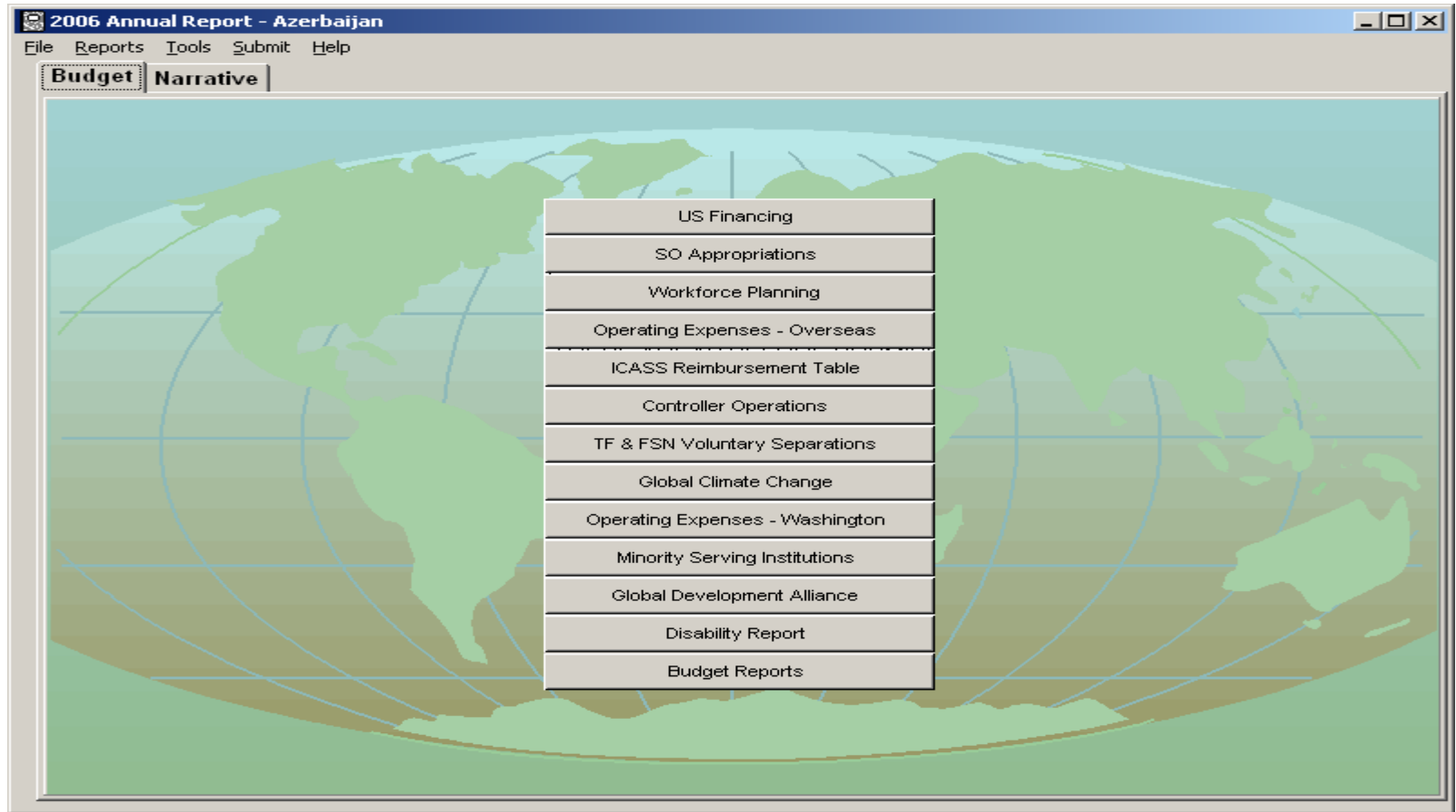
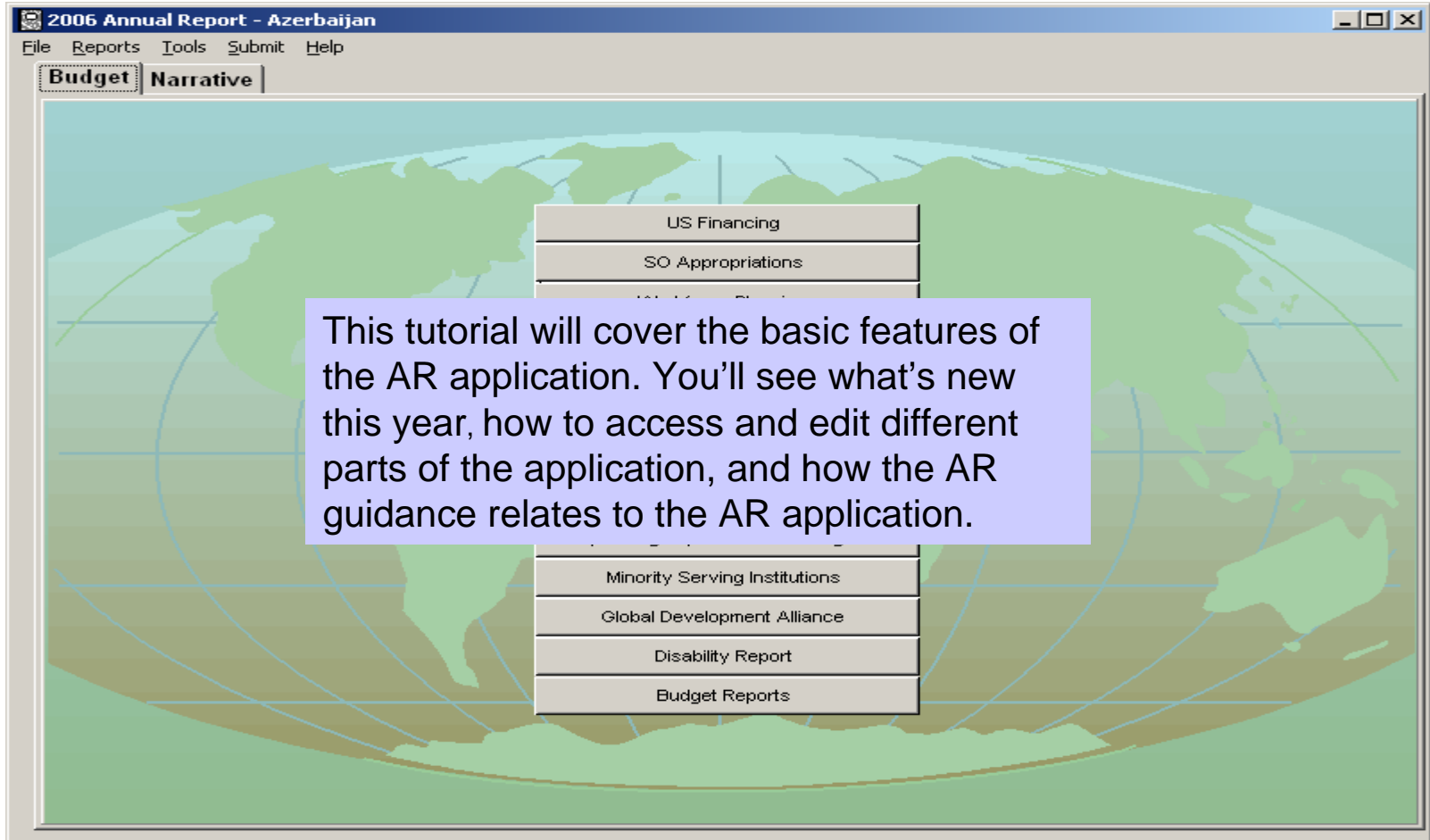


# FY 2006 Annual Report Application Tutorial



October 2005

# Overview



Note: Some application windows may be slightly different from those pictured.

## From the AR Guidance:

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Budget Narrative

US Financing

SO Appropriations

*“This marks the fifth year USAID will use the Annual Report to collect and analyze program and resource information for a variety of purposes, including the Congressional Budget Justification (CBJ), the Agency’s Performance and Accountability Report (PAR), and our Annual Budget Submission (ABS). The Annual Report application has become the Agency’s primary program reporting document; it is critically important for a number of budget and performance reporting requirements. **In addition, the Annual Report application is one of the tools of the Agency’s strategic management reform and as such serves as the operational plan for all units.**”*

