUP OF ACTIVITY CODES BY COUNTRY/OFFICE
DEMOCRACY INITIATIVES

DA
BUREAU FOR ASIA RPT:D509ACGC 12/07/92

	AC CODE	FUND	FY 1992	FY 1993	FY 1994	FY 1995
	SOURCE		ESTIMATED	ESTIMATE	PROPOSED	PLANNED
<hr/>						
AFGHANISTAN						
ACCOUNTABILITY OF THE EXECUTIVE	DIFM	DA	1,000	750	750	500
MEDIA & ALTERNATIVE INFO/OPINION SOURCE	DIME	DA	281	550	650	200
COUNTRY/OFFICE TOTAL			1,281	1,300	1400	700
BANGLADESH						
CIVIL SOCIETY/PLURALISM	DICS	DA	663	65	540	536
ELECTORAL ASSISTANCE	DIEA	DA	53	--	---	---
HUMAN RIGHTS	DIHR	DA	80	--	---	---
LEGAL AND JUDICIAL DEVELOPMENT	DILJ	DA	134	--	---	---
LEADERSHIP TRAINING IN DEMOCRATIC PROCES	DILT	DA	134	--	---	---
MEDIA & ALTERNATIVE INFO/OPINION SOURCE	DIME	DA	134	--	---	---

COUNTRY/OFFICE TOTAL			1,198	65	540	536
CAMBODIA						
CIVIC EDUCATION	DICE	DA	700	1,400	700	---
CIVIL SOCIETY/PLURALISM	DICS	DA	700	--	---	---
ELECTORAL ASSISTANCE	DIEA	DA	300	60	300	---
COUNTRY/OFFICE TOTAL			1,700	2,000	1000	---
INDONESIA						
CIVIL SOCIETY/PLURALISM	DICS	DA	1,499	3,030	1800	1800
LEGAL AND JUDICIAL DEVELOPMENT	DILJ	DA	750	--	---	---
MEDIA & ALTERNATIVE INFO/OPINION SOURCE	DIME	DA	---	50	300	300
COUNTRY/OFFICE TOTAL			2,249	3,540	2100	2100
MONGOLIA						
ACCOUNTABILITY OF THE EXECUTIVE	DIFM	DA	---	--	77	110
LEADERSHIP TRAINING IN DEMOCRATIC PROCES	DILT	DA	---	--	462	660
MEDIA & ALTERNATIVE INFO/OPINION SOURCE	DIME	DA	---	--	231	330
COUNTRY/OFFICE TOTAL			---	--	770	1100

LIST OF ACTIVITY CODES AND SPECIAL INTEREST CODES

Activity Codes

The Activity Codes listed below are used in FY 94 ABS and CP submissions. Those codes flagged by an asterisk (*) are new in FY 94. All other codes in this list were also used in FY 92 and FY 93. Codes which still appear in the database, but are no longer used appear at the end of the list.

AGAB	Agribusiness
AGCP	Crop Production *
AGCR	Agricultural Credit
AGFP	Fisheries Production *
AGIF	Agricultural Infrastructure *
AGLP	Livestock Production *
AGPM	Pest Management
AGPP	Agricultural Policies and Planning *
AGRM	Resource Management for Agricultural Production and Productivity *
AGTE	Agricultural Training and Extension *
DICE	Civic Education
DICS	Civil Society
DIEA	Electoral Assistance
DIFM	Accountability of the Executive
DIHR	Human Rights
DILJ	Legal and Judicial Development *
DILT	Leadership Training in Democratic Processes *
DIME	Free Flow of Information
DIPI	Representative Political Institutions *
EDAL	Adult Literacy *
EDEC	Basic Education for Children
EDEI	Human Resource Development for Educational Institutions
EDID	Human Resource Development for Individuals
EDPE	General Public Education and Extension
EDVT	Vocational Education and Technical Training *
EVFR	Forestry
EVMP	Environmental Management, Planning and Policy
EVSC	Soil Conservation
EVUP	Urban and Industrial Pollution
EVWR	Water Resources Management
EYMP	Energy Management, Planning and Policy

HECS	Child Spacing/High Risk Births
HEDD	Diarrheal Disease Control/Oral Rehydration Therapy
HEFI	Health Care Financing *
HEHA	HIS/AIDS
HEIM	Immunization
HEMA	Malaria
HEMH	Women's Health
HEPR	Prosthetics/Medical Rehabilitation *
HERI	Acute Respiratory Infection (ARI)
HESD	Health Systems Development
HEVC	Vector Control
HEWH	Water Quality Health
INCO	Telecommunications
INMR	Main Roads
INOC	Construction (excluding activities captured by other ACs)
INPO	Power (excluding Rural-Electrification)
INRE	Rural Electrification
INRR	Railroads
NUBF	Breastfeeding
NUGM	Growth Monitoring and Weaning Foods
NUMP	Nutrition Management, Planning and Policy
NUVA	Vitamin A
NUWO	Nutrition of Women
ORDC	Orphans/Displaced Children *
PDAS	Program Development and Support
PEBD	Business Development Promotion
PEFM	Financial Markets
PETI	Trade and Investment Promotion
PNCN	Family Planning Contraceptives
PNPD	Family Planning Program Development
PNSD	Family Planning Service Delivery
POSE	Political/Security Assist (Israel and Turkey only) *
PRNS	Policy Reform, Nonsectoral (Activities not captured by other ACs)
PSMG	Public Sector Administration and Management

Activity Codes still in the Projects database, but no longer used:

AGED	Agricultural Education	
AGIR	Irrigation	USE AGIF
AGLS	Agricultural Land Use and Settlement	SEE AGRM, AGLP
AGMK	Agricultural Marketing	
AGMP	Agricultural Mgmt, Plan and Policy	USE AGPP
AGTD	Agricultural Tech. Devel. & Diffusion	
DILG	Legislative Assistance	FY 93 only
DIOI	Democratic Initiatives	FY 93 only
DIRL	Rule of Law/Admin. of Justice	FY 93 only
EDEA	Basic Educ. for Adolesc. & Adults	
INRD	Rural Roads	USE AGIF

Special Interest Codes

As of May 1992, the following Special Interest Codes were specified for use with FY '94 ABS and CP submissions. Codes flagged by an asterisk (*) are new in FY 94. Deleted codes appear at the end of this list.

I. Substantive

A. Spatial/Geographic Distribution of Beneficiaries

CIT Small and Large Urban
TWN Towns
RUR Rural

B. Special Targets

CHS Child Survival
CON Construction
CPF Capital Projects Financing *
CPS Capital Projects Services *
DEC Decentralization
ECD Early Childhood Development *
EDU Education *
EPR Macroeconomic Policy Reform
INS Institution Building
NAR Counter Narcotics *
PSD Private Sector Development
PVX PVO Institutional Development
SFI Social Sector Financing
SPR Sectoral Policy Reform
TIP Trade and Investment Promotion *
WDP Women in Development: Specific
WDI Women in Development: Integrated

C. Food, Agricultural and Rural Development

ALT Land Tenure *
APP Agricultural Policies and Planning *
FSE Food and Nutrition Surveillance and Early Warning
IAS Integrated Agricultural Systems *
IRR Irrigation *
NFC Nutrition and Food Consumption

D. Energy/Environment

AGF Agroforestry *
BDV Biological Diversity
CLZ Coastal Zones and Islands
EEF Energy Efficiency and Conservation
EFW Fuelwood
ERN Renewable Energy (excluding Fuelwood)
ESA Environmentally Sustainable Agroecosystems *
EVP Environmental Policy *
NFM Natural Forest Management
NRM Natural Resource Management (for **AFR Bureau** only)
PST Pesticide Safety for Environment
REF Reforestation
SGC Specific Global Climate Change
WTL Wetlands

