



DATA ENTRY MANUAL 1.0

2008

Prepared by Alexander Bohr (ODAdata)
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1. Data Entry Manual Introduction

In September 2007, the DFID representation in Nicaragua hired ODAdata Aid Information Management Systems (AIMS) to create a dynamic version of the EU Bluebook based on Best Practices of AIMS in Mozambique (ODAmoz) and the EU Bluebook in Vietnam. **ODAnic** was established in order to centralise, and make available in a harmonised and coordinated way, information on the activities of the European Commission and all EU Member States operating in Nicaragua. In a further step towards greater harmonisation, it was agreed to open up **ODAnic** in future to ALL Donors present in Nicaragua and link where possible to the Government of Nicaragua's own Aid Information System (SYSODA).

ODAnic & The EU Bluebook is currently available online at www.odadata.eu/odanic. **ODAnic** enables users to run a variety of reports including a full list of development activities, reports by DAC sector, by region, by Donor, as well as offering detailed **commitment & disbursement information and 3 year forecasts** on specific projects themselves. The EU Bluebook offers dynamic, database linked, information on the structure and content of EU Development Cooperation in general as well as specifically in the Nicaraguan context. Individual Donor Profiles, including EU donor country strategies, for the European Commission and all EU Member States active in Nicaragua, are available.

Information will be managed online by Donors themselves who have designated focal points to oversee their data entry.

This user manual is a fluid document. Its purpose is to be of use and support for you the user, so if you have suggestions about how to improve it please contact the **ODAnic Master Focal Point** at: alexander.bohr@odadata.eu

1.1 Purpose of the database

The overarching purpose of **ODAnic** is to improve coordination & harmonisation among EU Donors and to provide essential information for donors and the Government of Nicaragua with a snapshot of Donor development assistance programmes and projects as well as strategies. **ODAnic** will serve as an online tool to view and update the data, and generate reports in the form of profiles, tables and geographic maps that can be printed or posted on a website.

ODAnic has 2 main goals:

- To improve the Coordination & Harmonisation among EU Donors and its partners in GRUN; and
- To provide an overview to the public on EU Donor strategies, programmes and projects in Nicaragua.

1.2 Why a *web-based* database?

A successful multi-user database needs to have several key elements. These include:

- data collection;
- data maintenance;
- data publishing; and
- application support.

A web-based database reduces management risks because of the following advantages:

- a. The data collection follows a decentralized approach. Data can be entered on any computer that is connected to the Internet.
- b. The data can be updated anytime and anywhere. There is no need to distribute and collect questionnaires.
- c. As reports on the Internet can directly retrieve data from the database, published project information are up to date at any time.
- d. Users who are familiar with the Internet find themselves in a customary environment.
- e. There is no need to distribute and install additional software. New database releases do not require any action from the user side.

1.3 Scope of information

In order to improve Coordination & Harmonisation among EU Donors present in Nicaragua and to provide forecast information for the Nicaragua Budget Cycle & SYSODA, **ODAnic** includes ongoing projects as well as pipeline projects where possible.

12 Donors are participating in **ODAnic**: Austria, Denmark, EC, Finland, France, Germany, Italy, Luxembourg, Netherlands, Spain, Sweden, U.K.

It is up to each EU Donor to determine the level of detail to be displayed in the database and individual Donors are requested to input information on their activities according to programme, project or sub-project directly. This saves time, ensures accuracy of data, and contributes to across Donor ownership of the database.

It is anticipated that in most cases project level information is provided, but that sub-project level should also be taken into consideration if the sub-projects reflect sector specific activities of a project and/or if its location, partner or financial data differ from each other. Programme level should be chosen if the programme's projects contribute to the same sector, if they are supported by a limited number of partners and if the duration, location and government counterpart are in line to a large extent.

1.4 Update timeline – to be decided by EU HoCs

As mentioned above, **ODAnic** reports on detailed commitments & disbursement data and forecasts from the baseline year 2007 onward, the current year and annual values for further 3 years according to Medium Term Expenditure Forecast (MTEF) procedure.

The **EU Heads of Cooperation in Nicaragua** agreed to link the update procedure to the Official Budget Cycle of the Government of Nicaragua.

In general the **update deadlines** will be followed according to below mentioned dates:

1st Quarter:

1st of April – 15th of May

2nd Quarter:

1st of July – 15th of August

3rd Quarter:

1st of October – 15th of November

4th Quarter / Yearly report:

15th of January – 15th of February

The reports will be downloaded shortly afterwards and sent to the **ODAnic** Community in EXCEL format for the quarterly reports and as .pdf documents & EU Bluebook for the yearly.

1.5 Data Entry Structure

The Data Entry Structure of **ODAnic** includes among other the following data series **for individual Projects**:

1. Donor	31. Comments
2. Donor Agency	32. Co – Funding Yes/No
3. Donor Project Number	33. Co-Funding Donor
4. OECD Number	34. Co-Funding Amount
5. Recipient Country Budget Nr	35. Commitments up to end of 2006
6. Title	36. Payments up to end of 2006
7. Description	37. Commitments 2007

8. Country Strategy - Link	38. Payments 1 st – 4 th Quarter 2007
9. Status	39. On/Off Budget 2007
10. Start – End Date	40. On/Off Treasury 2007
11. Recipient Code	41. Commitments 2008
12. Region Code	42. Payments 1 st – 4 th Quarter 2008
13. Income Code	43. On/Off Budget 2008
14. National/Regional Program	44. On/Off Treasury 2008
15. Type of Implementation	45. Commitments Forecast 2008
16. DAC/CRS Sector	46. Payments Forecast 2008
17. Type of Aid	47. On/Off Budget 2008
18. Grant / Loan	48. On/Off Treasury 2008
19. Government Counterpart	49. Commitments Forecast 2009
20. Implementing Agency	50. Payments Forecast 2009
21. Contracted Agency	51. On/Off Budget 2009
22. Gender Policy Marker	52. On/Off Treasury 2009
23. Environment Policy Marker	53. Commitments Forecast 2010
24. Rio Marker Biodiversity	54. Payments Forecast 2010
25. Rio Marker Climate Change	55. On/Off Budget 2010
26. Rio Marker Desertification	56. On/Off Treasury 2010
27. MDGs	57. Commitments Forecast 2011
28. Geo Information / Focal Regions	58. Payments Forecast 2011
29. Project Officer Contact Details	59. On/Off Budget 2011
30. Internet Link	60. On/Off Treasury 2011

Donor focal points are responsible for inputting the data online. See Appendix glossary for details & definitions

The structure of **ODAnic** includes among other the following data series **for Donor Details**:

1. Donor	10. Focal Point 1 Name
2. Field Office Address	11. Focal Point 1 Email
3. Field Office Phone	12. Focal Point 2 Name
4. Field Office Email	13. Focal Point 2 Email
5. Field Office Website	14. Institutions Responsible for ODA
6. Head of Mission Name	15. Total Staff in Country
7. Head of Mission Email	16. Total Expatriate Staff
8. Head of Cooperation Name	17. Total Local Staff
9. Head of Cooperation Email	

Donor focal points are responsible for inputting the data online. See Appendix glossary for details & definitions

The structure of **ODAnic** includes among other the following data series **for Strategy Information**:

1. Donor	13. Commitments & Payments Responsibility
2. Country Strategy Number / Name English	14. Monitoring & Evaluation Responsibility
3. Country Strategy Number / Name Spanish	15. Total ODA Commitments 2006
4. Country Strategy Description English	16. Total ODA Disbursements 2006
5. Country Strategy Description Spanish	17. Total ODA Commitments 2007
6. Start – End Date of Strategy	18. Total ODA Disbursements 2007
7. Total Amount Foreseen	19. Commitment to Budget Support
8. Country Strategy Paper Yes/No	20. Commitment to Common Funds
9. Website	21. Commitments to projects
10. Programming Responsibility	22. Focal Sector and their Focal Region
11. Project Appraisal Responsibility	23. Comment
12. Tenders Responsibility	

The structure of **ODAnic** includes among other the following data series **for Consistency**:

1. Donor	8. FC FONSALUD Payments
2. Past, Current and Forecast Years	9. FC Fondo Fed Payments
3. Total Commitments	10. FC Promipyme Payments
4. Total Payments	11. FC Fonim Payments
5. Budget Support Payments	12. FC Anti Corruption Payments
6. Multi Donor Common Fund For Civil Society Payments	13. FC FISE Payments
7. FC Prorural Payments	

1.6 The User / The Audience

ODAnic has two main groups of users, the focal points (data provider) and the general public (data viewer/audience). Therefore **ODAnic** can be accessed in two ways, through two different interfaces. One is the data input or -maintenance interface, which is password protected and only used by EU Donor focal points to enter and update their data: www.odadata.eu/odanic/admin. The other is the data presentation interface, which is freely accessible for anyone through www.odadata.eu/odanic and used to view the EU Bluebook and the project lists and -reports. It is expected there will be several main users of these lists and reports including development partners (GRUN, Donors, UN agencies and other organizations and institutions) and the general public.

1.7 Responsibilities

The DFID representation in Nicaragua hired ODAdat Aid Information Management Systems (AIMS) to design and manage **ODAnic** for the EU Donor Community in the implementation phase. It is planned that the EU Heads of Cooperations in Nicaragua will take up general and political oversight responsibility of the database application. Each EU Donor has nominated a database focal point responsible for inputting relevant data. Responsibilities may be defined as follows:

<u>Donor Focal Point</u>	<u>ODAdat</u>
<ul style="list-style-type: none"> • Provide complete, accurate and up-to-date Donor & project data • Maintain and quarterly update database with Donor & project information 	<ul style="list-style-type: none"> • Technical responsibility • Quality control • User trainings and password management • Support for focal points regarding data entry

1.8 Contact / Support

Questions, requests and suggestions can be sent to alexander.bohr@odadata.eu

2. Functions

2.1 Log-in

To add or update information to **ODAnic** follow these easy steps:

1. Start Microsoft Internet Explorer (IE) or Mozilla Firefox and connect to the Internet.
2. Type or copy the following web address into the address field of the IE and press enter:
www.odadata.eu/odanic/admin
3. Enter password, which has been given to you and press 'Login'. Note that your password is case sensitive..

