

**ADS 540 - USAID Development Experience Information and Reference Services**

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\* An asterisk indicates that the adjacent material is new or substantively revised.

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**Major Functional Series 500: Management Services**  
**ADS Chapter 540: USAID Development Experience Information and Reference Services**

**540.1 Authority**

1. Foreign Assistance Act of 1961, 22 U.S.C. 2151w, Project and Program Evaluations
2. Foreign Assistance Act of 1961, 22 U.S.C. 2381a, Strengthened Management Practices
3. International Development Cooperation Agency (IDCA) Delegation of Authority No. 1, (44 FR 57521)
4. Executive Order 12163, Administration of Foreign Assistance and Related Functions
- \*5. Executive Order 12958, Classified National Security Information
6. GAO Report dated June 15, 1982 "Experience A Potential Tool for Improving U.S. Assistance Abroad"
7. OMB Circular A-130 (1985), Management of Federal Information Resources
8. OMB Circular A-25, User Fees
9. Government Performance and Results Act of 1993, Amended March 13, 1998
10. Government Management Reform Act of 1994
11. 35 U.S.C. 3501-3520, Paperwork Reduction Act of 1995
12. 41 U.S.C. 423, Procurement Integrity Act of 1997

**540.2 Objective**

To preserve and promote knowledge of the Agency's performance, results, lessons learned, and experiences in development activities throughout the world.

To ensure that the Agency has access to its own development experience and that of other international development organizations for use in the planning, implementation, and evaluation of the Agency's programs and activities.

To strengthen the Agency's use of development experience in its strategic planning, program implementation, performance measurement, and evaluation.

**540.3 Responsibility**

1. The Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division (PPC/CDIE/DI) is responsible for the following

\* An asterisk indicates that the adjacent material is new or substantively revised.

activities in support of PPC's strategic plan to manage for results (**See also [ADS 201.3](#)**):

- a) Maintaining the Agency's development experience database and clearinghouse function for rapidly acquiring, processing, and disseminating relevant Agency development experience documentation;
- b) Providing a research and reference service to respond to a broad array of development inquiries from Agency staff, contractors and development partners for accessing, analyzing and synthesizing Agency, other development organization and developing country experience;
- c) Maintaining a USAID Library and specialized development information collections for use by Agency staff to access and use Agency reports and external literature on development policies, methods, program and results in the Agency's strategic objective areas;
- d) Maintaining an economic and social data service to provide Agency staff with access to and analysis of current external international and U.S. Government statistical data sources for strategic planning and performance measurement functions;
- e) Performing the Agency's data brokering function by coordinating Agency program funded development information service activities;
- f) Assisting USAID/W, Bureaus, Offices, and Agency programs in managing development information collections, including the acquisition, classification, indexing, cataloging, and dissemination of development experience information. (**See also [ADS 502](#) for managing official Agency records**)

2. The Agency, its operating units, and Objective Teams are responsible for using the findings, conclusions, and recommendations from Agency and external development experience. Specifically, they are responsible for:

- a) Identifying the need to access pertinent development experience information and statistics when available information is inadequate to answer critical management questions;

- b) Acquiring sufficient information to make decisions related to the direction and implementation of development assistance activities;
- c) Consulting available USAID/W development experience resources to locate and identify relevant lessons learned from past and current Agency development activities; and to develop alternative approaches for achieving results, and/or best practices in development program areas;
- d) Developing alternative approaches for achieving results, and/or best practices in development program areas;
- e) Incorporating baseline and contextual data to plan development assistance activities and to measure and improve performance effectiveness;
- f) Identifying the need, and as appropriate, request from PPC/CDIE/DI, technical assistance and training for the management, use, access, and exchange of development experience information resources in order to better manage for results; and
- g) Identifying the existence of Agency funded development information collection and activities to facilitate access to and maximize the use of these resources.

3. USAID operating units and USAID contractors and grantees who document the Agency's policies, programs, and project activities, are responsible for:

- a) Submitting all USAID office and USAID Mission development experience documentation to the Development Experience Clearinghouse for inclusion in the Development Experience System (DEXS) database; and
- b) Designating an individual within each operating unit who will serve as a liaison to collaborate with the Development Experience Clearinghouse (DEC) Acquisitions Coordinators. The responsibilities of each operating unit are to:
  - 1. Coordinate the provision of materials and ensure that all Agency produced and funded development experience documentation is sent to the DEC, ATTN: Acquisitions;

2. Provide requested materials in order to maintain the Agency Development Experience System (DEXS) as a complete and accurate development knowledgebase of Agency programs, policies, methods, results, and lessons learned; and
3. Ensure that USAID development experience materials in retrospective files, retiring sets, and/or closing collections is captured by the Development Experience Clearinghouse prior to disposal or retirement.