II. Institutional Mechanisms

PBL Public Entity
PRT Private Entity
PVU PVO/NGO, U.S.
PVL PVO/NGO, Local
PVO PVO/NGO, other than U.S. or local
COP Cooperatives
ARC International Agricultural Research Centers
HBC Historically Black Colleges and Universities
XII Title XII Universities
UNV Universities, other than XII or HBC
PNP Non-profit Organizations

III. Research and Development Activities

RBM Biomedical Research
REN Environmental Biological Research
RBT Biotechnology Research
RAG Agricultural Research
RBE Education Research
RPS Physical Sciences Research
RSS Social Science Research
RDC Demographic Data Collection
ROR Operational Research
RBS Basic Research
RDV Development (if not applied research or basic research)

IV. Training

TMA Training, Male
TFE Training, Female
TUS Training, U.S. Based
TTH Training, Third Country-based
TIC Training, In-country
TPU Training, Public
TPV Training, Private

Deleted Special Interest Codes

AFI	Fisheries		
ALI	Livestock		
CAP	Capital Projects	— USE	CPS OR CPF
DCO	Development Communications		
DED	Development Education		
DOM	Domestic Production		
DRG	Deregulation	USE	PSD
EXP	Export Promotion		
FAC	Faculties of Agriculture		
NAA	Narcotics Alter. Dev. Progs.	USE	NAR
NAE	Narcotics Educ. & Awareness	USE	NAR
NAJ	Narcotics Admin. of Justice	USE	NAR
PVZ	Privatization	USE	PSD
RFG	Refugee Relief & Disast. Asst.		
TAC	Training, Academic		
TTE	Training, Technical		

ATTACHMENT C

ACTIVITY CODES AS OF APRIL 1, 1992 TO BE USED WITH THE FY 1994 ABS AND CP

PLEASE NOTE THAT THE AC/SI SYSTEM CODES DA, DFA, ESF, SAI, CAPITAL PROJECTS (CP) PL-480 TITLE III FUNDS ONLY. PL-480 TITLE II FUNDS ARE NOT INCLUDED.

- AGAB** **Agribusiness:** activities that involve enterprises (private or public) providing agricultural inputs (manufacturing to final sale of seeds, fertilizer, machinery, agri-chemicals, implements, etc.) to the agricultural sector, and activities that involve processing food, fiber and animal products (packaging, canning, drying, etc.) up to the final sale to domestic and/or foreign consumers. Includes food processing/food technology activities. Please code these activities with PBL and PRT as appropriate.
- AGCP** **Crop Production:** activities that support crop production for both human and animal consumption. Crops include cereal crops, tree crops, root crops, horticulture crops, oilseeds, pulses, and fiber crops. All Nutrition and Food Consumption activities should also be coded under NFC.
- AGCR** **Agricultural Credit:** activities providing short-term working capital for agricultural inputs, and long-term financing for capital improvement including machinery, storage facilities, and irrigation. Includes activities supporting firms or individuals involved in agribusiness activities in rural and near-rural areas.
- AGFP** **Fisheries Production:** activities that support fish and other aquatic food production (both salt and fresh water) through commercial means or individual family farms. Includes provision of fingerlings and related materials to farmers. All Nutrition and Food Consumption activities should also be coded under NFC.
- AGIF** **Agricultural Infrastructure:** activities directed at supporting or providing the fundamental facilities and systems serving agricultural areas, such as transportation and communication systems, power plants and agricultural schools. Agricultural infrastructure defined here includes irrigation infrastructure, rural roads, and research infrastructure. Code any irrigation activities under IRR--Irrigation.
- AGLP** **Livestock Production:** activities that support livestock and poultry production, including feed grains importation, feed mixing and distribution, animal health, range management, strengthening of government institutions responsible for livestock, research and establishing farmer production units. All Nutrition and Food Consumption activities should be coded under NFC and research activities should be coded under RAG.
- AGPM** **Pest Management:** activities providing improvement in the formulation, labeling, handling, storage, distribution, and application of agricultural chemicals. Includes integrated pest management, which is defined as the optimization of pest control measures in an economically and ecologically sound manner accomplished by the coordinated use of multiple tactics to assure stable crop production and to maintain pest damage below the economic injury level while minimizing hazards to humans, animals, plants and the environment. (See also PST--Pesticide Safety for Environment.)
- AGPP** **Agriculture Policies and Planning:** activities designed to strengthen the capacity of individuals and institutions to undertake broad planning and policy analysis in agriculture and other policies affecting agricultural performance in order to improve management of the agriculture sector. Includes direct budget support at the sectoral level, often in the form of sector or other non-project assistance, and designed to support policy reform oriented toward market liberalization. Includes activities designed to

improve market competitiveness by rationalizing government regulatory, pricing and stabilization policies.

- AGRM** **Resource Management for Agricultural Production and Productivity:** agricultural activities that are specifically designed to manage and conserve those natural resources that are utilized for agricultural production, such as soil, water, and biological resources. Includes activities designed to improve and manage agricultural land.
- AGTE** **Agricultural Training and Extension:** activities involving the training of people to produce, process and distribute food or fiber, and facilitate the dissemination of appropriate scientific and technical information related to all phases of such work. Activities that support agricultural education includes all activities supporting faculties of agriculture at the undergraduate and graduate levels and long-term training. Also includes activities to transmit knowledge of new agricultural methods, plant varieties, and products directly to farmers; strengthening of government or private extension and outreach services, improving dissemination techniques, and providing improved communication and transportation. Agricultural education and activities that support teacher training for basic education should be classified under Basic Education for Children--EDEC.
- DICE** **Civic Education:** activities that promote formal and non-formal education in the rights and responsibilities of citizens in a democracy and democratic forms, practices and values. Includes civic education programs intended to strengthen public understanding of and demand for the accountability principles of democratic governance and other civic education activities that strengthen accountability and expose waste, fraud and corruption.
- DICS** **Civil Society:** activities that strengthen the capacity of civic groups, labor organizations, business and professional associations, and other non-governmental advocacy groups to articulate and represent their members' interests or those of the public at large; and activities that strengthen civic participation and increased influence of local groups through voluntary and grassroots organizations.
- DIEA** **Electoral Assistance:** activities to strengthen electoral systems and processes, election observation and monitoring, activities to educate and register voters, and activities to improve the professionalism of political parties.
- DIFM** **Accountability of the Executive:** activities that strengthen financial and managerial accountability such as: improving and integrating financial management systems; building the capacity for legislative audit oversight; assuring a sound internal control environment and structure; strengthening the capacity of civil authorities to monitor and oversee military budgets and systems; improving procedures for public reviews of administrative decisions and actions; and emphasizing the application of ethical principles in public service by such means as uncovering and punishing white collar crime, mobilizing public support for efforts to reduce waste, fraud and corruption, strengthening professional and civic organizations concerned with these issues, and identifying and changing regulatory procedures that facilitate corrupt practices.
- DIHR** **Human Rights:** activities that strengthen awareness of and adherence to internationally recognized human rights through such activities as independent monitoring of human rights performance, education programs (formal and non-formal), and protection of ethnic, religious and cultural minorities and women.
- DILJ** **Legal and Judicial Development:** activities that support institutional strengthening of legal and judicial systems, such as improving legal education, judicial system reform, support for an independent judiciary and expanded legal assistance and legal services.

Also includes improvement of the administration of criminal justice and support for the reform and simplification of the regulatory system.