Remarks

- If you don't remember your password please contact the **Master Focal Point** Alexander Bohr (alexander.bohr@odadata.eu).
- Each Agency/Donor has only one user account (login information) for the database.
- It is recommended to set a bookmark for the log-in page (right-click on the log-in page and select 'add to favourites').

The following clipping shows the database as it appears when you log-in the first time on

You are welcomed to the data input side of **ODAnic** by the draft projects page of the Donor entering. The main menu items are listed on the top side of the screen. In comparison to the frontend public side of **ODAnic**, you have here the possibility to Enter Data for Individual Projects or the Donor Details & Strategies.

Following Menu items are available at first glance:

EU Bluebook:	View of the frontend online EU Bluebook based on your published project & donor information.
Projects:	It's under this menu item that you need to select in order to enter the different stages of data entry for individual projects.
Design own Report:	Query tool of the frontend part of ODAnic for all published projects in the database.
Reports on:	Predefined reports for the data input side on the content of your draft & published projects.
Donor Info:	It's this menu item you need to select in order to enter all the donor profile information of the EU Bluebook
Manuals:	Its here that you find all information needed for the data input
Contact:	This is a link that leads you directly to the ODAnic Virtual Office on http://odadata.updatelog.com/ . Usernames and Passwords here differ from ODAnic and have been sent to you at an earlier stage.
Espanol:	Update?
Loggoff:	Once you have finished data entry please select "loggoff" in order to properly exit ODAnic Data Input. Selecting loggoff will lead you directly to the frontend ODAnic .

2.2 Donor Info

To add or update information to **ODAnic** it makes sense to first start updating the general Donor Info. See menu:



As mentioned above it's this menu item you need to select in order to enter all the donor profile information of the EU Bluebook such as Contact Details and Strategies. A data entry part on Consistency is also available so that donors can track and compare the totals of individual years with the reality of project data input. A list of used yearly exchange rates is available too next to the possibility to change your password

2.2.1 Donor Details

To add or update information to **ODAnic** on Donor Details such as contact information, focal point names and general information, please select the Menu item Donor Details. Following page appears:
<http://nic.odadata.eu/contact/show>

odanic OFFICIAL DEVELOPMENT ASSISTANCE TO NICARAGUA DATABASE

EU Bluebook | Projects | Design own report | Reports on: | Donor Info | Manuals | Contact | Español | Logout

EU Donors have now published all their projects. OD

Donor Details	
Donor	AUSTRIA
Head of Mission Name	n/a
Head of Mission Email	n/a
Field Office Address	Plaza España 1 cuadra al lago, apartado postal 3173, Managua, Nicaragua
Field Office Phone	+505-2663316
Head of Cooperation Name	Michaela Ellmeier
Head of Cooperation Email	michaela.ellmeier@ada.gv.at
First Focal Point Name	Christina Hörnicke
First Focal Point Email	christina.hoernicke@ada.gv.at
Second Focal Point Name	Mabel Garcia
Second Focal Point Email	mabel.garcia@ada.gv.at
Institutions Responsible for ODA	Federal Ministry of Foreign Affairs, Finance Ministry
Total staff in Country	11
Total Expatriate Staff	1
Total Local Staff	10

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Click on edit in order to enter or update information

odanic OFFICIAL DEVELOPMENT ASSISTANCE TO NICARAGUA DATABASE

EU Bluebook | Projects | Design own report | Reports on: | Donor Info | Manuals | Contact | Español | Logout

projects. ODAnic will open again once the update schedule has been decided on

Edit Donor Details	
Donor	AUSTRIA
Field Office Address	Plaza España 1 cuadra al lago, apar
Field Office Phone	+505-2663316
Field Office Email	managua@ada.gv.at
Field Office Website	n/a
Head of Mission - Name	n/a
Head of Mission - Email	n/a
Head of Cooperation - Name	Michaela Ellmeier
Head of Cooperation - Email	michaela.ellmeier@ada.gv.at
Focal Point 1 - Name	Christina Hörnicke
Focal Point 1 - Email	christina.hoernicke@ada.gv.at
Focal Point 2 - Name	Mabel Garcia
Focal Point 2 - Email	mabel.garcia@ada.gv.at
Institutions Responsible for ODA	Federal Ministry of Foreign Affairs, F
Total staff in Country	11
Total Expatriate Staff	1
Total Local Staff	10

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Click on submit after having entered information

For Definitions and data entry guidelines please view the Data entry glossary attached to this manual.

2.2.2 Country Strategy

To add or update information to **ODAnic** on your Country Strategy, Policy or Program, as well as degree of centralization, please select the Menu item Country Strategy. Following page appears: http://nic.odadata.eu/country_strategy/list

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EU Bluebook | Projects: | Design own report | Reports on: | Donor Info: | Manuals: | Contact | E

EU Donors have now published all their projects. ODAnic will open again once the update schedule has been decided

Country Strategies and Programming Details						
Donor	AUSTRIA					
Country Strategy Number/Name	Country Strategy Description	Start Date	End Date	Total Amount Foreseen		
Cooperación para el Desarrollo, Programa País para Nicaragua 2003 - 2006	Priority country - Nicaragua Bilateral relations between Austria and Nicaragua intensified in the early 1980s. It should be mentioned that Austrian NGOs played a very important role since thanks to (read more)	2003-01-01	2008-12-31	n/a	Edit Show	

[New Country Strategy](#) | [Printable Version](#)

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Click here to add a new Country Strategy

Click here to edit the Country Strategy

Click here to view the content of the entered Strategy

After having clicked on the "edit" link, following input mask appears: http://nic.odadata.eu/country_strategy/edit/1

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EU Bluebook | Projects: | Design own report | Reports on: | Donor Info: | Manuals: | Contact | Espanol | Logoff

EU Donors have now published all their projects. ODAnic will open again once the update schedule has been decided on

Edit Country Strategy and Programming Details

Donor:	AUSTRIA		
English Name/Title	Cooperación para el Desarrollo, Prog		
Spanish Name/Title			
English Description	In the early 1990s, Austrian Development Cooperation was able to		
Spanish Description	no hablo espanol		
Start Date	1	January	2003
End Date	31	December	2008
Total Amount Foreseen	0		
Country Strategy Paper	<input checked="" type="checkbox"/>		

Enter Strategy Information. Title and Description need to be included in EN and ES

Enter ODA commitments as per official Report from OECD/DAC

Enter Strategy Focal Sectors and their respective focal regions

Click on submit after having entered information

Programming responsibility	Field Office / Head Quarters
Project appraisal responsibility	Field Office / Head Quarters
Tenders responsibility	Field Office / Head Quarters
Commitments and payments responsibility	Head Quarters
Monitoring and evaluation responsibility	Field Office / Head Quarters
Total ODA Commitments 2006	0 EUR
Total ODA Disbursements 2006	0 EUR
Total ODA Commitments 2007	0 EUR
Total ODA Disbursements 2007	0 EUR
Commitment to Budget Support	0%
Commitment to Common Funds	26%
Commitment to Projects	74%
Focal Sector / Focal Region:	<div> 43000 OTHER MULTISECTOR 43040 Rural development Total Amount: 0 Río San Juan Delete Región Autónoma del Atlántico Sur Delete Add Another Focal Province Delete Sector </div> <div> 32100 INDUSTRY 32130 Small and medium-sized enterprises (SME) development Total Amount: 0 Esteli Delete Masaya Delete Add Another Focal Province Delete Sector </div> <div> 12100 HEALTH, GENERAL 12181 Medical education/training Total Amount: 0 Región Autónoma del Atlántico Norte Delete Región Autónoma del Atlántico Sur Delete Add Another Focal Province Delete Sector </div>
Add Another Focal Sector	
Comment	
Submit	
List	

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It is important to include the names of the strategy as well as its description in both English and Spanish.

For Definitions and data entry guidelines please view the Data entry glossary attached to this manual.

2.2.3 Donor Consistency

To add or update information to **ODAnic** on Donor Consistency, please select the Menu item Donor Consistency. This part of ODAnic is meant to help individual Focal Points and the Database Management to track and compare the totals of individual years with the reality of project data input. Following page appears: http://odatest.hackrus.net/consistency_finances/list

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EU Bluebook | Projects: | Design own report | Reports on: | Donor Info: | Manuals: | Logoff

EU Donors | Projects

Donor Consistency Finances Information

Donor	AUSTRIA			
Year	Total Payments	Total Payments Forecasts		
2007	2,746,005	n/a	Edit	Show
2008	4,800,000	4,800,000	Edit	Show

Add Payment Information for Current or Previous Year

Add Payment Forecasts for Another Year

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After having clicked on the “edit” or “add” link of an individual year, following input mask appears:

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EU Bluebook | Projects: | Design own report | Reports on: | Donor Info: | Manuals: | Contact | Español | Logoff

projects. ODAnic will open again once the update schedule has been decided on

Edit Consistency Finances

Donor	AUSTRIA
Year	2007
Total Commitments	0
Total Payments	2746005
Budget Support Payments	0
Multi Donor Common Fund For Civil Society Payments	0
Fc Prorural Payments	0
FC FONSALUD Payments	500000
Fc Fondo Fed Payments	0
Fc Promipyme Payments	0
Fc Fonim Payments	0
Fc Anti Corruption Payments	0
FC FISE Payments	0
Submit	
Back	

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For Definitions and data entry guidelines please view the Data entry glossary attached to this manual.

