

DEVELOPMENT CO-OPERATION INFORMATION SYSTEM (DCIS): AN INITIATIVE OF THE SOUTH AFRICAN NATIONAL TREASURY

1. BACKGROUND: STRATEGIC CONTEXT

The Chief Directorate: International Development Co-operation (IDC) in National Treasury is responsible for the establishment of a policy framework and a management system for dealing with Official Development Assistance (ODA) coming into South Africa. IDC must also ensure that the ODA management system functions in a manner that contributes optimally to the achievement of South Africa's development priorities.

After the release of the second Development Co-operation Report on South Africa (DCR II report). Core initiatives were undertaken to improve ODA coordination in SA, which were:

- The development of a policy framework and procedural guidelines for the management of ODA to South Africa;
- Enhancing ODA information management through the establishment of a ODA management information system – the Development Co-operation Information System (DCIS).

2. AIMS AND OBJECTIVES OF THE DCIS

The DCIS is primarily aimed at the empowerment of South African stakeholders involved in the management of ODA to South Africa.

In addition, the DCIS aims at:

- the provision of accurate, comprehensive and up-to-date information on all ODA to South Africa;
- ODA management best practice development; and
- the development of a flexible, fully replicable information system that could be utilised outside of the National Treasury or even South Africa.

3. DESIGN AND CAPABILITIES OF THE DCIS

The DCIS consist of a database and web site. The database provides detailed project information and the web site is the “public face” of the DCIS.

4. DCIS WEB SITE

4.1 Introduction

The DCIS web site represents the public face of the ODA Management Information System. It provides ODA project-related information drawn from the database, as well as more generic and strategic information of interest to various stakeholders.

The web-site has the following pages:

- DCIS homepage
- An “about us” page about IDC
- South Africa’s Policy Framework and Procedural Guidelines for the Management of ODA
- The RDP Fund mechanism
- ODA management partners and institutions
- ODA reports
- ODA-related documents
- A forum page
- News and events

Please note that, during the first phase of going live (activation phase), access to the web site is password protected. Users will therefore not be able to access the home page directly, but rather a welcoming page where a user name and password have to be entered to obtain access. The username is **guest** and the password is **123dcis**.

After logging in you will reach the Home page, which will be the entry screen from 1 June 2004.

DCIS Home Page



About us

The about us page deals with:

- IDC's organisational structure;
- information about IDC's role in and strategy for ODA management in South Africa;
- contact details of IDC staff; and
- evaluation forms for evaluating IDC's services and the DCIS web site.

The evaluation forms are of particular importance to IDC. It is one of the few ways in which IDC can obtain customer feedback about the quality of its services, and how to improve these services.

IDC's organisational structure

The screenshot displays the 'Organogramme - IDC Specific & IDC in NT' on the DCIS website. At the top is the National Treasury, with the Director-General at the center. Reporting to the Director-General are four main branches: Asset and Liability Management, Public Sector, Budget Co-ordination, and Corporate Services. Under Budget Co-ordination, there are three sub-units: Economic Policy and International Financial Relations, Environmental Relations, and Office of the Accountant-General. Under Corporate Services, there is a Specialised Functions unit. Below this is the International Development Co-operation (IDC) section, headed by Chief-Director Shaheed Rajie. Reporting to him are five units: Admin Officer Thambi-Cele, Secretaries, PDS Management Denise Hazels, International Technical Assistant Ingrid Ribben-Hartom, and International Technical Assistant Alice Seibert. At the bottom, there are two more units: Director Europe Unit and Europe District Shaheela Naidoo, and Director Netherlands, Americas and Asia/Pacific J. J. J. J.

This screen gives you an overview of the structure of IDC and you will be able to see who is responsible for certain portfolios.