Global Development Alliance

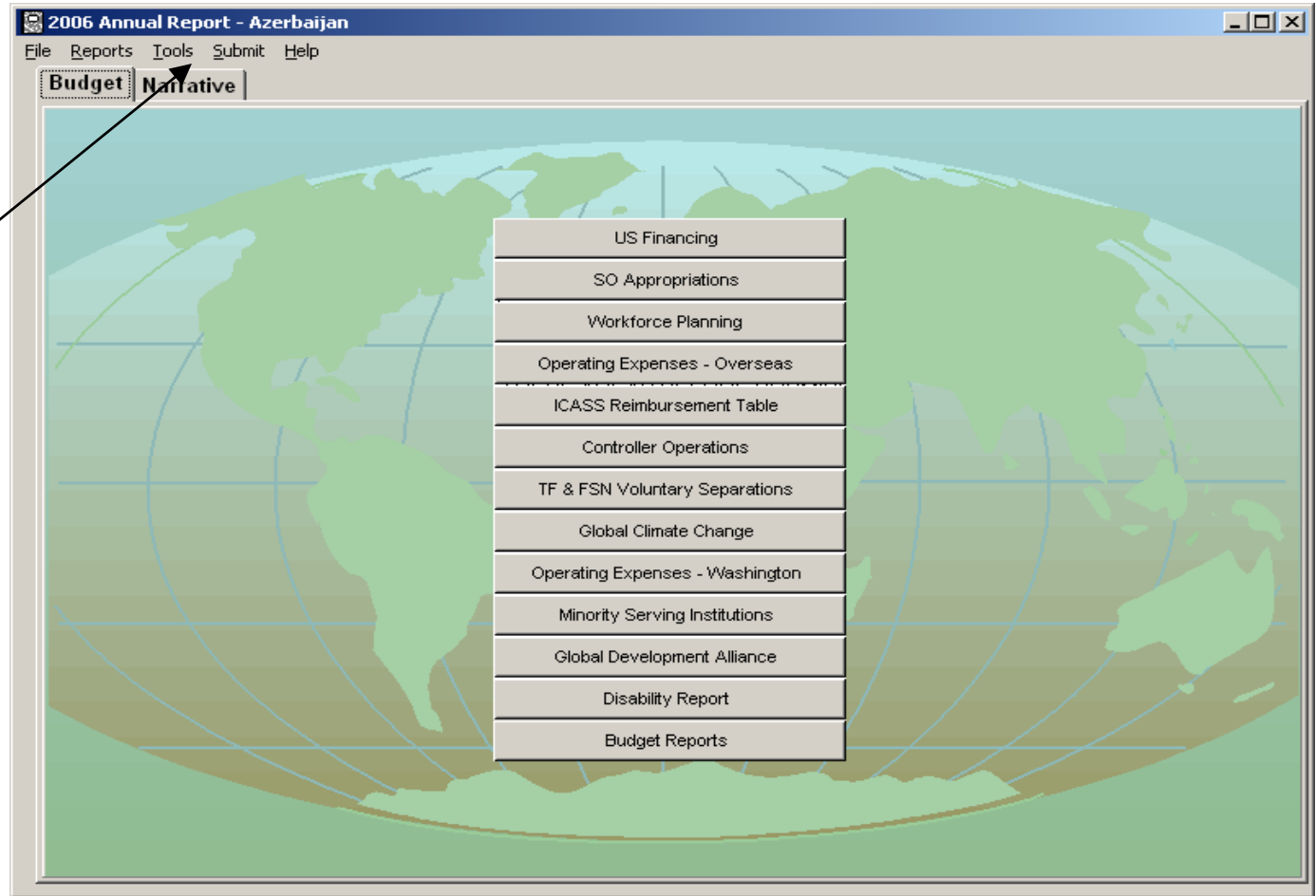
Disability Report

Budget Reports

# Main Display

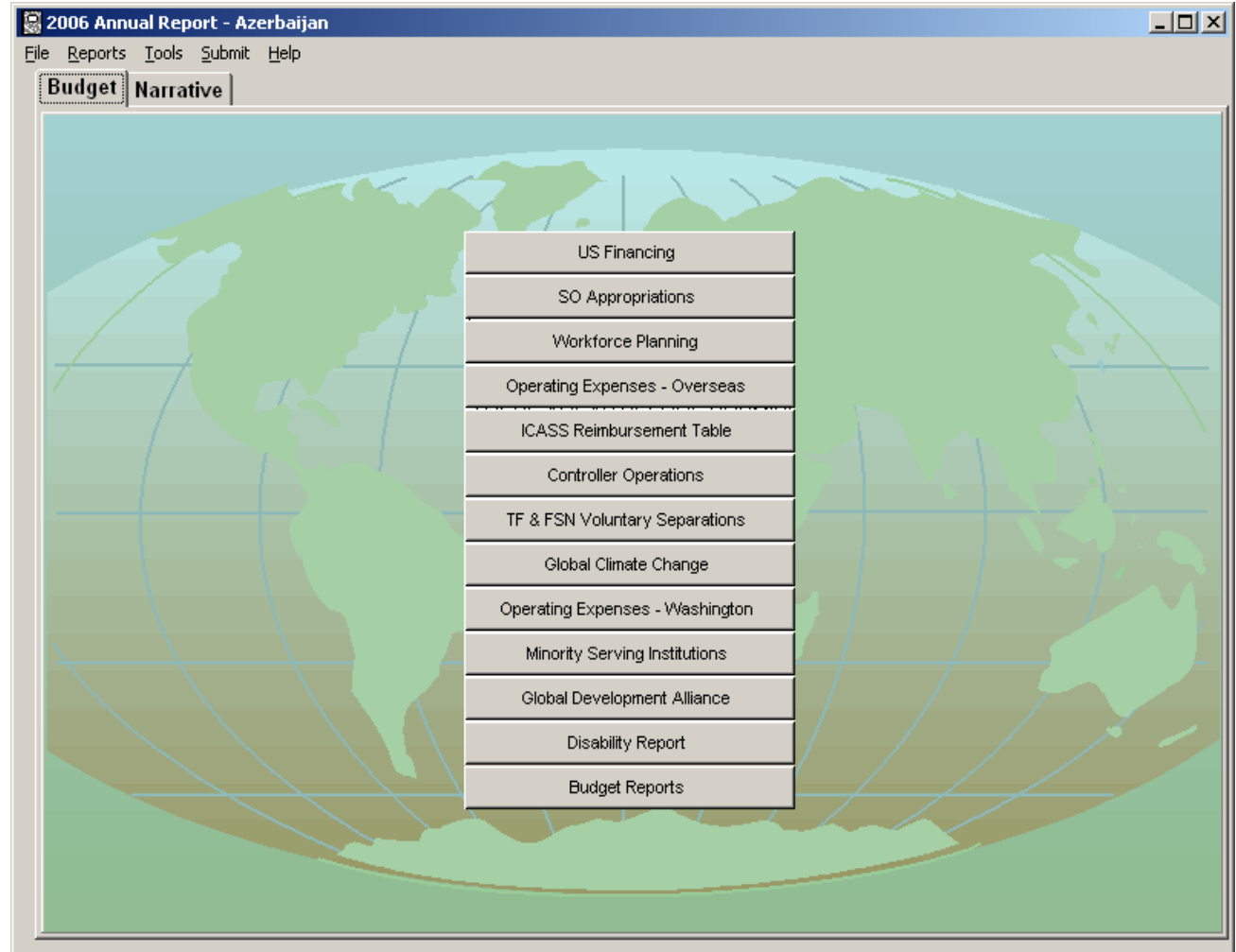
This tool bar allows access to main functions such as changing an SO name, found under "Tools", and submitting the application back to AID/W.

The two main tabs, Budget and Narrative, are organized the same as last year.



# What's new this year?

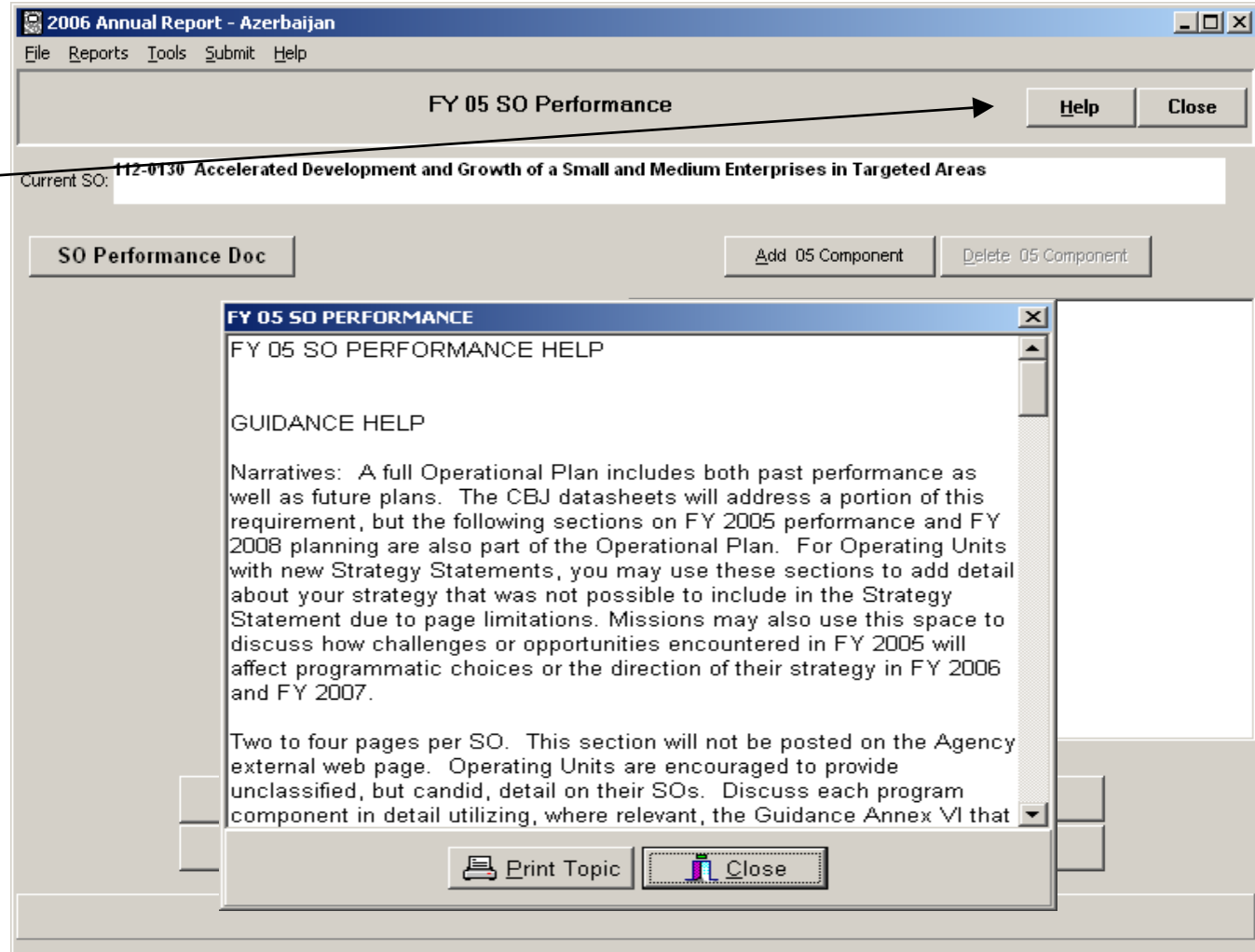
- Emphasis area codes have been moved.
- New table for reporting on disabilities.
- Additions and changes to the Workforce Planning table
- Performance narrative and CBJ sections have been reorganized.
- Program component indicators have replaced the Performance Measures indicators.
- CBJ Country Overview has been shortened.
- Evaluation info is mandatory and will be included in the Cover Memo.
- New table on implementing mechanisms.



