

ANNEX B

Evaluation Review of Agricultural Information and Related Services  
RSSA, April 1975

*Saird*

UNITED STATES GOVERNMENT

# Memorandum

TO : See Below

DATE: April 14, 1975

FROM : TA/AGR, Leon F. Hesser *L.F.H.*

SUBJECT: Review of RSSA on Agricultural Information Activities

You and your staff are invited to attend subject review scheduled for Thursday, April 24, at 10 a.m. in room 2884 N.S. The Economic Research Service and the Extension Service of the USDA will describe the ongoing activities and tentative plans for the future.

Attached are annual reports, matrices and scopes of works for this RSSA. Also attached is the agenda for the Reviews.

Please be prepared to bring up any issues you consider relevant.

Attachments:

a/s

Distribution:

AA/TA, Ms. Marjorie Belcher  
NESA/SA, Mr. C. Herbert Rees  
EA/TD/RD, Mr. Lane E. Holdcroft  
NESA/TECH, Mr. Robert B. Morrow  
NESA/TECH, Mr. John J. Young  
LA/DR, Mr. Carl Van Haeften  
AFR/RA, Dr. Woodrow W. Leake  
AFR/CWR, Dr. Louis S. Peek  
AFR/ESA, Mr. Harold L. Kugler  
CM/PAS, Mr. Edward Rawson  
TA/PM, Mr. John Gunning  
TA/PM, Ms. Mary Mozynski  
TA/PM, Mr. Charles Molfetto



*2*

April 9, 1975

Agenda for April 24th Review on USDA  
RSSA on Agricultural Information Support to AID

- |      |   |  |
|------|---|--|
| I.   | Introduction:   | Leon F. Hesser   |
| II.  | Past History and Overviews:   | Oliver Bauman  |
| III. | Current Activities and Plans<br>for the Future:   | Patricia Wetmore (for ERS)<br><br>Helen Strow and<br><br>Lawrence McGary (for Extension) |
| IV.  | Discussion of Issues:<br>i.e. relevance to AID today,<br>in view of shifting priorities;<br>reduced staffs in AID/w and<br>USAIDs, and their changing<br>composition; importance of<br>services to Regional Bureaus;<br>possible new services to be<br>incorporated and scrutiny of<br>specific activities: | Entire Group   |

July 26, 1974

**SUBJECT:** Report for Fiscal Year 1974 - USDA Information RSSA

**TO:** Leon Hesser, Acting Director  
Office of Agriculture  
Bureau for Technical Assistance  
Agency for International Development

Attached is the FY-74 Annual Report of the Economic Research Service and the Extension Service for the AID/USDA Resources Support Services Agreement No. 3-74, "Agricultural Information and Related Services."

**OLIVER A. BAUMAN**  
Associate Director  
Foreign Development Division

**Attachment**

cc: Dr. W. A. Faught, ERS/FDD (1)  
Mrs. R. Lancetti, TA/AGR (1)  
Mr. C. G. Doke, ERS/FDD (1)  
Mr. D. P. Carter, ES/IE (1)

ANNUAL REPORT FOR FISCAL YEAR 1974

ECONOMIC RESEARCH SERVICE

AID/USDA RESOURCES SUPPORT SERVICES AGREEMENT NO. 3-74

I. RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE

Two separate units within the Economic Research Service are responsible for providing the support for AID-related agricultural information activities specified in the RSSA: (1) the Resource and Development Information Staff of the ERS Information Division and (2) the Reports and Technical Inquiries Staff, Foreign Development Division. In order to effectively perform all services stipulated in the RSSA, each group has been assigned distinct areas of responsibility:

- (1) The Resource and Development Information Staff develops and edits for publication technical reports, press releases and news articles regarding current and long-term USDA research, technical assistance and training projects for AID; and cooperates with the Reports and Technical Inquiries Staff in the preparation of a foreign development newsletter describing USDA/AID activities.
- (2) The Reports and Technical Inquiries Staff answers inquiries for technical agricultural information; assembles publications packets for AID Missions and USDA overseas support personnel; maintains the USDA/AID Reference Center; and briefs AID and PASA personnel on the information resources network at USDA.

The specific services provided by both units are detailed in the RSSA (No. USDA 3-74).

The activities of the Reports and Technical Inquiries Staff are coordinated by Patricia Wetmore, Technical Information Specialist, who is under the direct supervision of Oliver Bauman, Associate Director, Foreign Development Division and Project Manager of the Information RSSA. She is assisted by Joseph Budy, AID/W detailed to USDA; Alonia Trice, Technical Information Clerk; and Wilfred Dixon, Supply Clerk. Both Mrs. Wetmore and Mrs. Trice work full-time on the RSSA and Mr. Dixon half-time. All three Staff members reported to work in March 1974. Mrs. Wetmore's predecessor, Faye Powell,

Technical Information Assistant, worked on the RSSA from July until her resignation in December 1973; Judy Woodland, Secretary, worked from July through November; and Darnell March, Messenger, from July until February.

The Resource and Development Information Staff is led by James Sayre, Public Information Specialist, who is assisted by David Winkelmann, Public Information Specialist, and Loretta Munari, Secretary, who also reported to work in March 1974. While Mr. Winkelmann worked full-time on the RSSA, Mr. Sayre and Mrs. Munari spent only one third of their time on AID-related activities.

The project monitor of the RSSA budget is Clifford Doke, Development Officer.

## II. ACTIVITIES CHARGED TO THE INFORMATION RSSA DURING FY-74

### RESOURCE AND DEVELOPMENT INFORMATION STAFF

The Resource and Development Information Staff completed publishing AID's Summary of Ongoing Research and Technical Assistance Projects in Agriculture. R&DI edited the rough draft; added information, reorganized and rewrote sections following research by the editor; composed and prepared the layout for the publication; and, finally, coordinated the printing. All information was filed on magnetic tape to facilitate future revisions and updating.

R&DI also published seven manuscripts on AID-sponsored and AID-related technical assistance and research, as outlined in the Information RSSA. Specific titles include:

<u>FDD Field Report No.</u>	<u>Title</u>
29	Economic Considerations in the Development of Agriculture in Vietnam
36	Export Opportunities for Vietnam Agricultural Products in Japan
37	Export Opportunities for Vietnam Agricultural Products in the United States
38	Transportation and Vietnam's Agriculture

<u>FDD Field Report No.</u>	<u>Title</u>
39	Economic Information Needed to Develop Nepal's Agriculture
40	The Economic Feasibility of the West African Regional Poultry Project
<u>Unnumbered</u>	Current Program and Progress Report of the Foreign Development Division

Abstracts of these technical reports were transmitted to AID's Office of Research and Institutional Grants for inclusion in AID's Quarterly Abstracts of AID-Funded Research and the NTIS system.

Three issues of a newsletter emphasizing AID/USDA activities went to some 2,000 persons concerned with international agricultural development during the year, including AID Missions, USDA/PASA specialists, and others such as multi-national organization staffs and university international staffs. Special effort was made to emphasize AID-related projects and to advertise the USDA/AID Reference Center, per AID's guidance.

Work was begun on a major information campaign dealing with the world food situation, with emphasis on AID's role in helping meet world food needs. This is largely a visually-oriented campaign (slide set, newspaper picture stories, etc.) and, consequently, is being done under contract with USDA's Office of Communication Photography Division.

Considerable time was spent during the year helping handle technical information requests while the Technical Information Specialist position was vacant. Even after the position was filled, R&DI was partially responsible for orientation, or training, of the incumbent as she learned about the AID program and her job.

In addition to these major activities, R&DI responded to War on Hunger and Front Lines requests for photos and story information; inquiries from the Congress, other government agencies, the news media, and the public for information relating to AID/USDA international programs; and administrative reporting requirements. R&DI assisted with briefing

and debriefing of PASA personnel. Preliminary work also began on two projects for FY-75: a newly designed newsletter (with both content and layout changes) and a feature article on the African major cereals projects.

## Reports and Technical Inquiries Staff

### Background

During the first six months of the Fiscal Year requests for technical information were effectively dispatched by Faye Powell in much the same way as she had done in the past. Mrs. Powell's work is reflected in the first half of the Correspondence Report that follows below. During the three months Technical Information Staff positions were vacant, technical requests were handled by the R&DI Staff and by Joseph Budy, AID-Washington, detailed to the Foreign Development Division. When the new staff arrived, they assumed responsibility for filling requests and also implemented a number of new operational procedures. The main thrust of the following section then will be concerned with the progress of the new Staff.

