

ANNEX 9. UNIFIED STANDARD INPUT FORMAT (USIF)

All data reported to the CRS should be in electronic format.¹ This Annex defines the Unified Standard Input Format (USIF) for reporting on Form 1 and Form 2.

What is USIF?

In brief, USIF can be described as a flat file where each row represents a complete CRS transaction and each cell one CRS data item. USIF permits the Secretariat to process CRS data (i.e. undertake quality controls and upload the data in the database) using automatic procedures. It improves the timeliness of CRS data by reducing the length of processing time.

USIF files can be submitted in various modes: spreadsheet (e.g. Excel, Lotus), table (Access, Dbase, etc.) or ASCII format. The Secretariat **strongly recommends** the use of ASCII files in **CSV² format** as this can be read and produced by any software. If spreadsheets or tables are transmitted, it is important to verify that all fields are recorded in text format (e.g., date formats in Excel have previously created problems in data treatment).

Contacts at the OECD

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¹ Paper forms can no longer be processed.

² CSV = Comma Separated Values.

USIF file structure and examples

USIF Form 1

Column number and name	Value
1. Reporting country/organisation	See Annex 3 for list of Donor codes.
2. Extending agency	See Annex 3 for list of Agency codes.
3. CRS Identification number	In 6 digits: YYxxxx.
4. Donor project number	Enter the number, or combination of letters and numbers, used by the extending agency to identify the activity.
5. Nature of submission	1=new commitment 2=revision 3=increase 4=decrease (cancellation)
6. Recipient country	See Annex 4 for recipient codes. ISO codes may also be used.
7. Commitment date	Enter in text format DD-MM-YYYY .
8. Currency	See Annex 3 for list of donor/currency codes.
9. Amount committed	Enter the face value of the activity in thousands of units (except for Japanese yen which should be reported in millions).
10. Type of flow	11=ODA/OA grant 12=ODA/OA grant-like 13=ODA/OA loan 19=ODA/OA equity investment 14=OOF
11. Type of repayment	1=equal principal payments (EPP) 2=annuity 3=lump sum 5=other
12. Number of repayments per annum	1=annual 2=semi-annual 4=quarterly 12=monthly
13. Interest rate	} Enter • in 5 digits, e.g. "05200" for 5.2 % ; or }
14. Second interest rate	} If loan tied to a market interest rate, report the reference rate • e.g. LIBOR6M+1.5%
15. First repayment date	} } Enter in text format DD-MM-YYYY .
16. Last repayment date	}
17. Short description/Project title	Maximum 72 characters in English or French.
18. Sector/Purpose code	See Annex 5 for the list of purpose codes.
19. Amount untied	In thousands of units (millions if yen). Procurement authorised in all OECD countries and substantially all aid recipient countries.
20. Amount partially untied	In thousands of units (millions if yen). Procurement limited to donor and substantially all aid recipient countries.
21. Amount tied	In thousands of units (millions if yen). Procurement that does not fall under the definitions of untied or partially untied aid (see para.29).

22. Geographical target area	Specify the area (town, region) in the recipient country that is intended to benefit from the activity. Specify the recipient countries if the activity benefits several recipients.
23. Expected starting date	} } Enter in text format DD-MM-YYYY. }
24. Expected completion date	
25. Channel of delivery	Enter the name of the bilateral or multilateral implementing agency (e.g. UN agency, NGO).
26. Description	E.g. project summary.
27. Gender equality (including WID)	} 2=principal objective 1=significant objective 0=not targeted } See Annex 6 for the definition. }
28. Aid to environment	
29. Direct assistance to poor people	
30. Participatory development/Good governance (PD/GG)	
31. Free-standing technical co-operation	1=Yes.
32. Sector programme	1=Yes.
33. Investment project	1=Yes.
34. If investment project, amount of IRTC	In thousands of units (millions of yen).
35. Associated Financing	1=Yes.
36. Amount of export credit	In thousands of units (millions if yen). Use the currency indicated in item 8.

Example of a USIF transmission in ASCII delimited format

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"3","2","001069","104.DAN.8.L.312.,"3","282","19-09-2001","3","2064","11","","","MALARIA" AND HEALTH","12182","2064","","","Tanzania","10-01-2001","31-05-2002","National Institute for Medical Research","The purpose of the project is to enhance research capacity in Tanzania regarding malaria.,"0","0","0","0","1","","",""
"3","2","011001","104.0.30.Vietnam.mof","1","769","26-03-2001","3","2040","11","","","WATER TREATMENT","14030","2040","","","Di An","01-04-2001","31-12-2002","Binh Doung Water supply Company","To build a water treatment plant to be able to supply clean drinking water to the population in the area.,"0","2","0","0","","",""
"3","2","011002","104.Bhu.24","1","630","01.01.2001","3","5200","11","","","SUPPORT TO LOCAL NEWSPAPER","15050","3400","","1800","Bhutan","01-02-2001","31-12-2003","The Ministry of Finance","Improved information and education levels in Bhutan. Capacity building in Kuensel.,"0","0","0","2","","",""
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Note:

- Descriptive information (columns 17, 22, 25 and 26) should be provided in quotes (“..”) since any commas in the text would be taken as a separator of CSV format.