Customer Assessment Form: Overall Assessment

The screenshot shows the 'General Assessment' form in the DCIS system. The form is titled 'General Assessment' and includes a 'Help' icon. It contains a table with the following columns: 'CRITERIA FOR ASSESSMENT', 'RATING (1 - Unsatisfactory, 5 - Excellent)', and 'APPROPRIATE COMMENTS'. The table lists 14 criteria, each with a rating scale from 1 to 5 and a radio button for 'Unknown'. The criteria are:

CRITERIA FOR ASSESSMENT	RATING (1 - Unsatisfactory, 5 - Excellent)	APPROPRIATE COMMENTS
Sound customer relationships	1 2 3 4 5 Unknown	<input type="checkbox"/>
Articulation of SA development priorities	1 2 3 4 5 Unknown	<input type="checkbox"/>
Articulation of ODA policies	1 2 3 4 5 Unknown	<input type="checkbox"/>
ODA alignment to Planning and Policy Framework	1 2 3 4 5 Unknown	<input type="checkbox"/>
Strengthened SA ownership of ODA	1 2 3 4 5 Unknown	<input type="checkbox"/>
Overall ODA co-ordination	1 2 3 4 5 Unknown	<input type="checkbox"/>
ODA information management	1 2 3 4 5 Unknown	<input type="checkbox"/>
ODA process system (agreements etc)	1 2 3 4 5 Unknown	<input type="checkbox"/>
System-related address issues	1 2 3 4 5 Unknown	<input type="checkbox"/>
Support to national ODA co-ordination	1 2 3 4 5 Unknown	<input type="checkbox"/>
ODA management impacts building	1 2 3 4 5 Unknown	<input type="checkbox"/>
Consultative/transparent decision-making	1 2 3 4 5 Unknown	<input type="checkbox"/>
ODA management presentation	1 2 3 4 5 Unknown	<input type="checkbox"/>
Overall rating	1 2 3 4 5 Unknown	<input type="checkbox"/>

Customer Assessment Form: Event-based Assessment

The screenshot shows the 'Event-Based Assessment' form in the DCIS. The form is titled 'Event-Based Assessment' and includes a 'CUSTOMER EXPERIENCES' section. Below this, there is a table of assessment criteria with a rating scale from 1 to 5 and a 'Linkmen' button for each item. A 'Submit Assessment' button is located at the bottom of the form.

Assessment Criteria	1	2	3	4	5	Linkmen
Advance scheduling of event	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Quality of agenda & documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Extent of prior consultation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Preparatory support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Logistical arrangements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Sound event management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Substantive outputs/preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Quality of event reports/documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Timeliness of event reports/documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Follow-up on decisions/actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
Overall effectiveness and efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Linkmen"/>
General Comments/Suggestions						<input type="button" value=""/>

Customer Assessment Form: Web Site Assessment

The screenshot shows the 'Website Assessment' form in the DCIS. The form is titled 'Website Assessment' and includes a 'CUSTOMER EXPERIENCES' section. Below this, there is a table of assessment criteria with a rating scale from 'Yes' to 'No' and a 'Linkmen' button for each item. A 'Submit Assessment' button is located at the bottom of the form.

Assessment Criteria	Yes	No
The web site loads up quickly enough from the internet.	<input type="radio"/>	<input type="radio"/>
The general visual presentation of the site is attractive.	<input type="radio"/>	<input type="radio"/>
The web site structure allows you to find the information you need easily.	<input type="radio"/>	<input type="radio"/>
The content of the site matches your needs and is up to date.	<input type="radio"/>	<input type="radio"/>
The ODA reporting facility is easy to use.	<input type="radio"/>	<input type="radio"/>
The ODA reporting facility matches your needs and is up to date.	<input type="radio"/>	<input type="radio"/>
General Comments/Suggestions		

The only compulsory fields to be completed with the assessment forms are the customer category field and which event you attended if it is an event based assessment.

4.2 Policy Framework and Procedural Guidelines for the Management of ODA

This section mirrors South Africa's ODA management manual, the "Policy Framework and Procedural Guidelines for the Management of ODA", which has recently been endorsed by Cabinet. This section allows users to download the full document in PDF format, or to locate, scan and print selected sections of the document. The guidelines are presented in a user-friendly manner by only having the Chapters and Headings on the screen and when you select a chapter or heading the information expands and if you click on it again it collapses again.

ODA Management Guidelines: Example

The screenshot displays a web browser window titled "Exploring - Development Co-operation Information System (DCIS)". The address bar shows the URL "http://user03npl13ab7/DCIS/default.aspx". The website header includes the title "Development Co-operation Information System" and a sub-header "Initiative of the Chief Directorate: International Development Co-operation (IDC) in the South African National Treasury". The date and time are "Thursday, November 28, 2003 18:45:45".

