

UNITED ARAB EMIRATES
MINISTRY OF INTERNATIONAL
COOPERATION AND DEVELOPMENT



الإمارات العربية المتحدة
وزارة التعاون
والاعتماد الدولي

UNITED ARAB EMIRATES
FOREIGN AID REPORTING
FRAMEWORK

2015





UNITED ARAB EMIRATES
**FOREIGN AID REPORTING
FRAMEWORK**

2015



Version Information

This is the first edition of the Foreign Aid Reporting Framework, incorporating the second version of the Foreign Aid Reporting Standards and Guidelines, first published in December 2010.

Please send your comments, suggestions and enquiries to the Aid Coordination Department at the address below:

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January 2015
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Foreword

The Ministry of International Cooperation and Development (MICAD) is pleased to present the first edition of the Foreign Aid Reporting Framework and the second version of the UAE Foreign Aid Reporting Standards and Guidelines, for use by UAE donor organizations when recording and documenting their foreign aid activities.

The development of this reporting framework represents a milestone in our common effort to improve the transparency and accountability of the UAE's foreign aid sector, by helping donors to document their assistance activities in a clear and comprehensive manner. By linking the UAE's reporting framework to those of international bodies such as the Organization for Economic Co-operation and Development (OECD) and the United Nations, these standards and guidelines also help to raise the UAE's foreign aid profile internationally.

The production of this important document was only possible through the hard work and effective collaboration of the UAE donor organizations, alongside the team at MICAD. The document will continue to be revised and updated as required, based on the feedback of the users.

I would also like to express our appreciation for the invaluable support and contributions from representatives of the OECD Development Co-operation Directorate, and look forward to our continued collaboration in the future.

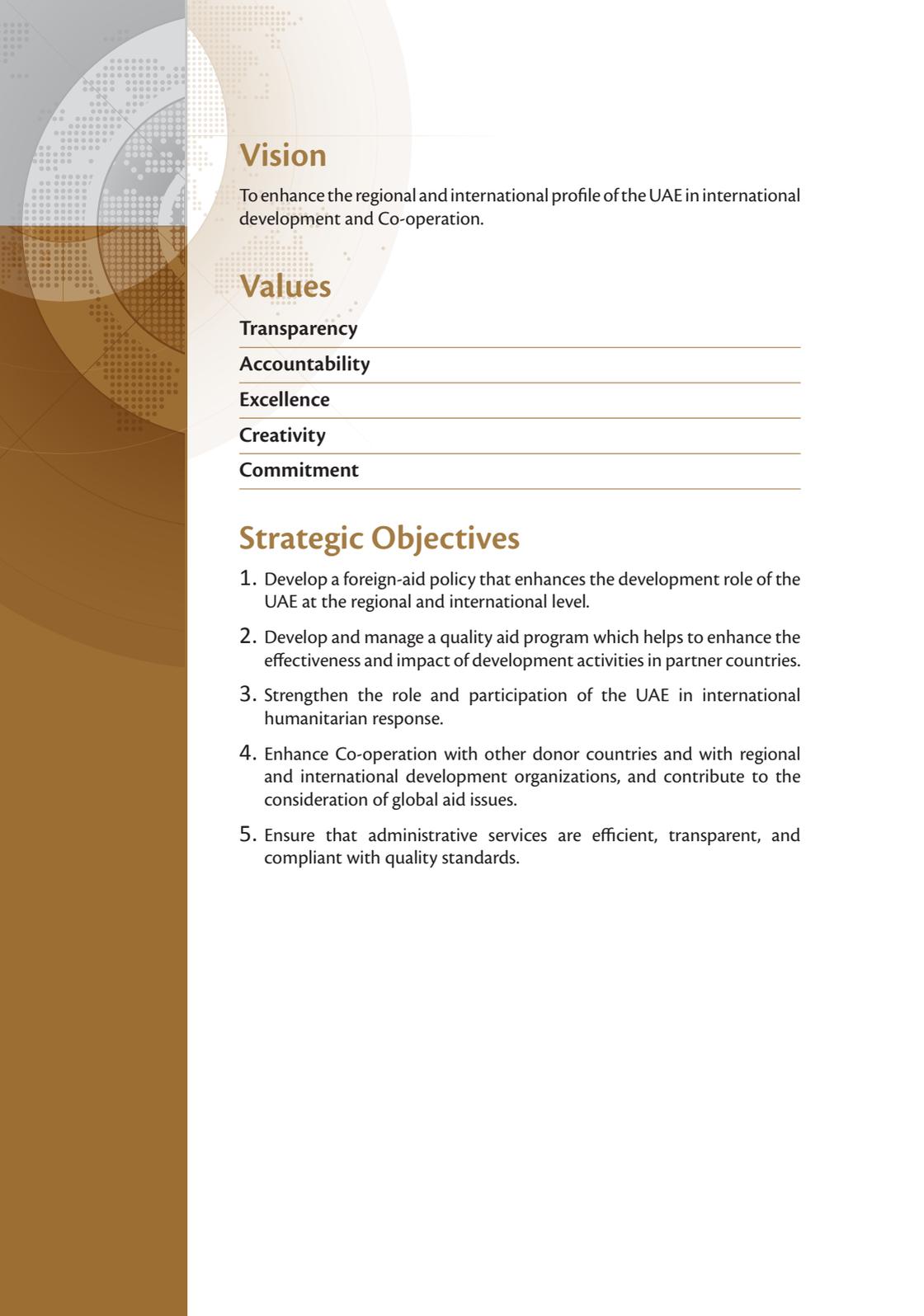
Ministry of International Cooperation and Development

About MICAD

The Ministry of International Cooperation and Development

The Ministry of International Cooperation and Development (MICAD) was established on 12 March 2013 following a Cabinet reshuffle endorsed by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, UAE President, and announced by His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai. With Her Excellency Sheikha Lubna Bint Khalid Al Qasimi as Minister, MICAD's role is to work with UAE donor organizations to boost the UAE position as a major international donor and a key player in development and international cooperation.

MICAD will propose the policies and priority areas for UAE foreign aid, amounts and types of UAE development work and humanitarian aid. In addition, MICAD will work to raise awareness of the UAE role as a major international donor; enhance the country's relations with other international donors; cooperate with international organizations; document UAE government and non-governmental foreign aid; evaluate the impact of foreign aid programs; coordinate relief efforts and foreign aid with local and international entities; build capacity and coordinate training processes and plans; and represent the UAE in regional and international development and humanitarian bodies. The Ministry's headquarters are located in Abu Dhabi, with a branch in Dubai.



Vision

To enhance the regional and international profile of the UAE in international development and Co-operation.

Values

Transparency

Accountability

Excellence

Creativity

Commitment

Strategic Objectives

1. Develop a foreign-aid policy that enhances the development role of the UAE at the regional and international level.
2. Develop and manage a quality aid program which helps to enhance the effectiveness and impact of development activities in partner countries.
3. Strengthen the role and participation of the UAE in international humanitarian response.
4. Enhance Co-operation with other donor countries and with regional and international development organizations, and contribute to the consideration of global aid issues.
5. Ensure that administrative services are efficient, transparent, and compliant with quality standards.

