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**Subject Outlines/Codes:  
Social and Institutional Development**  
**A Mandatory Reference for ADS Chapter 502**

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## SOCIAL AND INSTITUTIONAL DEVELOPMENT

Instructions: This category is designed for all material regarding the social structure and cultural patterns of cooperating countries and activities among local populations to initiate and implement self-help development programs. Includes background information and USAID policy, procedures, and operations in implementing programs in the fields of community development, cooperative organization and management, housing, labor affairs, and social welfare.

Subject Files	File Classification	Description of Records
<b>SOCIAL AND INSTITUTIONAL DEVELOPMENT</b>	<b>GENERAL</b>	<b>Correspondence, reports, and evaluative and planning material regarding social and institutional development technical aid aspects of the Foreign Service program, including program purpose and concept, and decisions or conditions affecting the course of its conduct.</b>
COMMUNITY DEVELOPMENT	SOC 1	Correspondence, reports, and evaluative and planning material regarding Agency programs for raising living standards and promoting political stability at the community or village level, and involving participation of local populations in planning and implementing self-help undertakings. Includes: financial markets, alternative strategies, and methodologies.
COOPERATIVES	SOC 2	Correspondence, reports, and evaluative and planning material regarding development and promotion of cooperatives. Material regarding specific cooperative organizations may be case-filed and arranged alphabetically by name of organization if volume warrants.
CULTURAL AND SOCIAL FACTORS	SOC 3	Correspondence, reports, and evaluative and planning material regarding racial, tribal and caste relationships; analyses of ethnic groups and other sociological and anthropological studies. Includes customs, manners, art, culture, and religion.
HOUSING AND URBAN DEVELOPMENT	SOC 4	Correspondence, reports, and evaluative and planning material regarding housing and urban development, housing design, facilities and specifications; self-help housing construction and utilization, availability and utilization of building materials, and construction of buildings; condition or extent of cooperative housing; housing finance,

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		management of savings and loan associations, and mortgage insurance; housing and urban development programs; village and city planning, finance, labor markets, migration, and workers' participation in development.
LABOR	SOC 5	Correspondence, reports, and evaluative and planning material regarding labor development. Includes cooperating country government attitudes and policies and makeup of labor forces; labor information programs; industrial relations; enforcement of labor standards; availability of skilled and unskilled laborers; utilization of training, projections of future requirements, and distribution of manpower; disability, retirement, and unemployment insurance programs; trade union administration; techniques of collective bargaining; and union-sponsored activities.
SOCIAL SERVICES	SOC 6	Correspondence, reports, and evaluative and planning material regarding social services, including maternal and child care, group work, community service organizations, vocational rehabilitation, and programs for relief of refugees and migrants.
WOMEN IN DEVELOPMENT	SOC 7	Programs and projects reflecting the role and function of women in less developed countries. Strategies for benefiting women; sex disaggregated data collection; gender-specific social soundness analysis and/or economic analysis; programs where special efforts are required due to cultural conditions; funding less developed country women for training.
DISASTER ASSISTANCE	SOC 8	Concerns natural and man-made disasters on a world-wide basis. For example, matters concerning earthquake reconstruction, refugee assistance, delivery of life support goods and services when and where needed, and enhancement of recovery by rehabilitation programs.

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