The “show” link of the financial consistency of e.g. the present year 2008, gives you a view of the financial data inputted. Forecast and real data is differed in order to be able also to assess the reality of Aid Flows:



Financial Consistency Details

Donor	AUSTRIA
Year	2008
Total Commitments	n/a
Total Payments	4,800,000
Budget Support Payments	n/a
Multi Donor Common Funds for Civil Society Payments	n/a
FC Prorural Payments	n/a
FC FONSALUD Payments	1,000,000
FC Fondo Fed Payments	n/a
FC Promipyme Payments	n/a
FC Fonim Payments	n/a
FC Anti Corruption Payments	n/a
FC FISE Payments	n/a

Financial Consistency Forecasts

Donor	AUSTRIA
Year	2008
Total Indicative Commitments	n/a
Total Non Committed	n/a
Total Payments Forecasts	4,800,000
Budget Support Forecast	n/a
Multi Donor Common Funds for Civil Society Forecast	n/a
FC Prorural Forecast	n/a
FC FONSALUD Forecast	n/a
FC Fondo Fed Forecast	n/a
FC Promipyme Forecast	n/a
FC Fonim Forecast	n/a
FC Anti Corruption Forecast	n/a
FC FISE Forecast	n/a

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2.2.4 Exchange Rate

To view the list of list of used yearly exchange rates, please select the Menu item Exchange Rate. Following currencies are available in ODAnic: DKK, EUR, GBP, SEK and USD. The exchange rates used are the average exchange rates from the OECD or the EC Budget website. The current and forecast years use the average exchange rates of the past year.

All Focal Persons are request to input their Data in their original currencies: Denmark in DKK, Sweden in SEK, ECin EUR etc...Even if you use US\$ in some of your projects, please transfer the funds into your original currency using your internal exchange rate where possible.

http://nic.odadata.eu/admin/exchange_rate_list




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The update schedule has been decided on

Exchange Rates

2007	
Currency	Euro Exchange Rate
GBP	0.67
SEK	9.22
EUR	1.0
USD	1.37
DKK	7.45

2008	
Currency	Euro Exchange Rate
DKK	7.45
GBP	0.67
SEK	9.22
EUR	1.0
USD	1.37

2009	
Currency	Euro Exchange Rate
DKK	7.45
SEK	9.22
EUR	1.0
GBP	0.67
USD	1.37

2010	
Currency	Euro Exchange Rate
DKK	7.45
SEK	9.22
EUR	1.0
GBP	0.67
USD	1.37

2011	
Currency	Euro Exchange Rate
DKK	7.45
GBP	0.67
SEK	9.22
EUR	1.0
USD	1.37



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2.2.5 Change Password

Please change your password after you first log-in. Select the Menu item "Change Password". The following form will appear: http://nic.odadata.eu/admin/change_password

Enter your new
password here

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[EU Bluebook](#) | [Projects](#) | [Design own report](#) | [Reports on:](#) | [Donor Info](#) | [Manuals](#) | [Contact](#) | [Español](#) | [Logoff](#)

EU Donors have now published all their projects. ODAnic will open agi

Change Password

Donor

AUSTRIA

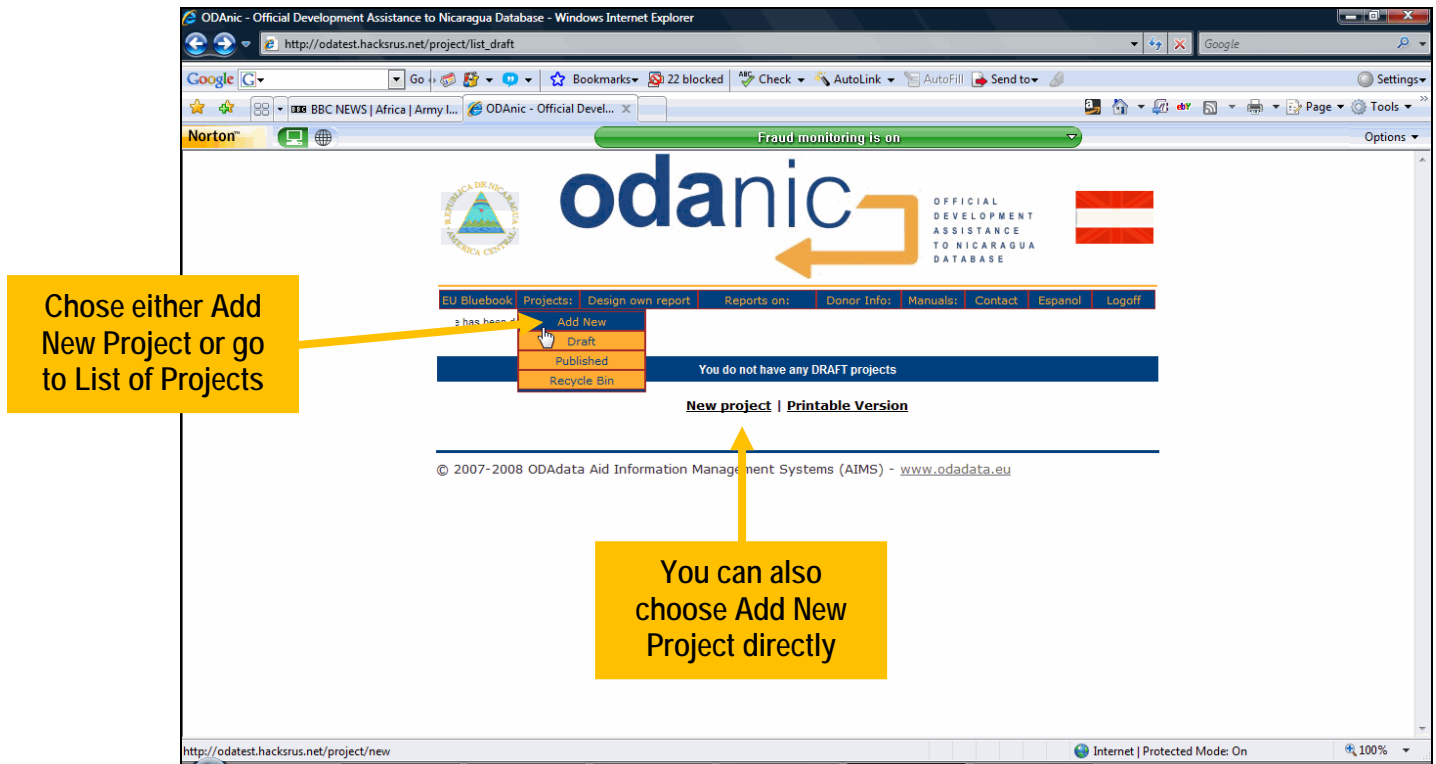
Password

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2.3 Projects

To add or update information to ODAnic on individual Projects, please select the Menu item “Projects”.



As written in the introduction above, the entry page after login is http://nic.odadata.eu/project/list_draft which per default is the List of Draft Projects of the Donor entering.

Selecting **Add new** leads directly to the data input fields whereas **'Draft Projects'**, **'Published Projects'** and **'Recycle Bin'** opens a list of existing projects with the respective data status..

The main menu items under “**Projects**” therefore reflect the different *data status* (not project status) and are coherent with the workflow, which usually consists of the following steps:

- The user adds data for a **new project** as described under section 2.3.1.
- After saving the data of a new project the first time, the project appears in the list of **draft projects** (menu 'Draft Projects'). The draft status allows users to
 - add or modify data at a later stage (see section 2.3.2)
 - share the data entry with other colleagues
 - reviewing project information within the agency/ Donor before publishing.
- If all data are complete and valid, the project can be published (see section 2.3.3). A published project appears in project lists, reports and counts towards the aggregated total in e.g. the EU Bluebook, which are available on the public frontend of ODAnic.
- If the project itself shall be **deleted**, its data status in the database needs to be set as **'deleted'** (see section 2.3.4).

All project information remains in the database in case needed. **On the public side only published projects are visible.** Please make sure that projects that have been completed remain published so that they can still count in the aggregated totals of past years and can be found in the different search possibilities such as through “**Design Own Report**”. More information about the different data status will be given later in this document.

2.3.1 Adding New Project Data

To begin adding data to the database, select menu item **"Add a New Project"**. <http://odatest.hacksrus.net/project/new>. After selecting 'Add a New Project' the main data entry Form will appear. It is separated in two parts, the first on general information and the second one for the financial information. Please fill out the form in compliance with the recommendations in the data field descriptions (see appendix for data entry glossary) and press **"Continue to Financial Information"**. **Bold Fields are mandatory**.

[illegible]

**Continue to
Financial
Information**

The verification for the data entry is built in for most checkable cases, so if you have made a mistake it will be brought to your attention. Once you press **"Continue to Financial Information."** and the data is "clean" a second form will appear enabling you to include all the relevant financial information. New projects are automatically declared as **"draft"** after saving the data the first time.

Update Project's Financial Information

Project's Cofundings

Has cofundings ☐

Historic Financial Information

Commitments up to the end of 2006 0 EUR

Payments up to the end of 2006 0 EUR

2007

Commitments 0 EUR

Payments First Quarter 0 EUR

Payments Second Quarter 0 EUR

Payments Third Quarter 0 EUR

Payments Fourth Quarter 0 EUR

On budget Off Budget

On treasury Off Treasury

2008

Commitments 0 EUR

Payments First Quarter 0 EUR

Payments Second Quarter 0 EUR

Payments Third Quarter 0 EUR

Payments Fourth Quarter 0 EUR

On budget Off Budget

On treasury Off Treasury

2008 - Forecasts

Commitments Forecast 200,000 EUR

Payments Forecast 0 EUR

On budget Off Budget

On treasury Off Treasury

2009 - Forecasts

Commitments Forecast 0 EUR

Payments Forecast 0 EUR

On budget Off Budget

On treasury Off Treasury

2010 - Forecasts

Commitments Forecast 0 EUR

Payments Forecast 0 EUR

On budget Off Budget

On treasury Off Treasury

2011 - Forecasts

Commitments Forecast 0 EUR

Payments Forecast 0 EUR

On budget Off Budget

On treasury Off Treasury

Save changes

[Back to General Information](#)

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For Definitions and data entry guidelines please view the Data entry glossary attached to this manual.