The main content area is titled "Financial Management of ODA Projects". It features a navigation menu on the left with options like "Home", "About Us", "How to use the website", "Policy Framework and Procedural Guidelines for the Management of ODA", "RDP Fund Mechanism", "Partners and Institutions", "ODA Reports", "ODA - related Documents", "Forum", and "News and Events".

The main content area includes a "Print this page" button, a "PDF Format: ODA Guidelines" link (Size: 323 KB), and a "Download Acrobat Reader" button. Below this, there is a list of sections:

- 1. Introduction
- 2. Donations to the State
- 3. Counterpart Contributions
- 4. VAT, Customs And Excise Duties And Personal Income Tax
- 5. Recurrent Cost Implications

Section 5.1 states: "One of the most important issues that could impact on the viability of donor-supported projects, is recurrent expenditure that will be incurred as a result of implementing such projects. It is also an important factor in determining long-term sustainability."

Section 5.2 states: "The South African implementing agency has to:"

- (1) accurately determine the recurrent cost implications for all donor-supported projects;
- (2) include these cost calculations in the agreement and/or implementation plan;
- (3) ensure that it has provided for recurrent expenditure on the MTEF budget;
- (4) formally indicate in writing that recurrent expenditure implications have been budgeted for, or formally undertake to do so if recurrent expenditure will only become a reality after more than three years;
- (5) include this formal undertaking in the package of documents required before the agreement can be signed.

Section 5.3 states: "The implementing agency's ability to stretch recurrent financial implications within..."

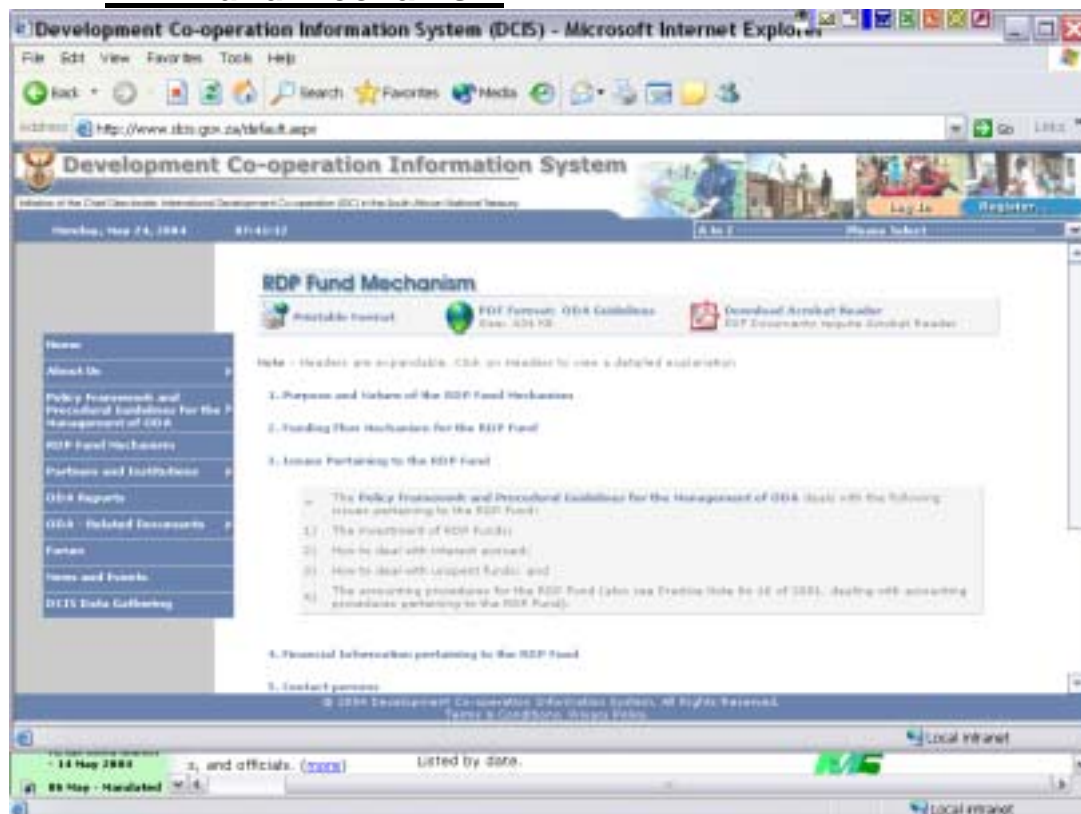
The footer of the page includes the copyright notice: "© 2003 Development Co-operation Information System. All Rights Reserved. Terms & Conditions. Privacy Policy."