- Including a header row in the file facilitates data treatment. Use column numbers or names as follows:

"01","02","03","04","05","06","07","08","09","10","11","12","13","14","15","16","17","18","19","20","21","22","23","24","25","26","27","28","29","30","31","32","33","34","35","36" **or**

"reporting country/organisation","extending agency","CRS identification number","donor project number","nature of submission","recipient country","commitment date","currency","amount committed","type of flow","type of repayment","number of repayments per annum","interest rate","second interest rate","first repayment date","last repayment date","short description/project title","sector/purpose code","amount untied","amount partially untied","amount tied","geographical target area","expected starting date","expected completion date","channel of delivery","description","gender equality (including WID)","aid to environment","direct assistance to poor people","participatory development/good governance (PD/GG)","free-standing technical co-operation","sector programme","investment project","if investment project amount of IRTC","associated financing","amount of export credit"

USIF Form 2

1. Reporting country	See Annex 3 for list of donor codes.
2. Extending agency	See Annex 3 for list of agency codes.
3. CRS Identification number	In 6 digits: YYxxxx.
4. Donor project number	Enter the number, or combination of letters and numbers, used by the extending agency to identify the activity.
5. Recipient country	See Annex 4 for list of recipient codes.
6. Currency	See Annex 3 for list of donor/currency codes. Report in currency of transaction.
7. Type of flow	11=ODA/OA grant 12=ODA/OA grant-like 13=ODA/OA loan 19=ODA/OA equity investment 14=OOF (non-export credit)
8. Reporting year	Enter in text format YYYY.
9. Commitments	During the year. In thousands of units (except for Japanese yen which should be reported in millions). Enter decrease with a negative sign.
10. Disbursements	During the year. In thousands of units (millions if yen).
11. Undisbursed	At the end of the year. In thousands of units (millions if yen).
12. Disbursed	At the end of the year. In thousands of units (millions if yen).
13. Amortisation	During the year. In thousands of units (millions if yen).
14. Interest received	During the year. In thousands of units (millions if yen).
15. Principal rescheduled from another loan	During the year. In thousands of units (millions if yen).
16. Capitalised interest	During the year. In thousands of units (millions if yen).
17. Principal forgiven	During the year. In thousands of units (millions if yen).
18. Interest forgiven	During the year. In thousands of units (millions if yen).
19. Principal rescheduled to another loan	During the year. In thousands of units (millions if yen).
20. Interest rescheduled to another loan	During the year. In thousands of units (millions if yen).
21. Principal converted	During the year. In thousands of units (millions if yen).
22. Interest converted	During the year. In thousands of units (millions if yen).

23. Other adjustments	During the year. In thousands of units (millions if yen).
24. Principal disbursed and still outstanding	At the end of the year. In thousands of units (millions if yen).
25. Arrears of principal (included in item 24)	At the end of the year. In thousands of units (millions if yen).
26. Arrears of interest	At the end of the year. In thousands of units (millions if yen).
27. First year, principal	In thousands of units (millions if yen).
28. First year, interest	In thousands of units (millions if yen).
29. Second year, principal	In thousands of units (millions if yen).
30. Second year, interest	In thousands of units (millions if yen).
31. Third year, principal	In thousands of units (millions if yen).
32. Third year, interest	In thousands of units (millions if yen).

Example of a USIF transmission in ASCII delimited format

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"7","4","001001","","738","7","13","2000","","","0","50970","0","","0","","0","0","50970","","","","0","50
970","","","","","","","",""
"7","4","891017","","351","7","13","2000","","","0","10759","0","","0","","769","405","0","","","0","10
759","","","","","",""
"7","4","991001","","665","7","13","2000","3924","3924","0","61962","0","1203","0","","0","0","18881",
","","","0","61962","","707","","","","",""
```

Note:

- Including a header row in the file facilitates data treatment. Use column numbers or names as follows:

"01","02","03","04","05","06","07","08","09","10","11","12","13","14","15","16","17","18","19","20","21",
"22","23","24","25","26","27","28","29","30","31","32" **or**

"reporting country","extending agency","CRS identification number","donor project number","recipient country","currency","type of flow","reporting year","commitments","disbursements","undisbursed","disbursed","amortisation","interest received","principal rescheduled from another loan","capitalised interest","principal forgiven","interest forgiven","principal rescheduled to another loan","interest rescheduled to another loan","principal converted","interest converted","other adjustments","principal disbursed and still outstanding","arrears of principal","arrears of interest","first year principal","first year interest","second year principal","second year interest","third year principal","third year interest".