2.3.2 Modifying/Editing Existing Project Data

To modify existing project data, select '**Draft Projects**' for the data that has not yet been published or '**Published Projects**' for the data that has been published.

After selecting '**Draft Projects**' or '**Published Projects**' a list of all projects (of your agency/donor) appears. The last column of this list contains a dropdown field with the commands executable for the project in the same row. Select '**Edit**' to display the data input fields for the project. Edited draft information will be sent back to draft status while published information once edited and submitted will be directly sent back to published status.

IMPORTANT: Please be aware that after saving the data there is no 'undo'-function that can cancel your changes. Restoring data (when possible) from backups is extremely time-consuming.

EU Bluebook | Projects | Design own report | Reports on: | Donor Info: | Manuals: | Contact | Español | Logoff

EU Donors have now published all their projects. ODAnic will open

Fact Sheet	Donor	Project No.	Project Title	Total Committed	Disbursed 2007	Disbursement Forecast 2008	
Show	AUSTRIA	0017-05/2007	Contribución al (more)	0 EUR	0 EUR	0 EUR	Choose: ▾
Show	AUSTRIA	1078-04/2002	Desarrollo (more)	842,300 EUR	0 EUR	65,300 EUR	Choose: ▾
Show	AUSTRIA	1273-00/2006	Coordinación de (more)	206,000 EUR	35,000 EUR	0 EUR	Choose: ▾
Show	AUSTRIA	1273-00/2008	Coordinación de (more)	0 EUR	0 EUR	100,000 EUR	Choose: ▾
Show	AUSTRIA	1494-00/2005	Implementación del (more)	2,699,687 EUR	700,000 EUR	0 EUR	Choose: ▾
Show	AUSTRIA	1494-00/2008	Programa para la (more)	0 EUR	0 EUR	700,000 EUR	Choose: ▾
Show	AUSTRIA	1495-00/2002	Programa de (more)	382,700 EUR	37,257 EUR	0 EUR	Choose: ▾

2.3.3 Publishing Project Data

Publishing a project makes its information accessible for the public. The project data appears in project lists and reports and is counted towards any aggregates such as in the EU Bluebook or the Annual Totals, which are available on www.odadata.eu/odanic.

The '**publish**'- command is available only for project drafts. If a deleted project needs to be published again, it must be set as **draft** first and then published again.

To publish project information, select '**Draft Projects**' from the menu and a list of all projects with draft status appears. Click on the dropdown field in last column of the project that you want to publish and select '**publish**'.

2.3.4 Deleting a Project

In order to avoid deleting a project permanently from Draft or Published Projects in case the data is needed later on, the option provided is to keep a project that was deleted first in a Recycle Bin. Once the Focal Point is sure that the deleted project is correctly set as deleted, he/she can delete all projects in the Recycle Bin permanently.

If a user enters a project that he wants to delete, they can delete it directly from Published or Draft Projects. To declare a project as **deleted** click on the dropdown field in the last column of the project that you would like to declare as **deleted** and select '**Delete**'. The project disappears from the list of published or draft projects.

EU Bluebook | Projects: | Design own report | Reports on: | Donor Info: | Manuals: | Contact | Espanol | Logoff

EU Donors have now published all their projects. ODAnic

Fact Sheet	Donor	Project No.	Project Title	Total Committed	Disbursed 2007	Disbursement Forecast 2008	
		gdfgdf		47,090 EUR	459,522 EUR	0 EUR	Choose: ▼

Click on Emty Recycle Bin to permanently delete projects

[Empty Recycle Bin](#) | [Printable Version](#)

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Please make sure that you DO NOT delete completed projects. As instructed above, completed projects are kept as published so that they are visible in the different reports!!!

2.3.5 Lists and Reports & Fact Sheets

A variety of Reports are available for the public on www.odadata.eu/odanic. The intention is to provide a set of quickly accessible standard project lists and maps (e.g. project lists by each Donor or by sector) complemented by a page on which the user can combine various filter- and output criteria in order to create individual project lists or maps, the "Design your own Report" see **button on the Menu: Design Own Report**. Only published projects can be seen here. This is also the place where to find "completed" projects.

The following lists and reports are available as well for focal points in Data Input Modus:

Reports on Draft & Published Projects

In order to view a report of ALL the data of your "Draft" or "Published" Projects, you click on the **button on the Menu: "Reports on"** and select either.. This will e.g; enable you to view in either Web or **EXCEL** output all your draft – preliminary – data.

To update with updated screenshot

Fact Sheets

A project fact sheet consists of a single page that contains all data of a project. The fact sheet can be retrieved from any project list (draft, published or retired) by clicking on the fact sheet show link of the respective project.

List of draft projects – RECOMMENDED

The Draft Report mentioned above, can also be accessed without logging into the project database. This helps focal points to distribute draft information to their colleagues in order to review the data, without the need to explain to them how to log into the database application and how to select the respective data. **This is RECOMMENDED in order to share draft data with colleagues.** A web address (URL) which already contains agency specific log-in information can be sent electronically to all persons involved in the review process and if the computer of a recipient is connected to the internet, a single click on the distributed URL leads directly to the list of project drafts. From this point the users can view and monitor the factsheets of all draft projects but they can not modify any data.

[http://www.odadata.eu/odanic/reports/draft/\[your user name\]](http://www.odadata.eu/odanic/reports/draft/[your user name])

Before distributing this link to your colleagues, replace the place holders [your user name] with the log-in user name for your agency.

Example:

<http://www.odadata.eu/odanic/reports/draft/AUSTRIA>

3. Technical Information

- Performance and appearance of the web application is best by using Microsoft's browser Internet Explorer 6+ or Mozilla Firefox
- Avoid using the browser's 'back'- and 'forward' buttons. Use the application's navigation items or *cancel* buttons instead.
- Avoid leaving the application without logging out.
- The data field descriptions are in the appendix of this manual.
- For a full overview of the functions of the public frontend please consult the **ODAnic Manual**
- If you have problems viewing Flash applications, please download and install <http://www.macromedia.com/software/flash/about/>. Ask your IT Administrator for the relevant rights if needed.

If an error occurs or if a feature of the web application does not work as expected please contact Alexander Bohr, alexander.bohr@odadata.eu.

It has been observed that due to the settings of some Internet Explorers from focal points, ODAnic might not be always working 100%. This is due to either to the Internet Explorer still referring to an older copy of the tool in its memory (cache) or on the server of your internet provider. In such cases please first try "Ctrl – F5" or go into:

"extras" – "internet options" – and delete "cookies" and "temporary Internet Files".

Further on the same screen, enter into **"settings"** and choose the option: **"Look for newer version at every visit of the page"**

Appendix:

Glossary I: Individual Projects - Data Fields Details & Definitions

1.	Donor	Name of Donor such as France or EC – Automatic as per login
2.	Donor Agency	Name of Donor Agency. For Germany e.g. KFW, GTZ etc.
3.	Project Number	Specific Project Number. EC Example: 9ACPMOZ001
4.	OECD ID	Unique Project Number given by the OECD DAC on first reporting of the project to the OECD.
5.	Recipient Country Budget Nr	Specific Project Number that appears in the Nicaraguan State Budget if On-Budget
6.	Project Title	Official Title of the Project used internally by the Donor
7.	Project Description	<p>The project description preferably consists of the following information:</p> <p>Context: Basic background information which helps (the general public) to understand the project description.</p> <ul style="list-style-type: none"> • Problem to be addressed • Explanation on the national institutional and legal framework • Reference to findings of relevant reviews or evaluations. <p>Goals/objectives: The purpose or goal representing the desired result that a project or programme seeks to achieve. This can be written in a short statement covering the main objectives pursued by the project, or in a list of objectives, described in keywords. Include target groups and number of beneficiaries if the data is available and if it helps to understand the scope of the project. If goals are described by using % figures, make sure that the respective basis (100%) and the time frame are known.</p> <p>Implementation:</p> <ul style="list-style-type: none"> • Key activities (main actions to achieve above described goals) • Explanations on cooperation and partnerships (context specific information on partner involvement; additional information to the 'partners' section)
8.	Country Strategy Link	Link to the country strategy or policy included in the Donor Profile section
9	Status	<p>The status of a project can be selected to be either pipeline, ongoing or completed.</p> <p>A pipeline project is a project which has already officially been decided on by has not started</p>
10	Start-End Date	The time from the actual project start- to the actual anticipated project end date, which means that delays are taken into consideration.