Key Responsibilities

1. Propose a general policy for UAE foreign aid, in coordination with concerned entities, and submit to the Cabinet for approval.
2. Identify priority areas for the foreign aid sector and determine the volume and type of support that the UAE can provide, in alignment with the approved UAE foreign aid policy, in collaboration with UAE donor entities.
3. Coordinate, consolidate and ensure the integrity of UAE international development Co-operation efforts, in collaboration with concerned parties, in order to achieve effective foreign aid.
4. Cooperate with relevant governments and non-governmental organizations (NGOs) at regional and international levels, in coordination with the Ministry of Foreign Affairs and the key stakeholders.
5. Document the official and non-official UAE foreign aid programs with the relevant international bodies.
6. Develop the capacity for the UAE entities working in international development.
7. Evaluate the impact of the UAE foreign aid program to ensure that it is aligned with the strategic objectives of the UAE Government.
8. Raise awareness of the role of the UAE as an international donor in order to enhance the profile of the UAE at regional and international levels, and promote UAE relations with regional and international donors, governments and non-governmental organizations (NGOs), in coordination with the Ministry of Foreign Affairs.
9. Represent the UAE at regional and international development and humanitarian organizations, including non-governmental organizations (NGOs), in coordination with the Ministry of Foreign Affairs.
10. Any other responsibilities assigned by law or cabinet decisions.



CONTENTS

VERSION INFORMATION	1
FOREWORD	2
ABOUT MICAD	3
VISION	4
VALUES	4
STRATEGIC OBJECTIVES	4
KEY RESPONSIBILITIES	5
1 - FOREIGN AID REPORTING PROCESS	10
1.1 - UAE DONOR ORGANIZATIONS	10
1.2 - THE INFORMATION MANAGEMENT GROUP	10
1.3 - THE ROLE OF MICAD	10
1.4 - REPORTING CYCLES	10
1.4.1 - ANNUAL REPORTING CYCLE	11
1.4.2 - EMERGENCY RESPONSE REPORTING CYCLE	11
1.5 - QUALITY CONTROL	11
2 - FOREIGN AID DEFINITION	12
2.1 - WHAT IS FOREIGN AID?	12
2.2 - WHAT IS NOT FOREIGN AID?	12
2.2.1 - NUCLEAR ENERGY	12
2.2.2 - MILITARY ASSISTANCE	12
2.2.3 - CIVIL POLICE WORK	13
2.2.4 - PEACEKEEPING	13
3 - FOREIGN AID DOCUMENTATION	14
3.1 - THE ANNUAL UAE FOREIGN AID REPORT	14
3.2 - REPORTING TO THE OECD/DAC	14
3.2.1 - ODA ELIGIBILITY CRITERIA	15
3.2.2 - IDENTIFYING THE SOURCE OF FUNDS	15
3.2.3 - BILATERAL AND MULTILATERAL ASSISTANCE	16
3.2.4 - ASSISTANCE FROM PUBLIC CORPORATIONS	17
3.3 - REPORTING UAE HUMANITARIAN AID TO THE UNITED NATIONS	18
3.3.1 - RECORDING PLEDGES	18
3.3.2 - SUBMITTING HUMANITARIAN AND EMERGENCY RESPONSE RECORDS	18

4 - FOREIGN AID REPORTING FORMATS	19
4.1 - ASSISTANCE RECORDING FORM (ARF)	19
4.2 - HUMANITARIAN AND EMERGENCY RESPONSE FORM (HERF)	19
4.3 - THE FOREIGN AID TRACKING SERVICE (FATS)	19
4.4 - COMPLETION OF THE ASSISTANCE RECORDING FORMS (ARF)	19
4.5 - SUBMISSION OF FOREIGN AID RECORDS	20
5 - FOREIGN AID REPORTING STANDARDS AND GUIDELINES	21
5.1 - RECIPIENT COUNTRY	21
GUIDANCE NOTE	21
5.2 - IMPLEMENTING ORGANIZATION	21
GUIDANCE NOTE	21
5.3 - DESCRIPTION OF PROJECT ACTIVITIES	22
GUIDANCE NOTE	22
5.4 - ASSISTANCE CATEGORY	22
5.4.1 - DEVELOPMENT	22
5.4.2 - HUMANITARIAN	22
5.4.3 - CHARITY	22
GUIDANCE NOTE	23
5.5 - NATURE OF ASSISTANCE	23
5.5.1 - CASH ASSISTANCE	23
5.5.2 - IN-KIND ASSISTANCE	23
5.6 - SECTOR AND SUB-SECTOR	23
GUIDANCE NOTE	23
5.7 - FUNDING STATUS	24
5.7.1 - COMMITMENT	24
5.7.2 - DISBURSEMENT	24
GUIDANCE NOTE	24
5.8 - FUNDING TYPE	24
5.8.1 - GRANTS	24
5.8.2 - LOANS	24
GUIDANCE NOTE	25

5.9 - FUNDING DATE	25
5.9.1 - COMMITMENT DATE	25
5.9.2 - DISBURSEMENT DATE	25
GUIDANCE NOTE	25
5.10 - AMOUNTS	25
5.11 - REQUIREMENTS FOR REPORTING LOANS	25
5.11.1 - INTEREST RATE	26
5.11.2 - METHODS OF REPAYMENTS	26
5.11.3 - REPAYMENT DATES	26
5.11.4 - REPAYMENT AMOUNTS	26

ANNEXES	27
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ANNEX 1: THE ASSISTANCE REPORTING FORM (ARF)	27
ANNEX 2: HUMANITARIAN AND EMERGENCY RESPONSE FORM (HERF)	28
ANNEX 3: SECTORS AND SUB-SECTORS	29
EDUCATION	29
HEALTH	30
SOCIAL SERVICES	31
WATER AND SANITATION	31
POPULATION POLICY AND REPRODUCTIVE HEALTH PROGRAMS	33
GOVERNMENT AND CIVIL SOCIETY	33
CONFLICT PREVENTION AND RESOLUTION, PEACE AND SECURITY	36
TRANSPORT AND STORAGE	37
COMMUNICATION	37
ENERGY GENERATION AND SUPPLY	38
BANKING AND FINANCIAL SERVICES	39
BUSINESS SERVICES	39
AGRICULTURE	40
FORESTRY	41
FISHING	41

INFRASTRUCTURE DEVELOPMENT	42
INDUSTRY	42
MINERAL RESOURCES AND MINING	44
TRADE POLICY REGULATIONS AND ADJUSTMENTS	44
TOURISM	45
COMMODITY AID	46
GENERAL PROGRAM ASSISTANCE	46
DEBT FINANCING AND RELIEF	47
ENVIRONMENT AND CLIMATE CHANGE	47
BIOSPHERE AND BIODIVERSITY	48
HUMANITARIAN AID AND EMERGENCY RELIEF	48
RELIGIOUS AND SOCIAL CHARITABLE ASSISTANCE	51
SECTORS NOT SPECIFIED	51
ANNEX 4: CONTINENTS, REGIONS, COUNTRIES, AND TERRITORIES	52

1 - Foreign Aid Reporting Process

1.1 - UAE Donor Organizations

MICAD collaborates with over 40 donor organizations and entities in the UAE foreign aid sector. These organizations fall into four major categories listed hereunder.

- Government ministries, departments and authorities
- Governmental and semi-governmental foundations and funds
- Humanitarian and charitable non-governmental organizations.
- Private sector and individuals

1.2 - The Information Management Group

The Information Management Group is a technical network of peers established and facilitated by MICAD that offers a forum in which UAE donor organizations meet with MICAD to discuss matters relating to the recording and reporting of their foreign aid contributions.