# Help Buttons

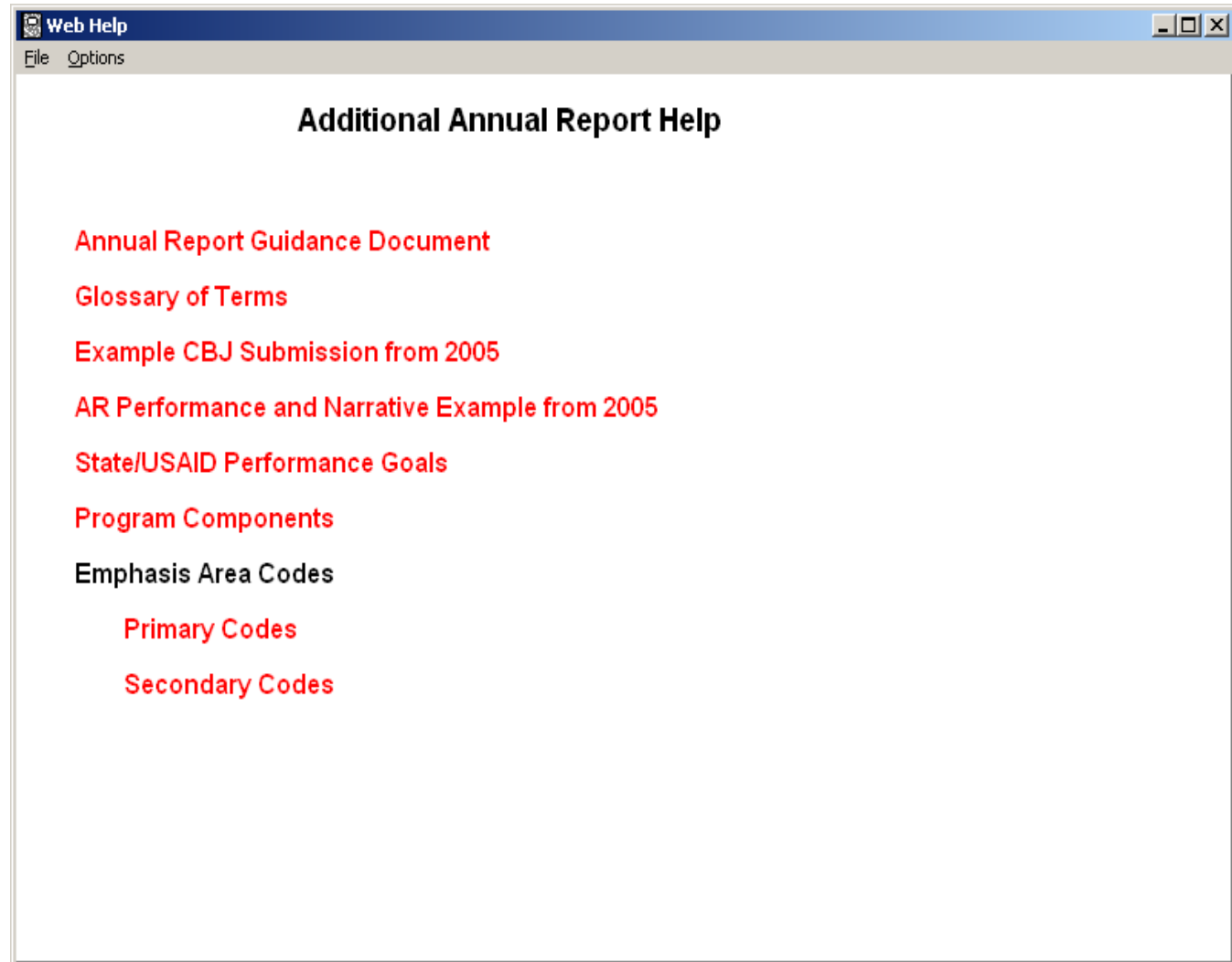
This year, each screen in the application has a “custom” Help button.

The Help includes the relevant section of the AR guidance, including any relevant annexes, as well as help on how to enter and print data in the selected table.



# Additional Help

Additional Help, of a more general nature, is also available from the Main Toolbar.



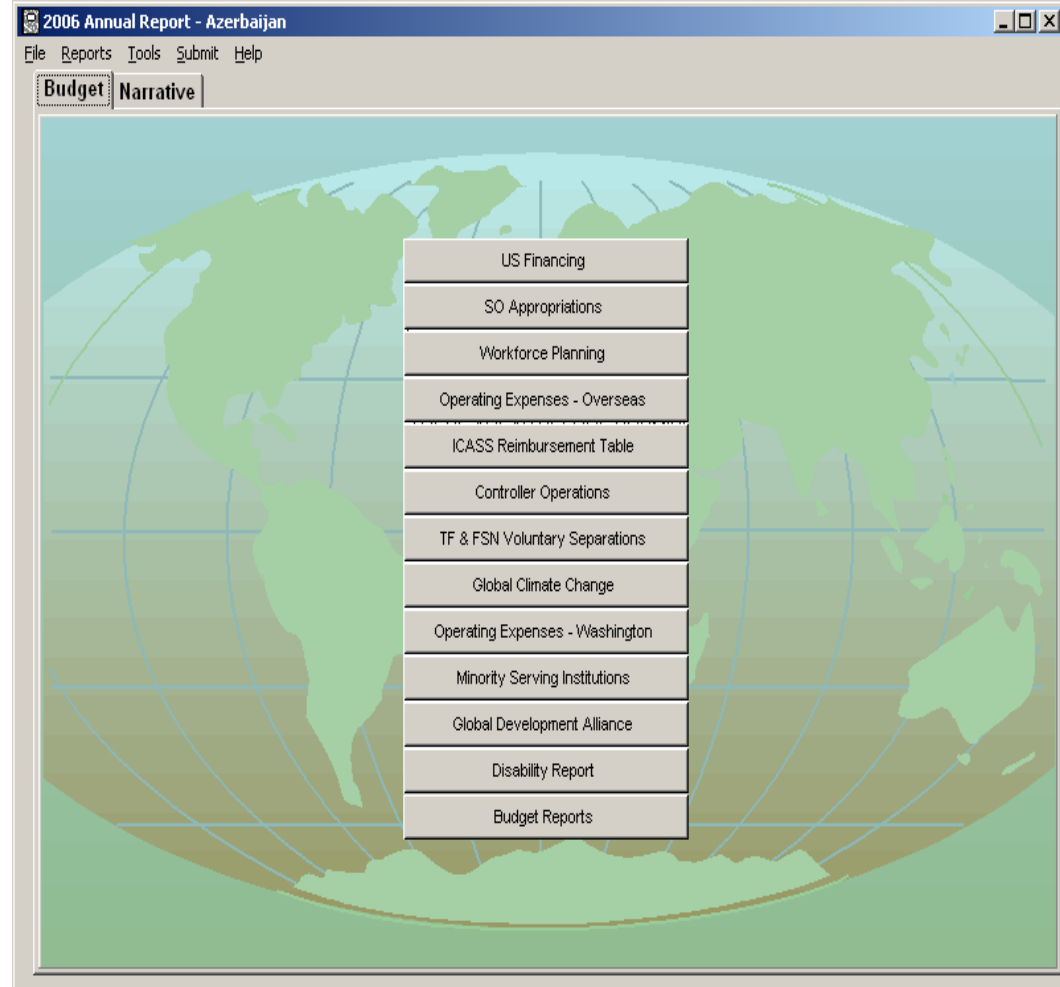
# Which parts are due when?

The following sections are due on December 16, 2005:

- FY 2005 Actual budget
- FY 2006 Control budget
- FY 2007 Request budget
- FY 2006 & FY 2007 Planning Information
- FY 2005 Performance Reporting
- FY 2005 Emphasis Area Coding
- Workforce Planning: FY 2005 – FY 2007
- FY 2005 Program component indicator results
- FY 2006/2007 component indicator targets

“Your bureau will notify you when to submit your FY 2008 request data, but it will be submitted in conjunction with the MPP process on February 1, 2006 and must be coordinated with your embassy.” Sections include:

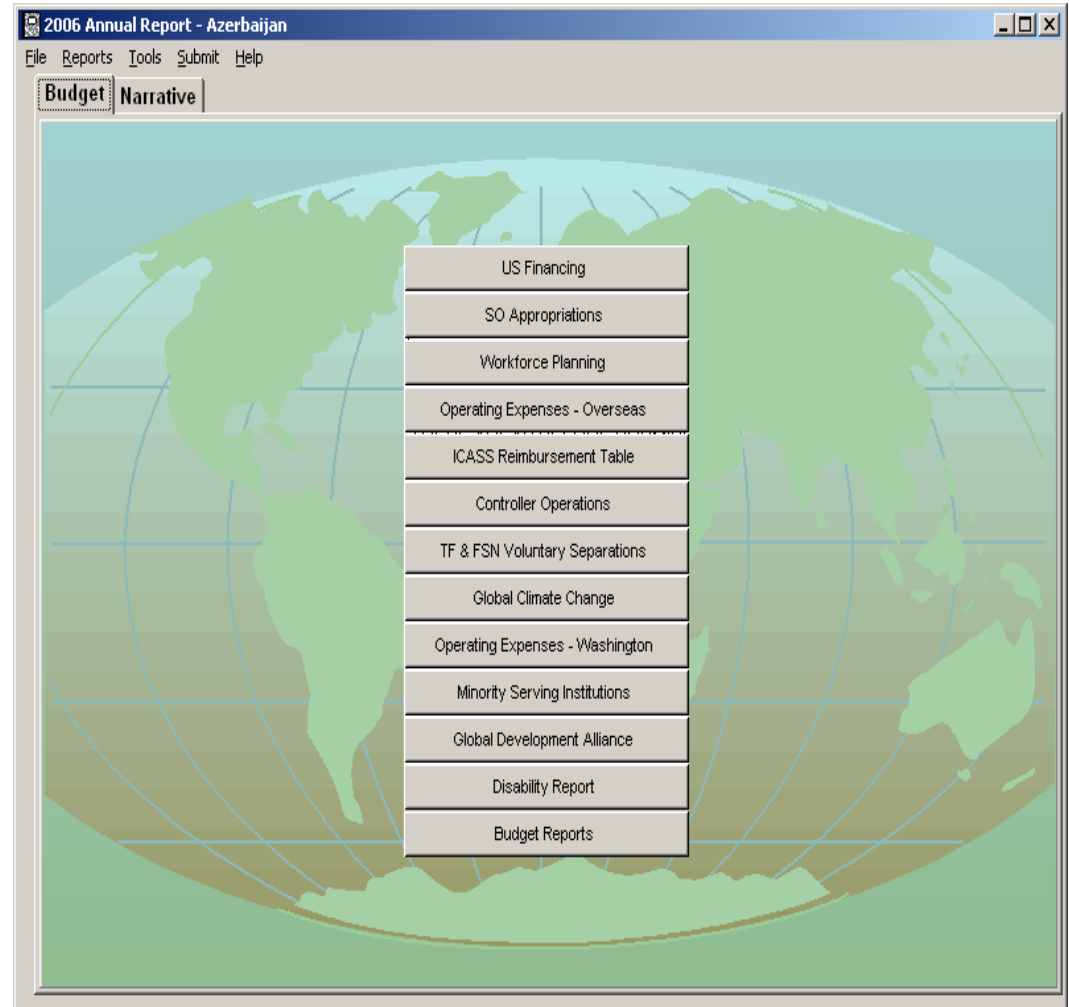
- FY 2008 Request budget
- FY 2008 Resource Request Narrative
- FY 2006/2007 Emphasis Area Coding
- FY 2008 Component indicator targets
- FY 2008 Performance plan