**540.4 Definitions (See [ADS Glossary](#))**

ACQUISITIONS COORDINATOR  
ACQUISITIONS LIAISON  
CD DIS  
DATA BROKERING  
DESIGN DOCUMENTS  
DEVELOPMENT EXPERIENCE  
DEVELOPMENT EXPERIENCE DOCUMENTATION  
DEVELOPMENT INFORMATION  
DEVELOPMENT EXPERIENCE CLEARINGHOUSE (DEC) (formerly DISC)  
DEVELOPMENT EXPERIENCE SYSTEM (DEXS)(formerly DIS)  
DOCUMENT DISTRIBUTION UNIT (DDU)  
ECONOMIC AND SOCIAL DATA BASE (ESDB)  
ECONOMIC AND SOCIAL DATA SERVICE (ESDS)  
ELECTRONIC DOCUMENTS  
EVALUATION DOCUMENTS  
LESSONS LEARNED  
RESEARCH AND REFERENCE SERVICES (R&RS)  
USAID LIBRARY (formerly DIC)

**540.5 POLICY**

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

**540.5.1 USING DEVELOPMENT EXPERIENCE DOCUMENTATION**

The Agency and its component operating units shall:

- a) Use development experience information on existing programs to improve the performance, effectiveness, and planning of development assistance;
- b) Use the findings, conclusions, and recommendations from Agency and external development experience to revise strategic plans or results frameworks where necessary, and plan new assistance programs or activities;
- c) Use development experience and analysis on alternative approaches for achieving best results and on best practices in program and technical areas related to Agency goals and objectives; and
- d) Use development information services to improve the coordination of development assistance activities between USAID and its development partners.

#### **E540.5.1 Using Development Experience Documentation**

USAID/W and Mission staff, contractors, grantees, and development partners shall, when appropriate, consult available USAID/W development experience resources, including the Development Experience Clearinghouse, Research and Reference Service, USAID Library, and Economic and Social Data Services. The Agency shall use these resources to improve the performance, effectiveness, and design of existing development assistance activities; revise Agency or operating unit strategies where necessary; plan new objectives, results packages, and or activities; and make informed decisions about planned and ongoing Agency program strategies, objectives or results packages.

#### **540.5.2 CONTRIBUTING TO THE AGENCY'S DEVELOPMENT EXPERIENCE KNOWLEDGEBASE**

All Agency offices must properly document the Agency's policies, programs, and development activities, and ensure that all development experience documentation is submitted to the Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division (PPC/CDIE/DI) Document Acquisitions to be recorded in the Development Experience System (DEXS) database in order to comply with OMB Circular A-130, "Management of Federal Information Resources;" GAO Report "Experience A Potential Tool for Improving U.S. Assistance Abroad;" and the Government Performance and Results Act of 1993. USAID employees, contractors, and grantees must submit all required documentation as it is produced and provide retrospective documentation

to fill gaps in the knowledgebase. The DEXS is maintained as a primary institutional memory resource providing Agency staff and development partners with accurate, comprehensive, and timely information on the Agency's development experience. **(See Mandatory References, [OMB Circular A-130](#); GAO Report, "Experience A Potential Tool for Improving U.S. Assistance Abroad;" and the [Government Performance and Results Act of 1993](#))**

**E540.5.2 Contributing to the Agency's Development Experience Knowledgebase - N/A**

**540.5.2a ACQUISITIONS LIAISON**

All USAID operating units, contractors, and grantees shall designate a liaison to collaborate with the Development Experience Clearinghouse (DEC) Acquisitions Coordinators to ensure that appropriate development experience documentation from Agency supported development activities are provided to the DEC for inclusion in the database.

**E540.5.2a Acquisitions Liaison**

All USAID operating units, contractors, and grantees shall designate a liaison to collaborate with the DEC Acquisitions Coordinators to ensure that appropriate development experience documentation from Agency supported development activities are provided to the DEC for inclusion in the DEXS database.

The liaison must:

- 1) Coordinate the provision of documents and ensure that all Agency produced and funded development experience documentation is sent to PPC/CDIE/DI, Document Acquisitions;
- 2) Provide specifically requested documents and ensure that development experience documents in retrospective files, retiring sets, and/or closing collections are submitted to the DEC prior to their disposal or retirement; and
- 3) Review bibliographies provided from the DEXS and supply Agency supported documents not included in them.