1.3 - The Role of MICAD

MICAD collects, collates and analyzes UAE foreign aid data, in order to maintain a comprehensive and up-to-date record of UAE foreign aid flows and produce reports. Foreign aid data submitted to MICAD is used to generate reports to the international bodies which monitor development and humanitarian aid, and also to prepare MICAD's annual report on UAE foreign aid.

MICAD is the facilitator for the Information Management Group and provides support to the UAE donor organizations through this forum, by documenting aid flows and providing information, expert advice, training and capacity building, to ensure that the UAE's foreign aid is recorded and reported efficiently and accurately.

1.4 - Reporting Cycles

The UAE's reporting cycles are aligned to the requirements of two main international foreign aid tracking and reporting systems:

- The Financial Tracking Service (FTS) of the United Nations;
- The Development Assistance Committee (DAC) of the Organization for Economic Co-operation and Development (OECD).

The reporting requirements of these two systems are outlined in section 3 of this document.

To maximize the effectiveness of the UAE's reporting process, MICAD collects and records foreign aid data from the UAE donor organizations in two different cycles:

1.4.1 - Annual reporting cycle

UAE donor organizations report a complete record of their foreign aid activities and programs for the year. This allows MICAD to consolidate a comprehensive account of the transactions carried out in each calendar year, including the disbursements made against committed loans or grants. This approach allows MICAD to align the UAE's reporting cycle to the DAC's requirements for reporting Official Development Assistance (ODA).

1.4.2 - Emergency response reporting cycle

This cycle focuses on the UAE's interventions in response to humanitarian emergencies around the globe. Donor organizations report their humanitarian aid activities to MICAD as soon as they have been delivered, to facilitate prompt reporting to the United Nations Financial Tracking System (FTS) and to promote coordination through timely access to information about the relief efforts of the UAE donor organizations.

1.5 - Quality Control

MICAD checks the information submitted by the UAE donor organizations to ensure that it is formatted and classified according to the standards and definitions of foreign aid reporting. MICAD works closely with donor organizations to resolve any inconsistencies.

MICAD then commissions an external professional audit and quality control body to conduct a detailed review before the data is cross-checked with these organizations once again.

Once the quality control is concluded, MICAD starts the analysis and documentation of the UAE foreign aid records.

2 - Foreign Aid Definition

2.1 - What is Foreign Aid?

UAE foreign aid is defined as assistance provided by a registered entity in the UAE for the benefit of people in another country or countries. UAE foreign aid falls under three categories of assistance: humanitarian, development and charity.

Aid may be provided in many different ways. It may be transferred directly to another government, as budget support. It may be used to finance the construction of roads, bridges, hospitals, schools and other infrastructure. It may be used to support programs or projects implemented by governments or international or non-governmental organizations in a wide range of sectors from agriculture and education, to health and social services. Aid may also be provided “*in-kind*” in the form of goods and services such as logistics support, or search and rescue missions.

Assistance may be provided “*bilaterally*” as *loans* or *grants* to governments or non-governmental entities, including private sector companies in the recipient country. It may also be delivered “*multilaterally*” through the United Nations or other regional and international funds and organizations.

2.2 - What is not Foreign Aid?

MICAD documents as foreign aid all assistance that falls under the three categories (humanitarian, development and charity) defined in this document (See Section 5.4 below). Activities that do not fall within these definitions are excluded and are not recorded as foreign aid. These activities include:

2.2.1 - Nuclear energy

Activities that involve the application of nuclear energy for military purposes or non-proliferation activities cannot be reported as foreign aid. However, the peaceful use of nuclear energy, including construction of nuclear power plants, nuclear safety and the medical use of radioisotopes can be reported.

2.2.2 - Military assistance

The supply of military equipment and services, the forgiveness of debts incurred for military purposes and academic or nonacademic training of military personnel are not recorded as foreign aid. Activities aimed at combating terrorism cannot be recorded. However, when military forces are used to deliver humanitarian aid including search and rescue, transport of technical personnel, or perform development-related services, these activities are recorded as foreign aid.

2.2.3 - Civil police work

Expenditure on police training can be reported as foreign aid unless the training relates to semi-military functions such as counter-insurgency work or intelligence gathering on terrorism. Also, the provision of police services to control civil disobedience cannot be reported as foreign aid.

2.2.4 - Peacekeeping

Military assistance provided to the enforcement aspects of any peacekeeping operation cannot be reported as foreign aid. Only assistance to UN-administered or UN-approved peace keeping operations where the activities cover humanitarian or development aspects such as human rights, demobilization of soldiers, or weapons disposal can be reported as foreign aid (refer to the “Government and civil society” sector in annex 3 for more details).

3 - Foreign Aid Documentation

3.1 - The Annual UAE Foreign Aid Report

MICAD produces an annual report; the official documentation of UAE foreign aid at the national level. UAE Foreign Aid - 2009 was the first in this series¹. These reports document and analyze all categories and types of foreign assistance provided by all the UAE donor organizations and entities.

3.2 - Reporting to the OECD/DAC

MICAD reports UAE's official foreign aid to the Development Assistance Committee (DAC) of the Organization for Economic Co-operation and Development (OECD). This reporting makes UAE data easily accessible and helps to make the UAE's aid better known and reliably comparable in the international arena.

In submitting the reports to OECD, MICAD reviews each activity to determine whether it meets the DAC's definition of Official Development Assistance (ODA)². Only those activities that fulfill the criteria for ODA are included by the DAC in their calculation of each donor country's ranking when the ODA is considered as a proportion of the Gross National Income (GNI) for the year. Once the eligibility of each activity to be considered as ODA has been established, MICAD also decides whether the activity should be recorded as multilateral aid (which, according to DAC rules, is restricted to unearmarked contributions only) or bilateral aid. In relation to the UAE foreign aid data, this work is done manually. There is therefore no requirement for donor organizations to enter these distinctions in the Assistance Recording Form (ARF).

¹The 2009, 2010, and 2011 Foreign Aid Reports were produced by the former UAE Office for the Coordination of Foreign Aid (OCFA).

²The DAC defines ODA as "those flows to countries and territories on the DAC List of ODA Recipients and to multilateral development institutions which are:

- i. provided by official agencies, including state and local governments, or by their executive agencies; and
- ii. each transaction of which:
 - a) is administered with the promotion of the economic development and welfare of developing countries as its main objective; and
 - b) is concessional in character and conveys a grant element of at least 25 per cent (calculated at a rate of discount of 10 per cent)."

3.2.1 - ODA eligibility criteria

ODA eligibility is determined according to the following criteria:

Sources of Funds: official development assistance (ODA) is provided by official or governmental donor organizations and entities. Official assistance may be channeled through semi- or non-governmental organizations that extend and manage official funds on behalf of the government. This is explained further in the section below.

Recipient Country: the OECD/DAC maintains a list of the countries eligible to receive ODA. The DAC reviews and updates the list annually, in light of the World Bank's revision of the global income levels of countries. Only countries that are below the high-income level are considered ODA-eligible recipients (i.e. Low, Lower-Middle and Upper-middle income levels). Refer to the updated DAC list of countries on www.oecd.org/dac/stats/daclist.