### Establishing Objectives

After participating in orientation and training activities and receiving guidance on overall operational procedures from Mr. M. Galli, Mrs. Ruth Lancetti, and Mr. Bauman, the new Staff formulated the following objectives in order to effectively meet its responsibilities under the RSSA:

- (1) To upgrade the quality of service to AID requests for technical agricultural information
- (2) To develop more efficient procedures for ordering and mailing packets of useful USDA publications to AID Missions
- (3) To expedite the retrieval and dissemination of AID/USDA literature amassed in the AID/USDA Reference Center and Information Resources Room

### Progress Toward Realization of Objectives

#### Objective 1

With the goal of upgrading the quality of technical agricultural information researched for AID Missions, the Staff initiated innovative and improved methods of

comprehensive information retrieval: (1) The CAIN (Cataloguing and Indexing) Computer Data Base of the National Agricultural Library (NAL) was used to provide bibliographies of books, monographs and journal articles on agricultural credit for the Khartoum Mission and on aerial seeding of pastures and rangeland for the Islamabad Mission. This was the first instance in which such extensive NAL bibliographies were provided to AID personnel. Copies of the agricultural credit bibliography were then made available to AID-Washington credit program specialists. (2) The R&TI Staff established a close-working relationship with Staff Scientists at the Agricultural Research Complex at Beltsville. As a result, certain highly technical requests were serviced by the proper research scientists, in coordination with the Technical Information Specialist, and research findings, on topics such as preventing frost damage to citrus crops and utilizing genetics to improve dairy cattle breeding, were forwarded to AID Missions. (3) After spending time studying the content and potential utility of numerous Reference Books, Encyclopedias, Indexes and Directories at the NAL, the Staff utilized them to pinpoint qualified sources of information outside USDA for AID-related requests. For example, they researched technical information sources in the Encyclopedia of Associations and the Directory of Industrial Research Laboratories in support of a Vientiane Mission request for current information on production, processing and marketing castor beans. The Technical Information Specialist then made contact with Baker Castor Oil Company, the Nation's foremost dealer in castor beans. After learning about the technical assistance the Company could provide the Government of Laos, she prepared a detailed letter to the Mission, explaining the crop, agronomy and international marketing advice the Company could furnish the GOL under a purchase contract. (4) The Technical Information Specialist briefed AID and PASA personnel on facilities available to them at the AID/USDA Reference Center, the National Agricultural Library and the Agricultural Research Complex at Beltsville and obtained suggested improvements in the service from specialists returning from overseas. Emphasis was placed on R&TI Staff ability to search out answers to any technical agricultural questions by utilizing NAL reference books, the CAIN Data Base, USDA Program Specialists and industrial research laboratories throughout the United States. (5) Participation in the Foreign Development Division and Regional Technical Assistance Staff meetings

enabled the Staff to share first-hand knowledge of program operations and improve the way in which USDA resources could be focused on issues.

### Objective 2

In an effort toward attaining its second major goal, the Staff initiated a new procedure for more efficiently transmitting USDA publications to AID Missions. In the past USDA materials had been requested for the Missions from the Government Printing Office, which often took considerable time filling orders. Under the new procedure, R&TI will cooperate directly with USDA's Office of Communication instead of the Government Printing Office. The Staff will review manuscripts and place orders for selected materials for the Missions before they are printed. When the publications arrive at USDA, they will be forwarded by the Staff to the AID Mailroom for distribution to the Missions. This new procedure will enable the Missions to receive USDA materials months earlier than they have in the past. In addition, the R&TI Staff plans to send an informal monthly letter to the Missions abstracting the contents of publications selected for them.

### Objective 3

In order to facilitate the retrieval and dissemination of AID/USDA literature, publications in the Information Resources Room were systematically re-shelved and procedures for keeping an up-to-date inventory of the publications were established. As a result, dates for reprinting publications can now be set before their supply is exhausted. The Staff also began reorganizing the AID/USDA Reference Center to achieve more efficient information retrieval. Mr. Robert Birch, Senior Librarian at the NAL, will act as consultant to the Staff in reorganizing the Center and in devising a more workable indexing and cataloguing system.

### III. CORRESPONDENCE REPORT

Requests Pending from FY-73:	11
Requests Received During FY-74:	<u>1065</u>
Total Requests on Hand During FY-74:	1076
Requests Closed During FY-74:	1070
Requests Pending at End of FY-74:	6

## Breakdown of Closed Requests:

<u>Quarter</u>	<u>AID</u>	<u>PASA</u>	<u>Peace Corps</u>	<u>Other*</u>
1st	91	39	12	125
2nd	82	28	13	210
3rd	36	12	3	129
<u>4th</u>	<u>77</u>	<u>23</u>	<u>10</u>	<u>180</u>
Total:	286	102	38	644

\*Foreign and domestic inquiries regarding AID-sponsored and related agricultural information.

IV. THESAURUS OF COMMON PLANT DISEASE NAMES

Dr. Paul R. Miller, Agricultural Research Service, has worked full-time this fiscal year on development of a Thesaurus of Common Plant Disease Names. The project is being funded under the USDA Information RSSA. The purpose of the multi-lingual thesaurus of common plant disease names is to help improve communication among scientists throughout the world, especially those who are concerned with crop production and protection. Its ultimate aim is to aid in increasing food production, primarily in the developing countries.

Three hundred and twenty-five plant diseases, which were considered to be the most important ones of food, fiber and industrial crops on a world-wide basis, have been selected. Brief English descriptions including non-technical terminology for ease of translation and understanding by untrained people, have been prepared for each disease. These descriptions are now being translated into Spanish, French and Interlingua.

V. ACTIVITIES PLANNED FOR FISCAL YEAR 75

The Reports and Technical Inquiries Staff plans the following for FY-75:

\*\*Develop and produce the "Technical Inquiry Review" as a regular feature section of the USDA/AID News Digest. The "Review" will describe technical agricultural information researched for significant inquiries and will publicize the availability of this information to AID Missions.

**\*\*Propose to TAB/AGR R&TI Staff Development of a "USDA Information Resources Handbook for AID-Mission Agriculturalists."** The Handbook will describe the complex informational network of USDA that R&TI members can utilize for AID specialists. Chapters will present an overview of the facilities at the National Agricultural Library, the Agricultural Research Complex, university laboratories conducting USLA-sponsored research, the USDA/AID Reference Center, Agricultural Experiment Stations, and specialized libraries at USDA land-grant universities.

**\*\*Acquire detailed knowledge of program operations at AID-Washington and selected AID Missions so that USDA resources can be better focussed on AID Mission informational needs.**

**\*\*Establish and utilize contacts with information resource professionals and research scientists at USDA agricultural experiment stations, agricultural libraries and universities specializing in scientific literature useful to AID Missions.**

**\*\*Provide expanded computerized information searches for Mission personnel by utilizing the Selective Dissemination of Information (SDI), Automatic Subject Citation Alert (ASCA IV), National Technical Information Service (NTIS), PANDEX (Macmillan Information Company's current Index to Scientific Literature) and several permutation indexes such as KWIC (Keyword-In-Context) and KWOC (Keyword-Out-Of-Context).**

#### Editing and Publishing Services

The Information RSSA for FY-75 will not name members of the Resource and Development Information Staff as editorial specialists for the RSSA. Instead, provision has been made to retain two man-years of Writer/Editor services at the GS-12/10 level, without designating editors by name. Plans for their work include:

**\*\*Developing and producing a newly designed bi-monthly newsletter on international agricultural development**

**\*\*Publishing several feature articles on the African major cereals projects**

\*\*Completing AID/USDA Slide Series on the world food situation and AID's role in helping meet world food needs

\*\*Publishing a number of special reports, two updates of the Summary of Ongoing Research and Technical Assistance Projects in Agriculture, and reprinting The Marketing Challenge and Improving Marketing Systems in Developing Countries

UNITED STATES DEPARTMENT OF AGRICULTURE  
ECONOMIC RESEARCH SERVICE  
WASHINGTON, D.C. 20250

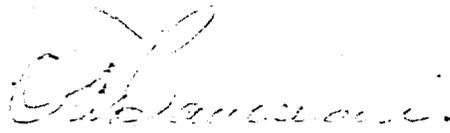
January 14, 1975

SUBJECT: Semi-Annual Report for FY 75 on the AID/USDA  
Information RSSA

TO: Leon Hesser, Acting Director  
Office of Agriculture  
Bureau for Technical Assistance  
Agency for International Development

Attached is the Economic Research Service portion  
of the Semi-Annual Report for FY 75 of the AID/USDA  
Information RSSA, No. 3-74.