**540.5.2b SUBMISSION OF DEVELOPMENT EXPERIENCE DOCUMENTATION TO PPC/CDIE/DI**

All development experience materials, whether in paper copy or electronic form or other media, whether created by Agency direct hire employees or

produced by USAID contractors, must be submitted to the PPC/CDIE/DI Development Experience Clearinghouse to be shared and used by Agency staff in USAID/W, field missions, and development partners. Any development experience documentation which is classified requires special handling. (See also [E540.5.2g](#), and [ADS 502](#) for managing official Agency records.)

**E540.5.2b Submission of Development Experience Documentation to PPC/CDIE/DI**

All Agency Bureaus/Offices must submit one electronic copy and/or one hard copy of development experience documentation to PPC/CDIE/DI for the Development Experience System (DEXS). Electronic copies are preferred.

USAID/PPC/CDIE/DI  
 ATTN: Document acquisitions  
 6.07-140U RRB  
 Washington, DC 20523-6701  
 Telephone Number: 703-351-4006, ext. 100  
 Fax Number: 703-351-4039  
 Agency Banyan e-mail: CDIE\_DOCUMENT\_SUBMISSIONS

USAID contractors and grantees must submit one electronic and/or one hard copy of development experience documentation (electronic copies are preferred) to the Development Experience Clearinghouse at the following address:

Development Experience Clearinghouse  
 1611 N. Kent Street, Suite 200  
 Arlington, VA 22209-2111  
 Telephone Number 703-351-4006, ext. 100  
 Fax Number 703-351-4039  
 E-mail: docsubmit@dec.cdie.org  
<http://www.dec.org>

**540.5.2c DOCUMENTATION TO BE SUBMITTED BY AGENCY OPERATING UNITS**

Development experience documents include those documents which describe the planning, design, implementation, evaluation, and results of development assistance activities which are generated during the life cycle of the program or activity. The categories of materials listed in E540.5.2c must be submitted to the PPC/CDIE/DI Development Experience Clearinghouse. Agency documentation will change as new management systems are implemented.

## **E540.5.2c Documentation to be Submitted by Agency Operating Units**

The five categories of development experience documentation produced by USAID bureaus, missions, and objective teams include, but are not limited to the following categories.

### 1) Program Policy and Strategy Planning Documents

Policy analyses, country strategic plans, concept and issues papers, and resulting final instruction as prepared for USAID programs and activities.

### 2) Program Reviews

Reports, which define, describe, or analyze USAID programs at regional, country, sector, or issue levels, including Results, Review, and Resource Requests (R4s).

### 3) Development Activity Analyses, Design, and Authorization Documents

Reports, which analyze, justify, define, authorize, and/or document a commitment to a USAID development assistance activity, including economic, social, and environmental analysis conducted prior to activity design.

### 4) Program and Development Activity Performance, Results and Evaluation Reports

USAID reports which document significant evaluation findings, "lessons learned, development results, performance measures, evaluative information and observation, such as mid-term evaluations or final reports.

### 5) Other Information Products

Graphic, media, and/or electronic information products, tools, and other media produced by the Agency in furtherance of USAID development assistance activities, including graphics, training materials, and CD-ROM products.

**540.5.2d DOCUMENTATION TO BE SUBMITTED BY AGENCY CONTRACTORS AND GRANTEES**

Development experience documents include those documents which describe the planning, design, implementation, evaluation and results of development assistance activities which are generated during the life cycle of the program or activity. The categories of materials listed in E540.5.2d must be submitted to the PPC/CDIE/DI Development Experience Clearinghouse.

**E540.5.2d Documentation to be Submitted by Agency Contractors and Grantees**

The four categories of development experience documentation produced by USAID contractors include, but are not limited to the following categories.

1) USAID Supported Research, Studies, Technical Reports and Publications

Reports which are produced under a USAID program, development activity, contract, grant, or cooperative agreement for supporting USAID activities which document and report on development research methods and results, technology development and applications, development assistance methods and approaches, technical assistance and training methods, tools and manuals.

2) Program and Development Activity Performance, Results and Evaluation Reports

Reports, which document significant evaluation findings, "lessons learned", development results, performance measures, evaluative information and observation, such as mid-term evaluations or final reports.

3) Non-Print Information Products

Graphic, non-print media, and/or electronic information products, tools, and training materials, and CD-ROM products, produced with Agency program funds in the furtherance of a USAID development assistance activity.

4) Contractor Deliverables and Other Information Products

Contractor and grantee annual reports, final reports, and other contract deliverable information products. Time sensitive materials

such as newsletters, brochures, bulletins, or periodic reports covering periods of less than a year are not to be submitted.

**540.5.2e CRITERIA FOR SUBMITTING DEVELOPMENT EXPERIENCE DOCUMENTS**

Documents must meet the following basic standards to be recorded in the Development Experience System (DEXS) database.