Sectors of assistance: all assistance provided by UAE donors from official sources to ODA-eligible countries that falls under humanitarian or development sector codes is considered ODA-eligible. Assistance provided for the Charity sector, where aid is provided to support religious projects or to promote the culture of the UAE is not eligible to be considered as ODA.

3.2.2 - Identifying the source of funds

In line with the practice of the OECD, MICAD records the source of all foreign assistance as either "Official" or "Private". In cases where donors receive both official and private funding, the proportion of funding from each source is applied to projects outflows and reported as either "official" or "private". This process is carried out by MICAD staff, in consultation with each UAE donor organization, so there is no provision in the ARF for identifying whether an activity is funded from official or private sources. *Only "Official" funding is recorded as part of the UAE's ODA to the OECD.*

In general terms:

- **"Official"** funds are those received from the Federal Government or an Emirate Government or by decision of an Emirate's Ruler
- **"Private"** funds are those received from UAE residents and/ or commercial entities.

OECD defines the distinction as follows:

“Official transactions are those undertaken by central, state or local government agencies at their own risk and responsibility, regardless of whether these agencies have raised the funds through taxation or through borrowing from the private sector. Private transactions are those undertaken by firms and individuals resident in the reporting country from their own private funds.”

In its letter addressed to MICAD on May 12th, 2010 the DAC Secretariat confirmed the official character of assistance provided as a result of decisions made by the Rulers of the Emirates, as follows:

“The DAC Secretariat agrees with MICAD’s reasoning that, in the UAE, the Ruler’s decisions are those of the state and therefore cannot be equated to those of a private person, business or foundation. Consequently, grants provided by the Ruler’s foundations to ODA-eligible countries may be assimilated to official flows and reported as Official Development Assistance (ODA) or Other Official Flows (OOF), as appropriate. We are also in agreement with your suggested methodology on how to report activities from foundations which, in addition to public funding, receive contributions from private sources. Please report as official only the portion of funding that was provided by the Ruler’s decision.

The DAC Secretariat also agrees with your proposed treatment of assistance provided by the UAE Red Crescent Society, given that it is a federal government entity led by the current Ruler of Abu Dhabi and that it receives a part of its funding from the UAE government. Therefore, MICAD reports activities funded by the UAE Red Crescent Society in the same manner as those funded by foundations receiving both public and private contributions.”

3.2.3 Bilateral and multilateral assistance

In its own reports, MICAD records as multilateral all activities where the implementing or recipient organization is an international agency, institution or organization whose members are governments or funds that are managed autonomously by such bodies, (e.g. United Nations agencies and funds, such as the Central Emergency Response Fund (CERF), and Regional Organizations, such as the African Development Bank etc.). However, in reporting to the OECD/DAC, MICAD uses the DAC’s narrower definition of multilateral (see *DAC glossary of concepts and definitions online at <http://www.oecd.org/dac/dacglossaryofkeytermsandconcepts.htm>*).

Bilateral assistance is where the activities are implemented directly by the donor organization, or are channeled through national or international non-governmental organizations in the recipient country. It also includes direct assistance to governments in the form of debt relief, administrative costs and general budget support.

In 2012, MICAD introduced a new level of categorization for the UAE foreign aid activities to provide a deeper understanding of how the donor organizations disburse their funds. In contrast to the simple bilateral/multilateral distinction, this is disaggregated into the following seven “types of assistance”:

- **Bilateral assistance to governments:** direct contributions from the UAE government and donor organizations, or in accordance with a bilateral agreement with the recipient government or any of its entities. This may consist of “unearmarked” contributions to support the recipient country’s budget or may consist of contributions “earmarked” to support a particular program or project.
- **Core contributions to multilateral organizations;** includes unearmarked contributions from the UAE government and donor organizations to support the activities of an international agency, institution or organization whose members are governments, or to a fund managed autonomously by such a body, (e.g., United Nations agencies, and funds such as the Central Emergency Response Fund (CERF), Regional Development Banks etc.).
- **Other contributions to multilateral organizations;** includes contributions from the UAE government and donor organizations to support activities and programs of multilateral organizations that are earmarked for use in a specific country and/or for a specific sector or program.
- **Contributions to international NGOs;** consists of earmarked or unearmarked contributions, from the UAE government and donor organizations to support international non-governmental organization (e.g. CARE International, OXFAM GB, Save the Children, etc.).
- **Contributions to national NGOs and civil society institutions;** consists of earmarked or unearmarked contributions, from the UAE government and donor organizations to support activities and programs where the recipient organization is a national non-governmental organization (e.g. the Palestinian Red Crescent); an entity of the civil society (e.g. orphan care centers and similar philanthropic entities), or a local specialized non-governmental institution such as a hospital or university, or contributions to the operational or administrative costs.
- **Direct project implementation;** includes the activities or projects implemented directly by the donor organization in the recipient country, or indirectly by contracting a private sector organizations or a contractor.
- **Private sector Co-operation;** includes activities related to investments by the UAE government and donor organizations in the private sector enterprises and businesses in the recipient countries, and may consist of direct investments, equity investments, export credits, etc.

3.2.4 Assistance from public corporations

As illustrated in the donor categories (in section 1), the UAE foreign aid sector includes private sector organizations and corporations in addition to individuals. Assistance from these private sector entities is also recorded and documented in the UAE’s annual foreign aid report.

In cases where the government owns more than half of the voting equity securities of private or semi-private entities, they are considered as “public corporations” and, as such, their foreign assistance is classified entirely as official transactions, or ODA (provided that the additional ODA criteria are met).

3.3 - Reporting UAE Humanitarian Aid to the United Nations

MICAD records information regarding the UAE’s response to humanitarian emergencies with the United Nations’ Financial Tracking Service (FTS), a real-time database of the international response to humanitarian emergencies.

3.3.1 - Recording pledges

Pledges are defined as a non-binding announcement of intended financial assistance or allocation by the donor organization.

While donor organizations are requested to report funds that have been either officially committed or disbursed in their charity and development activities (using the ARF), the HERF allows them to report those pledges they traditionally announce at the launch of their campaigns to respond to humanitarian emergencies.

MICAD includes all records of pledges in its real-time reporting to the FTS as well as in its emergency-related situation reports and updates. Pledges are not recorded in the UAE annual foreign aid reports, or in reports to the OECD/DAC.

3.3.2 - Submitting humanitarian and emergency response records

UAE donor organizations wishing to report their response to humanitarian emergencies should contact MICAD at the following address:

Information and Reporting Section, Aid Coordination Department

Ministry of International Cooperation and Development

P.O. Box 110555, Abu Dhabi, UAE

Email: reporting@micad.gov.ae

Tel: +971 (0)2 654 4444

4 - Foreign Aid Reporting Formats

4.1 - Assistance Recording Form (ARF)

The *Assistance Recording Form (ARF)* – annex 1, is used by UAE donor organizations to record data about their foreign aid activities. The purpose of the ARF is to facilitate accurate and comprehensive reporting of UAE foreign aid data.

The standards below define the requirements for completing the ARF. The guidance notes that follow each of the standards provide explanations and advice, to assist those entering the data to do so correctly.

The ARF can be used directly online through MICAD's website (<http://micad.gov.ae>), or downloaded as a template that can be used offline.