A shortage of staff in the Extension Service Inter-  
national Office has necessitated a delay in the  
preparation of that section of the report. However,  
it is in preparation and will be forwarded as soon  
as completed.

  
OLIVER A. BAUMAN  
Associate Director  
Foreign Development Division

Attachment

REPORT FOR THE FIRST HALF OF FISCAL YEAR 75  
AID/USDA RESOURCES SUPPORT SERVICES AGREEMENT NO. 3-74

Economic Research Service  
United States Department of Agriculture

January 15, 1975

TABLE OF CONTENTS

I. Responsibilities and Organizational Structure.....1

II. Activities of the Reports and Technical Inquiries Staff..2

    Information Retrieval.....2

    Computerized Information Systems.....4

    AID/USDA Reference Center.....5

    USDA Publications Sent to AID Missions.....6

    Travel.....6

III. Editorial Services.....7

IV. Thesaurus of Common Plant Disease Names.....8

V. Semi-annual Costing Analysis.....8

REPORT FOR THE FIRST HALF OF FISCAL YEAR 75  
AID/USDA RESOURCES SUPPORT SERVICES AGREEMENT NO. 3-74  
ECONOMIC RESEARCH SERVICE

I. RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE

This Report for the First Half of Fiscal Year 75 focuses on the activities of the Economic Research Service (ERS) Staff members, performed in compliance with services stipulated in the Resources Support Services Agreement, USDA No. 3-74. The RSSA provides for informational support for A.I.D.-related agricultural activities in developing nations. Funds have also been appropriated in this RSSA for the development and publication of a Thesaurus of Common Plant Disease Names.

Within the Economic Research Service, the Reports and Technical Inquiries Staff researches technical information for AID Missions, AID/Washington specialists and other professionals requesting technical literature related to agricultural development in less developed countries; directs the acquisition, storage and dissemination of materials at the AID/USDA Reference Center; briefs AID and PASA personnel on the agricultural information network available to them at USDA; and furnishes a steady flow of technical and non-technical publications to AID Missions and USDA/PASA teams.

Members of the ERS Editorial Staff develop and edit for publication technical reports, press releases and news articles regarding current and long-term USDA research, technical assistance and training projects for AID; and cooperate with the Reports and Technical Inquiries Staff in the preparation of a foreign development newsletter describing AID/USDA activities.

The activities of the Reports and Technical Inquiries (R&TI) Staff are coordinated by Patricia Wetmore, Technical Information Specialist, under the direct supervision of Oliver A. Bauman, Associate Director of the Foreign Development Division and Project Manager of the RSSA. She is assisted by Joseph Budy, Information Specialist, AID/W detailed to USDA; and Alonia Trice, Technical Information Clerk. Both Mrs. Wetmore and Mrs. Trice worked full-time on the RSSA. Wilfred Dixon, Supply Clerk,

17

who worked half-time on the RSSA, left the Foreign Development Division for a new position on October 27, 1974. After Mr. Dixon's departure, it was determined that a full-time clerk/typist could make more beneficial contributions to the RSSA than a supply clerk. Under present funding, half of the typist's salary would come from the Information RSSA and half from the USDA overhead account. At the end of the first half of FY 75, papers were being processed to enter Mrs. Hazel Roberts on duty on January 4, 1975 as the new clerk/typist.

Unlike the Reports and Technical Inquiries Staff, ERS Editorial Staff members have not been designated by name in the RSSA. Instead, provision has been made to retain two man-years of Writer/Editor services at the GS 12/10 level.

II. ACTIVITIES OF THE REPORTS AND TECHNICAL INQUIRIES STAFF

Information Retrieval

CORRESPONDENCE REPORT

Requests Pending from FY 74:	6
Requests Received During First Half of FY 75:	<u>541</u>
Total Requests on Hand To Date:	547

Requests Closed:	534
Requests Pending at End of 2nd Quarter:	13

Breakdown of Closed Requests:

<u>AID*</u>	<u>PASA*</u>	<u>PEACE CORPS</u>	<u>OTHER**</u>	<u>TOTAL</u>
115	66	30	323	534

\*Includes requests received by phone

\*\*Foreign and domestic inquiries regarding AID-sponsored and related agricultural information

While the Reports and Technical Inquiries Staff fills many AID requests for technical materials from a single source of information, we are frequently called upon by the Missions to perform complex searches for technical literature from multiple information sources. At these times we exhaust all resources available to us at the Department of Agriculture and then contact specialists in the public and private sector for more comprehensive materials. Examples of such complex

information searches performed for AID requestors during the first half of the Fiscal Year include:

(1) A search for information on an aluminum ion fungicide (cuneo mixture) developed by Dr. Americo Mosca. This search, requested by James Urano, AID/TA/AGR, was prompted by a Congressional Inquiry Mr. Urano's office received from Senator James Buckley. Senator Buckley specifically wanted to know why the Federal Government had refused Dr. Mosca permission to market his fungicide in the United States. After performing a preliminary, but unproductive, search for information on the cuneo mixture at the National Agricultural Library's CAIN Data Base and the Agricultural Research Complex, the Staff contacted the National Referral Center for Science and Technology at the Library of Congress. Information specialists there put us in touch with officials at the Environmental Protection Agency who had been involved in the decision not to grant Dr. Mosca permission to market his product. They gave us considerable background information on the decision and informed us that Dr. Mosca had brought suit against the Federal Government for its adverse decision. After further discussions with the EPA officials, we were able to uncover at the USDA Law Library the court case that had exonerated the Government from any wrongdoing in denying Dr. Mosca's application. We forwarded copies of the court case, along with background information from the EPA, to Mr. Urano for inclusion in AID's reply to Senator Buckley. As a consequence, Mr. Urano wrote Oliver Bauman a memorandum of commendation to his Staff for "providing us with the necessary documents for which we shall all share the rarity of a commendation from our superiors for a job well done."

(2) In late November Mr. Roy Harrell, AID/EA/DP, called on the Staff for a copy of the latest USDA reports on the world fertilizer situation. At that time Mrs. Wetmore explained to Mr. Harrell the Staff's scope of work, their sources of information and the kinds of literature they can retrieve for the Regional Bureaux on almost any topic in agriculture. As a result, Mr. Harrell requested an information search at the AID/USDA Reference Center on the relationship of income distribution vs. diet in South Vietnam and the Philippines. The Staff made an extensive search for materials containing the data requested and retrieved ten reports and monographs. After we delivered the materials, with pertinent chapters and pages marked, Mr. Harrell explained that he had experienced difficulty pinpointing exact sources of information before he had contacted the Staff, and, consequently, was most

appreciative of the Reference Center materials.

(3) During the second quarter the Staff retrieved extensive information on windmill pumps and generator units for Robert Ellsworth, USDA agricultural engineer, USAID/Kenya. Mr. Ellsworth explained in his letter that the windmill units would be used at remote ranch locations on boreholes or wells to pump water for cattle. We forwarded Mr. Ellsworth four technical publications on windmill water pumps from the Universities of Kansas, North Dakota and Oklahoma; three relevant journal articles on windmill systems in Australia and Pakistan, that appeared as citations in a bibliography produced by the CAIN Data Base of the National Agricultural Library; two books on loan from the AID/USDA Reference Center: Power from the Wind and Water-Mills, Windmills and Horse Mills of South Africa; and additional materials from the windmill specialist at the Agricultural Research Service and from a private firm, WINCO - Division of DYNA Technology in Sioux City, Iowa.