4.3 RDP Fund mechanism

This page allows IDC and the Accountant-General's Office (section in National Treasury responsible for the administration of the RDP Fund) to present information about the nature and functioning of the RDP Fund, as well as the status of the account to stakeholders in a user-friendly manner. The information will cover the following aspects:

- the purpose and nature of the RDP Fund account – what it is, why it was created, what it is not, legislation underpinning its functioning, who is responsible for what, etc.;
- the RDP funding flow mechanism – a step-by-step explanation of how the mechanism works and who does what under every step;
- RDP Fund accounting, reporting and auditing; and
- RDP Fund figures – overall, cumulative, information by financial year, by donor, by spending agency, by project, interest accrued etc.

RDP Fund mechanism



4.4 Partners and Institutions

These pages provide strategic information on all the core stakeholders involved or associated with ODA, namely:

- the international donor community;
- South African public sector spending agencies;
- civil society institutions, focusing on umbrella organisations and big grant-making institutions;

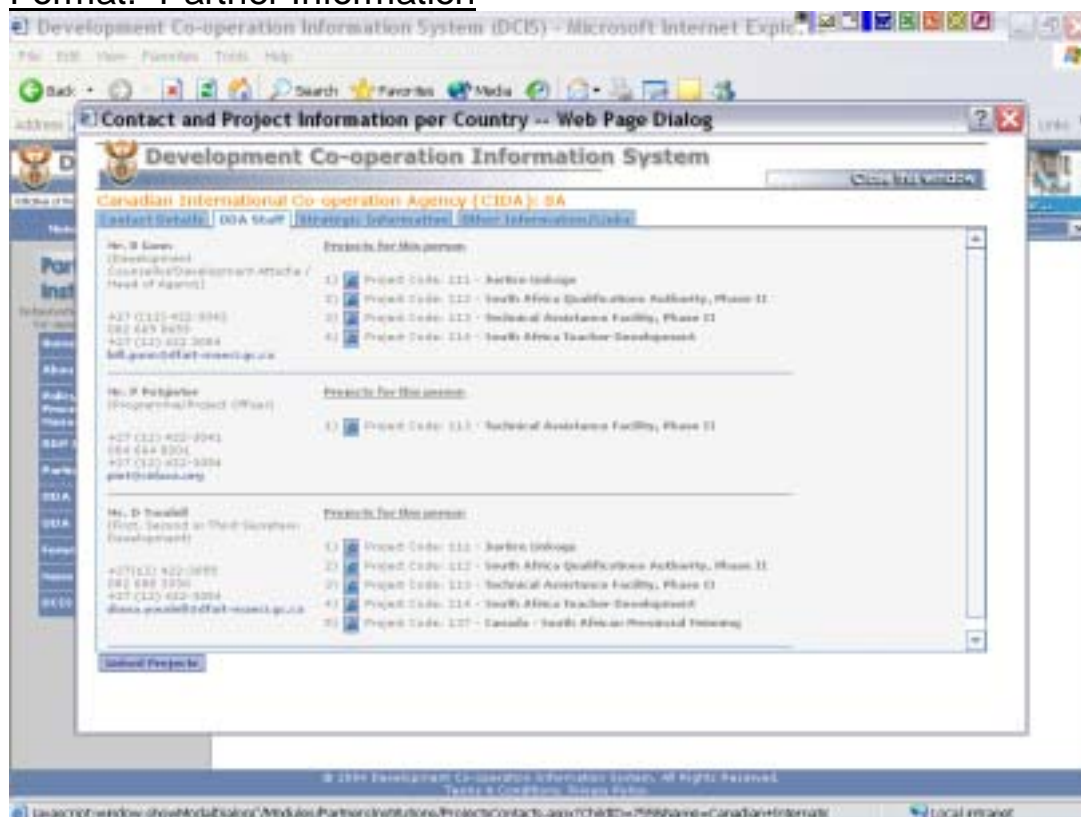
- African institutions; and
- other international institutions.

To a large extent, the information on each of these stakeholders and how it is presented will be determined by the stakeholders themselves – see below for an example.