# Overview of Budget Tables

- There are 12 tables in the budget section, as seen here. All budget data is in U.S. thousands of dollars (\$000)
- If you need to add a Strategic Objective prior to entering budget data, do so in the Narrative SO Profile Table.
- Initial budget data (FY 2005 – FY 2007) will be due by December 16, 2005.
- Once the control numbers for FYs 2006 and 2007 have been determined, your bureau will provide these levels to you and the budget data can be revised and retransmitted if necessary.



# Working with the US Financing Table

**TIP:** The US Financing Table is the only table that requests obligation and expenditure data instead of appropriations data. It appears with each datasheet in the CBJ.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

**U.S. Financing**  
(in thousands of dollars)

Help Excel All SOs Excel Close

SO Number and Title: 112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas

	Obligations	Expenditures	Unliquidated
Through September 30, 2004	0 AEEB	0 AEEB	0 AEEB
	0 CSH	0 CSH	0 CSH
	0 DA	0 DA	0 DA
	0 DCA	0 DCA	0 DCA
	0 ESF	0 ESF	0 ESF
	<b>55,383</b> FSA	<b>38,299</b> FSA	<b>17,084</b> FSA
	0 GHAI	0 GHAI	0 GHAI
Fiscal Year 2005	0 MCA	0 MCA	0 MCA
	0 AEEB	0 AEEB	Ties to 2006 Current Starting Pipeline column on program table   v
	0 CSH	0 CSH	
	0 DA	0 DA	
	0 DCA	0 DCA	
	0 ESF	0 ESF	
	<b>11,000</b> FSA	0 FSA	
0 GHAI	0 GHAI		
Through September 30, 2005	0 MCA	0 MCA	0 MCA
	0 AEEB	0 AEEB	0 AEEB
	0 CSH	0 CSH	0 CSH
	0 DA	0 DA	0 DA
	0 DCA	0 DCA	0 DCA
	0 ESF	0 ESF	0 ESF
	<b>66,383</b> FSA	<b>38,299</b> FSA	<b>28,084</b> FSA
0 GHAI	0 GHAI	0 GHAI	
0 MCA	0 MCA	0 MCA	
0 AEEB			

Obligations and expenditures through September 30, 2004 are populated from last year's CBJ, but can be changed as necessary.

The information that appears in the US Financing table is related to that in the SO Appropriations table and vice versa. These relationships are noted in the form.

# The Strategic Objective (SO) Appropriations Table

Use this table to fill out your budget requests for FY 2006 – FY 2008

When entering values for EGAT, Global Health (GH) or DCHA pillar areas, you will need to fill out a corresponding “Sector” form, signaled by these buttons turning black.

Click “Check Codes” to see a Program Summary for all years/scenarios. Then click “Check Primary Codes” to find dollar values that are not in sync with the values entered for the sectors.

2006 Annual Report - Azerbaijan														
File Reports Tools Submit Help														
EGAT			Global Health			DCHA			Supplemental Appropriations			SO Appropriations (in thousands of dollars)		
Check Codes			Fiscal Year			2005 Actual			Appropriation			FSA		
Starting Pipeline	Carryover	Total	Economic Growth, Agriculture & Trade				GH	Democracy, Conflict & Human. Assistance				Est. S.O. Expend. Including Carryover	Est. S.O. Pipeline End of FY	
			EG	AG	ENV	Education	Health	DG	Human Rights	Humanitarian Assistance	Conflict			
112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas														
17,084	0	11,000	5,193	4,207	1,600	0	0	0	0	0	0	0	17,156	10,928
112-0210 Civil Society Better Organized and Represented														
7,984	0	6,470	0	0	0	0	0	6,470	0	0	0	0	7,542	6,912
112-0310 Reduced Human Suffering in Conflict-Affected Areas														
8,984	0	7,907	0	0	0	0	3,145	4,762	0	0	0	0	7,500	9,391
112-0420 Cross-Cutting Programs														
6,732	0	5,978	1,680	724	0	0	862	2,670	0	0	42	0	5,200	7,510
40,784	0	31,355	6,873	4,931	1,600	0	4,007	13,902	0	0	42	0	37,398	34,741
24,614	0	6,000	2,150	100	0	0	0	3,000	0	750	0	0	0	30,614
65,398	0	37,355	9,023	5,031	1,600	0	4,007	16,902	0	750	42	0	37,398	65,355

# SO Appropriations – Sub-sector Tables

2006 Annual Report - Azerbaijan													
Emphasis Coding		Fiscal Year: 2005 Actual Appropriation: FSA		Budget Request for Economic Growth, Agriculture and Trade									Close
EG & Trade Capacity				Agriculture		Environment				Education			
Trade Capacity	Other Economic Growth	EG Total from this table	EG Total from Summary	Agriculture	Biodiversity	Energy	Other Environment	Environment Total from this table	Environment Total from Summary	(Basic Ed.) Children's Basic Education	(Basic Ed.) Adult Literacy	Higher Training/Work Development	
112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas													

2006 Annual Report - Azerbaijan													
Emphasis Coding		Fiscal Year: 2005 Actual Appropriation: FSA		Budget Request for Child Survival & Health Programs									Close
Child Survival/Maternal Health			Vulnerable Children				HIV/AIDS	Other Infectious Diseases			RH/WFP	Total	
Primary Causes of Morbidity & Mortality	Polio	Micro-nutrients	DCOF	Other Vulnerable Children	Blind Children	Orphan-ages in Eastern Europe	HIV/AIDS	TB	Malaria*	Antimicrob. Resistance, Surveil., Other Infect. Diseases	Family Planning/ Reproductive. Health	Health Total from this table	Health Total from Summary
112-0310 Reduced Human Suffering in Conflict-Affected Areas													

2006 Annual Report - Azerbaijan													
Emphasis Coding		Fiscal Year: 2005 Actual Appropriation: FSA		Budget Request for Democracy, Conflict and Humanitarian Assistance									Close
Democracy & Governance						Human Rights					Conflict & Humanitarian Assistance		
Rule of Law	Political Process	Civil Society	Governance	DG Total from this table	DG Total from Summary	Victims of War	Victims of Torture	Trafficking in Persons	Human Rights Total from this table	Human Rights Total from Summary	Humanitarian Assistance*	Conflict*	
112-0210 Civil Society Better Organized and Represented													
339	1,469	2,968	1,694	<b>6,470</b>	<b>6,470</b>	0	0	0	0	0	0	0	
112-0310 Reduced Human Suffering in Conflict-Affected Areas													
0	0	4,762	0	<b>4,762</b>	<b>4,762</b>	0	0	0	0	0	0	0	
112-0420 Cross-Cutting Programs													
317	60	1,572	721	<b>2,670</b>	<b>2,670</b>	0	0	0	0	0	0	42	
USAID Total for all Strategic Objectives													
<b>656</b>	<b>1,529</b>	<b>9,302</b>	<b>2,415</b>	<b>13,902</b>	<b>13,902</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	
Transfers													
2,500	0	500	0	<b>3,000</b>	<b>3,000</b>	0	0	0	0	0	750	0	

\* There is recognition that humanitarian and conflict activities occur in many missions, for the purposes of this table, these columns may only be utilized with the following appropriations: IDA, TI, PL 480, FSA, \_AEEB.

Each sector on the main Appropriations Table has a corresponding sub-sector table. Totals from the main sector table must match totals on the sub-sector table.

# Workforce Planning

**TIP:** All mission staff must be allocated to SOs.  
Requested levels must reflect the Mission's "to be" organization and not the status quo.

As a starting point, this table will be pre-populated with last year's entries.

This feature can be used to set up assignments for all positions not directly associated with SOs.

**New this year.** Workforce data must be updated to identify ICASS-funded staff, NEPs/IDIs above ceiling (i.e. training positions), HIV/AIDS staff, MCA funded staff, and FSLs for FY 2005-2007.

2006 Annual Report - Azerbaijan														
File Reports Tools Submit Help														
Standard SO Assignments		Workforce Planning										Help Excel Close		
Positions that need to be assigned to SOs are shown in red														
Add Slot	Backstop / Position Name	Employment Type	Funding Type	Service	Grade	Cost	SOs	DCHA	Sept 30 2005	2006 Plan	2007 Plan	2007 Alt.	2008 Plan	2009 Plan
<b>Senior Management</b>														
Add	01 - SMG													
Edit	No position name given	USDH	OE Funded	SFS	3	N/A			05	06	07	07 Alt	08	09
<b>Total 01 - SMG</b>									<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Program Management</b>														
Add	02 - Program Mg.													
Edit	No position name given	FSN TCN PSC	Program Funded	N/A	N/A	42			05	06	07	07 Alt	08	09
Edit	No position name given	FSN TCN PSC	Program Funded	N/A	N/A	83			05	06	07	07 Alt	08	09
Edit	Program Officer	USDH	Program Funded	FSL	2	N/A			05	06	07	07 Alt	08	09
<b>Total 02 - Program Mg.</b>									<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
Add	94 - Project Dvpm Officer													
<b>Total 94 - Project Dvpm Officer</b>									<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Support Management</b>														
Add	03 - EXO													
Edit	No position name given	Local Hire US PSC	OE Funded	N/A	N/A	40			05	06	07	07 Alt	08	09
Edit	No position name given	FSN TCN PSC	OE Funded	N/A	N/A	28			05	06	07	07 Alt	08	09
<b>Total 03 - EXO</b>									<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
Add	04 - Controller													
<b>Total 04 - Controller</b>									<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Add	85 - Legal													
<b>Total 85 - Legal</b>									<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Add	92 - Commodity Mgt.													
<b>Total 92 - Commodity Mgt.</b>									<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Add	93 - Contract Mgt.													
Edit	No position name given	FSN TCN PSC	Program Funded	N/A	N/A	253			05	06	07	07 Alt	08	09
<b>Total 93 - Contract Mgt.</b>									<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
Add	00 - Other (e.g., public affairs)													

# Operating Expenses

**TIP:** Scroll to bottom of table to see Total Budget, and Additional Mandatory Information which must be completed.

Subtotals are included for each Object Class Code.