- DILT** **Leadership Training in Democratic Processes:** activities that teach democratic values and leadership skills.
- DIME** **Free Flow of Information:** activities that strengthen the free flow of information on public issues and open debate on alternative ways to resolve them, including increasing the professionalism, skills and integrity of the press and other print publishing, radio and TV; and support for independent policy analysis, nongovernmental think tanks, and the like. Includes strengthening investigative journalism and radio/TV programs and similar activities that strengthen accountability and expose waste, fraud and corruption. Also includes activities to reduce censorship and legal and regulatory constraints to the flow of information.
- DIPI** **Representative Political Institutions:** activities that enhance the professionalism of legislators, strengthen legislative research, analysis and drafting capabilities and those that strengthen accountability of municipal and local governments. Activities specifically aimed democratic representation at the local and municipal level can be more fully defined by using the DEC-Decentralization code in combination with DIPI.
- EDAL** **Adult Literacy:** education intended to enable adolescents and adults to acquire basic skills and knowledge (including literacy and numeracy) as needed for full social and economic participation. Education of a vocational nature should be classified as EDVT. Continuing education for individuals who have completed the equivalent of basic schooling should be classified as EDID. Civic education, social marketing and general public information should be classified under appropriate sectoral ACs or as EDPE.
- EDEC** **Basic Education for Children:** activities (including teacher training) that support pre-primary, primary and secondary education.
- EDEI** **Human Resource Development for Educational Institutions:** activities that support faculty development and otherwise strengthen universities and other tertiary training institutions. (Activities involving exclusively agricultural education or training should be classified under Activity Code AGTE; agricultural education and activities that support teacher training for basic education should be classified under Activity Code EDEC.)
- EDD** **Human Resource Development for Individuals:** post-secondary general training programs and non-project related training (e.g., LAC Peace Scholarships and AFGRAD).
- EDPE** **General Public Education and Extension:** includes both targeted activities to extend specific information and support for general public information delivery systems; does not include agricultural extension.
- EDVT** **Vocational Education and Technical Training:** vocational education and technical training for adolescents and adults intended to provide skills or knowledge directly applicable to employment and economic production (whether in wage or non-wage employment). Education activities intended to support acquisition of basic skills such as literacy and numeracy which improve economic productivity and participation but are not specific to any occupation should be classified separately as EDAL.
- EVFR** **Forestry:** all forestry activities, including agroforestry (such as inter-cropping, alley cropping, and other on-farm tree-crop associations), natural forest management, community or social forestry, tree nurturing and plantations, and research on multi-purpose trees. Excluded from forestry activities are any activities whose primary purpose is increasing the supply of fuelwood.

- EVMP** **Environmental Management, Planning and Policy:** umbrella projects designed to (1) manage natural resources; (2) build and strengthen environmental institutions; and (3) reform environmental policy and economic policies affecting the environment. Such activities include: biodiversity management and policy activities designed to protect species and their habitats (may involve remote sensing); the preparation of country environmental profiles; environmental education; and socio-economic studies of natural resource use.
- EVSC** **Soil Conservation:** activities designed to improve degraded land as well as to prevent the degradation of land. Includes activities that promote the conservation and prudent management of soils (e.g., soil erosion control activities such as windbreaks, terracing, and contour berms).
- EVUP** **Urban and Industrial Pollution:** planning as well as construction and rehabilitation of urban and industrial pollution treatment facilities. Includes water and air pollution and solid waste and hazardous waste management services and facilities. (See HEWH for small systems designed specifically to improve health outcomes.)
- EVWR** **Water Resources Management:** watershed planning and management; water conservation, including small dams to conserve water; water catchment for drought relief; and groundwater monitoring. Excludes irrigation activities which should be coded under AGIF--Agricultural Infrastructure.
- EYMP** **Energy Management, Planning and Policy:** activities involving least-cost planning, pricing policy and policy reform in the energy field.
- HECS** **Child Spacing/High Risk Births:** activities designed to delay or space births in order to improve child health and survival. Excludes breastfeeding activities which should be coded under NUBF--Breastfeeding. (100% of this activity is attributed to child survival.)
- HEDD** **Diarrheal Disease Control/Oral Rehydration Therapy:** activities designed to reduce, control or treat diarrheal disease, including research, production and distribution of oral rehydration therapy (ORT) or other commodities, hygiene and health education, and dietary management of diarrhea designed to reduce incidence of or complications of diarrheal disease. (100% of this activity is attributed to child survival.)
- HEFI** **Health Care Financing:** activities designed to improve or enhance the functioning of the health system through improved health care financing mechanisms, including cost control, user fees, privatization and health insurance programs. (Attribution to child survival will depend on the nature of the program. For example, financing of immunization services is clearly child survival related; financing of water delivery is only partially so.)
- HEHA** **HIV/AIDS:** activities designed for HIV/AIDS prevention and control including direct interventions, condoms for AIDS programs, research, surveillance, modeling, and information dissemination. (Activities under this code will not be counted as a child survival intervention.)
- HEIM** **Immunization:** all activities related to production, testing, quality control, distribution and delivery of vaccines. (100% of this activity is attributed to child survival.)
- HEMA** **Malaria:** malaria research, prevention, control, and treatment activities. (Because of the high infant and child mortality associated with malaria, generally 50% can be attributed to child survival. This is a guideline. The exact percentage attributed to child survival should be determined by the project manager.)

- HEMH** **Women's Health:** activities designed to promote health of adolescent girls and women of reproductive age and to reduce reproductive morbidity and mortality. Excludes activities attributable to high risk births (HECS), neonatal tetanus (HEIM), malaria prophylaxis for pregnant women (HEMA), and HIV-AIDS (HEHA). (Because of the impact of the health of women and adolescent girls on infant and child mortality, generally 50% can be attributed to child survival. This is a guideline. The exact percentage attributed to child survival should be determined by the project manager.)
- HEPR** **Prosthetics/Medical Rehabilitation:** activities in support of medical rehabilitation including provision of prostheses, training of technicians, vocational rehabilitation, administrative support and facility improvements.
- HERI** **Acute Respiratory Infection (ARI):** activities designed to reduce, control or treat ARI, including research (with the exception of vaccine research). Research components also should be coded against RBM--Biomedical Research. (100% of this activity is attributed to child survival.)
- HESD** **Health Systems Development:** activities designed to improve or enhance functioning of general health systems, information systems, construction, and other health management improvements (policy, evaluation, training) which are not specific to interventions described under other Health activities. Wherever possible include these elements in other Health Activity Codes. Construction activities should be coded with CON--Construction.
- HEVC** **Vector Control:** activities designed to prevent, control and treat vector borne-disease (includes river blindness and guinea worm; excludes malaria activities). (Because of the high infant and child mortality associated with vector-borne diseases, generally 30% can be attributed to child survival. This is a guideline. The exact percentage attributed to child survival should be determined by the project manager.)
- HEWH** **Water Quality Health:** water and sanitation activities specifically designed to improve health and nutrition. Generally includes community development and hygiene education as major components of the project. (Because of the high infant and child mortality associated with water and sanitation, generally 30% can be attributed to child survival. This is a guideline. The exact percentage attributed to child survival should be determined by the project manager.)
- INCO** **Telecommunications:** all aspects of activities in support of telecommunication modalities and networks.
- INMR** **Main Roads:** national roads or main arteries of a country's road network that are generally built, rehabilitated and maintained under central government authority.
- INOC** **Construction (excluding Construction Activities Captured by Other Activity Codes):** Wherever possible, construction activities should be captured under specific technical activity codes such as AGIF--Agricultural Infrastructure, EDEC--Basic Education for Children, other codes in the IN series (INCO, INPO, INRE, and INRR) and other AC codes.
- INPO** **Power (excluding Rural Electrification):** all aspects of activities in support of power generation. Includes the provision of new generating facilities, transmission, and distribution.
- INRE** **Rural Electrification:** activities supporting management, construction and other aspects of rural electrification programs, and tariff price and other policy and regulatory reforms directly affecting rural electrification. Policy reform components also should be coded against SPR--Sectoral Policy Reform.