#### Computerized Information Systems

INTERNATIONAL INFORMATION SYSTEM OF THE AGRICULTURAL SCIENCES AND TECHNOLOGY: The Reports and Technical Inquiries Staff has under study two documents describing AGRIS - the International Information System of the Agricultural Sciences and Technology of the Food and Agriculture Organization of the United Nations. AGRIS will be the international center for storing, retrieving and disseminating the world-wide volume of published and unpublished literature in agriculture, which is currently being generated at the rate of over one million documents a year. The system, which is still in the development stages, will be implemented at two levels: (1) Level One - a "Current Awareness Service" that provides a comprehensive, worldwide bibliography and index of new literature in the agricultural sciences in published form and in the form of computer-readable magnetic tape, and (2) Level Two - a network of specialized services that provides a variety of information/documentation services (abstracts, translations, selective dissemination of information and question and answer services). AGRIS - Level One is slated to enter its "operational phase" in early 1975 for an experimental period of three years. At that time FAO will begin issuing the AGRINDEX, a bi-monthly publication of current literature stored on AGRIS tapes. The carrier language of the entire system will be English. The Staff is working with the National Agricultural Library to

obtain more information on the implementation of AGRIS, in anticipation of becoming a user of the system for the AID Missions and PASA teams.

CURRENT AWARENESS LITERATURE SERVICE OF THE AGRICULTURAL RESEARCH SERVICE: During the second quarter, Mrs. Wetmore discussed with Dr. Hilary Burton of the Agricultural Research Service the feasibility of the Staff's utilizing the Current Awareness Literature Service for the AID Missions and PASA teams. CALS is a large-scale selective dissemination of information (SDI) system, that consists of regularly recurring searches of computer-readable magnetic tape versions of several commercially published abstracting and indexing journals. The journals offered include Biological Abstracts and Biological Research, Chemical Abstracts, Engineering Index and CAIN (National Agricultural Library file). Dr. Burton agreed that the system would be an excellent source of information for the Missions and suggested that Mrs. Wetmore be trained as a user-operator of the system's computer terminal in Beltsville. Once she is trained, Mrs. Wetmore will be able to program profiles into the computer that reflect the agricultural interests of particular Missions; receive and review computer-print-out bibliographies of relevant journal article and book citations, some with abstracts; and transmit the bibliographies to the Missions. The Missions can then request the Staff to retrieve whatever materials on the listings they would like to review. The Staff anticipates becoming a trained user of the system during the Third Quarter of FY 75. We will keep TAB/AGR informed of our progress.

#### AID/USDA Reference Center

In order to encourage greater utilization of the AID/USDA Reference Center, Mrs. Wetmore gave a presentation on the Reference Center and on USDA's information network at the Office of Agriculture Staff meeting on September 5, 1974. With the aid of a handout describing the Reference Center's holdings, Mrs. Wetmore detailed what subject areas Reference Center materials encompass, emphasizing the easy accessibility of books, publications and reports, and encouraged AID specialists to utilize the library either by requesting materials from R&TI Staff members by phone or by visiting the Center in person. She then described what information sources Staff members can tap for AID/M and AID/W requestors at the National Agricultural Library, Office of Communication, Agricultural Research Complex, and scientific information centers outside USDA. As a result of this presentation, we have observed an increased utilization of both the

21

Center and R&TI Staff services by AID/W specialists.

In addition, Mr. Budy has spent considerable time cataloging and indexing Reference Center books and reports, so that the retrieval of materials for AID/W and USDA users can be facilitated.

#### USDA Publications Sent to AID Missions

In order to keep USAID Staffs abreast of current agricultural developments, over 120 USDA publications, reports, periodicals, speeches, newsletters and press releases were sent to the AID Missions and PASA teams to date this Fiscal Year. Included were such publications as: "Roadside Slope Revegetation," "Economic Tables," "World Food: Prices and the Poor," "Balance Sheet of the Farming Sector 1974," "Windbreaks for Conservation," and "1974 Handbook of Agricultural Charts." In addition, the new procedure, whereby publications are ordered directly from the Department of Agriculture instead of the Government Printing Office, has proved a time-saver and is working successfully.

#### Travel

CONFERENCE OF THE AMERICAN ASSOCIATION OF AGRICULTURAL COLLEGE EDITORS: David Winkelmann, Public Information Specialist, and Patricia Wetmore attended the Conference of the American Association of Agricultural College Editors at Purdue University from July 15-18, 1974. They established contact with a number of media specialists at the universities who were very interested in sharing their agricultural publications with the Missions and learned about the latest techniques agricultural journalists and editors will employ in communicating news and research findings to the nation. (For further details on this trip, refer to the Report on the Information RSSA for the First Quarter of FY 75.)

CONFERENCE OF THE AMERICAN SOCIETY FOR INFORMATION SCIENCE: The Conference of the American Society for Information Science, held in Atlanta, Georgia this past October, provided information scientists a forum for an academic exchange of the latest theories in information storage, retrieval and dissemination. Mrs. Wetmore's foremost goal in attending the Conference was to gain a working knowledge both of the informa-

tion-transfer process and of sources of agriculture-related information outside the Department of Agriculture. Specifically, the Conference gave exposure to (1) an analysis of the European Information Network, (2) information facilities at the National Science Foundation, and (3) the scope of services of two commercially available computerized information systems offering retrospective searches and selective dissemination of information. Utilizing such information facilities in the United States and Europe would enable the R&TI Staff to respond to technical inquiries from AID Missions and PASA teams with more effective, comprehensive, up-to-date materials. Consequently, the scope of services the Staff could offer foreign development specialists would broaden considerably. As a result, Mrs. Wetmore recommended to Mike Galli in her December 31, 1974 trip report that the Reports and Technical Inquiries Staff develop a custom-tailored, multi-faceted information retrieval and dissemination program for two of the larger AID Missions.

### III. EDITORIAL SERVICES

As reported by James Sayre, Leader, Resource and Development Information, ERS, the following activities were charged to the Information RSSA:

(1) A slide script on AID/TAB/AGR program was prepared by Mr. Sayre, Mr. Budy, and other ERS Public Information Specialists. It accomodates about 150 frames and can be used in Congressional and country mission presentations as well as in public forums to explain AID's agricultural program. It was reviewed and approved by AID. Slide procurement is underway.

(2) TAB/AGR Leaflet: A special brochure based on the slide script was prepared. It will serve as a handout to be used in connection with the slide set. It can also stand on its own as a mail-out item.

(3) Editorial work was completed on consultant's report of the Philippine Project ADAM.

(4) Preliminary planning was begun on periodic Foreign Development newsletter as spelled out in Information RSSA scope of work.

(5) The reprinting of The Marketing Challenge and Improving Marketing Systems in Developing Countries was charged to the RSSA.

IV. THESAURUS OF COMMON PLANT DISEASE NAMES

The purpose of this multilingual Thesaurus of Common Plant Disease Names is to help improve communication among scientists throughout the world, especially those who are concerned with crop production and protection. Its ultimate aim is to aid in increasing food production primarily in the developing countries. Dr. Paul Miller, Agricultural Research Service, is the leader of this project.

At the end of the Second Quarter, Phases I and II of the project had been completed and approximately two-thirds of Phase III. In addition, 175 of the 325 color illustrations of the plant diseases have been secured from international sources. Dr. Miller estimates that procurement of all the color plates should be completed this March and that a contract for reproducing the illustrations can be issued by TAB/AGR during April.