Glossary I: Individual Projects - Data Fields Details & Definitions		
11.	Recipient Code	Official Code given by the OECD to Nicaragua - Automatic
12.	Region Code	Official Code given by the OECD to Central America - Automatic
13.	Income Code	Official Code given by the OECD to Nicaragua - Automatic
14.	National/Regional Program	<p>This field is meant to give information on whether the project is part of a National or Regional Strategy and if it is Regional whether the national or country component is financially clearly distinguishable:</p> <p>Select "National" if only implemented and foreseen for Nicaragua as part of National Program or Strategy. Select "Regional" if a Regional Project/Program e.g. for Central America and an individual Nicaraguan Component not available Select "Regional Project/Program with Nicaraguan Component" if the Nicaraguan component is distinct.</p>
15.	Type of Implementation	<p>Following possibilities exist:</p> <p>Select Multilateral: if the Project/Program is implemented via a UN Agency/Multilateral such as e.g. the World Bank / ADB/ UNDP Select Bilateral: if the Project/Program is implemented as direct agreement between Donor and GoN meaning not via UN Agency/Multilateral or NGO Select NGO: if the Project/Program is implemented via NGOs</p>
16.	DAC Sector	<p>Area(s) of core activity of a project.</p> <p>As the DAC/CRS Sector codification is the only international standard useable for interagency or inter-donor statistical comparability, it is necessary to use only this type of codification. See Appendix</p> <p>The selection of only one sector is allowed. It is extremely important, that the selection reflects the official DAC/CRS codification used by the member State for reporting to the OECD. Member States should therefore request this information from their Head Quarters in case this information is not available in their Field Office.</p> <p>The DAC Sector is the 3 digit code such as 111000 Education, 12100 Health General</p> <p>Next to the Main 3 digit DAC Sector Code, the DAC CRS Sector is the more specific 5 digit sub-Sector code such as 11110 Education policy and administrative management. See Appendix</p>
17.	Type of Aid	<p>Following possibilities exist:</p> <p>Technical Assistance, Project/Programme, Budget Support (JFA), Multi Donor Common Fund for Civil Society (for Governance), FC - PRORURAL, FC - PRO SALUD, FC - FONDO FED, FC - PROMIPYME, FC - FONIM etc..</p> <p>Please disaggregate the information where possible in case several types are part of one of your programs in order to be able to distinguish each type of Aid.</p>
18.	Grant / Loan	This field defines the type of financing of the activity. Whether it is a Grant or a Loan
19.	Government Counterpart	This field is meant for future inclusion of Nicaraguan Government beneficiaries as codified e.g. in SYSODA

Glossary I: Individual Projects - Data Fields Details & Definitions		
20.	Implementing Agencies	<p>The Implementing Agency can be an NGO, a ministry or any other organization in charge of implementing/executing the activity. More than one can be entered.</p> <p>In case an Implementing Agency is not available from the drop down, please contact your Master Focal Point</p>
21.	Contracted Agencies	<p>As with the Implementing Agency, this can be an NGO, a ministry or any other organization that was contracted for the project. More than one can be entered.</p> <p>Implementing and Contracted Agencies can per se be the same. However there are many cases of an intermediary contracted agency that implements the activity via another organization.</p> <p>In case an Contracted Agency is not available from the drop down, please contact your Master Focal Point</p>
22.	Gender Policy Marker	<p>ODAnic includes the Gender Policy Marker as per OECD/DAC definition:</p> <p>Please select either: Non applicable, Significant, Principal</p> <p>This system of Policy and Rio Convention Markers was introduced by OECD/DAC in order to establish a method to monitor ODA according the different international agreements such as for Gender or Environment. See Appendix for guidelines</p>
23.	Environment Policy Marker	<p>ODAnic includes the Environment Policy Marker as per OECD/DAC definition:</p> <p>Please select either: Non applicable, Significant, Principal</p> <p>This system of Policy and Rio Convention Markers was introduced by OECD/DAC in order to establish a method to monitor ODA according the different international agreements such as for Gender or Environment. See Appendix for guidelines</p>
24.	Rio Marker Biodiversity	<p>ODAnic includes the Rio Convention Marker Biodiversity as per OECD/DAC definition:</p> <p>Please select either: Non applicable, Significant, Principal</p> <p>See Appendix for guidelines</p>
25.	Rio Marker Climate Change	<p>ODAnic includes the Rio Convention Marker Climate Change as per OECD/DAC definition:</p> <p>Please select either: Non applicable, Significant, Principal</p> <p>See Appendix for guidelines</p>
26.	Rio Marker Desertification	<p>ODAnic includes the Rio Convention Marker Desertification as per OECD/DAC definition:</p> <p>Please select either: Non applicable, Significant, Principal</p> <p>See Appendix for guidelines</p>
27.	MDGs	<p>All activities entered in ODAnic can be attributed to the achievement of an MDG and Target. Multiple allocations are possible. Not applicable can be chosen as well.</p>

Glossary I: Individual Projects - Data Fields Details & Definitions

28.	Geo Information / Focal Regions	<p>This field is supposed to enable Donors to show the geographic location of their individual activities up to Municipal level.</p> <p>As each project requires individual considerations for defining its location(s), no specific guidelines can be provided. In general,</p> <ul style="list-style-type: none"> • bear in mind the information requirements that a database user is assumed to have (also regarding search approach, search results) • having information at municipality level (as opposed to just regions) constitutes a major value of this database and contributes significantly to a better inter-donor coordination. • avoid to declare a project as nationwide whenever possible. <p>Remarks:</p> <ul style="list-style-type: none"> • If the project is a national project then select "National". • If the project is not a national project then the regions & municipalities must be chosen. To select a municipality, a region must be selected first. By selecting a region the relevant municipalities for that region appear below. To multiple select municipalities hold the control (Ctrl) button down and click on the required municipalities. • To add another region click on the "Add Another Region" button. <p>To delete a region and the selected municipalities click on the "Delete" button on the respective row.</p>
29.	Officer Responsible	Name and contact details of the person in charge of the activity at the Donor. Either a person who directly answers questions, inquiries or feedbacks, or an administrative assistant who coordinates them. In most cases the Project Officer.
30.	Internet Link	If available the internet link to a specific site on the activity or project.
31.	Comments	Any other information not covered by the data fields relevant to the understanding of the activity
32.	Co-Funding Yes/No	<p>Please select the icon for Co-Funding in case the project/activity involves contributions by other donors.</p> <p>Co-Funding is seen here as delegation of the funds by Donors towards the Donor reporting. The Donor reporting must have implementation responsibility. This is not to be confounded with Common Fund Co-Financing arrangements</p> <p>This field includes information on the total contribution (commitments) of other Donors towards the implementation of the project.</p>
33.	Co-Funding Donor	<p>Once you have selected that a project has co-funding, a new drop down field appears where you need to indicate the donor that is contributing to the project or activity.</p> <p>Co-funding Donors in this list are managed by the Master Focal Point, so please contact him in case the respective Donor is missing.</p> <p>You have also the possibility to add several Co-funding Donors</p>

Glossary I: Individual Projects - Data Fields Details & Definitions		
34.	Co-Funding Totals	This field includes information on the total contribution (commitments) of other Donors towards the implementation of the project.
35.	Commitments up to end of 2006	<p>The amount of project / activity funds (in your own currency) that have been committed up to end of year 2006. This is a necessary field for historic financial data, the baseline of ODAnic being 2007.</p> <p>Therefore if a Project started e.g in 2005, please input all commitments made between 2005 and end of 2006 in this field</p>
36.	Payments up to end of 2006	<p>The amount of project / activity funds (in your own currency) that have been paid up to end of year 2006. This is a necessary field for historic financial data, the baseline of ODAnic being 2007.</p> <p>Therefore if a Project started e.g in 2005, please input all payments made between 2005 and end of 2006 in this field</p>
37.	Commitments 2007	Please input in this field all Commitments made for this project / activity in 2007
36.	Payments 1 st – 4 th Quarter 2007	Please input in these fields all payments made during the individual quarters of the year 2007 for this project/activity.
37.	On/Off Budget 2007	If it is On/Off Budget , meaning it appears or does not appear in the 2007 State Budget of Nicaragua
38.	On/Off Treasury 2007	If the funds involved were paid through the National Treasury Account of Nicaragua in 2007 or not.
39.	Commitments 2008	<p>Please input in this field all Commitments already made for this project / activity in 2008</p> <p>For Forecasts please use the forecast fields</p>
40.	Payments 1 st – 4 th Quarter 2008	<p>Please input in these fields all payments already made during the individual quarters of the year 2008 for this project/activity.</p> <p>This is only for payments done in Past Quarters. For Forecasts please use the forecast fields</p>
41.	On/Off Budget 2008	If it is On/Off Budget , meaning it appears or does not appear in the 2008 State Budget of Nicaragua
42.	On/Off Treasury 2008	If the funds involved were or are going to be paid through the National Treasury Account of Nicaragua in 2008 or not.
43.	Commitments Forecast 2008	<p>Please input in this field all Commitments you intend to make for this project / activity in 2008</p> <p>To be decided on when to close those forecast fields in year n</p>
44.	Payments Forecasts 2008	<p>Please input in this field all Payments you intend to make for this project / activity in 2008</p> <p>To be decided on when to close those forecast fields in year n</p>
45.	On/Off Budget 2008	If the forecast amounts are On/Off Budget , meaning it appears or does not appear in the 2008 State Budget of Nicaragua
46.	On/Off Treasury 2008	If the forecasts funds involved are going to be paid through the National Treasury Account of Nicaragua in 2008 or not.

Glossary I: Individual Projects - Data Fields Details & Definitions		
47.	Commitments Forecast 2009	Please input in this field all Commitments you intend to make for this project / activity in 2009
48.	Payments Forecasts 2009	Please input in this field all Payments you intend to make for this project / activity in 2009
49.	On/Off Budget 2009	If the forecast amounts are On/Off Budget , meaning it appears or does not appear in the 2009 State Budget of Nicaragua
50.	On/Off Treasury 2009	If the forecasts funds involved are going to be paid through the National Treasury Account of Nicaragua in 2009 or not.
51.	Commitments Forecast 2010	Please input in this field all Commitments you intend to make for this project / activity in 2010
52.	Payments Forecasts 2010	Please input in this field all Payments you intend to make for this project / activity in 2010
53.	On/Off Budget 2010	If the forecast amounts are On/Off Budget , meaning it should appear or should not appear in the 2010 State Budget of Nicaragua
54.	On/Off Treasury 2010	If the forecasts funds involved shall be paid through the National Treasury Account of Nicaragua in 2010 or not.
55.	Commitments Forecast 2011	Please input in this field all Commitments you intend to make for this project / activity in 2011
56.	Payments Forecasts 2011	Please input in this field all Payments you intend to make for this project / activity in 2011
57.	On/Off Budget 2011	If the forecast amounts are On/Off Budget , meaning it should appear or should not appear in the 2011 State Budget of Nicaragua
58.	On/Off Treasury 2011	If the forecasts funds involved shall be paid through the National Treasury Account of Nicaragua in 2011 or not.

