

MEMORANDUM

TO: Richard Fraenkel, AIDREP/N'Djamena
FROM: Virginia Van Brunt
SUBJ: Trip Report to USAID/N'Djamena, July 9 - July 21, 1994
Filename: U:\CRPUB\DOCS\VVBTDY
DATE: July 20, 1994

REFERENCE: Purchase Order 677-0000-S-00-4205-00

At the request of USAID/N'Djamena, a TDY was arranged to assist in the disposition of library materials prior to mission closing. A TDY was approved (July 11 through July 20) to accomplish the tasks below:

TDY Objectives:

1. Review USAID/N'Djamena library books and documents to determine holdings required for USAID/CDIE's Development Information System.
2. Determine holdings that appropriately need to remain in local archives.
3. Determine holdings that can be disposed, and make recommendations on most appropriate approach.
4. Develop strategy and guidelines and prepare written instructions and train FSNs to implement and complete the retirement of the document collections.
5. Prepare and submit TDY report.

Major Accomplishments:

1. **Reviewed Documents.** Identified 6 boxes of unique Chadian or regional documents which are not represented in CDIE's Development Information System. CD-DIS was installed (on SYSMGR machine) and used to identify documents to transfer to CDIE. In addition to the library, the health and agriculture (1 filing cabinet and 2 bookcases) collections were reviewed and checked.
2. **Local Recipient Institution.** Established communication with CNAR, a local research institution. Reciprocal visits were arranged and CNAR is interested in receiving ALL documents, including partial journal runs and non-report material. CNAR will do their own sorting and disposition. An initial shipment of 5 boxes was transferred on Thursday, July 20, 1994. (Appendix B)
3. **Training & Guidelines.** Prepared written guidelines for FSN to continue disposition and checking of USAID supported documents until mission closing. Prepared written instructions on using CD-DIS, and conducted training. (Appendix A and C)

Other Issues:

1. **Equipment.** On Wednesday, July 13th, we were able to get CD-DIS installed and working on the System Manager's 486 PC, with assistance from CDIE via email. This machine was used for production and worked very effectively for the duration of the TDY.

A CD-Drive is installed on the C&R PC, however, I was never able to get it working, even with repeated email assistance from CDIE. It is essential that the CD drive be installed and working on the C&R machine or the whole disposition effort will be undermined. The C&R Mgt Supervisor, Charles Dehrdian, will not have access to the System Manager's PC as soon as the replacement has arrived.

Note: The C&R Division also retains the USAID Handbooks. The Handbooks are now being issued quarterly on CD, called CD-DR Directives, and the paper copies of the USAID Handbooks should be destroyed. Forms are also included on the CD and can be downloaded and printed on demand.

2. **Additional Collections.** I was unable to review the document collections of the FEWS project, however, I asked the Project Manager to request that critical documents be submitted to CDIE. For FEWS this is especially important, since the contract is ending.

During the coming year, work will not stop. Evaluations are scheduled, such as the Road project, and documents will be published. We would appreciate your attention to submitting those publications to CDIE. If the documents are given to Charles, he will see that they are sent to CDIE.

3. **Appreciation.** Finally, I would like to express my sincere gratitude to everyone in USAID/N'Djamena who helped to make my first trip to Africa so memorable. From the welcoming USAID sign at the airport and being navigated through customs, to staying in the Chessin's home, a special river trip treat which included seeing eight hippos, invitations to dinner and lunch, for all your kindness and especially your tolerance of my inability to speak your language... I thank you. A very special thank you to Charles Dehrdian, whose competence and graciousness made things so much easier for me. Charles has a firm grasp of what needs to be done, and given the time he needs will do it well. A special thank you also to the Chessin's and David's, who warmly welcomed me to their homes.

I am hooked into the USAID email system, and if there is any assistance I can offer after my departure, I hope you will not hesitate to take advantage of your new contact in Washington.

Appendix A

July 11, 1994

Guidelines for Sorting USAID/N'Djamena Library Documents

General Guidelines

To minimize the amount of checking for USAID/N'Djamena several general guidelines were recommended:

- * give primary emphasis to identifying contractor and USAID or Mission sponsored reports/documents which focus on Chad, West/Central Africa, or Sahel;
- * assume that USAID/Washington produced reports are already available from that source;
- * identify project design and evaluation documents which are known to be lacking from CDIE collections (see attachment).