V. SEMI-ANNUAL COSTING ANALYSIS

Following is a listing of actual expenditures charged to the Information RSSA during the period of July 1, 1974 through December 31, 1974:

- 1) SALARIES.....\$15,728.00\*  
(Six man-months each of Mrs. Wetmore's and Mrs. Trice's salaries; two man-months of Mr. Dixon's salary; and eighty hours of writer/editor salary at the GS 12/4 level)
- 2) BENEFITS.....\$1,384.00\*
- 3) PRINTING.....\$1,684.00  
(Cost for reprinting The Marketing Challenge and Improving Marketing Systems in Developing Countries)
- 4) PERSONAL SERVICES.....\$792.00  
(Photography work and security check for Mrs. Wetmore)
- 5) SUPPLIES.....\$626.00  
(Book, periodical and publication purchases for the AID/USDA Reference Center and office supplies)

\*Preliminary figure subject to change

24

- 6) TRAVEL.....\$883.00  
(Per diem and air fare for Mr. Winkelmann and  
Mrs. Wetmore to AAACE Conference and for Mrs. Wet-  
more to ASIS Conference)
  
- 7) TOTAL EXPENDITURES.....\$21,167.00

25

SEMI-ANNUAL REPORT (JULY 1 - DECEMBER 31, 1974)  
EXTENSION SECTION-USDA RSSA 3-74  
"AGRICULTURAL INFORMATION AND RELATED SERVICES"

ORIGINAL MANUSCRIPTS

1. The publication on Field Days, first drafted by Don Carter, is being rewritten incorporating suggestions made by USDA and AID personnel. It will be circulated for further review before turning over to the editor.
2. The Family Planning publication prepared by Herlinda Castro and submitted to the publisher in 1974 has been received and is ready for distribution.
3. Farm Verification Trials, drafted by John Stone and Don Carter, has been submitted to AID for review.
4. Criteria for Making An Impact Through Agricultural Extension, first drafted by Don Carter, has been rewritten and reviewed by AID and USDA. It is being further revised and will probably be issued as a paper, rather than as a bulletin or circular during 1975.
5. Simple Visual Aids: Writing on this manual, which explains use and construction of 50 low-cost visual aids, is continuing under the authorship of Lyman Noordhoff.
6. Communications and Diffusion Process: These two publications especially for field-level Extension workers should be ready for review and editing by June 30, 1975, and printing during FY 76. Author is Lyman Noordhoff.
7. Reference materials for publications on School Gardening and Home Gardening were assembled during 1974 but writing was not started. This work is expected to begin in early CY 75.
8. Reference materials for an On the Farm Storage publication were assembled during Don Carter's trip to El Salvador in December 1973 and during 1974. Writing of this publication is expected to start early in CY 75.

9. Helping Hands - Giving Volunteer Leaders A Place in The Extension Program, a 16-page leaflet by Helen Strow, was distributed to the Missions at the beginning of FY 75. Response from Missions and LDCs has been good.

#### REVISED PUBLICATIONS

1. Agricultural Extension Work - Role of The Field Agent: This publication, first printed in Nigeria and later in Pakistan, was revised by Don Carter in 1974 and reviewed by AID and USDA. Based on the decision that the current need for such a publication is not great, work was discontinued and the draft manuscript discarded.

2. Six Keys to Extension Evaluation, a 12-page leaflet has been popular over the years for its clarity and simplicity. However, it lacked an LDC focus. Now it has been revised to put it more in the context of extension work in developing countries, has been reviewed by AID and is in the hands of the ES editor.

3. Building A Strong Extension Service: A draft revision by Don Carter has been reviewed in USDA. Further revision, with greater emphasis on procedures for strengthening existing extension services in developing countries, is still needed.

4. Visuals for Villagers: A 72-page publication was printed at the end of FY 74 and has been distributed in FY 75 to Missions and LDCs. That it met a need is clearly evident from the enthusiastic response it has received all over the world.

5. Methods Series: The five publications in the Methods Series are:  
Seeing is Believing - 8 pages  
Showing How -- The Demonstration - 16 pages  
Farm and Home Visits - 16 pages  
Educational Tours - 8 pages  
Educational Campaigns - 12 pages

These were revised and printed in color in late 1974 but distributed in 1975. The response to them, like that to Visuals for Villagers, has been enthusiastic.

REPRINTING

Heavy demand for certain publications during the first half of FY 75 will require reprinting of the following early in CY 76:

Seeing Is Believing	Helping Hands
Showing How	Visuals for Villagers
Farm and Home Visits	Guide for Village Workers
Educational Campaigns	Ways To Better Rural Living
Educational Tours	

BI-WEEKLY PACKETS

Throughout the first half of FY 75, this ongoing bi-weekly service was continued. A total of 12 packets (containing six publications each) were sent to USAID/Missions around the world through AID's Office of Agriculture. The purpose of this service is to (1) help keep USAID agriculturists up-to-date on what is new in extension and agricultural development in the United States, and (2) offer material that may be useful to host country programs and officials. Publications are selected from the Federal and State Extension Services. Mrs. Sandra Haynes has been providing the leadership for this activity since the retirement of Mr. Donald Carter in August 1974.

NEWSLETTERS

In recent years, OIE has provided overseas audiences with two newsletters - Home Economics Extension Around The World, sent to a mailing list of approximately 360 women in leadership positions with LDCs, and Extension International Exchange, 8-10 pages plus 2-5 enclosures, sent quarterly to 150 national extension directors and similar officials plus 140 copies to AID officials. With the retirement of Helen Strow, the decision was made to consolidate these newsletters into one under a new symbol and title - Effective Extension Education for All People. As a result, the last issue of Home Economics Extension Around The World was mailed out during September 1974. Readers were informed of the change and offered the opportunity to receive the new consolidated Effective Extension Education for All People newsletter. About 100 have requested the new version to date. Fall and winter issues of Extension International Exchange were prepared. It is planned to shift to Effective Extension Education with the spring issue, now being prepared.

## SEMINARS

Dr. Joseph Di Franco, Senior Officer, FAO Rome, was the leader of the seminar held in early December on the general theme of Reaching The Rural Poor in Developing Nations. Forty-six people attended from AID, USDA, FAO, the World Bank and private agencies.

Discussion and clarification relative to future seminars seems in order. There is considerable interest and the two seminars held thus far have been reasonably well attended by representatives of several government entities and privately-sponsored agencies from the D. C. area.

There are at least two options open: (1) We can continue the seminars in the present manner. That is, keeping it low key, two-hour duration, with a prominently successful person in the international technical assistance field as seminar speaker. (2) Or, a person can be assigned, through the RSSA, to assemble several prominent speakers/discussion leaders for a more meaningful, in-depth discussion of the problems and opportunities for assisting the rural poor. This would be more in the line of a workshop with resulting recommendations.

ES is willing to take the lead in implementing whatever decision is arrived at.

## STATE AND INTERNATIONAL TRAVEL

Travel in both the United States and abroad provides an opportunity to examine successful Extension efforts that may have relevance to improving Extension efforts in AID-assisted developing countries. Ideas and information received from such trips can serve as a basis for preparation of publications addressed to today's needs and problems. Don Carter spent July 1-2 studying and observing Extension work in Florida. This was the last part of a six-week trip which included visits to eight States. During August 5-10, Bill Conkle studied Tunisia's central and field office operations of the AID-sponsored Accelerated Livestock Production Project (establishment of a Livestock Extension Service). During a trip to Asia in December, he spent one day in Iran with the Director General for Extension, Mr. Musavi, and his two assistants and had the opportunity during a Bangkok conference to visit with the head of extension for Cambodia. En route to the U. S. a one-day stopover was made on Taiwan to visit with Dr. Chandler and staff at AVRDC. Trips to Kansas (Conkle) and Wisconsin and Missouri (Noordhoff) are planned for early 1975.

### RESPONSE TO TECHNICAL INQUIRIES

Miss Herlinda Castro took leadership in servicing the 460 requests for information and publications during the first half of FY 75. The five Methods bulletins and Visuals for Villagers that were revised plus Helping Hands, a new addition to the Methods Series, accounted for much of the increase in requests during this half year. Requests were received from 35 countries asking for some or all of these seven publications. Eighteen of the 35 countries are in Africa and 10 in Asia.

### SABBATICAL/STUDY LEAVE PROJECT

Each year ES/USDA receives a few inquiries from U. S. Extension workers concerning international sabbatical/study leave opportunities. OIE has agreed to determine the characteristics of this reservoir of manpower and attempt to make it available to support development projects of interest to AID.

Mr. Kirby and Dr. Hull (ES Administrator and Associate Administrator) took leadership in discussing it with State Extension Directors through presentations at ECOP and Regional meetings of State Directors and found general interest and support for the proposal. Mr. Rawson, Chief, Participating Agency Staff, gained acceptance for the idea in AID/Washington Technical offices and helped draft the original memo to Missions' Food and Agriculture Officers.

Response from both AID Missions and State Extension employees has been favorable. Bio-data from individuals with an interest in providing a service started to trickle in during November. The first 10 were briefed and mailed to Missions during December. As word of this opportunity for service spreads, it is anticipated that the trickle will become a steady stream. As additional bio-data are made available during the early part of 1975, it is hoped that the general interest expressed by the Missions will start to become person specific and will soon result in the development of the first plans for service.