**E540.5.2e Criteria for Submitting Development Experience Documents**

The following criteria must be adhered to when submitting documentation to the Development Experience Clearinghouse.

- 1) Documents must be complete, legible, and free of typographical mistakes and handwritten notes or other extraneous markings.
- 2) Only final versions of documents will be entered into the DEXS.
- 3) The electronic document, to be submitted on a 3.5 diskette or via E-mail, must consist of only one electronic file which comprises the complete and final equivalent of the hard copy submitted.
- 4) Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, ASCII, and Portable Document Format (PDF). Submission in Portable Document Format is encouraged.
- 5) The electronic document submission must include the name and version of the application software used to create the file, and any other necessary information needed for storing or retrieving submitted data, such as program installation instructions.

**540.5.2f Essential Bibliographic Elements**

Essential bibliographic information must be provided either on the title page of the document, an accompanying cover sheet, or on the Form AID 590-7, Report Processing Form, when providing documents to the Development Experience Clearinghouse (See Form AID 590-7).

**E540.5.2f Essential Bibliographic Elements**

The required information for the bibliographic elements includes, but is not limited to, the following descriptive information. All materials submitted must include the name, organization, address, and contact information, (e.g. telephone number, fax number, and Internet address) of the submitting party.

- 1) Descriptive title;
- 2) Author name(s);
- 3) Program objective/project/activity number;
- 4) Contract/award number;
- 5) Sponsoring USAID office(s);
- 6) Contractor/grantee name(s);
- 7) Date of publication; and
- 8) Strategic objective or activity title, if known.

**540.5.2g SUBMISSION OF DEVELOPMENT EXPERIENCE MEDIA PRODUCTS**

Development experience media products must be submitted in good physical condition and of such quality as to be capable of reproduction by appropriate duplicating equipment.

**E540.5.2g Submission of Development Experience Media Products**

The required information for the media descriptive elements includes, but is not limited to, the following descriptive information. All materials submitted must include the name, organization, address, and contact information, (e.g. telephone number, fax number, and Internet address) of the submitting party.

- 1) Media format, e.g., VHS;
- 2) Run time and/or Recording speed;
- 3) Title;
- 4) Language;

- 5) Collection description (i.e., if a Mixed Media Set, "Includes VHS videocassette, printed handbook, 1 program disk, and 1 data disk").

**540.5.2h SUBMISSION OF PROCUREMENT SENSITIVE/PROPRIETARY DOCUMENTATION**

CDIE will work closely with the Agency's Bureau for Management, Office of Procurement (MOP) and Office of the General Counsel (GC) to protect procurement and proprietary sensitive information contained in development experience documents. Any documents containing sensitive information, according to current Agency guidelines, must be clearly marked by the submitting office prior to submission to the Development Experience System.

**E540.5.2h Submission of Procurement Sensitive/Proprietary Documentation**

For Agency regulations concerning the labeling and transmission of classified documents, contact: **Office of Security (SEC)**, RRB 8.07A at (202) 712-0990.

All classified development experience documents must be properly labeled and sent directly and in accordance with the regulations concerning secure transmission of classified documents to:

USAID/PPC/CDIE/DI  
ATTN: Document Acquisitions  
6.07-140U RRB  
Washington, DC 20523-6701  
Telephone: (202) 712-5339

**540.5.2i CLOSING AND RETIRING DEVELOPMENT EXPERIENCE COLLECTIONS**

Agency Bureaus, Offices, or Missions intending to discontinue or retire information center operations must coordinate with PPC/CDIE/DI to make sure that appropriate development experience materials, listed in E540.5.2c, are captured by the Development Experience Clearinghouse before their disposal or retirement (**See [540.5.2c](#) (See also [ADS 502.5.7](#) for official Agency records inventory and disposition).**)

**E540.5.2i Closing and Retiring Development Experience Collections**

Agency Offices or Missions intending to discontinue or retire information center operations or special collections must contact PPC/CDIE/DI at 202-712-5339 or CDIE\_DOCUMENT\_SUBMISSIONS on the Agency Banyan

E-mail system prior to discarding any USAID supported development experience documentation. CDIE Document Acquisitions Coordinators will prepare reports of current holdings and/or review the subject documentation. When doubt exists about whether or not appropriate titles are included in the DEXS, one copy must be submitted to PPC/CDIE/DI, ATTN: Acquisitions.

**540.6 Supplementary Reference**

**540.7 Mandatory Reference**

[ADS 201](#)

[ADS 502](#)

GAO Report, "Experience A Potential Tool for Improving U.S. Assistance Abroad"

[Government Performance and Results Act of 1993](#)

[OMB Circular A-130](#)

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