Documents and reports were reviewed and sorted into one of three categories:

- 1) Send to CDIE
- 2) Donate to research library (CNAR)
- 3) Destroy

Specific Guidelines

More specific sorting criteria for each of these categories follows:

1. Send to CDIE

It is helpful to CDIE if reports are checked on CD-DIS prior to sending to CDIE. However, if time becomes critical, CDIE will do the checking. Please continue to send any:

- * USAID Project design and evaluation documents
- * USAID Contractor Reports (look for contract numbers, e.g., DAN-1254-G-55-5065-00)
- * especially any mission sponsored reports which are issued subsequent to this TDY, i.e. Roads evaluation, FEWS documents

2. Donate to CNAR Research Library

All other materials, including:

- * Reports produced by international donor organizations (such as: World Bank, United Nations (UN or UNDP), Food and Agriculture Organization (FAO), other development organizations from Norway (NORIDA), Japan (JICA), Canada (IDRC or CIDA), etc.

World Bank documents which indicate limited distribution should be destroyed and not donated to CNAR. These documents were made available to the US Government through reciprocal arrangements and restrictions should be honored.

- * Any reports which are duplicates and are already included in the CDIE system, i.e., USAID documents with an order number (PN/PD) on the cover e.g., PN-AAB-123 or PD-BAA-321.
- * Evaluation publications produced by CDIE, such as Performance Assessment Reports (POA); Special Studies, etc.
- * Any publications from commercial publishers, such as Westview Press or National Academy Press.
- * World Watch Institute and Peace Corps
- * Phone Books, Journals (including USAID produced, such as Front Lines)

3. Destroy

The following library materials are recommended for destruction

- * Congressional Presentations
- * U.S. Legislation
- * Any duplicate USAID project design/evaluation/contractor reports
- * Any classified or otherwise sensitive material
- * Contractor Proposals which contain proprietary information
- * USAID Handbooks and any other procedural reports
- * CDIE/DI Publications: New Acquisitions Lists, including Technical Reports, Evaluations, Project Descriptions; Requests and Responses; and Current Contents

Appendix B: CNAR

Visit to CNAR, July 12, 1994

Centre National d'Appui a la Recherche (CNAR) is a research institution in N'Djamena focusing on the subject areas of science, technology, geology, environment, health, population, and development issues, especially as they apply to Chad and the Sahel. CNAR has expressed an interest in receiving the USAID/N'Djamena document collection. On July 12, 1994, we met with Mr. Alain Beauvilain, who conducted a tour of CNAR to explain the scope of the collection and the documentation methods used for its control and access. The library is well maintained and documented with computerized access to collection resources, containing about 8,000 books and reports. In addition, the collection also includes journal holdings, microfiche, CD-ROM access to U.S. and European database collections, maps, and selected LANDSAT data images. The collection is open to researchers in Chad and the region.

Recommendation: CNAR is probably more interested in the USAID contractor produced research reports than the USAID project documentation itself. If USAID, is interested in maintaining a collection for the continued use of its project staff after the N'Djamena post closes, it would appear to be in USAID's best interest to develop a collegial relationship with CNAR.

CDIE could easily include CNAR in their mailing list to regularly receive USAID Research and Development Abstracts, a quarterly publication which identifies selected recent USAID sponsored and produced publications. While free provision of documents is not possible, especially given USAID's diminished role in Chad, documents could be ordered in microfiche format at a nominal cost (\$1.25 per fiche holding 98 pages). Since CNAR has fiche reading and reproduction capability this may provide a cost effective alternative which would enable researchers continued access to USAID public information.

Additionally, CD-DIS, the USAID database contained on CD-ROM could be ordered from CDIE. A sample single demo disk can be ordered for about \$75 (including postage) or CNAR could place an annual subscription for approximately \$150, which would entitle them to quarterly updates. Many of the USAID reports in the Mission collections are probably already included on CD-DIS. Since all reports include an order number (PN or PD number) no additional coding or processing would be required for access to those documents other than to identify the number and arrange them with that number in a special collection.