Glossary II: Donor Details - Data Fields Details & Definitions		
1.	Donor	Automatic allocation according to Donor entering data
2. – 5.	Field Office Contacts	Address of the Field Office in Nicaragua including Tel., email., and Website of Field Office/Embassy
6. – 7.	Head of Mission Name and Email	For good and sustainable hierarchical follow-up of ODAnic, it is important to include and update the name and email of the Head of Mission
8. – 9.	Head of Cooperation Name and Email	For good and sustainable hierarchical follow-up of ODAnic, it is important to include and update the name and email of the Head of Cooperation
10. – 11	Focal Point 1 Name and Email	For good and sustainable follow-up of ODAnic, it is important to include and update the name and email of the main Focal Point in charge of Data Input so that the information loop is sustained
12.–13.	Focal Point 2 Name and Email	For good and sustainable follow-up of ODAnic, it is important to include and update the name and email of a second Focal Point so that in case of absense of Focal Point 1 Data Input can be assured.
14.	Institutions Responsible for ODA	Please indicate here the Ministry or Agency responsible for ODA in your Country. E.g. Ministry of Foreign Affairs / Development Cooperation Directorate / Autonomous Aid Agency etc.
15.	Total Staff in Nicaragua	Estimate of full time staff working on ODA in Nicaragua
16.	Total Expatriate Staff	Estimate of full time expatriate staff working on ODA in Nicaragua
17.	Total Local Staff	Estimate of full time local staff working on ODA in Nicaragua

Glossary III: Country Strategy Information - Data Fields Details & Definitions

1.	Donor	Automatic allocation according to Donor entering data
2.	Country Strategy Name / Number in English	Please indicate the Name or Number of your actual country strategy in English
3.	Country Strategy Name / Number in Spanish	Please indicate the Name or Number of your actual country strategy in Spanish
4.	Country Strategy Description in English	Please include here a short description or summary of the main content of your Country Strategy or Policy in English. The text should not exceed one A4 Page.
5.	Country Strategy Description in Spanish	Please include here a short description or summary of the main content of your Country Strategy or Policy in Spanish. The text should not exceed one A4 Page.
6.	Start – End Date of Strategy	Please indicate here the Start and End date of your Strategy – Period covered
7.	Total Amount Foreseen	In case your country strategy includes ceilings for funds, please input here the overall Amount foreseen for the current country Strategy/Program in your currency of origin.
8.	Country Strategy Paper Yes/No	Here you can indicate if you have proper programming paper, CSP or Country Strategy Policy with Yes. In case you do not have a specific country program please indicate No
9.	Internet Link	Link to the Internet webpage where the CSP is available
10.	Degree of Centralisation – Programming	Who has the final decision on each stage of the ODA process? a) Headquarters or b) Field Office or c) both? For Country ODA allocation, approval of country strategy
11.	Degree of Centralisation – Project Appraisal & Approval	Who has the final decision on each stage of the ODA process? a) Headquarters or b) Field Office or c) both? Appraisal and approval of projects and programmes
12.	Degree of Centralisation – Tenders	Who has the final decision on each stage of the ODA process? a) Headquarters or b) Field Office or c) both? Issue, approval and evaluation of tenders, selection of contractors
13.	Degree of Centralisation – Commitments & Payments	Who has the final decision on each stage of the ODA process? a) Headquarters or b) Field or c) both? Signature of contracts, approval of commitments and payments
14.	Degree of Centralisation – Monitoring & Evaluation	Who has the final decision on each stage of the ODA process? a) Headquarters or b) Field or c) both? Monitoring and evaluation of projects
15.	Total ODA Commitments 2006	Total Amount of funds in currency of origin officially committed in 2006 to Nicaragua according to the OECD/DAC Online Statistics http://stats.oecd.org/WBOS/
16.	Total ODA Payments 2006	Total Amount of funds in currency of origin officially disbursed in 2006 to Nicaragua according to the OECD/DAC Online Statistics http://stats.oecd.org/WBOS/
17.	Total ODA Commitments 2007	Total Amount of funds in currency of origin officially committed in 2007 to Nicaragua according to the OECD/DAC Online Statistics http://stats.oecd.org/WBOS/
18.	Total ODA Payments 2007	Total Amount of funds in currency of origin officially disbursed in 2007 to Nicaragua according to the OECD/DAC Online Statistics http://stats.oecd.org/WBOS/
19.	Commitment to Budget Support	Estimated % of ODA for 2007-2010 through budget support

Glossary III: Country Strategy Information - Data Fields Details & Definitions		
20.	Commitment to Sector-Wide approaches	Estimated % of ODA for 2007-2010 through sector-wide approaches
21.	Commitment to Projects	Estimated % of ODA for 2007-2010 through projects
22.	Focal Sectors and their Regions	<p>Priority sectors according to the last CSP and their regions</p> <p>Please indicate the Priority Sectors according to main 3 Digit DAC Sectors and 5 Digit Sub-Sectors if available.</p> <p>After having selected the Priority Sector you have the possibility to include the amounts foreseen for the Priority Sector during the period covered by the Country Strategy.</p> <p>Further, please indicate the Focal Regions where you are or want to be active in this Focal Sector.</p> <p>You can add several Focal Sectors</p>
23.	Comments	In this field you can include any information you deem necessary for the User, that has not been covered by above fields

Glossary IV: Consistency Information - Data Fields Details & Definitions

1.	Donor	Automatic allocation according to Donor entering data
2.	Past, Current, Forecast Years	Please select here the year you chose for your consistency details.
3.	Total Commitments	<p>Please indicate here the Total Amount you committed or you intend to commit, in case of forecast years, for a specific year according to your internal information</p> <p>This will help you to control & check the ODAnic aggregates</p>
4.	Total Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year according to your internal information</p> <p>This will help you to control & check the ODAnic aggregates</p>
5.	Budget Support Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for Budget Support</p> <p>This will help you to control & check the ODAnic aggregates</p>
6.	Multi Donor Common Fund For Civil Society Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for the Multi Donor Common Fund For Civil Society</p> <p>This will help you to control & check the ODAnic aggregates</p>
7.	FC Prorural Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC Prorural</p> <p>This will help you to control & check the ODAnic aggregates</p>
8.	FC FONSALUD Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC FONSALUD</p> <p>This will help you to control & check the ODAnic aggregates</p>
9.	FC Fondo Fed Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC Fondo Fed</p> <p>This will help you to control & check the ODAnic aggregates</p>
10.	FC Promipyme Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC Promipyme</p> <p>This will help you to control & check the ODAnic aggregates</p>
11.	FC Fonim Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC Fonim</p> <p>This will help you to control & check the ODAnic aggregates</p>
12.	FC Anti Corruption Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC Anti Corruption</p> <p>This will help you to control & check the ODAnic aggregates</p>
13.	FC FISE Payments	<p>Please indicate here the Total Amount you paid or you intend to pay, in case of forecast years, for a specific year for FC FISE</p> <p>This will help you to control & check the ODAnic aggregates</p>

DAC 5 CODE	CRS CODE	DESCRIPTION ENGLISH
11100		Education, level unspecified
	11110	Education policy and administrative management
	11120	Education facilities and training
	11130	Teacher training
	11182	Educational research
11200		Basic education
	11220	Primary education
	11230	Basic life skills for youth and adults
	11240	Early childhood education
11300		Secondary education
	11320	Secondary education
	11330	Vocational training
11400		Post-secondary education
	11420	Higher education
	11430	Advanced technical and managerial training
12100		Health, general
	12110	Health policy and administrative management
	12181	Medical education/training
	12182	Medical research
	12191	Medical services
12200		Basic health
	12220	Basic health care
	12230	Basic health infrastructure
	12240	Basic nutrition
	12250	Infectious disease control
	12261	Health education
	12262	Malaria control
	12263	Tuberculosis control
	12281	Health personnel development
13000		POPULATION POLICIES/PROGRAMMES AND REPRODUCTIVE HEALTH
	13010	Population policy and administrative management
	13020	Reproductive health care
	13030	Family planning
	13040	STD control including HIV/AIDS
	13081	Personnel development for population and reproductive health
14000		WATER SUPPLY AND SANITATION
	14010	Water resources policy and administrative management
	14015	Water resources protection
	14020	Water supply and sanitation - large systems
	14030	Basic drinking water supply and basic sanitation
	14040	River development
	14050	Waste management/disposal
	14081	Education and training in water supply and sanitation
15100		Government and civil society, general
	15110	Economic and development policy/planning
	15120	Public sector financial management
	15130	Legal and judicial development