With regard to the donor community, the information should include the following:

- Contact details in South Africa
- Link(s) to their web site(s) in SA and/or HQ.
- Strategic/policy information pertaining to the donor’s global ODA programme.
- Links to strategic framework/agreements with SA (document). Please note that access to these documents is also provided on other pages but the availability of these documents here will strengthen the “logic” of the pages and increase the success rate of finding the information that the user is after.
- Link to project-based information in the DCIS database.
- News/events.
- Other relevant information.

Format: Partner Information



If you click on the ODA Staff folder, it will give you the name of the staff members involved in managing ODA, and next to each one an indication of the projects linked to each individual. You can also click on “Linked Projects”

at the bottom and it will give you a summary of all projects linked to the selected institution.

If you click on the icon next to the title of the project it will give you the status report of the selected project.

The screenshot shows a web browser window titled 'DCIS Project Status Report - Microsoft Internet Explorer'. The page content includes the following details:

DCIS Project Status Report

Title: South Africa Teacher Development

Project Code: 114

Donor ED: ZA-000200

BAS/FMS ED:

Objective: To support the improvement of quality in education in South Africa, by strengthening the capacity of South African institutions in the area of teacher training and development.

Results:

- 1) Improved national in-service education Training (INSET) coordination, planning, management and monitoring.
- 2) Improved provincial INSET coordination, planning, management and monitoring.
- 3) Improved district/region delivery of INSET initiatives based on provincial 777
- 4) INSET plan improved classroom practice.

Status:

- 1) Skills assessments have been conducted in the target province.
- 2) Professional development activities for "in service education training" have been developed with an emphasis on inclusive education and ORE. The activities are being implemented with more than 700 educators.
- 3) Approximately 150 FreeState and Gauteng teachers are taking accredited Maths and Science courses.
- 4) National and provincial Teacher Development Directorate staff have developed project monitoring instruments to monitor the implementation of the project at provincial level.
- 5) Other activities include:
 - equipment to a Gauteng school district to develop an education development centre
 - re-equipment of 13 schools in the Free State with Maths and Science kits
 - 6 Free State schools equipped with computers
 - drafting of a provincial wide teacher development strategy in Mpumalanga

Comments: FINANCES IN DONOR CURRENCY
Donor funds: CDF\$ 5,000,000.00
Funds disbursed: 777/2003
CDF\$ 3,045,634.00

Start Date: 1998/02/01 **End Date:** 2004/03/31 **Duration:** 2281 day(s)

Donor: Canadian International Co-operation Agency (CIDA): HQ
Canadian International Co-operation Agency (CIDA): SA

Recipient: Education (DoE)

Sector/ODA Type/Project Stage/Region

Sector: Education Capacity-Building

ODA Type: Grant

Project Stage: Under Implementation

Region: Mpumalanga, Free State, Gauteng

Contact List

Title	Surname	First Name	Institution	Designation	Tel No.	Cell No.	Fax No.	Email
-------	---------	------------	-------------	-------------	---------	----------	---------	-------

The status report will give you detail information on the project. As mentioned earlier you can clearly see under the comments that we have indicated the funding in the original donor currency.

For South African spending agencies, the idea is to cover the following:

- Contact details for ODA co-ordinators (and other important ODA management stakeholders)
- Links to web sites.
- Link to strategic plans, annual reports and other strategic/policy documentation that has a bearing on ODA.
- Link to project-based information in the DCIS database.
- News/events.
- Other relevant information.

4.5 ODA reports

The functionality under this page corresponds with that of the database report-writing section. Users will be able to generate generic reports and

project data sheets, using a number of search criteria, e.g. project stage, sector, region, ODA type, donor and spending agency.

Selection Criteria Screen: Project Aggregate / Status Report

The screenshot shows a web browser window titled "Reports - Microsoft Internet Explorer" displaying the "Development Co-operation Information System" interface. The page is titled "Aggregate/Project Status Report". It features search filters for "Project Code FROM" and "Project Code TO", "Start Date FROM" and "Start Date TO", and "End Date FROM" and "End Date TO". There is a checkbox for "Do not include Start Dates and End Dates in my search". Below this, a section titled "Select From The List (Use + to Expand or - to Collapse):" lists several criteria: DONOR, RECIPIENT/IMPLEMENTING PARTNER, ODA TYPE, PROJECT STAGE, REGION, and SECTOR. At the bottom, there are buttons for "Search", "Clear Selections", and "Select Report Type", along with a "View Results in order of:" dropdown menu set to "Project Code". The footer includes copyright information: "© 2004 Development Co-operation Information System. All Rights Reserved. Terms & Conditions. Privacy Policy".