- INRR** **Railroads:** support to the development of railroads, including commodities, management improvements, and maintenance assistance.
- NUBF** **Breastfeeding:** activities designed to promote breastfeeding in order to improve child survival, health, nutrition, or child spacing. This excludes activities attributable to broader infant feeding practices and growth promotion (see NUGM). (100% of this activity is attributed to child survival.)
- NUGM** **Growth Monitoring and Weaning Foods:** activities designed to promote infant and child growth and appropriate infant feeding practices including growth monitoring, weaning foods and targeted feeding. Excludes breastfeeding promotion activities (see NUBF). (100% of this activity is attributed to child survival.)
- NUMP** **Nutrition Management, Planning and Policy:** activities that strengthen the capacity of individuals and institutions to improve planning, policy analysis and management for enhanced nutrition outcomes (e.g., analysis of food consumption and nutrition effects of structural adjustment, subsidies specifically designed to enhance nutritional status, and food and nutrition surveillance). Food and nutrition surveillance activities captured under this activity code should also be coded with FSE--Food and Nutrition Surveillance and Early Warning.
- NUVA** **Vitamin A:** activities designed to prevent nutritional blindness (capsule distribution, food fortification, horticultural and educational interventions); vitamin A deficiency assessment; or vitamin A research. Research components also should be coded against RBM--Biomedical Research. (100% of this activity is attributed to child survival.)
- NUWO** **Nutrition of Women:** activities directed at improving the nutritional status of adolescent girls and women of reproductive age to improve pregnancy outcomes, productivity or purchasing power. Includes activities designed to prevent iron deficiencies.
- ORDC** **Orphans/Displaced Children:** activities designed to support and assist orphaned or displaced children, including street children, refugees, and children orphaned as a result of AIDS.
- PDAS** **Program Development and Support:** this small category should contain only those PD & S allocations that have been programmed but for which specific activities (and therefore specific Activity Codes) have not yet been identified.
- PEBD** **Business Development Promotion:** activities aimed at providing information, technical assistance, or capital to (a) private organizations such as trade or business associations and chambers of commerce; (b) private enterprises; or (c) public intermediaries and regulatory agencies. Includes legal and regulatory reform aimed at improving the business climate. This code does not include trade and investment promotion activities and financial markets activities. (See ACs PETI--Trade and Investment Promotion, and PEFM--Financial Markets for these activities.)
- PEFM** **Financial Markets:** activities aimed at strengthening and deepening financial markets including activities such as bank regulation, expansion of financial markets and private institutions, streamlining of credit programs at the level of the financial institution, linking of formal and informal financial markets, and the use of specific credit and guarantee programs. (Broad macroeconomic monetary and fiscal policy should be coded under PRNS.)
- PETI** **Trade and Investment Promotion:** activities directed at improving systems that address incentives to export and import at the level of the firm. These include support

for investment promotion agencies, export processing zone development, and the like. (Broad macroeconomic trade policy should be coded under PRNS.)

- PNCN** **Family Planning Contraceptives:** purchase and freight delivery of contraceptives (e.g. contraceptive pills, condoms, IUDs). Does not include condoms for AIDS (see Activity Code HEHA for HIV/AIDS), IUD kits or sterilization kits.
- PNPD** **Family Planning Program Development:** program development activities such as policy development or research whose objective is to develop, refine, and/or evaluate family planning service programs.
- PNSD** **Family Planning Service Delivery:** the direct provision of family planning services, or information, education and communication activities, as well as support for training and management activities in support of family planning service delivery programs.
- POSE** **Political/Security Assistance:** assistance provided for purely political/security foreign policy reasons only. To be used only for Turkey and Israel cash transfers.
- PRNS** **Policy Reform, Nonsectoral (Policy Reform activities not captured by other ACs):** includes activities (often ESF funded) that deal with policy reforms that are macroeconomic in nature and that involve the reform or change of host government fiscal, monetary, trade or other economy-wide policies. Use the Private Enterprise ACs (PRBD, PEFM, and PETI) to code legal, financial and manufacturing policy reform activities.
- PSMG** **Public Sector Administration and Management:** activities designed to improve government capacity to manage the development process not covered by other ACs. Activities focus on economic management, public administration, planning, civil service reform, data collection and analysis in general rather than in a specific sector. Includes rehabilitating, restructuring, or improving the management of state enterprises or parastatals. Includes municipal management activities. All municipal management activities that are captured under PSMG must also be coded either with CIT--Small and Large Urban, or with TWN--Towns.

SPECIAL INTEREST CODES AS OF APRIL 1, 1992*
TO BE USED WITH THE FY 1994 ABS AND CP

Special Interest codes are divided into four categories. They are: (I) Substantive (Spatial/Geographic Distribution of Beneficiaries; Special Targets; Food, Agriculture and Rural Development; and Energy/Environment); (II) Institutional Mechanisms (Public/Private, PVO/NGOs, International Agricultural Research Centers, Universities, and Non-Profit Organizations); (III) Research and Development Activities; and (IV) Training. All coding officers should examine the Special Interest codes under the Substantive and Institutional Mechanisms categories. Officers coding activities with no research or training components can ignore the Special Interest codes contained under the Research Efforts and Training categories respectively.

I. Substantive

A. Spatial/Geographic Distribution of Beneficiaries

- CIT** **Small and Large Urban:** activities that benefit those living in secondary cities and population centers of 250,000 or more and large metropolitan centers of 1,000,000 or more.
- or
- TWN** **Towns:** activities that benefit those living in provincial centers, market towns and other population centers of about 10,000 to about 250,000 inhabitants.
- or
- RUR** **Rural:** activities that benefit those living in sparsely inhabited areas and population centers of about 10,000 or less.

B. Special Targets

- WDP** **Women in Development: Specific:** activities in which women are the primary and main target groups (agents and beneficiaries).
- or
- WDI** **Women in Development: Integrated:** activities in which women are identified explicitly as part of the target group (agents and beneficiaries); women are a part of the target group or are only involved in certain components of the project and are so identified.

* "Or" indicates that the SI codes involved are cumulative. Note that cumulative codes cannot sum to more than 100 percent of a given AC code, but sum to less than or equal to 100 percent.

- NAR Counter-Narcotics:** counter-narcotics programs and projects which include: activities that enhance narcotics awareness and education and subsequently result in demand reduction; activities to support alternative development and income substitution programs to diversify the economies of narcotics-producing countries; activities designed to strengthen the administration of justice in addressing narcotics-related problems; or research and development activities related to any of the above that directly aids counter-narcotics programs.
- CHS Child Survival:** all activities or portions of activities designed to directly improve mortality and morbidity outcomes in infants and children under five years of age.
- CPF Capital Projects Financing:** a project or project element for the development, replacement or rehabilitation of physical assets under which A.I.D. finances the procurement of (a) non-expendable goods (i.e., structures, equipment or machines with a useful life of at least one year) that are used to produce other goods and services; and (b) related technical assistance, training and other assistance to support the proper selection and sustained use of the non-expendable goods procured with A.I.D. funds under the project. Activities consisting of services and training alone should be coded under Capital Projects Services (CPS) below. Also excluded from the CPF code are goods procured under Commodity Import Programs or tracked under Cash Transfers. Small Construction/repair works should be coded with the Construction code (CON) below.
- CPS Capital Projects Services:** activities which finance technical assistance and other services (including feasibility studies and engineering, economic and other services) that support capital investments either not finance by A.I.D or, if financed by A.I.D., not financed in the same project.
- CON Construction:** activities involving construction/repair of small works such as health centers, clinics, schools, minor road repairs, etc. These activities typically are done as community improvement efforts and normally are too small to attract international bids. For larger capital investment activities, see the Capital Projects Financing code (CPF) above.
- DEC Decentralization:** activities designed to increase the capacity (management and/or fiscal) of local authorities and other non-central government institutions to plan and provide public services rather than central government. Also includes support for activities of central government agencies that are decentralizing decision-making to their regional offices.
- PSD Private Sector Development:** activities that are intended to benefit private enterprises or individuals involved in business efforts (for formal and informal sector and micro, small, medium, and large enterprises). Includes policy reform, privatization (transferring a function, activity or organization from the public to private sector, either partially or totally) and deregulation (reducing the level of government regulation of the private sector, e.g. price controls, licensing arrangements, profit repatriation) directed at alleviating obstacles to private sector development. Should include activities that are sector- and nonsector- specific.
- TIP Trade and Investment Promotion:** activities directed at improving systems that address incentives to export and import at the level of the firm. Includes support for investment promotion agencies, export processing zone development, and the like. (Broad macroeconomic trade policy should be coded under PRNS.)