4.2 - Humanitarian and Emergency Response Form (HERF)

While UAE donor organizations can use the ARF for reporting their response to humanitarian emergencies, MICAD has designed the *Humanitarian and Emergency Response Form (HERF)* – annex 2, a customized Microsoft Excel reporting template, which simplifies the ARF to include only those parameters that are mandatory for reporting humanitarian emergency response to the United Nations FTS.

4.3 - The Foreign Aid Tracking Service (FATS)

The ARF is linked to MICAD's *Foreign Aid Tracking Service (FATS)*, an online database that allows UAE donor organizations direct access to enter data relating to their foreign aid programs.

The FATS allows donors to record their data directly, as well as generating reports and analysis for the general public and specialized users. For more information on how to use this service, please visit the FATS page on MICAD's website at this address: <http://micad.gov.ae>.

4.4 - Completion of the Assistance Recording Forms (ARF)

The ARF should be completed by the Extending Agency, defined as the UAE-based organization responsible for sending the assistance to a foreign country or international organization.

If a UAE Government ministry or department provides assistance to a foreign government or organization, it should report the assistance directly. However, if the same ministry or department transfers funds or goods to a UAE-based Foundation or NGO, which then transmits them to a foreign government or international organization, the data should be reported by the Foundation or NGO, and not by the government ministry or department.

4.5 - Submission of Foreign Aid Records

UAE donor organizations may report their foreign aid records by submitting a completed ARF to MICAD in the following two ways:

- Designated data entry personnel can log on to the FATS on MICAD's website and complete the online version of the ARF. Once submitted, MICAD will review the data and notify the reporting organization when the data has been checked and accepted.
- Alternatively, organizations may submit their data offline by downloading the ARF as a Microsoft Excel template format from the FATS section of MICAD's website and submitting the completed form to MICAD either by email or by post mail with cover letter to the following address:

Information and Reporting Section, Aid Coordination Department

Ministry of International Cooperation and Development

P.O. Box 110555, Abu Dhabi, UAE

Email: reporting@micad.gov.ae

Tel: +971 (0)2 654 4444

5 - Foreign Aid Reporting Standards and Guidelines

These Standards identify and explain the fields required to report foreign aid data in the Assistance Recording Form (ARF). Information may only be entered on behalf of UAE donor organizations by designated personnel.

The ARF operates primarily with drop-down menus. The Standards indicate the requirements for selecting from the menus. The guidance notes offer additional explanation and advice. This guidance will be further developed in response to requests or suggestions from users.

5.1 - Recipient Country

- **The recipient country:** is the country receiving or benefiting from the assistance. (See annex 4)
- **Multi-country projects:** are projects implemented in more than one country in a specific region/continent (e.g. Africa; Asia) where it is not possible to identify the amount provided to each country.
- **Global projects:** are those benefiting countries in more than one region/continent.

Guidance note

As far as possible, MICAD aims to record all UAE foreign aid against specific countries. MICAD encourages its partners to develop systems that allow the disaggregation of data from multi-country projects on a country-by-country basis. Where this is not possible, for example the option “Multi-country - Africa” may be used for projects in multiple countries in Africa. For activities carried out in the UAE, in support of foreign aid generally, and where no activities took place outside the UAE, select the “Global” option.

5.2 - Implementing Organization

The implementing organization / channel of delivery is the organization receiving the funds and ultimately in charge of implementing the activity. Where a project is implemented by more than one organization, a separate report should be submitted for each primary implementing partner.

Guidance note

The implementing organization is usually the local partner who carries out the project on the ground. Where project activities are implemented directly by the donor organization itself, without the assistance of a local partner, the name of the donor organization may be entered here.

5.3 - Description of Project Activities

The description of project activities should be as detailed as possible, and should include:

- The project title which should indicate the general purpose and location of the activities.
- The purpose and primary goals of the project, e.g. construction of a hospital
- A detailed description of the project activities and specific geographic locations where the activities are taking place.
- Details of the target beneficiaries, e.g. name of the community and the approximate number of people benefitting from the activities
- Details on the outcomes and impact of the project on the local community or beneficiaries.

Guidance note

Description of project activities is an important field in the format because, in addition to being a mandatory field in international reporting to the UN-FTS and OECD/DAC, it also allows users of the FATS to understand the donor's work. Detailed project descriptions also enable MICAD to report comprehensively and authoritatively.

5.4 - Assistance Category

The ARF records three categories of assistance: Development, Humanitarian and Charity. Each assistance category has its distinct sector coding.

5.4.1 - Development

Aid should be recorded as "Development" if it meets the following criteria:

Assistance provided with motivation and/or goal of improving the economic and social welfare of foreign countries and to improve the overall quality of life of their citizens. Examples of development activities include construction of road networks, support to education and health, economic assistance, sectoral assistance in agricultural, industry, energy etc. and budgetary support.

5.4.2 - Humanitarian

Aid should be recorded as "Humanitarian", if it meets the following criteria:

- Assistance designed to save lives, alleviate suffering and maintain and protect human dignity during and after emergencies including long term assistance to affected populations (refugees and internally displaced persons).
- An emergency is defined as "a situation arising from any cause (natural disaster, conflict, environment, technological or other) in which the lives and well-being of a large number of people are at risk, such that exceptional support from the UAE may be required".

5.4.3 - Charity

Aid may be defined as "Charity", if it meets the following criteria:

- Assistance provided to support religious projects or for the promotion of the UAE's

- culture, such as building mosques or UAE cultural centers or seasonal programs during the holy month of Ramadan.

Guidance note

In reporting UAE foreign aid activities to the OECD/DAC and UN FTS, the distinction between Development, Humanitarian and Charity is crucial, since it will affect the sector codes that the activities are assigned (see section 5.6 below). In broad terms, activities may be classified as Development, unless the activities are in response to a humanitarian emergency (Humanitarian) or for religious motives (Charity). In case of doubt regarding the category to be assigned to a specific activity, please consult MICAD.

5.5 - Nature of Assistance

All commitments and disbursements are made “in cash” or “in kind”:

5.5.1 - Cash assistance

Any financial transfer to the recipient organization or country in the form of cash, cheques or wire transfers are considered cash assistance.

5.5.2 - In-kind assistance

Any goods or services provided to the recipient organization or country are considered in-kind assistance. For such assistance, the approximate market value of the goods or services should be recorded.

5.6 - Sector and Sub-sector

An appropriate sector and sub-sector must be identified for each project or activity. The selection of sector and sub-sector should reflect the purpose of the activity. (See Annex 3).

Guidance Note

The selection of a sector and sub-sector may sometimes pose problems, since there may not always be a single correct choice. The guiding principle should be to consider the purpose of the activity. For example, training on health-related issues might be classified under Education, if the purpose is to educate young people in life skills. However, it should be classified under Health, if the purpose is to train health workers. MICAD offers specific training and advice on this point.

Similarly, sector specific transport activities should be recorded under the respective sectors. For example, during humanitarian relief operations, the transport expenses of food items should be recorded under the “Food aid” sub-sector. When transport is provided as a general support service to a relief operation, such as an Air Bridge, the commercial cost of that service should be recorded under «Coordination and support services».

Some assistance (funding) may be recorded as a commitment for which no project was defined (in the recipient country) at the time the commitment was made, and

therefore cannot be linked to a particular sector. Such assistance may be reported as "Sector not specified (9999)".

It should also be noted that the sector codes are different and exclusive for each type of assistance category; development activities are assigned sector codes from 1000-6000, humanitarian activities are assigned sector codes only in the 7000s, and charitable assistance is assigned sector codes in the 8000s only.