### LIAISON WITH INTERNATIONAL AGENCIES

Extension has continued liaison and cooperation with international agencies such as FAO, World Bank, IDB, OAS, USIA, Ford and Rockefeller Foundations, 4-H Foundation, etc. Especially

close working relationship is maintained with FAO on possible joint projects, FAO sponsored seminars and Extension input into FAO regional meetings. (More on this subject under Sabbatical/ Study Leave Project.)

#### CONSULTING WITH INTERNATIONAL VISITORS

International Extension continues to consult with and assist high-level international visitors in strengthening their extension services and rural development efforts. These visitors are normally not AID-sponsored. Where specialized subject matter and administrative assistance is required, arrangements are made with pertinent staff in other units of ES.

#### BUDGET

Funds budgeted during FY 75 appear to be adequate but not excessive to perform the work projected.

ES staff time devoted to this work through December was less than half of the FY 75 budgeted amount. However, more time was required after the retirement of Mr. Carter, and the adjustments in staff assignments which will take place with the retirement of Miss Castro and Mr. Framstad will result in still further demands on ES staff time. It is expected that these increases will result in most of the funds designated for personal services being obligated by June 30.

Less than \$1,500 of funds earmarked for publications were obligated through December 30. However, the editing and publishing of original manuscripts, the purchase of additional publications for the bi-weekly packets plus the replenishing of supplies of the Methods Series, Visuals for Villagers and others which are in heavy demand will, according to current estimates, require most if not all money budgeted for consultants (editing) and publications. It is expected that approximately half the money budgeted for seminars will be diverted to contracts for the production of Gardening and Storage publications. The remaining money budgeted for this item has not been encumbered and its need will be determined by decisions on future seminars.

SCOPE OF WORK FOR RSSA (FY 75)1. Economic Research Service (ERS) Shall:

a. Develop and edit technical manuscripts covering AID-sponsored and AID-related research and technical assistance including PASA team reports. Approval will be obtained from TA/AGR to cover specific activities in this category.

b. Assist AID and USDA subject-matter specialists in organizing and determining format of AID/USDA reports, manuscripts, etc., including working with visual information specialists in illustrating and developing formats for technical publications.

c. Write and edit press releases covering AID-sponsored and AID-related research, technical assistance, or other types of projects in the area of foreign assistance. Such releases shall be written in coordination with AID's technical specialists. ERS will submit the releases to USDA's Office of Communication for clearances with AID's Office of Public Affairs, in conformance with prescribed practice.

d. Meet with AID technical specialists to prepare abstracts of research and technical assistance reports emanating from AID contracts, PASAs and grants.

e. Prepare a bi-monthly Foreign Development Newsletter based on AID-sponsored and AID-related research and technical assistance. The Newsletter shall emphasize activities carried out under AID auspices. 2000 copies of each shall be printed and distributed to AID/W, USAIDs, PASA Teams and others on an appropriate mailing list maintained by the Economic Research Service.

f. Cooperate with AID Memory Bank System (AID Reference Center) by providing two copies of each AID-funded report and abstract thereof and by providing ten copies of each subject report to TA/AGR.

g. Provide technical information support services to AID/W staff, USAID and USDA PASA personnel on overseas assignments including direct

responses to technical information inquiries; with copies of AID replies transmitted to TA/AGR for review and additional action as deemed appropriate.

h. Select and furnish to AID current agricultural information materials suitable for inclusion in AID's bi-weekly packet distributed to USAID agricultural staffs. (TA/AGR shall monitor this activity to determine relevancy of contents to LDC requirements and to insure that materials are received according to the agreed-upon time schedule.) Send appropriate informational materials on a regular basis to PASA teams. Most publications included in the packets are free of charge. AID approval shall be sought prior to purchase of cost items.

i. Respond to foreign and domestic inquiries for AID-sponsored and AID-related agricultural information.

j. Refer inquiries of an international nature to appropriate public information officers, program specialists and research scientists within USDA and maintain a system to ascertain that inquiries have been adequately answered.

k. Maintain AID/USDA Reference Center to support AID-funded activities. Center will maintain AID/USDA reports, up-to-date development literature, reports from international agencies, and AID reports developed under contracts, PASAs or grants. ERS will encourage wider utilization through: (i) fact sheet detailing the availability of such facilities, how they can be used, etc., and (ii) advertising such facilities in the Foreign Development Newsletter earlier mentioned.

l. Brief AID and PASA personnel on the entire informational network at USDA, including facilities available to them at the AID/USDA Reference Center, the National Agricultural Library, and the Agricultural Research Complex at Beltsville. Emphasis will be placed on ERS Staff Ability to search out for Mission personnel answers to technical agricultural questions by utilizing NAL Reference Books, the CAIN Data Base, and specialized libraries at USDA land-grant universities and experiment stations.

m. Participate in information workshops and seminars; study and review information facilities at universities, research laboratories and experiment stations; and assess the informational requirements of USAIDs.

*BEST AVAILABLE COPY*

2. Extension Services (ES) shall:

a. Develop and edit original manuscripts and revise earlier editions of publications useful to developing countries; Prior to printing ES shall prepare a brief summary of each proposed publication and shall obtain approval from AID/TA/AGR authorizing production of the publication.

b. Prepare four newsletters on international extension and dispatch to USAIDs and extension personnel of LDCs.

c. Undertake international travel up to 10 developing countries to study and observe successful extension activities that might have relevance to other countries; and to attend international conferences related to extension. Each such trip must have been requested by TA/AGR, or have prior approval from TA/AGR.

d. Make exploratory visits up to 10 states to study and observe extension programs and activities that might have relevance to improving extension programs in developing countries.

e. Respond to technical inquiries and requests for information available from federal and state extension services. These requests come from AID/W, USAIDs, LDCs, and persons in U.S. and developed countries interested in the AID program.

f. Support the AID/USDA Reference Center by providing copies of each new or revised publication issued and by encouraging wider utilization of the facility.

g. Provide leadership towards planning and conducting seminars on the subject of "Reaching the Developing World's Small Farmer". Such seminars will be jointly sponsored by USDA and AID/TA/AGR.

h. Select appropriate publications to compile into bi-weekly information packets for TA/AGR to dispatch to USAID and AID/W regional staff. Each pack shall contain a covering letter outlining utility of the enclosures.

i. Consult with international visitors regarding ways and means of strengthening extension services and programs in developing countries.

j. Cooperate with AID Memory Bank System (AID Reference Center) by providing two copies of each AID funded publication, report or abstract.

k. Serve as a clearing house for arranging international assignments for state extension workers during their sabbatical leaves.

3. Reports

(1) USDA will prepare an annual report. The draft shall be submitted to AID by June 1, 1975. The final report shall be submitted by July 30, 1975.

(2) Quarterly reports shall be prepared that shall include a brief statement of the requirements of the RSSA to indicate utilization, expenditures, etc.

4. Liaison Officials

AID: Director, Office of Agriculture, TAB/AID or his Designee

USDA: Director, Foreign Development Division, ERS/USDA or his Designee

USDA: Assistant Administrator, International Extension, ES/USDA or his Designee

FY 75-76

\*25 of this deobligated by Contact Office

\*\*Local professional man/months

BEST AVAILABLE COPY

D2 Budget Summary (in thousands of dollars)		(1)	(2)	(3)	(4)	(5)	(6)*	(7)	(8)	
KENYA	All Prior Year	Personnel	Commod-	Other	Total	Expend-	June 30	Funding Period	Pipeline	
		Dollars MM	ities	Costs					Month	Year
	1. Thru FY 1973	65	- 24		65	27	38			
	2. Actual FY 1974	1.5	- 0		1.5	24	15.5	8	74	
	3. Estimated FY 1975	24	- 12		24	39.5	-0-	8	75	
	4. Proposed FY 1976	-0-			0					
	5. All other									
	6. Total									

D2 Budget Summary (in thousands of dollars)		(1)	(2)	(3)	(4)	(5)	(6)*	(7)	(8)	
LESOTHO	All Prior Year	Personnel	Commod-	Other	Total	Expend-	June 30	Funding Period	Pipeline	
		Dollars MM	ities	Costs					Month	Year
	1. Thru FY 1973	60	(24)		60	0	60	10	75	
	2. Actual FY 1974	0			0	38*	22			
	3. Estimated FY 1975	20			20	40	2	6	76	
	4. Proposed FY 1976					2				
	5. All other									
	6. Total									