SFI Social Sector Financing: activities directed toward improving the financial base for provision of social services by public or private sector entities, including improvements in efficiency, improvement in allocation of resources, generation of new revenues, etc. Does not include activities such as contracting out.

PVX PVO Institutional Development: activities that primarily strengthen the operational capabilities of a PVO, with the provision of development assistance to a third party being of only secondary importance.

INS Institution Building: activities that build or strengthen institutions. In the broadest sense, institutions include financial and commodity markets, systems of land tenure, legal institutions, and the like. However, because institutions become tangible only through particular organizations, much of A.I.D.'s institutional effort emphasizes improving the policies and procedures of key organizations.

SPR Sectoral Policy Reform: activities, typically involving direct sector budget support, designed to support macroeconomic or sector-specific policy reforms undertaken because of their intended effect on a sector of interest to A.I.D.

or

EPR Macroeconomic Policy Reform: activities typically involving general budget or balance of payments support aimed at improving macroeconomic policies to strengthen general economic performance without reference to their effects on a specific sector, such as: reducing and rationalizing controls over access to foreign exchange; improving trade policy; reforming the design, implementation and management of monetary policy; and reforming the design, implementation and management of fiscal policy (including budgeting, expenditure controls, tax administration, and tax policy).

EDU Education: education sub-components of other sectoral activities. For example, health, nutrition, agriculture, environment, etc. If the primary purpose of the activity is education, it should be coded under one of the education ACs and the health or nutrition component identified by other SIs. This code does not include training for individuals.

ECD Early Childhood Development: activities of an inter-sectoral or multi-sectoral nature, including support for integrated programs through community organizations and non-governmental organizations concerned with the care and support of young children. Programs and activities concerned primarily with a single need of young children (e.g. pre-school education, nutrition supplementation, immunizations) should not be classified under this SI.

C. Food, Agriculture and Rural Development

NFC Nutrition and Food Consumption: activities designed to assure access to sufficient food by families at all times, including quantities of food, diverse sources of food, or knowledge of how best to utilize the food for improved nutritional outcomes.

FSE Food and Nutrition Surveillance and Early Warning: activities which improve the ability of institutions and countries to monitor nutritional status, food security including food availability and access to food, or other information which will identify or predict populations at risk of inadequate food consumption or malnutrition, and assist in the allocation of resources to meet the food needs during emergencies and normal development.

- IRR** **Irrigation:** activities that increase the availability (through diversion and other means) and/or efficient use of ground water and surface water for agriculture. Includes irrigation infrastructure and irrigation management, and excludes activities designed primarily to conserve water. (See also AGIF--Agricultural Infrastructure.)
- APP** **Agricultural Policies and Planning:** activities that strengthen the capacity of individuals and institutions to undertake broad planning and policy analysis in agriculture in order to improve management of the agriculture sector. Includes direct budget support at the sectoral level, often in the form of sector or non-project assistance, and designed to support policy reform oriented toward market liberalization. Includes activities designed to improve market competitiveness by rationalizing government regulatory, pricing, and stabilization policies. Use this SI only if it is a subcomponent of another activity. If it is the main purpose of an activity, use the AC AGPP.
- IAS** **Integrated Agricultural Systems:** integrated agricultural projects whose intent is to advance understanding of sustainable agricultural practices. Such projects should address the economic, environmental and social viability of agricultural practices, including such factors as soil conditions, water quality and availability, biodiversity, nutrient cycling, pest management, cultural traditions, economic incentives, and public policy.
- ALT** **Land Tenure:** activities or efforts of host governments supported by A.I.D. to alter the ways in which land is owned and cultivated. The holding of land and the rights that go with such holding, which include everything from fee simple title, embracing all possible rights within the general limits imposed by the government, down to the most restricted forms of tenancy (holding and/or operating land under the ownership of another).

D. Energy/Environment

- EEF** **Energy Efficiency and Conservation:** activities designed to conserve energy by increasing the efficiency of energy production and end use. Does not include more efficient wood or charcoal stoves.
- or
- EFW** **Fuelwood:** activities designed to increase local supplies of fuelwood or other traditional fuels for use by household and small industry, including developing and marketing more efficient wood or charcoal stoves.
- or
- ERN** **Renewable Energy (excluding fuelwood):** expansion of non-traditional sources of renewable energy. Focuses on wind, solar, small hydro, or uses of agricultural residues (bioenergy) for non-household uses.
- REF** **Reforestation:** actual tree planting, including trees planted in agroforestry, hillside stabilization, watershed management, anti-desertification efforts, wind blocks, etc.
- or
- NFM** **Natural Forest Management (excluding reforestation):** all activities involving management of primary and secondary natural forest, excluding tree planting, but including management for non-timber purposes, such as extractive reserves, watershed and wildlife purposes. Tree planting activities should be coded under SI code REF - Reforestation.
- or
- AGF** **Agroforestry:** agroforestry is a land-use activity/technology that uses woody perennials (trees and shrubs) on the same land management unit as agricultural crops and/or animals, either in some form of spatial arrangements or temporal sequence. To qualify as agroforestry, a given land use system or practice must permit significant economic and ecological interactions between the woody and non-woody components.
- CLZ** **Coastal Zones:** activities designed to improve the management or protection of coastal and marine environment and natural resources for sustainable utilization. The coastal zone comprises both land and water in the vicinity of the interface between land and sea. Coastal zones include resources management of land areas and land use near the coast, and marine nearshore resources within such areas, e.g. the intertidal zone, coral reefs and nearshore waters.
- WTL** **Wetlands:** activities directed at environmental management and protection of wetland habitat areas. Activities specifically designed to improve the management or protection of wetlands and their biological resources for sustainable utilization. Wetlands consist of inland or costal areas that contain standing or flowing fresh, brackish or saline waters, and that are inundated by such water for a period of at least a few days per year. Wetlands include resource management of fresh, brackish, and marine resources within such areas, e.g. mangrove estuaries and seagrass beds.
- SGC** **Specific Global Climate Change:** Only those activities which are intentionally and specifically designed to address global climate change. Such explicit activities could include halting or slowing the rate of deforestation (e.g., reforestation or natural forest management for conservation or sustainable woody fiber production), increasing energy efficiency, and increasing the use of nonfossil energy sources.
- BDV** **Biological Diversity:** efforts to preserve the variety and variability of living organisms and the ecological habitats in which they naturally occur, including 1) habitat protection; 2) surveys, inventories, and assessments of animal and plant species; 3) basic and policy research related to the preservation of biodiversity (N.B.: this does not include agricultural research to improve crop varieties for which see

SI code RAG - Agricultural Research); and 4) policy dialogue/reform specifically related to biodiversity.