5.7 - Funding Status

All activities must be recorded either as Commitments or Disbursements. These terms are defined as follows:

5.7.1 - Commitment

A commitment is a firm obligation, expressed in writing and backed by the necessary funds, undertaken by a donor organization to provide specified assistance to a recipient country or an international organization.

5.7.2 - Disbursement

A disbursement is the release of funds to, or for the benefit of, a recipient country or international organization; by extension, the amount thus spent. Disbursements record the actual international transfer of financial resources or of goods or services in kind.

Guidance Note

All assistance activities must be recorded as either commitments or disbursements. Commitments reported to MICAD in any given year will be reported as such at the end of the year, even if they have been partly or entirely converted during the course of the year.

For example, if a commitment of AED 400,000 is made in 2010, with AED 100,000 disbursed in the same year, the 2010 report will show Commitment - 400,000; Disbursement - 100,000. The following year, the outstanding amount of the commitment (300,000) will not be recorded again; however any new disbursements, made during the reporting year should be recorded against the original commitment.

5.8 - Funding Type

5.8.1 - Grants

Grants are transfers of cash or in-kind assistance for which no legal debt is incurred by the recipient.

5.8.2 - Loans

Loans are transfers of cash or in-kind assistance for which the recipient incurs legal and binding debt. Reporting requirements for loans are explained further in this section.

Guidance Note

The OECD identifies ten types of funding that may qualify to be considered as ODA, OOF and Private. These include Grants, Loans, Investment, Equity, Bonds and Debt relief. At this stage, the ARF records only Grants and Loans. Future versions will record other types of assistance.

5.9 - Funding Date

The funding date records the date on which the commitment was made or the funds were disbursed.

5.9.1 - Commitment date

This is the date on which the donor organization, under the signature of an authorized official, formally committed the organization to provide the assistance to the recipient country or organization.

5.9.2 - Disbursement date

This is the date on which the funds were transferred, or the in-kind assistance was delivered.

Guidance note

It may not always be easy to identify the date of commitment. Funds may be allocated in an organization's budget, before a letter to, or contract with, the recipient government or organization is signed. Conversely, a commitment document may be signed before the funds are allocated in a budget. For the sake of consistency, the date of commitment should be recorded as the date on which a document is signed confirming the commitment to the recipient government or organization.

Where a disbursement is in the form of direct services provided over a period of time, the date of the disbursement will normally be when the operation is concluded. However, if the provision of services continues from one year to the next, the disbursement date should be recorded as 31 December, and the amount of the disbursement completed in that calendar year should be recorded.

5.10 - Amounts

The amounts may be recorded in UAE Dirhams (AED) or US dollars (USD) rounded to the nearest dirham or dollar. MICAD will use the standard government exchange rate in its conversion.

(Exchange rate USD 1 = AED 3.673)

5.11 - Requirements for Reporting Loans

In reporting the official development assistance of the UAE to the OECD/DAC, additional financial components are required for assistance in the form of loans. These components are described as follows:

5.11.1 - Interest rate

Most loans have a single interest rate which applies throughout the life of the loan. Enter this rate, including in it any charges in addition to the interest that are payable on the disbursed balance over the life of the loan.

5.11.2 - Methods of repayments

- **Equal principal payments (EPP):** denotes a fixed schedule of equal installments of principal adding up to the face value of the loan. Interest is charged on outstanding principal and the amount of individual service payments decreases with each payment of principal.
- **Annuity:** is a repayment method where each service payment is established as an equal amount, within which the interest component declines with time while the principal component increases.
- **Lump sum:** means the loan is repaid in a single amount (principal and interest) at maturity. If interest is paid at various earlier dates, then the repayment schedule is a particular case of equal principal payments and should be reported under that category.

5.11.3 - Repayment dates

Where a repayment schedule is agreed, the dates at which the first and the final repayments of principal are due should be reported.

5.11.4 - Repayment amounts

- **Amount received:** are the principal payments received from the loan recipient during the reporting year.
- **Principal disbursed and still outstanding:** The amount of principal owed on the loan at the end of the reporting year.

Annexes

ANNEX 1: The Assistance Reporting Form (ARF)

Section	#	Field	Description
Record ID	1	Loan, grant, or project number (code)	
	2	Funding status	refer to section 5.7
Recipient	3	Recipient country	refer to section 5.1
	4	Implementing organization	refer to section 5.2
	5	Nature of assistance	refer to section 5.5
Project	6	Description of project activities	refer to section 5.3
	7	Sector	refer to section 5.6 and annex 3
	8	Sub-sector	refer to section 5.6 and annex 3
Funding	9	Funding date	refer to section 5.9
	10	Amount (AED)	rate of exchange USD1 = AED3.673
	11	Amount (USD)	rate of exchange USD1 = AED3.673
Loans and Repayments	12	Type of loan	refer to section 5.11
	13	Interest rate	refer to section 5.11.1
	14	Number of repayment per annum	refer to section 5.11.2
	15	First repayment date	refer to section 5.11.3
	16	Final repayment date	refer to section 5.11.4
	17	Interest received	rate of exchange USD 1 = AED 3.673
	18	Principal disbursed / still outstanding	rate of exchange USD 1 = AED 3.673

ANNEX 2: Humanitarian and Emergency Response Form (HERF)

#	Field Name	Description
1	Date	refer to section 5.9
2	Implementing organization	refer to section 5.2
3	Country	see annex 4
4	Description of project activities	refer to section 5.3
5	Sector	refer to humanitarian aid sector in annex 3
6	Amount contributed (AED)	rate of exchange USD 1 = AED 3.673
7	Amount pledged (AED)	rate of exchange USD 1 = AED 3.673
8	Nature of assistance	refer to section 5.5

Annex 3: Sectors and Sub-sectors
Education

Code	Sub-sector	Definitions/Guidance Notes
1101	Education policy and administration	Education sector policy, planning and Programs; aid to education ministries, administration and management systems; institution capacity building and advice; school management and governance; curriculum and materials development; unspecified education activities
1102	Education facilities and training	Educational buildings, equipment, materials; subsidiary services to education (boarding facilities, staff housing); language training; colloquia, seminars, lectures, etc.
1103	Teachers training	Teacher education (where the level of education is unspecified); in-service and pre-service training; materials development.
1104	Educational research	Research and studies on education effectiveness, relevance and quality; systematic evaluation and monitoring.
1105	Primary education	Formal and non-formal primary education for children; all elementary and first cycle systematic instruction; provision of learning materials.
1106	Basic life skills for youth and adults	Formal and non-formal education for basic life skills for young people and adults (adults' education); youth and adults literacy and numeracy training.
1107	Early childhood education	Formal and non-formal pre-school education.
1108	Secondary education	Second cycle systematic instruction at both junior and senior levels.
1109	Vocational training	Elementary vocational training and secondary level technical education; on- the job training; apprenticeships; including informal vocational training.
1110	Higher education	Degree and diploma Programs at universities, and polytechnics; scholarships.
1111	Advanced technical and managerial training	Professional-level vocational training Programs and in-service training.

Guidance note on education activities:

Sector specific education activities are to be included in the respective sectors, for example, education activities related to agriculture should be recorded under the specific education sub-sector under Agriculture, i.e. (3112) Agricultural education.