Once a number has been entered in a cell, the "Activities" button will appear to the right.

Use this table to add detail by activity to your Object Class Code total amount. Use of this table is optional.

**2006 Annual Report - Azerbaijan**

File Reports Tools Submit Help

### Operating Expenses - Overseas

(in thousands of dollars)

Help Excel Close

		FY 2006 Estimate			FY 2007 Target			FY 2008 Target			FY 2008 Request			Activities
		Dollars	TF	Total	Dollars	TF	Total	Dollars	TF	Total	Dollars	TF	Total	
<b>111</b>	<b>Personnel compensation, full-time permaner</b>													
111110	USDH Base Pay - Full-Time Permanent	0	0	0	255	0	255	0	0	0	0	0	0	0
111120	USDH Annual Leave Balances - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0
111210	FSNDH Base Pay - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0
111220	FSNDH Annual Leave Balances - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0

**Azerbaijan**

**Maintain Activity List** Use of this table is optional. It is not used by AID Washington.

### Overseas Operating Expenses - Activities

(in thousands of dollars)

Delete Add Cancel Save & Close

111110 USDH Base Pay - Full-Time Permanent

Activity Type	Activity	Description	2006 Estimate	2006 TF Estimate	2007 Target	2007 TF Target	2007 Target	2007 TF Target	2008 Request	2008 TF Request
		Total from Main Table	0	0	255	0	0	0	0	0

# ICASS Reimbursement

**TIP:** Scroll to bottom of table to see Total Budget, and Additional Mandatory Information which must be completed.

This table should only be used by overseas OUs that are or will be an ICASS service provider. This table should reflect the amount the Agency will be reimbursed for services provided.

2006 Annual Report - Azerbaijan													
ICASS Working Capital Fund (in thousands of dollars)													
		FY 2006 Estimate			FY 2007 Target			FY 2008 Target			FY 2008 Request		
		Dollars	TF	Total	Dollars	TF	Total	Dollars	TF	Total	Dollars	TF	Total
<b>111</b>	<b>Personnel compensation, full-time permanent</b>												
111	** USDH Washington Paid Salaries	0	0	0	0	0	0	0	0	0	0	0	0
111110	USDH Base Pay - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
111120	USDH Annual Leave Balances - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
111210	FSNDH Base Pay - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
111220	FSNDH Annual Leave Balances - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.1</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>113</b>	<b>Personnel compensation, other than full-time p</b>												
113110	USDH Base Pay - Other than Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
113120	USDH Annual Leave Balances - Other than Full-Time Pe	0	0	0	0	0	0	0	0	0	0	0	0
113210	FSNDH Base Pay - Other than Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
113220	FSNDH Annual Leave Balances - Other than Full-Time P	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.3</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>115</b>	<b>Other personnel compensation</b>												
115110	USDH Post Differential	0	0	0	0	0	0	0	0	0	0	0	0
115120	USDH Cash Incentive Awards	0	0	0	0	0	0	0	0	0	0	0	0
115130	USDH Overtime	0	0	0	0	0	0	0	0	0	0	0	0
115140	USDH Other Payments Above Basic Rate	0	0	0	0	0	0	0	0	0	0	0	0
115210	FSNDH Overtime & Other Premium Pay	0	0	0	0	0	0	0	0	0	0	0	0
115220	FSNDH Cash Incentive Awards	0	0	0	0	0	0	0	0	0	0	0	0
115230	FSNDH Other Payments Above Basic Rate	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.5</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>118</b>	<b>Special personal services payments</b>												
118110	US PSC Salaries	0	0	0	0	0	0	0	0	0	0	0	0
118120	FSN PSC Salaries	0	0	0	0	0	0	0	0	0	0	0	0
118130	IPA/Details-In/PASAs/RSSAs Salaries	0	0	0	0	0	0	0	0	0	0	0	0
118140	IPAs/Details-Out (Reimbursable)	0	0	0	0	0	0	0	0	0	0	0	0

\*\* Percentage of the XO and other US direct hire staff time that is devoted to being an ICASS service provider.  
Exclude a calculation for benefits as this will be calculated by the support budget office using agency wide averages.

# Controller Operations

**TIP:** Scroll to bottom of table to see Total Budget, and Additional Mandatory Information which must be completed.

In the same format as the overseas OE table, this table should reflect only those costs associated with the Office of the Controller at overseas missions.

2006 Annual Report - Azerbaijan													
Controller Operations (in thousands of dollars)													
		FY 2006 Estimate			FY 2007 Target			FY 2008 Target			FY 2008 Request		
		Dollars	TF	Total	Dollars	TF	Total	Dollars	TF	Total	Dollars	TF	Total
<b>111</b>	<b>Personnel compensation, full-time permanent</b>												
111110	USDH Base Pay - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
111120	USDH Annual Leave Balances - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
111210	FSNDH Base Pay - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
111220	FSNDH Annual Leave Balances - Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.1</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>113</b>	<b>Personnel compensation, other than full-time p</b>												
113110	USDH Base Pay - Other than Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
113120	USDH Annual Leave Balances - Other than Full-Time Pe	0	0	0	0	0	0	0	0	0	0	0	0
113210	FSNDH Base Pay - Other than Full-Time Permanent	0	0	0	0	0	0	0	0	0	0	0	0
113220	FSNDH Annual Leave Balances - Other than Full-Time P	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.3</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>115</b>	<b>Other personnel compensation</b>												
115110	USDH Post Differential	0	0	0	0	0	0	0	0	0	0	0	0
115120	USDH Cash Incentive Awards	0	0	0	0	0	0	0	0	0	0	0	0
115130	USDH Overtime	0	0	0	0	0	0	0	0	0	0	0	0
115140	USDH Other Payments Above Basic Rate	0	0	0	0	0	0	0	0	0	0	0	0
115210	FSNDH Overtime & Other Premium Pay	0	0	0	0	0	0	0	0	0	0	0	0
115220	FSNDH Cash Incentive Awards	0	0	0	0	0	0	0	0	0	0	0	0
115230	FSNDH Other Payments Above Basic Rate	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.5</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>118</b>	<b>Special personal services payments</b>												
118110	US PSC Salaries	0	0	0	0	0	0	0	0	0	0	0	0
118120	FSN PSC Salaries	0	0	0	0	0	0	0	0	0	0	0	0
118130	IPA/Details-In/PASAs/RSSAs Salaries	0	0	0	0	0	0	0	0	0	0	0	0
118140	IPAs/Details-Out (Reimbursable)	0	0	0	0	0	0	0	0	0	0	0	0
118210	FSN PSC Cash Awards	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal OC 11.8</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>121</b>	<b>Personnel benefits</b>												
121110	USDH - Employer's Share of Retirement - CSRD/FSNDH	0	0	0	0	0	0	0	0	0	0	0	0



# Trust Fund & Foreign Service National Voluntary Separation

**TIP:** Be sure to provide the exchange rates used in computing the dollar equivalent of local currency trust funds.

This table shows availability of local currency trust funds and deposits to and withdrawals from the FSN voluntary separation account.

2006 Annual Report - Azerbaijan														
Trust Fund & FSN Voluntary Separation												Help	Excel	Close
Foreign National Voluntary Separation Account **														
	FY 2006			FY 2007 Target			FY 2008 Target			FY 2008 Request				
	OE	Program	Total	OE	Program	Total	OE	Program	Total	OE	Program	Total		
▶ Deposits	0	0	0	0	0	0	0	0	0	0	0	0		
Withdrawals	0	0	0	0	0	0	0	0	0	0	0	0		
Local Currency Trust Funds														
Regular	FY 2006 Estimate	FY 2007 Target	FY 2008 Target	FY 2008 Request										
▶ Balance Start of Year	0	0	0	0										
Obligations	0	0	0	0										
Deposits	0	0	0	0										
Balance End of Year	0	0	0	0										
Exchange Rate	2006	2007	2008											
▶	0	0	0											
Real Property	FY 2006 Estimate	FY 2007 Target	FY 2008 Target	FY 2008 Request										
▶ Balance Start of Year	0	0	0	0										
Obligations	0	0	0	0										
Deposits	0	0	0	0										
Balance End of Year	0	0	0	0										
Exchange Rate	2006	2007	2008											
▶	0	0	0											

\*\* Note: OE funded Payment to the FSN Separation Fund - FHDH and FNPSA must agree with OCC 121510/121640 on operating expenses table. Include Program Costs in the appropriate columns for each year..

# Global Climate Change

Each GCC mission must complete the GCC budget table, which requests data on obligations by strategic objective, sector and fund account for activities conducted in FY 2005 and estimates for FY 2006, FY 2007 and FY 2008.

First, click on the “**ADD**” button, then select the Strategic Objectives from the drop-down menu available. Also select the Sector Code and the Fund Account from this same box; click “Add” when all appropriate SOs have been selected.

The screenshot shows a software window titled "2006 Annual Report - Azerbaijan" with a menu bar (File, Reports, Tools, Submit, Help). The main area displays a table titled "Global Climate Change (GCC) (in thousands of dollars)". The table has columns for Strategic Objective, Sector Code, Fund Account, FY 2005 Obligation, FY 2006 Estimate, FY 2007 Proposed, and FY 2008 Request. Above the table are buttons for Help, Excel, Delete, Add, and Close. An "Add GCC Entry" dialog box is open, containing three drop-down menus for Strategic Objective, Sector Code, and Fund Account, and "Add" and "Cancel" buttons. A legend at the bottom lists Sector Codes: LU = Land Use/ Forest Management, E = Energy, VA = Vulnerability & Adaptation, O = Other GCC.