- PST** **Pesticide Safety for Environment:** activities specifically designed to protect the environment from misuse of pesticides within agricultural and health activities. Examples include training and studies on safe pesticide use and programs for safe disposal of hazardous pesticides (excludes pesticide procurement).
- EVP** **Environmental Policy:** those environmental policy activities that are components of environment/natural resource projects or other projects and ACs. For example, a forestry project could include some policy activities. If the intent of the project is forestry, it should be coded EVFR, with the SI EVP coded against EVFR.
- ESA** **Environmentally Sustainable Agroecosystems:** agriculture activities that protect the environment and/or maintain or increase the productive capacity of the natural resource base of the agroecosystem and that may also maintain or increase agricultural productivity. Activities should be included that specifically contribute to the environmental or ecological sustainability of the agroecosystem. They should minimize negative impacts on the environment and depletion of natural resources and genetic diversity in the agroecosystem. Examples are integrated pest management; agricultural policy reforms and analysis designed to prevent environmental damage and natural resource degradation stemming from agriculture; crop production work oriented toward reducing environmental degradation; improved nutrient management (to minimize the depletion of nutrients and of organic matter) and soil water management; maintenance of genetic diversity in local crops and animals; and legal or administrative reforms, technical assistance or research that supports such activities. (This SI code will not be automatically included in the Environment aggregate total until an analysis has been performed of the FY 1994 ABS coding results.)
- NRM** **Natural Resources Management (TO BE USED BY AFRICA BUREAU ONLY):** This SI code should be used with all appropriate AC codes to capture natural resource-related activities, including but not limited to the agriculture and environmental AC codes. It should be used in conjunction with other SI codes, such as BDV for biodiversity activities, and for activities in Africa which meet the following DFA legislative definition:

"maintaining and restoring the renewable natural resource base in ways which increase agricultural production, through the following:

"(1) small-scale, affordable, resource-conserving, low-risk local projects, using appropriate technologies (including traditional agricultural methods) suited to local environmental, resource, and climatic conditions;

"(2) support for efforts at national and regional levels to provide technical and other support for projects of the kinds described above and to strengthen the capacities of African countries to provide effective extension and other services in support of environmentally sustainable increases in food production;

"(3) support for special training and education efforts to improve the capacity of countries in sub-Saharan Africa to manage their own environments and natural resources; and

"(4) support for low-cost desalination activities in order to increase the availability of fresh water sources in sub-Saharan Africa."

II. Institutional Mechanisms (Note: please identify the institutional mechanism closest to but not including the intended end beneficiary.)

A. Public/Private

- PBL** **Public Entity:** activities implemented through government ministries or agencies, or parastatals (e.g., government agricultural extension service providing technical assistance to farmers).
- or
- PRT** **Private Entity:** activities implemented through privately-owned, for-profit businesses engaged in the production or supply of goods and services.

B. PVO/NGOs

- PVU** **PVO/NGOs, US:** a US PVO registered in the United States, but not necessarily with A.I.D.
- or
- PVL** **PVO/NGOs, Local:** a non-US PVO operating in the country under the laws of which it is organized.
- or
- PVO** **PVO/NGOs, Other than U.S. or Local:** a PVO other than those noted in PVU or PVL above.
- or
- COP** **Cooperatives:** Private, voluntary associations of persons joined together to achieve a common economic objective; these are for-profit business organizations.

C. International Agricultural Research Centers

- ARC** **International Agricultural Research Centers:** activities implemented through or designed to assist IARCs. Includes core support of IARCs, including those supported entirely by A.I.D. as well as those receiving multilateral support, and special agricultural research activities implemented by IARCs. For research activities implemented by IARCs, report here as well as under Special Interest code RAG, Agricultural Research.

D. Universities

- HBC** **Historically Black Colleges and Universities:** activities supporting or implemented by HBCUs.
- or
- XII** **Title XII Universities (those that are not HBCUs):** activities implemented through or designed to assist Title XII institutions.
- or
- UNV** **Universities (those that are not Title XII or HBCUs):** activities supporting or implemented by universities, excluding those activities coded under HBC or XII.

E. Non-Profit Organizations

- PNP** **Non-Profit Organizations:** activities implemented through organizations incorporated to provide goods and services on a not-for-profit basis, e.g. some consulting firms, research institutes; does not include Cooperatives and PVOs.

III. Research and Development Activities The sum of the research and development entries under the research and development SI codes must equal 100 percent of the research and development supported in a given activity.

The following are NOT research and development: routine product testing, quality control, mapping, collection of general purpose statistics, experimental production, routine monitoring and evaluation of an operational program, and the training of scientific and technical personnel.

Applied Research For the purposes of annual reporting on all U.S.G. sponsored research and development, the research reported in the following nine categories will be considered to be **applied research**: that is, the systematic study to gain knowledge or understanding necessary for determining the means by which a recognized and specific need may be met.

- RBM Biomedical Research:** research to treat, cure, or prevent human and animal disease, including vaccine development and testing. Does not include agricultural research included in RAG below.
- or
- REN Environmental Biological Research (non-biomedical):** all research in ecology, systematics, and other environmental biology. Includes vector control research.
- or
- RBT Biotechnology Research:** research involving methods of biotechnology in microbial systems, plants, animals and humans.
- or
- RAG Agricultural Research:** activities carried out at LDC institutions, in the U.S., or at International Agricultural Research Centers (IARCs) that support agronomic research, including on-station, on-farm, and farming systems research. Includes the development of improved agricultural practices and economic, social, and technical research as it relates to agricultural programs. For activities implemented by IARCs, report here as well as under ARC--International Agricultural Research Centers.
- or
- RBE Education Research:** research and experimentation in support of basic education (EDEC and EDEA) systems and systems management, including sector assessments, policy analysis, development of planning models and experimentation with education technologies.
- or
- RPS Physical Sciences Research:** research in geology, atmospheric sciences, and oceanography.
- or
- RSS Social Science Research:** research in comparative sociology, complex organizations, cultural and social structure, group interactions, social problems and social welfare; analysis of population variables (fertility, mortality and migration) as they affect or are affected by other socio-economic and natural variables (eg. effects of population growth on deforestation; relationship between education and fertility; the effects of birth spacing on maternal and infant health). Includes modeling exercises. Also includes economic research.
- or
- RDC Demographic Data Collection:** collection, compilation, and reporting of demographic data (eg: censuses, national and regional surveys).
- or
- ROR Operational Research:** activities that involve the application of analytic methods designed to help the decision-maker choose among various courses of action available to accomplish specified objectives; analysis aimed at determining which course of action is most likely to achieve those objectives and how to do so effectively and efficiently when compared to other possibilities.

Basic Research For the purposes of annual reporting on all U.S.G. sponsored research and development, if the research effort is not applied research, it is either basic research or development.

RBS **Basic Research:** the systematic study directed toward greater knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind.

Development For the purposes of annual reporting on all U.S.G. sponsored research and development, if the research effort is not applied research, it is either basic research or development.

RDV **Development:** the systematic application of knowledge toward the production of useful materials, devices, systems or methods; including design, development and improvement of prototypes and new processes to meet specific requirements.

IV. Training

or **TMA** **Training, Male:** training of males.

TFE **Training, Female:** training of females.

or **TUS** **Training, US-based:** all training taking place in the United States.

or **TTH** **Training, Third country-based:** training in other developing countries.

TIC **Training, In-country:** training in the host country.

TPU **Training, Public:** training of persons likely to work in the public sector after completion of training.

or **TPV** **Training, Private:** training of persons likely to work in the private sector after completion of training.

SECTOR-SPECIFIC CODING GUIDANCE

Coding Instructions for Project Officers for Population/Family Planning Projects

ACTIVITY CODES

Only activities coded under one of the following three Activity Codes are reported as population/family planning activities.

PNPD Family Planning Program Development: program development activities such as policy development or research whose objective is to develop, refine, and/or evaluate family planning service programs.

PNSD Family Planning Service Delivery: the direct provision of family planning services, or information, education and communication activities, as well as support for training and management activities in support of Family Planning service delivery programs.

PNCN Family Planning Contraceptives: purchase and freight delivery of contraceptives (e.g. contraceptive pills, condoms, IUDs). Does not include condoms for AIDS (see Activity Code HEHA for HIV/AIDS), IUD kits or sterilization kits.

SPECIAL INTEREST CODES

While a complete reporting of the relevant SIs is desirable, a few SI codes are especially important for analyzing and answering questions about A.I.D.'s family planning activities. These are listed below. Please refer to Attachment B for complete definitions of the codes.

Institutional Mechanisms: (This refers to the institution closest to but not including the end beneficiary. Please note that these SIs are an "or group" SIs and some combined together cannot exceed 100% for any one Activity Code.)

PBL Public Entity; or

PRT Private Entity: includes family planning services provided through pharmacies, private health care providers (physicians, midwives), private insurers, and that provided by employers.