Health

Code	Sub-sector	Definitions/Guidance Notes
1201	Health policy and administration	Health sector policy, planning and Programs; aid to health ministries, public health administration; institution capacity building and advice; medical insurance Programs; unspecified health activities.
1202	Medical education and training	Medical education and training for tertiary level services.
1203	Medical research	General medical research (excluding basic health research).
1204	Medical services	Laboratories, specialized clinics and hospitals (including equipment and supplies); ambulances; dental services; mental health care; medical rehabilitation; control of non-infectious diseases; drug and substance abuse control [excluding narcotics traffic control (1305)].
1205	Basic health care	Basic and primary health care Programs; paramedical and nursing care Programs; supply of drugs, medicines and vaccines related to basic health care.
1206	Basic health infrastructure	District-level hospitals, clinics and dispensaries and related medical equipment; excluding specialized hospitals and clinics (1204)
1207	Basic nutrition	Direct feeding Programs (maternal feeding, breastfeeding and weaning foods, child feeding, school feeding); determination of micro-nutrient deficiencies; provision of vitamin A, iodine, iron etc.; monitoring of nutritional status; nutrition and food hygiene education; household food security.
1208	Infectious disease control	Immunization; prevention and control of infectious and parasite diseases, except malaria (1210), tuberculosis (1211), HIV/AIDS and other STDs (1504). It includes diarrheal diseases, vector-borne diseases (e.g. river blindness and guinea worm), viral diseases, mycosis, helminthiasis, zoonosis, diseases by other bacteria and viruses, pediculosis, etc.
1209	Health education	Information, education and training of the population for improving health knowledge and practices; public health and awareness campaigns; promotion of improved personal hygiene practices, including use of sanitation facilities and hand washing with soap.
1210	Malaria control	Prevention and control of malaria.
1211	Tuberculosis control	Immunization, prevention and control of tuberculosis.
1212	Health personnel development	Training of health staff for basic health care services.

Social services

Code	Sub-sector	Definitions/Guidance Notes
1301	Social welfare services	Social legislation and administration; institution capacity building and advice; social security and other social schemes; special Programs for the elderly, orphans, the disabled, street children; social dimensions of structural adjustment; unspecified social infrastructure and services, including consumer protection.
1302	Employment policy and administration	Employment policy and planning; labor law; labor unions; institution capacity building and advice; support Programs for unemployed; employment creation and income generation Programs; occupational safety and health; combating child labor.
1303	Culture and recreation	Programs, projects or activities that are designed to promote and educate on the culture of the benefiting country or community, including cultural centers, public libraries and museums.
1304	Statistical capacity building	Both in national statistical offices and any other government ministries.
1305	Narcotics control	In-country and customs controls including training of the police; educational Programs and awareness campaigns to restrict narcotics traffic and in-country distribution.
1306	Social mitigation of HIV/AIDS	Special Programs to address the consequences of HIV/AIDS, e.g. social, legal and economic assistance to people living with HIV/AIDS including food security and employment; support to vulnerable groups and children orphaned by HIV/AIDS; human rights of HIV/AIDS affected people.

Water and sanitation

Code	Sub-sector	Definitions/Guidance Notes
1401	Water sector policy and administration	Water sector policy and governance, including legislation, regulation, planning and management as well as transboundary management of water; institutional capacity development; activities supporting the Integrated Water Resource Management approach (IWRM - defined as: "A process which promotes the coordinated development and management of water, land and related resources in order to maximize the resultant economic and social welfare in an equitable manner without compromising the sustainability of vital eco-systems.").
1402	Water resources conservation	Collection and usage of quantitative and qualitative data on water resources; creation and sharing of water knowledge; conservation and rehabilitation of inland surface waters (rivers, lakes etc.), ground water and coastal waters; prevention of water contamination.

Code	Sub-sector	Definitions/Guidance Notes
1403	General water supply and sanitation programs	Programs where components according to (1406) and (1407) cannot be identified. When components are known, they should individually be reported under their respective purpose codes: basic drinking water supply (1406) and basic sanitation (1407).
1404	Large water supply systems	Potable water treatment plants; intake works; storage; systems supply pumping stations; large scale transmission / conveyance and distribution systems.
1405	Large sanitation systems	Large scale sewerage including trunk sewers and sewage pumping stations; domestic and industrial waste water treatment plants.
1406	Basic drinking water supply	Rural water supply schemes using hand pumps, spring catchments, gravity-fed systems, rainwater collection and fog harvesting, storage tanks, small distribution systems typically with shared connections/points of use. Urban schemes using hand pumps and local neighborhood networks including those with shared connections.
1407	Basic sanitation	Latrines, on-site disposal and alternative sanitation systems, including the promotion of household and community investments in the construction of these facilities. Use (1209) for activities promoting improved personal hygiene practices.
1408	River basins' development	Infrastructure focused integrated river basin projects and related institutional activities; river flow control; dams and reservoirs [excluding dams primarily for irrigation (3104) and hydropower (2310) and activities related to river transport (2104)].
1409	Waste management and disposal	Municipal and industrial solid waste management, including hazardous and toxic waste; collection, disposal and treatment; landfill areas; composting and reuse.
1410	Education and training in water supply and sanitation	Education and training for sector professionals and service providers.

Population policy and reproductive health programs

Code	Sub-sector	Definitions/Guidance Notes
1501	Population policy and administration	Population/development policies; census work, vital registration; migration data; demographic research/analysis; reproductive health research; unspecified population activities.
1502	Reproductive health care	Promotion of reproductive health; prenatal and postnatal care including delivery; prevention and treatment of infertility; prevention and management of consequences of abortion; safe motherhood activities.
1503	Family planning	Family planning services including counseling; information, education and communication (IEC) activities; delivery of contraceptives; capacity building and training.
1504	STD control including HIV/AIDS	All activities related to sexually transmitted diseases and HIV/AIDS control e.g. information, education and communication; testing; prevention; treatment, care.
1505	Personnel development for population and reproductive health	Education and training of health staff for population and reproductive health care services.

Government civil and society

Code	Sub-sector	Definitions/Guidance Notes
1601	Public sector policy and administration	Institution-building assistance to strengthen core public sector management systems and capacities. This includes macro-economic and other policy management, co-ordination, planning and reform; human resource management; organizational development; civil service reform; e-government; development planning, monitoring and evaluation; support to ministries involved in aid co-ordination; other ministries and government departments when sector cannot be specified. (Use specific sector codes for development of systems and capacities in sector ministries.)
1602	Public finance management	Fiscal policy and planning; support to ministries of finance; strengthening financial and managerial accountability; public expenditure management; improving financial management systems; tax policy and administration; budget drafting; inter-governmental fiscal relations, public audit, public debt.
1603	Decentralization and support to subnational government	Decentralization processes (including political, administrative and fiscal dimensions); and relation between the Local and Federal government; strengthening departments of regional and local government, regional and local authorities and their national associations. (Use specific sector codes for decentralization of sector management and services.)