The first selection to make is the criteria that will determine the kind of report you want to generate. These criteria appear on the left of the screen and include donor, recipient/implementing partner, ODA Type, project stage, region and sector. You can select one or more of the criteria by clicking on them. When you click on any one of the criteria (e.g. "donor"), a drop list will appear from which you can choose one or more options, e.g. donor countries.

The more criteria you select, the more refined your search will become. Click on "search" only once you are sure that you have selected all the search criteria you want. At the top of the results of your aggregate report you will be able to check the criteria that you selected for your report. If you are not satisfied with your search criteria, you can simply close the aggregate report and change your search criteria.

Example of aggregate report

The screenshot displays a web browser window titled 'Report Screen - Microsoft Internet Explorer'. The main content is a report titled 'DCIS Aggregate/Project Status Report' featuring the South African coat of arms. The report includes a filter section with the following values: Donor: Sinothule(2) - Canada; Recipient/Implementing Partner: ALL; ODA Type: ALL; Project Stage: ALL; Region: ALL; Sector: ALL. Below this, two project entries are shown:

Project Sado: 111
Start Date: 1996/06/01, Estimated End Date: 2004/03/31
Title: Section linkage
Donor: Canadian International Co-operation Agency (CIDA): HQ, Canadian International Co-operation Agency (CIDA): SA
Recipient/Implementing Partner: Justice and Constitutional Development
Sector: Criminal Justice Sector Capacity-Building
ODA Type: Grant
Project Stage: Under Implementation
Region: National

Donor Funds (ZAR)	Counterpart Funds (ZAR)	Other Funds (ZAR)	Budget (ZAR)
R 27,795,867.00	R 0.00	R 0.00	R 27,795,867.00

Project Sado: 112
Start Date: 2002/03/01, Estimated End Date: 2006/07/31
Title: South Africa Qualifications Authority, Phase II
Donor: Canadian International Co-operation Agency (CIDA): HQ, Canadian International Co-operation Agency (CIDA): SA
Recipient/Implementing Partner: SA Qualifications Authority
Sector: Education Capacity-Building
ODA Type: Grant

The browser's status bar at the bottom shows 'Done' and 'Local intranet'. A footer at the very bottom reads: '© 2004 Development Co-operation Information System. All Rights Reserved. Terms & Conditions, Privacy Policy'.

4.6 ODA-related documents

The intention on this page is to provide links to strategic ODA-related documents, such as:

- SA – ODA guidelines, legislation governing ODA, MTBPS, sector strategies and policies, provincial IDPs etc.
- Donor- specific: Donor policies, strategies, rules, regulations and procedures, etc.
- ODA/development general: International declarations/decisions by e.g. World Bank, UN, G8, OECD/DAC, information pertaining to international conferences/events e.g. FFD, WSSD, interesting comments/articles from International or National Press, etc.

4.7 Forum

This facility allows users to raise issues and participate in discussions around ODA. Participation in the forum requires clearance by the web master, even though users can participate anonymously. Figure 21 gives an indication of the format used for the forum pages.

Forum lay-out

Development Co-operation Information System (DCIS) - Forums

Log In Register Add to favourites

Topics	Topic Author	Topic Added	Posts	Last Reply
Ma Ma	The Great	12/11/2003 12:52:33 PM	7	14/11/2003 16:27:28 PM by The Great
Yet another new topic	Carl van Tonder	12/11/2003 11:18:12 AM	5	12/11/2003 12:52:10 PM by The Great
Testing the Forum Pages	The Great	04/11/2003 09:22:11 AM	7	12/11/2003 10:53:25 AM by The Great
EDC Projects	The Great	13/01/2003 12:01:55 PM	23	12/11/2003 12:49:01 PM by The Great

Page 1 Change Page Size

New Topic

Icon Legend

- New Topic - Less than 7 days old
- Topic - Older than 7 days
- Forum open for discussion
- View profile of members
- Hot Topic - More than 20 posts
- Open Topic
- Homepage
- Post a reply to the topic

4.8 News and events

This page displays the following kinds of information:

- a list of IDC events such as annual consultations on development co-operation, mid-term reviews, training sessions;
- departmental/provincial events pertaining to ODA, such as sector co-ordination meetings;
- donor events, such as EU member state meetings; and
- links to general ODA/development-related events (often, such events have their own web sites).