PNP Non-Profit Organizations: most likely to be used for policy development and research activities. Note that PNP does not include PVOs and cooperatives.

PVU PVO/NGO, U.S.: not likely to be the closest institution to end beneficiary; or

PVL PVO/NGO, Local: includes local Family Planning Agencies; or

PVO PVO/NGO, Other: not likely to be relevant.

Policy Reform

SPR Sectoral Policy Reform: includes all project elements directed at population policy development.

Special Targets

WDI Women in Development: Integrated: includes most family planning programs.

PSD Private Sector Development: includes assistance to a government to privatize the delivery of family planning services.

SFI Social Sector Financing: includes research and policy development activities aimed at improving cost effectiveness or financing family planning service delivery.

Research: Research SI codes are "or group" SIs. Those particularly relevant to family planning include RBM, RSS, RDC, and ROR.

Training: In training, the SI choices are a series of three "or group" categories. For all training elements in a project, carefully fill out two sets of SIs: 1) TUS or TTH or TIC, and 2) TPU or TPV.

Coding Instructions for Project Officers for Education and Human Resources Development Projects

Activity Codes should be used to describe the primary purpose of the education/training project or program. Project elements or mechanisms which contribute to the overall project purpose as well as special target groups should be identified by Special Interest Codes. For example, a primary education project with training components to strengthen administration of the primary school system and training for individual teachers or school administrators to up-grade their skills should be coded 100% "EDEC" (the AC for basic education for children); the training activities associated with the project would be defined through appropriate training SIs.

Education and Human Resources is an aggregation of the following Activity Codes:

EDAL Adult Literacy
EDEC Basic Education for Children
EDEI Human Resource Development for Educational Institutions
EDID Human Resource Development for Individuals
EDPE General Public Education and Extension
EDVT Vocational Education and Technical Training
EDU portion of all other Activity Codes

Basic Education to meet the Congressional earmark consists of only:
EDEC Basic Education for Children

Other Basic Education (other than for Congressional reporting) is:
EDEC Basic Education for Children
EDAL Adult Literacy

While only the EDEC code currently qualifies funds toward meeting the Congressional earmark in Basic Education, the Agency and House Appropriations Committee are currently holding discussions on whether to expand the definition of Basic Education to include Adult Literacy. In this coding exercise, only funds coded EDEC will be applied against the earmark.

Special Interest Codes: Care should be taken in examining all activities for Special Interest Code attribution. Some important categories including additional SIs are discussed below.

A. Spatial/Geographic:

Education activities that target certain subgroups or subsectors may also have a specific spatial distribution of beneficiaries and it is important to reflect this distinction using one of or a combination of the following SI codes: CIT or TWN or RUR.

B. Institutional Mechanisms:

Indication of the institutional mechanisms used to carry out activities is important, particularly PVO/NGO and university involvement, and private sector activity. Use the SI codes to identify the institutional mechanism closest to but not including the end beneficiary.

C. Special Targets:

The Institution Building SI (INS) should be used when the activity described is intended to strengthen indigenous capacity to carry out development activities.

The Private Sector Development SI (PSD) should be used to describe aspects of education or training projects which benefit private enterprises or individuals involved in the private sector; or policy reform within the human resource sector directed at alleviating obstacles to private sector development, deregulation and privatization.

Education and training activities that target the provision of services or commodities directly to women and girls are considered Women in Development: Specific (WDP). In addition, any direct training or employment of women would constitute WDP activities.

Activities in which women are identified as part of the target group (agents and beneficiaries) should use the SI Women in Development: Integrated (WDI); Attributions can be made only if supported by sex disaggregated data.

Counter-narcotics (NAR) should be used to describe an education activity that enhances narcotics awareness and education.

Education projects involving the construction of physical infrastructure such as classrooms and school buildings should use the Construction (CON) SI.

Education programs or projects designed to improve the financial base for the provision of education, including the allocation and generation of resources for the education sector should use the Social Sector Financing (SFI) SI.

Education activities directed at transferring a function, activity, or organization from the public to private sector should use the Private Sector Development (PSD) SI.

Education projects/programs that primarily strengthen the operational capabilities of a PVO, with the provision of development assistance to a third party as the secondary purpose should use the (PVX) SI.

D. Policy Reforms:

The Sectoral Policy Reform SI (SPR) should be used for education sector programs or hybrid program/projects designed to assist in the identification and implementation of policy reform.

E. Research Efforts:

Applied research categories most likely to be relevant to education projects include RBE, RSS, RDC, and ROR.

F. Training:

Most education activities contain training components; SIs for training should be used to describe these components in detail.

**Coding Instructions for Project Officers for
Health/Child Survival/Nutrition/AIDS Projects**

The coding for all Health/Child Survival/Nutrition/AIDS activities should be consistent with those used in the ISTI/CIHI Health and Child Survival Questionnaire. The list below describes which codes are attributed to which targets; their definitions are in Attachment C:

Total Funding for Health/Child Survival/AIDS:

HECS Child Spacing/High Risk Births
HEDD Diarrheal Disease Control/Oral Rehydration Therapy
HEFI Health Care Financing
HEHA HIV/AIDS
HEIM Immunization
HEMA Malaria
HEMH Women's Health
HEPR Prosthetics/Medical Rehabilitation
HERI Acute Respiratory Infection (ARI)
HESD Health Systems Development
HEVC Vector Control
HEWH Water Quality Health
NUBF Breastfeeding
NUGM Growth Monitoring and Weaning Foods
NUMP Nutrition Management, Planning and Policy
NUVA Vitamin A
NUWO Nutrition of Women

AIDS Funding: HEHA HIV/AIDS

Child Survival Funding:

HEDD Diarrheal Disease Control/Oral Rehydration Therapy
HEIM Immunization
HECS Child Spacing/High Risk Births
HERI Acute Respiratory Infection (ARI)
NUVA Vitamin A
NUBF Breastfeeding
NUGM Growth Monitoring and Weaning Foods
CHS portion of: HEFI - Health Care Financing
HEMH - Women's Health
HESD - Health Systems Development
HEVC - Vector Control
HEWH - Water Quality Health
HEMA - Malaria
NUWO - Nutrition of Women
NUMP - Nutrition Management, Planning and Policy
ORDC - Orphans/Displaced Children

Nutrition (overall):

NUBF Breastfeeding
NUGM Growth Monitoring and Weaning Foods
NUMP Nutrition Management, Planning and Policy
NUVA Vitamin A
NUWO Nutrition of Women
NFC portion of all other Activity Codes

Nutrition (Child Survival):

NUBF Breastfeeding

NUGM Growth Monitoring and Weaning Foods

NUVA Vitamin A

CHS portion of: NUMP - Nutrition Management, Planning and Policy

NUWO - Nutrition of Women

Child Survival/Child Spacing:

HECS Child Spacing/High Risk Births

CHS portion of HEMH - Women's Health

Other Health (excluding AIDS) or "non-child survival" obligations consist of the following aggregation:

HEPR Prosthetics/Medical Rehabilitation

and the non-CHS portion of these AC codes:

HEFI Health Care Financing

HEMA Malaria

HEMH Women's Health

HESD Health Systems Development

HEVC Vector Control

HEWH Water Quality Health

NUWO Nutrition of Women

NUMP Nutrition Management and Policy

Special Interest Codes: Care should be taken in examining all activities using the HE- and NU- prefix for Child Survival (CHS) Special Interest attribution. Care should also be taken in examining all activities using HE-, NU- and AG- prefixes for Nutrition and Food Consumption (NFC) Special Interest attribution.

A. Spatial/Geographic:

Many health and nutrition activities can be classified according to spatial distribution of beneficiaries (CIT or TWN or RUR).

B. Institutional Mechanisms:

All health and nutrition projects should be coded according to type(s) of implementing agency (PBL or PRT; PVU or PVL or PVO or COP; PNP, HBC or, XII or UNV).