Strategic Objective	Sector Code	Fund Account	FY 2005 Obligation	FY 2006 Estimate	FY 2007 Proposed	FY 2008 Request
---------------------	-------------	--------------	--------------------	------------------	------------------	-----------------

**Add GCC Entry**

Strategic Objective:

Sector Code:

Fund Account:

**Sector Codes:** LU = Land Use/ Forest Management   E = Energy   VA = Vulnerability & Adaptation   O = Other GCC

# Minority Serving Institutions

**TIP:** MSIs are institutions of higher education in the U.S., which either historically or currently have an ethnic minority student enrollment of more than 25 percent.

First, click on the “Add” button to add information about a specific consortium.

Then choose the type of institution: HBCU, HSI, TCU or Consortium. A listing of specific HBCUs, HSIs and TCUs to choose from will be provided. For consortiums you must enter the consortium name. Then fill out the additional information in the boxes provided. Be sure to include a description of the activity.

**2006 Annual Report - Azerbaijan**

File Reports Tools Submit Help

To fill out this MSI sheet, press "Add" to enter each position under the sub header below

**Minority Serving Institutions** Help Excel Close

Add/Edit	Name of Institution	Start Date	End Date	FY 05 Actual	FY 06 Proposed	FY 07 Proposed	FY 08 Proposed	Total Award
<b>Add</b>	<b>CONSORTIUMS</b>							
<b>Add</b>	Historically Black Colleges and Universities							
<b>Add</b>	Hispanic Serving Institutions							
<b>Add</b>	Tribal Colleges and Universities							

**Minority Serving Institutions** Cancel Save

**Adding New Record**

Choose type of Institution:

- HBCU
- HSI
- TCU
- Cons

Select historically black college or university

Type of Agreement: [Dropdown]

Other Funding: [Dropdown]

Type of Implementer: [Dropdown]

Sub or Third Party Prime Implementer: [Text Box]

Description of Program Activity

[Text Area]

Start Date (mm/dd/yyyy)    End Date (mm/dd/yyyy)    FY 05 Actual Obligations    FY 06 Proposed    FY 07 Proposed    FY 08 Proposed    Total Award

[Text Box]    [Text Box]    [Text Box]    [Text Box]    [Text Box]    [Text Box]    [Text Box]

Enter amounts in dollars (not thousands of dollars)

# Global Development Alliance

**TIP:** This table has been pre-populated with alliance data from FY 2002, 2003 and 2004 for which the GDA Secretariat had information.

First, press the "Edit" button to enter info about a specific alliance. Select the type of organization of the alliance partner. Then fill out the additional info in the boxes provided: Be sure to summarize the alliance objective and report any results achieved to date in the large text box provided.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Press "Add" to the right to enter a new alliance  
Press "Edit" to edit an existing alliance

**Global Development Alliances**      **Help**   **Add**   **Excel**   **Close**

Edit	Name of Alliance	Sector	Start Year	Expected Duration	2005 Obligations	2005 Cash	2005 In-Kind	Life of Al. Obligations	Life of Al. Cash	Life of Al. In-Kind
<b>Edit</b>			0		0	0	0	0	0	0

**Global Development Alliance**      **Cancel**   **Save**

**Adding New Alliance**

Alliance Name:

Sector:

Start Year:       Expected Duration (Years):

Countries in Alliance:

USAID Alliance Manager Contact Name:

**Add Partner**

Partner Name	Partner Type

Alliance Objective and Results Achieved:

Enter amounts in dollars (not thousands of dollars)

	Obligations for all USAID Operating Units	Partner Contributions	
		Cash	In-kind
2003	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2004	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2005	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Projected Funding for the Life of Alliance (Including Future)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# Disability Report

**TIP:** This table is set up the same as the Program Component Indicator table.

All OUs must report on several disability-related issues including the efforts that they are making to remove barriers to the participation of people with disabilities.

Highlight the question at the top to see the three boxes for answering the selected question appear at the bottom .

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Annual Report 2005

Department of State and USAID Disability Report

Help Excel Close

Does your Mission/office have a disability inclusion plan that has been distributed to all stakeholders?

Please describe ways in which your Mission/office has removed barriers to the participation of people with disabilities (PWDs) in your work. Barriers may include

Please describe how PWDs have been included in the planning, implementation, and evaluation of USAID-supported programs

Does your Mission/office engage in activities that include the goal of increasing the capacity of disabled people's organizations (DPOs) to provide assistance to,

Does your Mission/office have a disability inclusion plan that has been distributed to all stakeholders?	OU Response: Please enter a brief description when applicable.	Data Quality Factors: Please enter any information relevant to the collection of this indicator data, e.g. "this data was not collected last year because it is only collected every five years."
<p>FY 2005 Actual</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

# Reports/Reporting Tool

To generate “ad hoc” reports, select “Reporting Tool” from the main “Tools” menu.

To get standard reports for each Budget Table, select the last Budget Table button “Reports” from the main Budget menu. This selection allows for easy access to all standard reports from one table.

**System Report: SO Appropriations**

File Reports Tools Submit Help

Change Report Type Program Funding Save User Report Excel Table Excel Report Run Close

Standard Reports User Reports Custom Report

**Numbers**

- Starting Pipeline
- Carryover
- Total
- Economic Growth, Agriculture and Trade
  - Economic Growth
    - Trade Capacity
    - Other Economic Growth
  - Agriculture
  - Environment
    - Biodiversity
    - Energy
    - Other Environment
  - Education

**Categories**

- Mission Grouping
- Accounting Station
- Appropriation Code
- SO
- FY and Scenario
- Strategic Goal
  - Performance Goal
- MCA Category

**FY and Scenario**

- 2001 Actual
- 2002 Actual
- 2003 Actual
- 2004 Actual
- 2005 Actual
- 2006 Current
- 2007 Alternate
- 2007 Control
- 2008 Alternate
- 2008 Request

**Program Funding - Azerbaijan 2005 Actual by SO**  
Azerbaijan 2005 Actual

	Starting Pipeline	Carryover	Total	Economic Growth, Agriculture and Trade				Global Health	Democracy, Conflict and Humanitarian Assistance			
	Starting Pipeline	Carryover	Total	Economic Growth	Agriculture	Environment	Education	Global Health	Democracy and Governance	Human Rights	Humanitarian Assistance	Con Preve
SO												
TOTAL												

# Overview of Narrative Tables

- The Narrative section has two levels of data: Strategic Objective and Operating Unit.
- At the Strategic Objective level, all information must be completed for each SO.
- At the SO level, the information is divided between CBJ info and Performance and Plan reporting.
- The Operating Unit level consists of information that applies to the operating unit as a whole, such as the cover memo and the resource request.

The screenshot displays the '2006 Annual Report - Azerbaijan' software interface. The window title is '2006 Annual Report - Azerbaijan'. The menu bar includes 'File', 'Reports', 'Tools', 'Submit', and 'Help'. The main interface has two tabs: 'Budget' and 'Narrative', with 'Narrative' selected. Under 'Narrative', there are two sub-tabs: 'Strategic Objective' and 'Operating Unit', with 'Strategic Objective' selected. The 'Current SO:' field contains '112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas'. The 'Program Title (Short Title):' field contains 'Development of Small and Medium Enterprises'. There is a 'Modify Title' button next to it. Below these fields, there are three buttons: 'SO Profile', 'CBJPerf/Plan -- 05,06,07,08', and 'SO Closeout'. A 'Create Single Documents' button is also present. The main area contains a grid of buttons for various reports and documents:

CBJ <u>S</u> O Summary	FY 05 Performance Overview
CBJ <u>I</u> nputs, <u>O</u> utputs & <u>A</u> ctivities FY 2006	FY 05 <u>S</u> O Performance
CBJ <u>I</u> nputs, <u>O</u> utputs & <u>A</u> ctivities FY 2007	FY 08 <u>P</u> lan Overview
CBJ <u>S</u> O Performance & Results	FY 08 <u>P</u> lan
<u>S</u> O <u>I</u> ndicators	<u>R</u> esults Framework
<u>E</u> mphasis Area Codes	

# Narrative – Strategic Objective Level SO Profile

**TIP:** ALL boxes in this table are required to be completed for all active SOs EXCEPT Secondary Performance Goal.

The screenshot shows a software window titled "2006 Annual Report - Azerbaijan" with a menu bar (File, Reports, Tools, Submit, Help) and two tabs: "Budget" and "Narrative". The "Narrative" tab is active, showing a "Strategic Objective" profile. The "Current SO" dropdown is set to "112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas". The "Program Title (Short Title)" is "Development of Small and Medium Enterprises". The "SO Profile" is "CBJ/Perf/Plan -- 05,06,07,08". There are buttons for "Add New SO", "Help", "Create Single Documents", and "Certify Perf Goals Report". The "Status" is "Select Status" and the "Pillar" is "Select Pillar". A green box labeled "SO Ag" is highlighted. Below are fields for "Primary Perf Goal Link" (Secure and stable financial and energy markets) and "Secondary Perf Goal Link". At the bottom, there are fields for "Initial Obligation Year" (2000), "Prior Year Unobl & Funding Source" (\$0), "Planned FY06 Obl & Funding Source" (\$10,000,000 FSA), "Proposed FY07 Obl & Funding Source" (\$14,250,000 FSA), "Est. Year of Final Obligation", and "Last Year of NOA Request".

Here is where you would ADD a new Strategic Objective.

Use the "All SOs profile" report available from the "Create Single Documents" menu to quickly check that all SOs have all required data.

**New:** The SOAG box appears here.



# Narrative – Strategic Objective Level

## CBJ/Perf./Plan – 05, 06, 07, 08

**TIP:** Emphasis codes are only available for SOs with a FY 2005 budget request. Otherwise the emphasis code button will be greyed out.

All SO-level CBJ and Annual Report sections are accessible from this screen. All CBJ sections appear on the left; all annual report narrative sections appear on the right.