DAC 5 CODE	CRS CODE	DESCRIPTION ENGLISH
	15140	Government administration
	15150	Strengthening civil society
	15161	Elections
	15162	Human rights
	15163	Free flow of information
	15164	Women's equality organisations and institutions
15200		Conflict prevention and resolution, peace and security
	15210	Security system management and reform
	15220	Civilian peace-building, conflict prevention and resolution
	15230	Post-conflict peace-building (UN)
	15240	Reintegration and SALW control
	15250	Land mine clearance
	15261	Child soldiers (Prevention and demobilisation)
16000		OTHER SOCIAL INFRASTRUCTURE AND SERVICES
	16010	Social/ welfare services
	16020	Employment policy and administrative management
	16030	Housing policy and administrative management
	16040	Low-cost housing
	16050	Multisector aid for basic social services
	16061	Culture and recreation
	16062	Statistical capacity building
	16063	Narcotics control
	16064	Social mitigation of HIV/AIDS
21000		TRANSPORT AND STORAGE
	21010	Transport policy and administrative management
	21020	Road transport
	21030	Rail transport
	21040	Water transport
	21050	Air transport
	21061	Storage
	21081	Education and training in transport and storage
22000		COMMUNICATIONS
	22010	Communications policy and administrative management
	22020	Telecommunications
	22030	Radio/television/print media
	22040	Information and communication technology (ICT)
23000		ENERGY GENERATION AND SUPPLY
	23010	Energy policy and administrative management
	23020	Power generation/non-renewable sources
	23030	Power generation/renewable sources
	23040	Electrical transmission/ distribution
	23050	Gas distribution
	23061	Oil-fired power plants
	23062	Gas-fired power plants
	23063	Coal-fired power plants
	23064	Nuclear power plants
	23065	Hydro-electric power plants
	23066	Geothermal energy

DAC 5 CODE	CRS CODE	DESCRIPTION ENGLISH
	23067	Solar energy
	23068	Wind power
	23069	Ocean power
	23070	Biomass
	23081	Energy education/training
	23082	Energy research
24000		BANKING AND FINANCIAL SERVICES
	24010	Financial policy and administrative management
	24020	Monetary institutions
	24030	Formal sector financial intermediaries
	24040	Informal/semi-formal financial intermediaries
	24081	Education/training in banking and financial services
25000		BUSINESS AND OTHER SERVICES
	25010	Business support services and institutions
	25020	Privatisation
31100		AGRICULTURE
	31110	Agricultural policy and administrative management
	31120	Agricultural development
	31130	Agricultural land resources
	31140	Agricultural water resources
	31150	Agricultural inputs
	31161	Food crop production
	31162	Industrial crops/export crops
	31163	Livestock
	31164	Agrarian reform
	31165	Agricultural alternative development
	31166	Agricultural extension
	31181	Agricultural education/training
	31182	Agricultural research
	31191	Agricultural services
	31192	Plant and post-harvest protection and pest control
	31193	Agricultural financial services
	31194	Agricultural co-operatives
	31195	Livestock/veterinary services
31200		FORESTRY
	31210	Forestry policy and administrative management
	31220	Forestry development
	31261	Fuelwood/charcoal
	31281	Forestry education/training
	31282	Forestry research
	31291	Forestry services
31300		FISHING
	31310	Fishing policy and administrative management
	31320	Fishery development
	31381	Fishery education/training
	31382	Fishery research
	31391	Fishery services
32100		INDUSTRY

DAC 5 CODE	CRS CODE	DESCRIPTION ENGLISH
	32110	Industrial policy and administrative management
	32120	Industrial development
	32130	Small and medium-sized enterprises (SME) development
	32140	Cottage industries and handicraft
	32161	Agro-industries
	32162	Forest industries
	32163	Textiles, leather and substitutes
	32164	Chemicals
	32165	Fertilizer plants
	32166	Cement/lime/plaster
	32167	Energy manufacturing
	32168	Pharmaceutical production
	32169	Basic metal industries
	32170	Non-ferrous metal industries
	32171	Engineering
	32172	Transport equipment industry
	32182	Technological research and development
32200		MINERAL RESOURCES AND MINING
	32210	Mineral/mining policy and administrative management
	32220	Mineral prospection and exploration
	32261	Coal
	32262	Oil and gas
	32263	Ferrous metals
	32264	Nonferrous metals
	32265	Precious metals/materials
	32266	Industrial minerals
	32267	Fertilizer minerals
	32268	Offshore minerals
32300		CONSTRUCTION
	32310	Construction policy and administrative management
33100		TRADE POLICY AND REGULATIONS
	33110	Trade policy and administrative management
	33120	Trade facilitation
	33130	Regional trade agreements (RTAs)
	33140	Multilateral trade negotiations
	33150	Trade-related adjustment
	33181	Trade education/training
33200		TOURISM
	33210	Tourism policy and administrative management
41000		General environmental protection
	41010	Environmental policy and administrative management
	41020	Biosphere protection
	41030	Bio-diversity
	41040	Site preservation
	41050	Flood prevention/control
	41081	Environmental education/ training
	41082	Environmental research
42000		Women in development

DAC 5 CODE	CRS CODE	DESCRIPTION ENGLISH
	42010	Women in development
43000		Other multisector
	43010	Multisector aid
	43030	Urban development and management
	43040	Rural development
	43050	Non-agricultural alternative development
	43081	Multisector education/training
	43082	Research/scientific institutions
51000		General budget support
	51010	General budget support
52000		Developmental food aid/Food security assistance
	52010	Food aid/Food security programmes
53000		Other commodity assistance
	53030	Import support (capital goods)
	53040	Import support (commodities)
60000		ACTION RELATING TO DEBT
	60010	Action relating to debt
	60020	Debt forgiveness
	60030	Relief of multilateral debt
	60040	Rescheduling and refinancing
	60061	Debt for development swap
	60062	Other debt swap
	60063	Debt buy-back
72000		Emergency Response
	72010	Material relief assistance and services
	72040	Emergency food aid
	72050	Relief co-ordination; protection and support services
73000		Reconstruction relief and rehabilitation
	73010	Reconstruction relief and rehabilitation
74000		Disaster prevention and preparedness
	74010	Disaster prevention and preparedness
91000		ADMINISTRATIVE COSTS OF DONORS
	91010	Administrative costs
92000		SUPPORT TO NON- GOVERNMENTAL ORGANISATIONS (NGOs)
	92010	Support to national NGOs
	92020	Support to international NGOs
	92030	Support to local and regional NGOs
93000		REFUGEES IN DONOR COUNTRIES
	93010	Refugees in donor countries
99800		UNALLOCATED / UNSPECIFIED
	99810	Sectors not specified
	99820	Promotion of development awareness

ANNEX 6. REPORTING ON THE POLICY OBJECTIVES OF AID [see DCD/DAC/STAT(97)1]

The DAC policy marker system

1. The marker system facilitates monitoring and co-ordination of Members' activities in support of the DAC policy objectives for the 21st century. These cover the areas of economic well-being, social development, environment sustainability and regeneration and democratic accountability, protection of human rights and the rule of law.
2. Some of the DAC goals are clearly sector-focused (e.g. universal primary education, reduction of maternal mortality rate), and the CRS sector classification gives the necessary detail to collect data on aid activities in these fields. Certain aspects of environmental sustainability can likewise be captured through purpose codes (e.g. specific activities for environmental policy and planning, biosphere protection, biodiversity conservation and hazardous waste management). However, activities across all economic sectors can be targeted to environmental sustainability. Poverty reduction or gender equality measures are applied in various sectors. To identify these activities, the following markers have been defined: gender equality incorporating women in development (WID), aid to environment, direct assistance to poor people, and participatory development/good governance (PD/GG).
3. Policy marker data are **descriptive** rather than quantitative. The system allows for the identification of activities targeted to a policy objective. It gives information on the degree to which Members implement the agreed policies in their aid programmes.

Reporting directives

4. Data collection on the policy objectives of aid is based on a marking system with three values:
 - principal objective;
 - significant objective;
 - not targeted to the policy objective.
5. **Principal** (primary) policy objectives are those which can be identified as being fundamental in the design and impact of the activity and which are an explicit objective of the activity. They may be selected by answering the question "would the activity have been undertaken without this objective?".
6. **Significant** (secondary) policy objectives are those which, although important, are not one of the principal reasons for undertaking the activity.
7. The score **not targeted** means that the activity has been screened against, but was found not be targeted to, the policy objective.

GENDER EQUALITY INCORPORATING WOMEN IN DEVELOPMENT (WID)			
DEFINITION	<p>Gender equality as a goal of development and development assistance efforts aims to achieve equality of benefit, resources and opportunity between women and men in aid recipient countries. Gender disparities may be addressed by:</p> <ul style="list-style-type: none"> (a) mainstreaming gender equality into all development co-operation efforts; and/or (b) positive actions to promote gender equality incorporating women in development (WID) activities. 		
	<p>CRITERIA FOR ELIGIBILITY</p> <ul style="list-style-type: none"> (a) Gender equality and/or women in development (WID) is explicitly promoted in activity documentation; and (b) Gender analysis has been carried out, either separately or as an integral part of standard procedures, demonstrating the need to promote equality and/or women in development (WID); and (c) Gender analysis has been incorporated into activity design so that the activity meets a number of the following criteria: <ul style="list-style-type: none"> – Gender sensitive strategies and implementation plans are incorporated and reflected in the activity budget. – Specific means have been designed to help overcome identified barriers to women's full participation in the activity. – Specific means have been included to help to ensure equitable participation and control by women and men over the activity output. – Gender sensitive indicators including impact indicators have been or will be developed for monitoring and evaluation. – Gender skills are used in design and will be used in implementation and monitoring. – Gender sensitive consultation is carried out at all levels and stages. 		
EXAMPLES OF TYPICAL ACTIVITIES	<p>Any activity may be marked against this marker if the above criteria for eligibility [(a)-(c)] are fulfilled.</p> <ul style="list-style-type: none"> – An example of an activity that could be marked as principal objective is support to legal literacy for women or support to male networks against gender violence. Such an activity could target women specifically, men specifically or both women and men. – Many water projects, health projects, forestry projects, civil service projects, public expenditure reviews are likely to have a significant objective mark depending on the extent and way gender issues are to be addressed. – Projects in the same sector may score differently depending on the importance of equality as an objective. For example, a social safety net project which focuses specifically on assisting women as a particularly disadvantaged group in a society thus promotes gender equality and would be marked with a principle objective score. A social safety net project which focuses on the community as a whole and ensures that women as well as men are involved would be marked with a significant objective score. <p>See also Appendix: Additional guidance note on marking.</p>		