With regard to the collection itself, it would appear that it may be advantageous to invite Mr. Beauvilain for a return visit to the Mission to get a better understanding of the quantity and types of documents which are available. It would be preferable if this could be arranged during my TDY and before any final packing decisions are initiated.

Appendix B-1

July 15, 1994

CNAR Visit to USAID/N'Djamena

Three representatives from CNAR (the CNAR Director, Mr. Alain Beauvelain, and another assistant) visited USAID/N'Djamena. We showed them the library collection and demonstrated CDIE's CD-DIS. They expressed interest in receiving everything which is scheduled for disposition, and they will decide what to keep and what to throw. They are interested in incomplete collections of reports, journals, training catalogs, and any other items.

I suggested they write a letter to the USAID/N'Djamena A.I.D. Representative expressing their interest in receiving the library materials. They are also interested in receiving CD-ROM equipment if it is available or surplus. I gave them no encouragement about computer equipment since I expect that will be relocated to other USAID locations.

I agreed that I would see that they were placed on the mailing list to regularly receive USAID Research and Development Abstracts, a quarterly publication which announces selected USAID reports. In addition, I will see that N'Djamena receives the regular quarterly update of CD-DIS, and the older version could be made available to CNAR.

With regard to the timing of disposition, they would prefer to begin to receive the materials immediately, rather than wait until the mission closes. I would recommend that materials could be donated to CNAR in lots. Charles can keep track of how many boxes are sent and their general content. It may be helpful for the USAID to build a relationship with CNAR during this transition period while the mission is closing.

Appendix B-2

July 18, 1994

Mr. Alain Beauvilain
Assistant Technique
Centre National d'Appui a la Recherche (CNAR)
B.P. 1228
N'Djamena CHAD

Dear Mr. Beauvilain;

It was a pleasure to meet with you and your Director and to see the fine work you are doing to provide information services to those requiring research materials related to Chad, Sahel and the central African region.

Virginia Van Brunt has indicated that upon her return to Washington DC, CDIE will add CNAR to the gratis mailing list to receive on a regular basis the quarterly publication, **USAID Research and Development Abstracts**, which announces selected new reports produced as a result of USAID economic assistance. She will also send the **USAID Thesaurus**, the controlled subject vocabulary which is used to assign descriptors to all documents included in USAID's Development Information System. Additionally, CD-DIS, the CD version of the Development Information System, will be made available to your office as we receive quarterly updates.

We are happy to provide these materials to your institution, and hope that researchers from USAID and the Chadian community will benefit from this relationship.

We are sending an initial shipment of 5 boxes and will arrange for subsequent deliveries as the materials become available.

Sincerely,

Mr. Richard Fraenkel
A.I.D. Representative
USAID/N'Djamena

cc:LChessin

Appendix C

Guidelines for Searching Using CD-DIS

Once CD-DIS is successfully installed, remember:

1. Get into CD-DIS subdirectory and type **CDDIS D** (to indicate CD Drive is on drive D)

Example: C:> **CD CDDIS** (type what is in bold)

Example: C:\CDDIS> **CDDIS D** (type what is in bold)

2. Use the menu driven **Guided Search**.
3. Search by **TITLE**. Usually 3 random and distinct words will be sufficient to narrow the display
 - * omit articles (le, the, and, etc.)
 - * watch out for punctuation, such as apostrophes - '
 - * watch out for spelling, especially French or English
4. Narrow search using **DATE** or **PERSONAL AUTHOR**.
3. **SUBJECT** searching is easily done using the rotated index display. Consider alternate vocabulary. The **USAID Thesaurus** is available on request from the address below.
4. **ORDERING DOCUMENTS**. Any documents included in CD-DIS can be ordered for personal use. The quickest way to order documents is by ordering via Email. Send an email message to Virginia Van Brunt or Valerie Douglas on USAID Email.

Documents can be ordered through the POUCH by contacting:

- * Development Information Services Clearinghouse
PPC/CDIE/DISC
Room 303 SA18
USAID Pouch

or

- * FAX to CDIE Order Dept. 703-351-4039

or

- * CDIE's Research and Reference Services