D2 Budget Summary (in thousands of dollars)		(1)	(2)	(3)	(4)	(5)	(6)*	(7)	(8)	
PARAGUAY	All Prior Year	Personnel	Commod-	Other	Total	Expend-	June 30	Funding Period	Pipeline	
		Dollars MM	ities	Costs					Month	Year
	1. Thru FY 1973	18-18**			18	0	18	8	74	
	2. Actual FY 1974	12.5-3**			12.5	28	2.5	8	74	
	3. Estimated FY 1975	-0-			0	2.5	0			
	4. Proposed FY 1976									
	5. All other									
	6. Total									

D2 Budget Summary (in thousands of dollars)		(1)	(2)	(3)	(4)	(5)	(6)*	(7)	(8)	
INTERREGIONAL	All Prior Year	Personnel	Commod-	Other	Total	Expend-	June 30	Funding Period	Pipeline	
		Dollars MM	ities	Costs					Month	Year
	1. Thru FY 1973	160	(36)		160	0	160	12	74	
	2. Actual FY 1974	35.5	(6)		35.5	140	55.5	3	75	
	3. Estimated FY 1975	206	(111)*		206	185.5	76	3	76	
	4. Proposed FY 1976	310	(90)		310	275	111	12	77	
	5. All other									
	6. Total									

\*includes 70 non-U.S. mm

trial basis.

KPA No. 6-606

KPA #6 Agricultural Management

Worldwide Technical Assistance and Research

FY 1975/76 Technical Assistance Bureau Program Submission Project and Budget Analysis Matrix

Obligation: Initial FY 1969 Final FY 1976

Project No. 004 Title Extension Information Services

Service : Start FY 1965 End FY 1976

Contract/PASA No. Name U.S.D.A.

Major Country/Countries  
Worldwide

RAC/PROP Status: Project approved thru FY 1976  
Section 2(j)(d): Project approved thru FY 1976  
Evaluation Scheduled 10-74 A  
1 75 Type

Project Officer R. W. Bancotti Extension 21788

On-Going Only

Narrative	in	Objectively Verifiable Indicators
<b>B1 PURPOSE:</b> Provide extension workers and others/related fields with information and training aids essential to optimum performance.		<p><b>B2 End of Project Status:</b> As long as the U.S. is involved in foreign assistance, the need for these services will continue.</p> <p><b>B3 Progress to Date:</b> Clients receive information, training aids and publications in time for proposed use. They are of high quality and suitable for planned purpose. Developing and developed country reaction reflect satisfactory achievement.</p>
<b>C1 OUTPUTS:</b> Replies to inquiries in which Extension has special competence. Writing, editing and publishing original manuscripts and newsletters for LDC training, education and information programs. Seminars to develop means of reaching LDC small farmers.		<p><b>C2 Output Indicators:</b> These services are in continual demand. Bi-weekly packets of Extension materials with accompanying memoranda are sent to all USAIDs with agricultural programs. Requests for Extension information and publications are filled promptly and are running at a yearly average of 500 requiring approximately five publications for each reply. Several meetings have established rationale and objectives for seminars.</p> <p><b>C3 Progress to Date:</b> Extension personnel designated to work on this activity are aided by specialists in agriculture, home economics and rural youth. 5 original manuscripts, 4 revisions, and 10 reprints have reached or are reaching completion. A seminar was held in Nov. '73 and the Steering Committee has produced position papers preparatory to a Seminar possibly in the fall of '74.</p>

**D1 INPUTS:** One part-time professional, one secretary, and other Extension staff members, as required. Facilities for writing, editing and printing. Liaison with Extension, other USDA Offices and with Extension Officials in Land-Grant Universities and other institutions in the U.S. and abroad.

**D2 Budget Summary (in thousands of Dollars)**

All Prior Year	(1)	(2)	(3)	(4)	(5)	(6)*	(7)	(8)
	Personnel Dollars	X	Commodities	Other Costs	Total	Expenditures	June 30 Pipeline	ending Period Month Year
1. Thru FY 1973	70	X	4	9	83	83	0	
2. Actual FY 1974	83.4		8	18	109.4	109.4	0	6 74
3. Estimated FY 1975	88		2	30	120	120	0	6 74
4. Proposed FY 1976	88		2	30	120	120	0	6 74
5. All other								
6. Total	329.4	X	16	87	432.4	432.4		

\*\* Estimate

\*\*Expenditures are to be computed on an accrual basis.

BEST AVAILABLE COPY

KPA No. 6-607

Worldwide Technical Assistance and Research

KPA #6 Agricultural Management

FY 1975/76 Technical Assistance Bureau Program Submission  
Project and Budget Analysis Matrix

Service : Start FY 19 65 End FY 19 76

Project No. 004 Title ERS Information Services

Major Country/Countries  
Worldwide

RAC/PROP Status: Project approved thru FY 19  
Section 2(j)(d): Project approved thru FY 19  
Evaluation Scheduled 20 74  
Month Year Type  
1 75 A

Contract/PASA No. Name U.S.D.A.

Project Officer R. W. Lancetti Extension 21788

On-Going Only

Narrative	Objectively Verifiable Indicators	
<p>B1 <b>PURPOSE:</b> Provide agriculturists in the LDCs with information necessary in (1) performing their assignments, and (2) keeping abreast of developments in agriculture and in their areas of specialization. Also keep the American public aware of AID's aims and activities.</p>	<p>B2 <b>End of Project Status:</b> As long as the U.S. has a technical assistance program in the developing countries, there will be need for these technical information services.</p>	<p>B3 <b>Progress to Date:</b> USAID direct-hire, contract and PASA personnel receive the technical information services required in a timely fashion, as evidenced by written and verbal testimonials.</p>
<p>C1 <b>OUTPUTS:</b> Backstopping USAIDs, PASA and contract teams, LDC officials and technicians in the area of technical information including replies to technical inquiries. Responding to U.S. inquiries concerning the AID program. Writing and editing reports, newsletters and articles on AID matters.</p>	<p>C2 <b>Output Indicators:</b> Prompt, complete and accurate responses to AID technical inquiries and U.S. requests. Compilation of bi-weekly packets to the USAIDs and PASA teams. Issuance of reports and periodic updating of AID/USDA report listings. Maintenance of AID/USDA reference section.</p>	<p>C3 <b>Progress to Date:</b> An adequate staff is in place carrying forward the multi-faceted aspects of the technical information program and taking on special assignments such as updating and editing "Ongoing Research and Technical Assistance Projects in Agriculture", with a slide set on the TA/AGR program in the proposal stage. Approximately 600 technical inquiries were answered in FY'74.</p>

D1 **INPUTS:** Professional (2 full-time, 2 part-time) and secretarial (1 1/2) staff; editorial and printing facilities; liaison with ERS, other Services and components of USDA, the Land-Grant Universities and other information sources; working relationship with communications media in conjunction with AID's Office of Public Affairs.

D2 Budget Summary (in thousands of dollars)

All Prior Year	(1)	(2)	(3)	(4)	(5)	(6)**	(7)	(8)	
	Personnel Dollars	MM	Commod-ities	Other Costs	Total	Expend-itures	June 30 Pipeline	Month	Year
1. Thru FY 1973	580.	X	158	269	1007	1007	-		
2. Actual FY 1974	78.3		3	6.3	87	87	-	6	74
3. Estimated FY 1975	100		5	30	135	135	-	6	75
4. Proposed FY 1976**	100		5	30	135	135	-	6	76
5. All other		X							
6. Total	858.3	X	171	335.3	1364	1364			

\*\* Estimate

\*\*Expenditures are to be computed on an accrual basis.