News and events

The screenshot shows the DCIS website interface. The main content area is titled "News and Events" and contains three news items:

- 2004/05/17 13:17 - World Bank PovertyNet Newsletter 4th April 2004**
The World Development Indicators (WDI) 2004, the World Bank's annual compilation of data about development, was launched this week. It shows a drop in the absolute number of people living on less than \$1 a day in all developing countries from 1.9 billion in 1991 to 1.4 billion in 2001, with much of the progress occurring in the 1990s. [More...](#)
- 2004/05/29 12:42 - NEWSLETTER FROM THE NATIONAL AID AND TR PROGRAMME, PRETORIA**
... [More...](#)
- 2004/05/28 10:36 - SBC (National Treasury) involved in the Working Party on Aid Effectiveness and Better Practices**
The SBC's (SBC Working Party on Aid Effectiveness and Better Practices) is part of the Organisation of Economic Co-operation and Development (OECD) and participates, as its Development Assistance Committee (DAC), in...

Below the news items is a table of events:

Date of Event	Event	Contact	Date Added	Status
1 - 9 July 2004	EDC PROVINCIAL VISITS - Eastern Cape	Ethekwini Hubee	2004/05/17 13:28	View...
1 - 2 July 2004	EDC PROVINCIAL VISITS - Western Cape	Ethekwini Hubee	2004/05/17 13:28	View...
29 - 30 June 2004	EDC PROVINCIAL VISITS - Northern Cape	Ethekwini Hubee	2004/05/17 13:48	View...
24 - 25 June 2004	EDC PROVINCIAL VISITS - Northern	Ethekwini Hubee	2004/05/17 13:48	View...

5 DATA GATHERING STRATEGY

The screenshot shows a "Web Page Dialog" window titled "DCIS Data Gathering -- Web Page Dialog" overlaid on the DCIS website. The dialog box contains the following text:

The DCIS consist of a fully integrated database and web site. The database provides detailed project-based information on all ODA to South Africa. The web site is the "public face" of the DCIS, where any person with internet access can view project-based information drawn from the database, as well as more general strategic (non project-specific) information pertaining to ODA in South Africa. The DCIS is not a project management or accounting system. It is intended as a management information system primarily in support of the macro-management/monitoring of ODA.

The DCIS aims at the empowerment of South African ODA management stakeholders through the provision of accurate, comprehensive and up-to-date ODA management information to decision-makers and other stakeholders in a user-friendly manner. The DCIS has been developed and is free available via the internet. The web site will be developed/produced once an adequate data set has been established. That is the next crucial challenge in the process of establishing a fully functioning management information system supporting ODA management in South Africa.

EDC has developed a [strategy for the information gathering exercise](#). The strategy outlines EDC's intentions and actions, and identifies responsibilities within EDC for the different actions.

As part of this strategy, stakeholders have been informed of the activation of the DCIS by means of a [letter](#). The following documents were attached to that letter:

- A [DCIS Project Data Proficiency](#), aimed at obtaining project-specific information on all South African ODA projects since 1994;
- A [DCIS Contact List Proficiency](#), aimed at obtaining institutional and individual contact information per institution;
- A [General ODA Document Proficiency](#), covering information pertaining to ODA documents that are not project-specific; and
- Soft Code Tables (for sectors, Regions, Document Type and Designation) to assist stakeholders in completing the different proficiencies.

Should you have any queries or comments regarding the data-gathering exercise, you are urged to contact us. Please refer to the Contact us page under the About us menu heading.

This page indicates the data gathering strategy as well as the formats to be used for the gathering of information and the different soft codes schedules that we use on the database.

6 CONCLUSION: STATUS AND ISSUES

ISSUE/ASPECT	DESCRIPTION/SOLUTION/RESPONSIBILITY
Data gathering, capturing and verification	Primary responsibility: IDC donor portfolio managers Secondary: ODA stakeholders Support: IDC staff responsible for DCIS Data gathering questionnaire to be made available electronically
Quality assurance and bug-fixing	IDC staff responsible for DCIS Feedback from stakeholders regarding problems NB
Concluded projects	Important to focus on compulsory fields
Updating information	Updates and new information to be submitted electronically at any time, during ACs/MTRs and programme management meetings. (Monthly or quarterly)