SO Indicators, Emphasis Area Codes and Results Frameworks are available from all SO-level screens.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Budget Narrative

Strategic Objective Operating Unit

Current SO: 112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas

Program Title (Short Title): Development of Small and Medium Enterprises Modify Title

SO Profile CBJ/Perf/Plan -- 05,06,07,08 SO Closeout Create Single Documents

CBJ SO Summary	FY 05 Performance Overview
CBJ Inputs, Outputs & Activities FY 2006	FY 05 SO Performance
CBJ Inputs, Outputs & Activities FY 2007	FY 08 Plan Overview
CBJ SO Performance & Results	FY 08 Plan
SO Indicators	Results Framework
Emphasis Area Codes	

Reports for all narrative sections are available from this screen.

# Narrative – Strategic Objective Level SO Indicators

**TIP:** The AR Guidance recommends that you start the SO level section with the SO Indicator Table so that you know what indicators are needed to discuss in the FY 05 SO performance section.

OUs must complete an indicator table for each SO for which it is still expending funds. The SO indicators will be pre-populated for you to select from, but you can add new ones and delete ones no longer used.

**Weight:** Rate the importance of each indicator, based on how well the indicator characterizes the achievement of the SO at its current stage. Use a scale of one (1) to five (5), with a five representing an extremely relevant indicator and a one signifying an indicator that is not very relevant at this time.

**Progress Direction:** If the direction of progress is expected to be positive, (increase) enter a “+” sign; if the direction of progress is expected to be negative, (reduce) enter a “-” sign.

**SO Indicators**

Current SO: 517-009 More Participatory, Representative and Accountable Democracy Achieved

Click on column title for column entry help

Indicator	Weight	Base Year	Base Year Data	Progress Direction	FY2002 Actual	FY2003 Target	FY2003 Actual	FY2004 Target	FY2004 Actual	FY2005 Target	FY2005 Actual	FY2006 Target
# of instances where CSOs ha	4	2003	0		0	0	0	7	6	4		
Compliance with Inter-American	3	2003	0		0	0	0	0	0	0		
Criminal Case Processing Time	5	2003	0	-	0	0	990	255	450	260		
Degree to which administrative	5	2003		+	0	0	0	2	2			
Justice Admin. Capacity (Target	4	2003	9.5	+	0	0	9.5	15	10.1	18		

If you are keeping an indicator that was pre-populated in this table, be sure to add FY 2005 Actual and FY 2006 Target data to it.

**A + or - sign is required to indicate SO progress direction!**

Add an Indicator    Delete Indicator    Save

# Narrative – Strategic Objective Level CBJ SO Summary

**TIP:** The CBJ Datasheet in its entirety cannot exceed **two pages.**

Current SO Datasheet

CBJ SO Summary

Help Close

Current SO: 517-002 Increased Use of Sustainable Basic Health Care Services and Practices

This section should be used to describe the main program components under each SO.

Use this button to view and/or print the current SO datasheet to determine its length.

# Narrative – Strategic Objective Level CBJ Inputs, Outputs and Activities: FY 2006

**TIP:** This screen is one of four screens that comprise the CBJ Datasheet, which cannot exceed **two pages**.

This feature is a tool to help track the budget allocated by program component, as compared to the total SO budget.

Select the relevant '06 Component(s) to begin describing the '06 inputs, outputs and activities. Once a component has been selected, its title will appear in the text box on the left to assist in the formatting of the datasheet. Use the budget tracking tool to allocate a portion of the SO budget to the selected component. Then click in this text box to add the amount to the component and to briefly describe the program component. Continue until all relevant components have been selected and described.

**2006 Annual Report - India**  
File Reports Tools Superuser PPC Help

**Inputs, Outputs & Activities  
FY 06** [Help] [Close]

Current SO: 386-014 Improved Health and Reduced Fertility in Targeted Areas of India

Component #	Appropriation	\$ Amt in 000's
▶ 10	CSH	10000

[Add \$ Entry] [Delete \$ Entry] [Save \$ Changes]

**Total \$ SO**  
\$91,822,000

**Planned FY 06 \$ Amts/Funding Source**  
\$48,822,000 CSH; \$43,000,000 PL 480

[Add 06 Component]  
[Delete 06 Component]  
[SO Datasheet]

**Sum \$ All Components**  
\$10,000,000

Improve Child Survival, Health & Nutrition:  
Improve Child Survival, Health & Nutrition[10]

Program Component is Area Codes

SO Indicators Results Framework

**Improve Child Survival, Health & Nutrition[10]**

The number seen after the component name is the component ID used to identify the component in the table above.

# Narrative – Strategic Objective Level CBJ Inputs, Outputs and Activities: FY 2007

**TIP:** This screen is one of four screens that comprise the CBJ Datasheet, which cannot exceed **two pages**.

This screen is the same as the CBJ Inputs...for FY 2006 and should contain similar content as the FY 2006 screen. However, “the description of the FY 2007 program may indicate a degree of remaining uncertainty about precise implementation plans.” (From the 2006 AR guidance).

2006 Annual Report - India

File Reports Tools Superuser PPC Help

**Inputs, Outputs & Activities  
FY 07** Help Close

Current SO: 386-016 Improved Access to Clean Energy and Water in Selected States

Component #	Appropriation	\$ Amt in 000's
▶		

Add \$ Entry Delete \$ Entry Save \$ Changes

Total \$ SO: \$20,900,000

Proposed FY 07 \$ Amts.Funding Source: \$10,900,000 DA; \$10,000,000 ESF

Sum \$ All Components: \$0

Add 07 Component Delete 07 Component SO Datasheet

Program Component Indicators Emphasis Area Codes  
SO Indicators Results Framework

Use the “SO Datasheet” button to print or view the datasheet you are working on to determine its length.

The Program Component Indicators button will only be active once a program component has been selected.

## Narrative – Strategic Objective Level SO Performance and Results

**TIP:** This screen is one of four screens that comprise the CBJ Datasheet, which cannot exceed **two pages**.

This section should be used to highlight USAID progress to date toward the principal results to be achieved through this program.

Use the “SO Datasheet” button to print or view the datasheet you are working on to determine its length.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

CBJ SO Performance and Results

Help Close

Current SO: 112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas

SO Datasheet

# Narrative – Strategic Objective Level Program Components and Definitions

The screenshot displays the 'Add Component' window with a list of components. The component 'Improve The Quality Of Basic Education[20]' is highlighted. A 'Component Definition' pop-up box is open, showing the definition for this component. A 'Close' button is visible at the bottom of the definition box. A 'Save Selection' button is visible at the bottom of the 'Add Component' window. A 'Component Definition' button is also visible at the bottom of the 'Add Component' window.

**Component Definition**

Activities whose primary purpose is improving the provision of basic skills required for participation in the economy, development of democratic values, and nation-building. Basic education includes early childhood development, primary and secondary schools and stand alone literacy and numeracy programs for all age groups including adults. Activities may include curriculum development, the development of data collection and transfer systems, management information systems that enable school administrators and managers to plan for efficient growth, strengthening school systems' ability to meet the issue of HIV/AIDS, promoting teacher education, reforming education policy and systems, supporting educational decentralization, and improving sector management. Activities may also include efforts to improve access to basic education for girls, women and underserved populations. Activities will include secular programs in predominantly Muslim communities as an alternative to madrassahs.

**Close**

**Improve The Quality Of Basic Education[20]**

**Save Selection**

**Component Definition** **Cancel**

Address Other Health Vulnerabilities[30]  
Develop & Expand Alternative Development[22]  
Establish & Ensure Media Freedom & Freedom Of Information[6]  
Expand & Improve Access To Economic & Social Infrastructure[7]  
Improve Access To Clean Water & Sanitation[8]  
Improve Child Survival, Health & Nutrition[10]  
Improve Economic Policy and the Business Environment[13]  
Improve Emergency Preparedness & Disaster Mitigation[14]  
Improve Firm Competitiveness[44]  
Improve Maternal Health & Nutrition[17]  
Improve Sustainable Management Of Natural Resources & Biodiversity[2]  
Increase Agricultural Sector Productivity[9]  
Increase Capacity of Higher Education to Contribute to Development[15]  
Increase Capacity of Vocational/Technical Education to Contribute to De  
Increase Private Sector Growth[18]  
Increase Trade and Investment[4]  
Mitigate Conflict and Support Peace[39]  
Prevent & Control Infectious Diseases Of Major Importance[21]  
Promote And Support Anti-Corruption Reforms[24]  
Promote and Support Credible Elections Processes[41]  
Promote Effective and Democratic Governance of the Security Sector[4  
Promote Human Rights & Equal Access to Justice[40]  
Promote Public-private Alliances As A Principal Business Model[26]  
Protect and Increase Food Security of Vulnerable Populations[2]  
Protect Human Rights[23]  
Provide Emergency Assistance[29]

Highlight the component you wish to add to your SO. Click on "Component Definition" to see a definition of the highlighted component. Click on "Save Selection" once you have determined that you wish to select the component highlighted, or click "Cancel" to cancel your selection.

The definition for the highlighted component appears in a pop-up box. Close the box to continue.

# Narrative – Strategic Objective Level FY 05 Performance Overview

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

FY 05 Performance Overview Help Close

Current SO: 112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas

SO Performance Overview

Provide a well described background overview of the issues and the USAID programs funded to address problems identified.

Note: The screen for FY 08 Plan Overview is the same as this screen. The FY 08 Plan is not due until your FY 2008 information is submitted.



# Narrative – Strategic Objective Level FY 05 SO Performance

**TIP:** This section should not exceed **four** pages per SO.

Select the program components which best describe the SO. Discuss each program component in detail including those elements which should be included in an SO narrative discussion. In addition, discuss SO progress on meeting targets for the SO-indicators you included in the SO indicators table.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

FY 05 SO Performance

Help Close

Current SO: 112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas

S0 Performance Doc Add 05 Component Delete 05 Component

Expand & Improve Access To Economic & Social Infrastructure[7]

Click on the Help button to see the specific AR guidance for this section, including the "SO Level Narrative Checklist", as well as application-specific help for this section.