BEST AVAILABLE COPY

April 8, 1975

Scope of Work - Information RSSA (FY 76)

a. Provide technical information support to USAID, AID/W, PASA and contract staffs. This involves preparing replies (including appropriate publications) to requests referred by the AID RSSA Liaison Office (RLO) and to requests received directly from the above-mentioned staffs. Copies of these replies will be transmitted to the RLO for review and additional action as appropriate.

b. Respond to foreign and domestic inquiries for AID-sponsored and AID-related materials. These inquiries may originate from government agencies, institutions, universities, private organizations and individuals.

c. Develop and edit technical manuscripts covering AID-sponsored and AID-related research and technical assistance. Print and distribute said manuscripts, maintain stock, reprint and revise, as required. Approval will be obtained from AID for the specific activities in this category.

d. Assist AID and USDA specialists in preparing AID/USDA reports, working with appropriate information specialists to determine format. Prepare abstracts of these and other research and technical assistance reports. Provide bibliographic services.

e. Prepare press releases on AID-sponsored and AID-related activities. Obtain designated clearances from USDA and AID.

f. Prepare a bi-monthly Foreign Development Newsletter on AID-sponsored and AID-related activities, including those in Extension; and distribute to AID/W, USAIDs, PASA and Contract staffs, as well as other cooperators in international agriculture.

g. Select appropriate publications for inclusion in (1) a monthly packet of general agricultural information; (2) a bi-weekly packet of Extension information. Each packet shall have a covering memorandum listing contents and indicating their relevance to LDCs.

h. Cooperate with the AID Memory System by providing copies of AID-funded reports to designated sources, including the AID Reference Center, TA/PM and TA/AGR.

i. Maintain AID/USDA Reference Center which includes AID reports developed under contracts, PASAs or grants; AID technical publications; and agricultural development literature. Utilization is to be encouraged by dissemination of acquisition lists and abstracts, and by briefings and debriefings.

j. Brief AID, PASA and contract personnel and other international visitors on the international agricultural information network and the agricultural information services available to them. Consult with them on ways of strengthening these services..

k. Serve as clearing house for arranging international assignments for state extension workers (especially during their sabbatical leaves).

40

April 8, 1975

Description of Work - Information RSSA (FY 76)

1. Publications

a. As agreed to by TA/SER, develop and edit technical manuscripts, bulletins, and circulars for AID-sponsored and AID-related research and technical assistance, including reports submitted by PASA teams. Prior to printing, a brief summary of each proposed publication is to be cleared with TAB/RIG. Specifically, such work will include:

- Completion of original manuscripts in progress, i.e. "Field Days," "Farm Verification Trials," "Criteria for Making An Impact Through Agricultural Extension," "Simple Visual Aids," "Communications and Diffusion Process," "School Gardens," "Home Gardens," and "On Farm Storage"
- Revision for reprinting six to ten titles of most popular publications, including "Building A Strong Extension Service" and "Get Rid of Household Pests"
- Publication of "Ask A Question....We Can Find the Answer," a brochure describing the technical information services at USDA that are available to AID
- Development of the manuscript for the "Handbook of Agricultural Information Sources"
- Revision of the "Summary of Ongoing Research and Technical Assistance Projects in Agriculture," "USDA Meets World Citizenship Responsibility" and "USDA Offers Agricultural Expertise to the Developing World"

b. Provide two copies of each AID-funded report and abstract and ten copies of each subject report to TA/RIG for AID Memory Bank System (AID Reference Center).

c. Assist AID and USDA specialists in organizing and determining format of reports and manuscripts, including visual information. A slide set on AID's world-wide agricultural program is in preparation.

d. Prepare press releases on research, technical assistance, or other types of projects, in coordination with AID's technical specialists, and submit to USDA's Office of Communication for clearances with AID's Office of Public Affairs, as required.

e. Prepare a bi-monthly Foreign Development Newsletter emphasizing activities carried out under AID auspices. Two thousand copies of this report shall be printed and distributed to AID/W, USAID's, PASA teams and others, using appropriate mailing list maintained by USDA.

f. Prepare four newsletters on international extension and distribute to USAID's and extension personnel in LDC's.

*Ph. [unclear] [unclear]*

g. Prepare a bi-weekly packet of extension materials and a monthly packet of agricultural information materials for TA/RIG to be sent to USAID's and AID/W regional staff. The monthly packet is also to be sent on a regular basis to PASA teams. Each packet is to contain a covering letter outlining utility of the enclosures.

*201/2012*

h. Prepare abstracts of research and technical assistance reports emanating from AID contracts, PASA's and grants.

II. Information Retrieval

a. In response to inquiries from AID and PASA personnel, AID-contract personnel and others, provide technical agricultural information and formal responses to inquirers, with copies of correspondence transmitted to TA/RIG for review and further action, as needed. Information retrieval shall include utilization of CAIN and CRIS data bases at USDA and manual literature searches requiring the searching of monographs, publications, articles and general works at the National Agricultural Library, the AID/USDA Reference Center, program offices of the Department of Agriculture and AID, land-grant universities and development banks. USDA shall also utilize commercially available information systems and the Smithsonian Science Information Exchange to provide comprehensive information to certain AID and PASA requests for technical information.

b. USDA shall acquire a substantial knowledge of AID's program of agricultural research and, as appropriate, will coordinate responses to USAID inquiries with active scientists at research institutions receiving grants and contracts from AID. In addition, USDA shall call on research scientists at USDA and experiment stations to respond to AID and PASA requests for highly technical information. ERS and ES staff members shall review responses to insure that pertinent materials have been sent to requestors.

c. USDA shall prepare bibliographies of monographs, journal articles and publications on specific topics in agriculture, when needed to provide complete information for technical requests from AID.

d. Handle other inquiries related to AID-sponsored or AID-associated activities.

e. Develop the collection and determine strategic uses of the AID/USDA Reference Center in support of AID-funded activities: The Center will maintain AID/USDA reports, up-to-date development literature, reports from international agencies, and reports developed under contracts, PASA's and grants. USDA will encourage wider utilization by publishing a semi-annual newsletter listing new acquisitions and including abstracts of selected monographs and reports of far-reaching interest to AID and LDC's. USDA shall also advertize the Reference Center facilities in the Foreign Development newsletter.

f. USDA is to brief AID and PASA personnel on the international agricultural information network by (1) describing areas of source material contained at USDA and at international agricultural institutions and (2) explaining techniques of information retrieval and information systems that can be employed for development specialists.

g. USDA is also to consult with international visitors concerning means by which to strengthen extension services and programs in LDC's.

### III. Special Activities

a. Continue cooperation in developing Seminars on Reaching the Rural Poor in the Developing Nations in either of two ways: (1) conducting informal, low-key, two-hour sessions with a prominent person in international agricultural development as discussion leader, or (2) sponsoring a more formalized activity with attendees from the universities, Ford, Rockefeller, etc., for a two to two-and-a-half day affair.

b. Continue to provide leadership in making university professionals available to LDC's on a non-salary basis through cooperation with AID, FAO and Peace Corps. Already 65 professionals of land-grant universities and ES/USDA have indicated interest.

### IV. Travel

a. Perform international travel to European libraries and to AID Missions to develop a custom-tailored agricultural information retrieval program for two of the Missions. USDA will brief the Missions on new developments in information retrieval and its transfer; determine the potential utility for the Missions of several commercially available and government-sponsored computerized information systems; ascertain whether the Missions can use more advantageously periodic retrospective searches on specified topics or an ongoing selective dissemination of information program or a combination of the two; evaluate what kinds of printed literature - books, journal articles, texts, microfilms - would be most suitable for the Missions; analyze the extent

of Mission knowledge of the agricultural information network in the United States and Europe; and determine what specialized agricultural collections at the National Agricultural Library, land-grant university libraries and foreign libraries will optimally fill their needs.

b. Perform international travel to two to three developing countries to study and observe successful extension activities that may have relevance to other countries, and to attend international conferences that will contribute to preparation of publications useful to developing countries.

c. Perform domestic travel to study research and library facilities at selected land-grant universities receiving research grants and contracts from AID. USDA shall submit to AID reports discussing findings and making recommendations for future utilization of facilities.

d. Perform domestic travel to selected universities to observe and study new extension approaches that may be adapted to work in LDC's and to review publications for enclosures, in bi-weekly packets.

e. Participate in information workshops and seminars, including annual conferences of the American Society for Information Science, American Library Association and American Association of Agricultural College Editors. USDA shall submit formal reports on all conferences attended.

V. Thesaurus of Common Plant Disease Names

a. Complete the multi-lingual index of host-pathogen combinations.

b. Verify the accuracy of and insert all of the common names on the final copy in the appropriate places. Collate and process all accumulated material on a Lexitron Videotype machine in preparation for publication.

c. Make all necessary arrangements for publishing the Thesaurus. Distribution of printed copies will be made by A.I.D.