AID TO ENVIRONMENT	
DEFINITION An activity should be classified as environment-oriented (score Principal or Significant) if:	<ul style="list-style-type: none"> a) It is intended to produce an improvement, or something that is diagnosed as an improvement, in the physical and/or biological environment of the recipient country, area or target group concerned; or b) It includes specific action to integrate environmental concerns with a range of development objectives through institution building and/or capacity development.
CRITERIA FOR ELIGIBILITY	<ul style="list-style-type: none"> a) The objective is explicitly promoted in activity documentation; and b) The activity contains specific measures to protect or enhance the physical and/or biological environment it affects, or to remedy existing environmental damage; or c) The activity contains specific measures to develop or strengthen environmental policies, legislation and administration or other organisations responsible for environmental protection.
EXAMPLES OF TYPICAL ACTIVITIES The list is not exhaustive. The activities may be scored against the objective only if the above criteria for eligibility are fulfilled.	<ul style="list-style-type: none"> – Social infrastructure and services: Water resources protection; water resources policies and water management that take into account environmental and socio-economic constraints, sanitation or waste management practices that bring environmental benefits. – Economic infrastructure and services: Infrastructure projects designed with comprehensive and integrated environmental protection and management components; activities promoting sustainable use of energy resources (power generation from renewable sources of energy); energy conservation. – Production sectors: Sustainable management of agricultural land and water resources; sustainable forest management programmes, combating land degradation and deforestation; sustainable management of sea resources; adoption and promotion of cleaner and more efficient technologies in production processes; measures to suppress or reduce pollution in land, water and air (e.g. filters); increasing energy efficiency in industries; sustainable use of sensitive environmental areas for tourism. (Sustainable natural resources management is a combination of management practices that have been planned and selected on the basis of interdisciplinary and participatory assessment of ecological, social and economic impacts of alternative management options, and resolution of possible conflicts or disputes concerning the significance and acceptability of the impacts of the proposed management alternatives.)

N.B. Activities that can be assigned the sector code “**general environmental protection**” i.e. environmental policy and administrative management, biosphere protection, bio-diversity, site preservation, flood prevention/control, environmental education/training, environmental research score, by definition, **principal** objective.

AID TARGETING THE OBJECTIVES OF THE CONVENTION ON BIOLOGICAL DIVERSITY

DEFINITION

An activity should be classified as bio-diversity-related (score Principal or Significant) if:

CRITERIA FOR ELIGIBILITY

It promotes at least one of the three objectives of the Convention: the conservation of bio-diversity, sustainable use of its components (ecosystems, species or genetic resources), or fair and equitable sharing of the benefits of the utilisation of genetic resources.

The activity contributes to

- a) protection or enhancing ecosystems, species or genetic resources through in-situ or ex-situ conservation, or remedying existing environmental damage; or
- b) integration of bio-diversity concerns with recipient countries' development objectives through institution building, capacity development, strengthening the regulatory and policy framework, or research; or
- c) developing countries' efforts to meet their obligations under the Convention.

The activity will score "principal objective" if it directly and explicitly aims to achieve one or more of the above three criteria.

EXAMPLES OF TYPICAL ACTIVITIES

1. Typical activities take place in the sectors of:

Water and sanitation

Agriculture

Forestry

Fishing

Tourism

2. Typical non-sector specific activities are:

Environmental policy and administrative management

Biosphere and bio-diversity protection

Environmental education/training

Environmental research

- Integration of biological diversity concerns into sectoral policy, planning and programmes; e.g.
 - Water resources protection and rehabilitation; integrated watershed, catchment and river basin protection and management;
 - Sustainable agricultural and farming practices including substitution of damaging uses and extractions by out-of-area plantations, alternative cultivation or equivalent substances; integrated pest management strategies; soil conservation; in-situ conservation of genetic resources; alternative livelihoods;
 - Combating deforestation and land degradation while maintaining or enhancing biodiversity in the affected areas;
 - Promotion of sustainable marine, coastal and inland fishing;
 - Sustainable use of sensitive environmental areas for tourism.
- Preparation of national bio-diversity plans, strategies and programmes; bio-diversity inventories and assessments; development of legislation and regulations to protect threatened species; development of incentives, impact assessments, and policy and legislation on equitable access to the benefits of genetic resources.
- Establishment of protected areas, environmentally oriented zoning, land use and regional development planning.
- Protecting endangered or vulnerable species and their habitats, e.g. by promoting traditional animal husbandry or formerly cultivated/collected plants or ex-situ conservation (e.g. seed banks, zoological gardens).
- Capacity building in taxonomy, bio-diversity assessment and information management of biodiversity data; education, training and awareness-raising on bio-diversity.
- Research on ecological, socio-economic and policy issues related to bio-diversity, including research on and application of knowledge of indigenous people.

AID TARGETING THE OBJECTIVES OF THE FRAMEWORK CONVENTION ON CLIMATE CHANGE

DEFINITION

An activity should be classified as climate-change-related (score Principal or Significant) if:

CRITERIA FOR ELIGIBILITY

It contributes to the objective of stabilisation of greenhouse gas (GHG) concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system by promoting efforts to reduce or limit GHG emissions or to enhance GHG sequestration.

The activity contributes to

- a) the mitigation of climate change by limiting anthropogenic emissions of GHGs, including gases regulated by the Montreal Protocol; or
- b) the protection and/or enhancement of GHG sinks and reservoirs; or
- c) the integration of climate change concerns with the recipient countries' development objectives through institution building, capacity development, strengthening the regulatory and policy framework, or research; or
- d) developing countries' efforts to meet their obligations under the Convention.

The activity will score "principal objective" if it directly and explicitly aims to achieve one or more of the above four criteria.

EXAMPLES OF TYPICAL ACTIVITIES

1. Typical activities take place in the sectors of:

Water and sanitation
Transport
Energy
Agriculture
Forestry
Industry

- GHG emission reductions or stabilisation in the energy, transport, industry and agricultural sectors through application of new and renewable forms of energy, measures to improve the energy efficiency of existing generators, machines and equipment, or demand side management.
- Methane emission reductions through waste management or sewage treatment.
- Development, transfer and promotion of technologies and know-how as well as building of capacities that control, reduce or prevent anthropogenic emissions of GHGs, in particular in waste management, transport, energy, agriculture and industry.
- Protection and enhancement of sinks and reservoirs of GHGs through sustainable forest management, afforestation and reforestation, rehabilitation of areas affected by drought and desertification.

2. Typical non-sector specific activities are:

Environmental policy and administrative management
Biosphere protection
Biodiversity
Env. education/training
Environmental research

- Protection and enhancement of sinks and reservoirs through sustainable management and conservation of oceans and other marine and coastal ecosystems, wetlands, wilderness areas and other ecosystems.
- Preparation of national inventories of greenhouse gases (emissions by sources and removals by sinks); climate change related policy and economic analysis and instruments, including national plans to mitigate climate change; development of climate-change-related legislation; climate technology needs surveys and assessments; institutional capacity building.
- Education, training and public awareness related to climate change.
- Climate-change-related research and monitoring as well as impact and vulnerability assessments.
- Oceanographic and atmospheric research and monitoring.

AID TARGETING THE OBJECTIVES OF THE CONVENTION TO COMBAT DESERTIFICATION

DEFINITION

An activity should be classified as desertification-related (score Principal or Significant) if:

CRITERIA FOR ELIGIBILITY

It aims at combating desertification or mitigating the effects of drought in arid, semi arid and dry sub-humid areas through prevention and/or reduction of land degradation, rehabilitation of partly degraded land, or reclamation of desertified land.

The activity contributes to

- a) protecting or enhancing dryland ecosystems or remedying existing environmental damage; or
- b) integration of desertification concerns with recipient countries' development objectives through institution building, capacity development, strengthening the regulatory and policy framework, or research; or
- c) developing countries' efforts to meet their obligations under the Convention.

The activity will score "**principal objective**" if it directly and explicitly relates to one or more of the above criteria, including in the context of the realisation of national, sub-regional or regional action programmes.

EXAMPLES OF TYPICAL ACTIVITIES

1. Typical activities take place in the sectors of:

*Water and sanitation
Agriculture
Forestry*

2. Typical non-sector specific activities are:

*Environmental policy and administrative management
Env. education/training
Environmental research*

- Integration of action to combat desertification and land degradation into sectoral policy, planning and programmes (e.g. agricultural and rural development policy, plans and programmes);
 - Rehabilitation of land, vegetation cover, forests and water resources, conservation and sustainable management of land and water resources;
 - Sustainable irrigation for both crops and livestock to reduce pressure on threatened land; alternative livelihood projects;
 - Development and transfer of environmentally sound traditional and local technologies, knowledge, know-how and practices to combat desertification, e.g. methods of conserving water, wood (for fuel or construction) and soil in dry areas.
- Preparation of strategies and action programmes to combat desertification and mitigate the effects of drought; establishment of drought early warning systems; strengthening of drought preparedness and management; observation and assessment of CCD implementation, including monitoring and evaluation of impact indicators;
- Measures to promote the participation of affected populations in planning and implementing sustainable resource management or improving security of land tenure;
- Support for population/migration policies to reduce population pressure on land;
- Capacity building in desertification monitoring and assessment; education, training and public awareness programmes related to desertification and land degradation;
- Research on desertification and land degradation.