Program Component Indicators Emphasis Area Codes

SO Indicators Results Framework

Expand & Improve Access To Economic & Social Infrastructure[7]

# Narrative – Strategic Objective Level Program Component Indicators

**TIP:** Only the indicators for the program components selected for the SO selected will appear in this table.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Annual Report 2006

USAID Common Indicators For Program Components

Help Excel Close

**SO: 112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas**

**COMPONENT NAME: Expand & Improve Access To Economic & Social Infrastructure**

In what area(s) of infrastructure is your program active (telecommunications, energy, roads, schools, hospitals, water and sanitation, housing, etc.)? In fra

Do you have a program to expand telecommunications? If yes, what is the number of telecom subscribers per 1000 people (land-line v. cellular)?

Do you have a program to expand IT use? If yes, what is the number of internet users per 1000?

People with Increased Access to Energy Services (as a result of USAID)

Cumulative number of USAID-assisted energy institutions with improved capacity to reform and manage their sector (specify) in FY05.

Km of physical infrastructure re-built in 2005 by type (specify roads, irrigation systems, communication lines, etc).

**Indicator Definition** COMPONENT NAME: Expand Improve Access To Economic\_Social Infrastructure

In what area(s) of infrastructure is your program active (telecommunications, energy, roads, schools, hospitals, water and sanitation, housing, etc.)? describe.

**Indicator Definition**

A yes response for this indicator should be chosen only if the selected Program Component is under an SO designed to address fragility utilizing the Fragile States Strategy.

OU Response: Please enter a brief explanation when applicable.

Quality Factors: Please enter any information relevant to the collection of indicator data, e.g. "this data was collected last year because it is only collected every five years."

Print Topic Close

Program component indicators are only accessible after at least one program component has been selected.

If you select a Program Component to describe your program, at a minimum you MUST respond to yes/no questions.

Click on "Indicator Definition" to get the definition of the indicator you have highlighted.

# Narrative – Strategic Objective Level Results Framework

**TIP:** Results frameworks are still a critical part of the development hypothesis of your SO.

The Results Frameworks should include the SO statement, SO-level performance indicators, and intermediate results statements. The “Notes” section can be used to describe any changes made to the Results Framework.

The screenshot shows the 'Results Framework' application window. At the top, there is a title bar and a menu bar with 'Help' and 'Close' buttons. Below the menu bar, the 'Current SO' is displayed as '517-009 More Participatory, Representative and Accountable Democracy Achieved'. The main area is divided into three sections: 1. Indicators: A table with columns for 'SO Level Indicator' and 'Indicator Title'. The table contains two rows: 'Expert panel assesses progress using representativeness and accountability indices' and 'The number of policies approved with civil society influence'. 2. Intermediate Results: A table with columns for 'Result Number' and 'Result Title'. The table contains four rows: '9.1 More representative and effective electoral system with effective civil society participati', '9.2 More democratic political system with effective civil society participation', '9.3 Strengthened rule of law and respect for human rights', and '9.4 Enhanced public sector anti-corruption systems'. 3. Notes: A text area containing the following text: 'Changes to SO 517-009: In late FY04 the mission conducted a mid-term strategy review. The SO statement remains unchanged. Revisions to the intermediate results are proposed as follows: -- IR9.1 More Representative and Effective Electoral and Political Processes is proposed to replace current IR9.1 More Representative and Effective Electoral System with Effective Civil Society Participation, and current IR9.2 More Democratic Political System with Effective Civil Society Participation.'

SO Level Indicator	Indicator Title
	Expert panel assesses progress using representativeness and accountability indices
	The number of policies approved with civil society influence

Result Number	Result Title
9.1	More representative and effective electoral system with effective civil society participati
9.2	More democratic political system with effective civil society participation
9.3	Strengthened rule of law and respect for human rights
9.4	Enhanced public sector anti-corruption systems

Notes

Changes to SO 517-009:  
In late FY04 the mission conducted a mid-term strategy review. The SO statement remains unchanged. Revisions to the intermediate results are proposed as follows:  
-- IR9.1 More Representative and Effective Electoral and Political Processes is proposed to replace current IR9.1 More Representative and Effective Electoral System with Effective Civil Society Participation, and current IR9.2 More Democratic Political System with Effective Civil Society Participation.

# Narrative – Strategic Objective Level Emphasis Area Codes

**TIP:** For the December 16 submission only 2005 coding is required. This table is only available for SOs that have a budget request for 2005.

On the primary coding tab, the values entered for each sub-sector will appear, together with the primary codes associated with that sub-sector for the SO selected. The table will be pre-populated with any primary and secondary emphasis coding that was submitted last year.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Appropriation: FSA

**Emphasis Area Coding** Help Excel Close

112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas

Primary Codes Secondary Codes

Press the "?" buttons for code descriptions and contact people

<b>Other Economic Growth</b>	?			
Enterprise Development	?	EGED		0
Financial Markets	?	EGFM		0
Legal and Institutional Reform	?	EGLI		0
Macroeconomic Policy Reform	?	EGME		0
Privatization	?	EGPR		0
Political/Security Assistance	?	POSE		0
Economic Growth Not Specified	?	EGNS		0
Transport	?	INTR		0
Microenterprise Development	?	PRMD		0
Urban Development for the Poor	?	PRUD		0
Social Protection/Safety Net	?	PRSN		0
Poverty Reduction Not Specified	?	PRNS		0
		Total		0
		Control		5,193
		Difference		5,193
<b>Agriculture</b>	?			
Agriculture Production and Productivity	?	AGPP		0
Agribusiness, Markets and Trade	?	AGBT		0
Agriculture Policies and Institutions	?	AGPI		0
Rural Development	?	AGRD		0
Agriculture Not Specified	?	AGNS		0
		Total		0
		Control		4,207
		Difference		4,207

# Narrative – Strategic Objective Level SO Closeout Report

**TIP:** When a Strategic Objective is no longer being implemented, operating units **MUST** prepare a “close out” report, per the guidance in ADS 203.3.11

The Closeout Report should describe what has been accomplished over the life of an SO, specifically what is now different as a result of USAID’s efforts relative to what had been intended to be achieved.

The screenshot displays a web-based application window titled "2006 Annual Report - Azerbaijan". The interface includes a menu bar with "File", "Reports", "Tools", "Submit", and "Help". Below the menu, there are tabs for "Budget" and "Narrative", with "Narrative" currently selected. Under the "Narrative" tab, there are sub-tabs for "Strategic Objective" and "Operating Unit", with "Strategic Objective" selected. The main content area contains a "Current SO:" dropdown menu with the value "112-0130 Accelerated Development and Growth of a Small and Medium Enterprises in Targeted Areas". Below this is a "Program Title (Short Title):" text input field containing "Development of Small and Medium Enterprises" and a "Modify Title" button. A row of buttons includes "SO Profile", "CBU/Perf/Plan -- 05,06,07,08", "SO Closeout", and "Create Single Documents". Below these are "Help" and "SO Closeout Doc" buttons. The main area is a large text box labeled "SO Closeout:" which is currently empty.

# Narrative – Operating Unit Level Cover Memo

**TIP:** The cover memo should not exceed three pages and is not intended for distribution outside the Agency.

The cover memo/covering statement should address critical issues or changing circumstances that may alter the management agreement (ADS 201.3.10).

**New this year:** Report in this new section of the cover memo/covering statement information about evaluations conducted in FY2005 and planned in FY2006-FY2007.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Budget Narrative

Strategic Objective Operating Unit

[ Azerbaijan ] Annual Report Doc

Cover Memo Country Overview (CBU) Program Performance Resource Request

Help Cover Memo Doc

Cover Memo:

Evaluation Information:

# Narrative – Operating Unit Level Country Overview (CBJ)

**TIP:** The country overview should not exceed one-half page.

## The Challenge:

- 1) Identify the key objective of the program in your country.
- 2) List the impediments you have identified to reaching that goal.
- 3) State what USAID is doing to address the challenges and the principal ways you are doing this.

List the major Bilateral Donors and the major Multilateral Donors working in the country.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Budget Narrative

Strategic Objective Operating Unit

[ Azerbaijan ] Annual Report Doc

Cover Memo Country Overview (CBJ) Program Performance Resource Request

Help Country Overview Doc

The Development Challenge (500 character limit):

Bi-Lateral Donors:

Multi-Lateral Donors:

# Narrative – Operating Unit Level Program Performance

**TIP:** The Program Performance Narrative should not exceed four pages and will be posted on the Agency’s external website. In this section, **submit ONLY unclassified, nonsensitive information** that can be shared with the public.

2006 Annual Report - Azerbaijan

File Reports Tools Submit Help

Budget Narrative

Strategic Objective Operating Unit

[ Azerbaijan ] Annual Report Doc

Cover Memo Country Overview (CBJ) Program Performance Resource Request

Help Program Performance Doc

Performance Summary (FY 2005):

Environmental Compliance:

See the Program Performance Summary Checklist, found under “Help”, to determine what information may be included in this section.

The Environmental Compliance section should not exceed one page, and is required of all OUs.



# Narrative – Operating Unit Level Resource Request

**TIP:** The Resource Request should not exceed five pages.

The Resource Request Narrative initiates the Agency's budget formulation process for the FY 2008 budget cycle. Your bureau will notify you when to submit this FY 2008 request, which will be submitted in conjunction with the MPP process on February 1, 2006 and must be coordinated with your embassy.

The screenshot shows a software window titled "2006 Annual Report - Azerbaijan". The menu bar includes "File", "Reports", "Tools", "Submit", and "Help". The interface has two main tabs: "Budget" and "Narrative", with "Narrative" selected. Under "Narrative", there are two sub-tabs: "Strategic Objective" and "Operating Unit", with "Operating Unit" selected. The main content area displays "[ Azerbaijan ]" and "Annual Report Doc". Below this, there are four buttons: "Cover Memo", "Country Overview (CBJ)", "Program Performance", and "Resource Request", with "Resource Request" selected. Further down, there are two more buttons: "Help" and "Resource Request Doc", with "Resource Request Doc" selected. The main content area is titled "Resource Request:" and contains a large, empty rectangular box for text entry.

# Transmission to Washington

1. Select "Submit" from the main toolbar.
2. Select the "Run Test" button to check that all coding is complete and in sync before submitting your application to AID/W. The text box will indicate whether or not all coding was complete.
3. After you have transmitted your AR database by selecting the "Submit AR to Washington" button, a message will appear in the text box indicating whether or not your submission was successfully transmitted.