C. Special Targets:

The Institution Building (INS) SI may be relevant for efforts aimed at improving the policies and procedures of key organizations.

The Private Sector Development (PSD) SI may be used for health sector projects that benefit private enterprises; or individuals involved in business efforts and policy reform directed at alleviating obstacles to private sector development, deregulation, and privatization.

Health, child survival and nutrition activities considered Women in Development: Specific (WDP) activities if they provide health services or commodities directly to women and girls for their benefit, and any direct training or employment of women. Volunteer service by women (e.g., administering ORT or bringing a child for immunization or growth monitoring) is not considered a WDP activity. Activities in which women are identified explicitly as part of the target group (agents and beneficiaries) should use the SI Women in Development: Integrated (WDI). Attributions can be made only if supported by sex disaggregated data.

All activities or portions of activities designed to directly improve mortality and morbidity outcomes in infants and children under five years of age should use the Child Survival (CHS) SI. There is a \$250 million earmark for Child Survival Activities in FY 1992. Please pay special attention to coding activities in this area, making sure that all appropriate activities are identified. Take advantage of the automated system's ability to code each year separately to ensure the most accurate coding for FY 1992.

Activities involving the construction of physical infrastructure such as health clinics should use the Construction (CON) SI.

Research and policy development activities aimed at improving the cost-effectiveness or financing of health service delivery should use the Social Sector Financing (SFI) SI.

The Sectoral Policy Reform (SPR) SI may be relevant for health sector grants and/or projects designed for policy reform.

D. Research Efforts:

Research categories most likely to be relevant to health projects include RBM, RSS, RDC, ROR, RBS, RDV.

E. Training:

All training SIs should be considered for each health and nutrition project: TMA or TFE; TUS or TTH or TIC; TPU or TPV.

F. Food, Agriculture and Rural Development

Nutrition and Food Consumption (NFC) should be used for all activities designed to assure access to sufficient food by families at all times, including quantities of food, diverse sources of food, or knowledge of how best to utilize the food for improved nutritional outcomes.

Food and Nutrition Surveillance and Early Warning (FSE) should be used for activities which improve the ability of institutions and countries to monitor nutritional status and food security including food availability and access to food, or other information which will identify or predict populations at risk of inadequate food consumption or malnutrition, and to assist in the allocation of resources to meet the food needs during emergencies and normal development.

Coding Instructions for Women in Development Activities

Criteria to qualify for WID Integrated

The following guidelines have been established to determine whether project components meet the criteria for WID Integrated. All of the below must be responded to in the affirmative for a project to be coded as WID Integrated.

On project activities conducted to date:

1. a. Have men's and women's roles and needs been specifically addressed in the design of the project components? (Y/N)
- b. Respond only if applicable. Were measures designed to overcome barriers to men's and/or women's participation in project components? (Y/N)
2. Are (will) women (be) direct beneficiaries of project component outputs? (Y/N)
3. Are (will) women (be) active participants in the implementation of the project component activities? (Y/N)
4. Are gender disaggregated data being collected and reported? (Y/N)

Coding Instructions for Orphans and Displaced Children Projects

All activities designed for orphans and displaced children should be coded under ORDC.

ORDC Orphans/Displaced Children: activities designed to support and assist orphaned or displaced children, including street children, refugees, and children orphaned as a result of AIDS.

Further definition should be given through Special Interest Codes:

- If the activity is specifically for orphans under five years of age, please code it with the Child Survival SI (CHS).
- If there is an education component to the activity, please code it with the Education SI (EDU).

**Coding Instructions for Project Officers with
Agricultural Projects and/or Projects with Agricultural Components**

The following codes define projects within the Agriculture sector:

- AGAB Agribusiness
- AGCP Crop Production
- AGCR Agricultural Credit
- AGFP Fisheries Production
- AGIF Agricultural Infrastructure
- AGLP Livestock Production
- AGPM Pest Management
- AGPP Agricultural Policies and Planning
- AGRM Resource Management for Agricultural Production and Productivity
- AGTE Agricultural Training and Extension
- EVSC Soil Conservation
- IRR portion of all other Activity Codes
- AGF portion of all other Activity Codes
- APP portion of all other Activity Codes
- ESA portion of all other Activity Codes
- ALT portion of all other Activity Codes
- RAG portion of all other Activity Codes
- ARC portion of all other Activity Codes
- NFC portion of all other Activity Codes
- IAS portion of all other Activity Codes

A matrix has been structured to guide agricultural project officers through the AC/SI system. Note that the Activity Code acronyms are listed in the first column of the matrix while the Special Interest Code acronyms are listed in the first row of the matrix. Reconcile the primary purpose or output of the project with the ACs in column 1 and the outputs and implementation plan with the SIs in row 1. Specify the appropriate AC/SI code at the intersection of the Activity Code Row and the Special Interest Code Column in the matrix. Once the Activity Codes and Special Interest Codes that describe the project or program have been identified, assign percentages (use the Project Paper as a guide in allocating the appropriate share for each AC), first to the Activity Codes, to reflect the relative emphasis of the indicated activities and then to the Special Interest Codes.

Activity Code/Special Interest Code Matrix for Agriculture Projects*

Project Number and Title:

Percentage Ascribed to SIs

ACs	APP	IRR	AGF	ESA	IAS	ALT	RAG	ARC	NFC
<u>AGAB</u>									
<u>AGCP</u>									
<u>AGCR</u>									
<u>AGFP</u>									
<u>AGIF</u>									
<u>AGLP</u>									
<u>AGPM</u>									
<u>AGPP</u>									
<u>AGRM</u>									
<u>AGTE</u>									
<u>EVSC</u>									
<u>TOTAL</u>									

*Activity Codes (ACs) and Special Interest Codes (SIs). Please refer to Attachment C for complete definitions.

Coding Aggregates for Environmental/Private Sector/Democracy/ Policy and Other Sectors

Environment:

EVFR Forestry
EVMP Environmental Management, Planning and Policy
EVSC Soil Conservation
EVUP Urban and Industrial Pollution
EVWR Water Resources Management
CLZ portion of all other Activity Codes
WTL portion of all other Activity Codes
BDV portion of all other Activity Codes
REF portion of all other Activity Codes
NFM portion of all other Activity Codes
PST portion of all other Activity Codes
EVP portion of all other Activity Codes
AGF portion of all other Activity Codes

Energy:

INPO Power (excluding Rural Electrification)
INRE Rural Electrification
EYMP Energy Management, Planning and Policy
EEF portion of all other Activity Codes
EFW portion of all other Activity Codes
ERN portion of all other Activity Codes

Biological Diversity:

BDV portion of all Activity Codes

Forestry:

EVFR Forestry
REF portion of all other Activity Codes
NFM portion of all other Activity Codes
AGF portion of all other Activity Codes

Global Climate Change used to measure Congressional earmark:

SGC Specific Global Climate Change

Global Climate Change - broader definition:

EVFR Forestry
EEF portion of all other Activity Codes
ERN portion of all other Activity Codes
SGC portion of all other Activity Codes
REF portion of all other Activity Codes
NFM portion of all other Activity Codes

Democracy Initiative:

DICE	Civic Education
DICS	Civil Society
DIEA	Electoral Assistance
DIFM	Accountability of the Executive
DIHR	Human Rights
DILJ	Legal and Judicial Development
DILT	Leadership Training in Democratic Processes
DIME	Free Flow of Information
DIPI	Representative Political Institutions

Private Sector:

PEBD	Business Development Promotion
PEFM	Financial Markets
PETI	Trade and Investment Promotion
AGAB	Agribusiness
AGCR	Agricultural Credit
PSD	portion of all other ACs
TIP	portion of all other ACs

Capital Projects:

CPF	portion of all ACs
CPS	portion of all ACs

Policy Reform:

PRNS	Policy Reform. Nonsectoral (Policy Reform Activities Not Captured by Other AC Codes)
EPR	portion of all other ACs
SPR	portion of all other ACs