



Subject Outlines/Codes: Program Development, Evaluation, and Research

A Mandatory Reference for ADS Chapter 502

Revision Date: 12/20/2006
Responsible Office: M/AS/IRD
File Name: 502mae18_122006_cd46

PROGRAM DEVELOPMENT, EVALUATION, AND RESEARCH

Instructions: This category concerns the substantive development of Agency programs, as distinguished from financial planning and management of program activities associated with formulation and administration of the Agency budget. It includes policy and procedural guidelines which provide the basis for detailed program planning; criteria for selection of the type of assistance most appropriate to the needs of a cooperating country or area; research into new techniques for economic and social development; evaluation of program effectiveness; and information on assistance programs in developing nations by other countries, other U.S. Government agencies, and international organization. EXCEPT: Project Files. Establish a case file to provide complete documentation for each project and arrange as prescribed in this chapter.

Subject Files	File Classification	Description of Records
PROGRAM DEVELOPMENT, EVALUATION, AND RESEARCH	GENERAL	Correspondence, reports, and evaluative and planning material regarding program feasibility, development and approval, not filed in individual project files.
COUNTRY ACTIVITIES	PRM 1	Policy, procedural, and guidance material governing the development of USAID programs for cooperating countries, and schedules of submission. Includes correspondence between USAID/W and overseas offices regarding formulation and coordination of technical aid programs in underdeveloped countries; analysis of problems in identifiable regions within cooperating countries, and proposals for program activities; country program assistance plans; Country Assistance Strategy Statement (CASS); Long-range Assistance Strategy Statement (LASS); planning documents; project, sector or goal plans. Case file by country or activity as volume warrants.
INTER-REGIONAL	PRM 2	Correspondence and memoranda relating to formulation and coordination of technical aid programs in designated geographic regions which have broader geographic scope than is encompassed by established regional concepts. Includes statements of purpose, scope, and objectives of inter-regional technical aid

Subject Files	File Classification	Description of Records
		activities; requests and approval of substantive program activities, applicable to interregional programs and statements of organization and technical application as related to interregional activities.
REGIONAL ACTIVITIES	PRM 3	Correspondence relating to general program and backstopping activity extending beyond the geographic limits of a given country, but within regional boundaries established by the Agency (Africa, Asia, Latin America). Includes formal statements of purpose, scope, and objectives of regionally administered technical aid activities; regional program plans, appraisals, and evaluative documents; and project, sector, or goal plans.
PROGRAM EVALUATION	PRM 4	General material regarding policies and procedures for review and assessment of methods of providing assistance and appraisal of effectiveness of Agency programs. Case file individual evaluations.
PROGRAM METHODS	PRM 5	General material regarding methodology and types of programs; criteria for determining the method of financing and the administration of capital assistance projects; policy and procedural material regarding selection of program assistance as an Agency method of providing nonproject assistance and selection of technical assistance as a method of program implementation.
PROGRAM RESEARCH	PRM 6	Correspondence regarding overall activities in the exploration of new methods of program implementation. File material documenting individual research projects under appropriate subject.
OTHER ASSISTANCE PROGRAMS	PRM 7	Correspondence, memoranda, minutes of meetings, studies, and position papers regarding USAID participation or interest in reviewing programs and coordinating Agency and U.S. position before international organizations and cooperating committees. Includes arrangements and conditions for consortium agreements or multilateral

Subject Files	File Classification	Description of Records
		financing of foreign aid activities; foreign assistance and USAID liaison with such organizations; programs of UN and its affiliated organizations; foreign assistance activities of other U.S. Government agencies, and other nations; student exchange and U.S. Exchange programs; Grants-in-Kind and Grants-in-Aid files and related papers; and background information on overseas activities of foundations, educational institutions, nonprofit voluntary agencies, etc.
OTHER ASSISTANCE PROGRAMS	PRM 7	Case file by name of organization or country as need and volume dictates.

502mae18_122006_w010307_cd46