Code	Sub-sector	Definitions/Guidance Notes
1604	Anti-corruption organizations and institutions	Specialized organizations, institutions and frameworks for the prevention of and combat against corruption, bribery, money-laundering and other aspects of organized crime, with or without law enforcement powers, e.g. anti-corruption commissions and monitoring bodies, special investigation services, institutions and initiatives of integrity and ethics oversight, specialized NGOs, other civil society and citizens' organizations directly concerned with corruption.
1605	Legal and judicial development	<p>Support to institutions, systems and procedures of the justice sector, both formal and informal; support to ministries of justice, the interior and home affairs; judges and courts; legal drafting services; bar and lawyers associations; professional legal education; maintenance of law and order and public safety; border management; law enforcement agencies, police, prisons and their supervision; ombudsmen; alternative dispute resolution, arbitration and mediation; legal aid and counsel; traditional, indigenous and paralegal practices that fall outside the formal legal system.</p> <p>Measures that support the improvement of legal frameworks, constitutions, laws and regulations; legislative and constitutional drafting and review; legal reform; integration of formal and informal systems of law.</p> <p>Public legal education; dissemination of information on entitlements and remedies for injustice; awareness campaigns.</p>
1606	Democratic participation and civil society	Support to direct democracy instruments such as referenda and citizens' initiatives; engage and hold governments to account, and to help citizens learn to act in the public sphere; curricula and teaching for civic education at various levels. (This purpose code is restricted to activities targeting governance issues. When assistance to civil society is for non-governance purposes use other appropriate purpose codes).
1607	Elections	Electoral management bodies and processes, election observation, voters' education. (Use code 1703 when in connection with UN post-conflict peace-building.)
1608	Legislatures	Assistance to strengthen key functions of legislatures/parliaments including subnational assemblies and councils (representation; oversight; legislation), such as improving the capacity of legislative bodies, improving legislatures' committees and administrative procedures; research and information management systems; providing training Programs for legislators and support personnel.

Code	Sub-sector	Definitions/Guidance Notes
1609	Media and flow of information	Activities that support flow of information on public issues; activities that increase the editorial and technical skills and the integrity of the print and broadcast media, e.g. training of journalists. (Use codes 2201-2204 for provision of equipment and capital assistance to media.)
1610	Human rights	<p>Measures to support specialized official human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.</p> <p>human rights NGOs; awareness raising and public human rights education.</p> <p>Human rights programming targeting specific groups, e.g. children, persons with disabilities, migrants, ethnic, religious, linguistic and sexual minorities, indigenous people and those suffering from caste discrimination, victims of</p> <p>(Use code 1703 when in connection with UN post conflict peace-building.)</p>
1611	Women's equality organizations and institutions	Support for institutions and organizations (governmental and non-governmental) working for gender equality and women's empowerment.

Conflict prevention and resolution, peace and security

Code	Sub-sector	Definitions/Guidance Notes
1701	Prevention and demobilization of child soldiers	Technical co-operation provided to government – and assistance to civil society organizations – to support and apply legislation designed to prevent the recruitment of child soldiers, and to demobilize, disarm, reintegrate, repatriate and resettle (DDR) child soldiers.
1702	Removal of land mines and explosive remnants of war	All activities related to land mines and explosive remnants of war which have benefits to developing countries as their main objective, including removal of land mines and explosive remnants of war, and stockpile destruction for developmental purposes [other than in the context of an international peacekeeping operation (1703) and in the aftermath of an emergency (7107)]; risk education and awareness raising; rehabilitation, reintegration and assistance to victims, research and development on demining and clearance, prevention, training and capacity building.
1703	Reintegration and small and light weapons control	Reintegration of demobilized military personnel into the economy; conversion of production facilities from military to civilian outputs; technical co-operation to control, prevent and/or reduce the proliferation of small arms and light weapons (SALW)
1704	International peacekeeping operations	Bilateral participation in peacekeeping operations mandated or authorized by the United Nations (UN) through Security Council resolutions, and conducted by international organizations, e.g. UN, NATO, the European Union (Security and Defense Policy security-related operations), or regional groupings of developing countries. This also includes activities such as human rights and election monitoring; reintegration of demobilized soldiers; rehabilitation of basic national infrastructure; monitoring or retraining of civil administrators and police forces; security sector reform and other rule of law-related activities; training in customs and border control procedures; advice or training in fiscal or macroeconomic stabilization policy; repatriation and demobilization of armed factions, and disposal of their weapons.
1705	Civilian peace-building, conflict prevention and resolution Security system management and reform	Support for civilian activities related to peace building, conflict prevention and resolution, including capacity building, monitoring, and dialogue and information exchange. -

Transport and storage

Code	Sub-sector	Definitions/Guidance Notes
2101	Transport and storage policy and administration	Transport sector policy, planning and Programs; aid to transport ministries; institution capacity building and advice; unspecified transport; activities that combine road, rail, water and/or air transport.
2102	Road transport infrastructure	Road infrastructure, road vehicles; passenger road transport, motor passenger cars.
2103	Rail transport infrastructure	Rail infrastructure, rail equipment, locomotives, other rolling stock; including light rail (tram) and underground systems.
2104	Water transport infrastructure	Harbors and docks, harbor guidance systems, ships river and other inland water transport, inland barges and vessels.
2105	Air transport infrastructure	Airports, airport guidance systems, aero planes, aero plane maintenance equipment.
2106	Storage	Whether or not related to transportation.
2107	Transport and storage education and training	-

Communication

Code	Sub-sector	Definitions/Guidance Notes
2201	Communications policy and administration	Communications sector policy, planning and Programs; institution capacity building and advice; including postal services development; unspecified communications activities.
2202	Telecommunications	Telephone networks, telecommunication satellites, earth stations.
2203	Radio, television and print media	Radio and TV links, equipment; newspapers; printing and publishing.
2204	Information and communication technology	Computer hardware and software; internet access; IT training. When sector cannot be specified.

Energy generation and supply

Code	Sub-sector	Definitions/Guidance Notes
2301	Energy policy administration	Energy sector policy, planning and Programs; aid and to energy ministries; institution capacity building and advice; unspecified energy activities including energy conservation.
2302	Power generation from non-renewable sources	Thermal power plants including when heat source cannot be determined; combined gas-coal power plants.
2303	Power generation from renewable sources	Including policy, planning, development Programs, surveys and incentives. Fuel wood/ charcoal production should be included under forestry (3203).
2304	Electrical transmission and distribution	Distribution from power source to end user; transmission lines.
2305	Gas distribution	Delivery for use by ultimate consumer.
2306	Oil-fired power plants Including diesel power plants.	
2307	Gas-fired power plants	
2308	Coal-fired power plants	
2309	Nuclear power plants	Including nuclear safety.
2310	Hydro-electric power plants	Including power-generating river barges.
2311	Geothermal energy	
2312	Solar energy	Including photo-voltaic cells, solar thermal applications and solar heating.
2313	Wind power	Wind energy for water lifting and electric power generation.
2314	Ocean power	Including ocean thermal energy conversion, tidal and wave power.
2315	Biomass	Densification technologies and use of biomass for direct power generation including biogas, gas obtained from sugar cane and other plant residues, anaerobic digesters.
2316	Energy education and training	Applies to all energy sub-sectors; all levels of training.
2317	Energy research	Including general inventories, surveys.

Banking and financial services

Code	Sub-sector	Definitions/Guidance Notes
2401	Financial policy and administration	Finance sector policy, planning and Programs; institution capacity building and advice; financial markets and systems.
2402	Monetary institutions	Central banks.
2403	Formal sector financial intermediaries	All formal sector financial intermediaries; credit lines; insurance, leasing, venture capital, etc. (except when focused on only one sector).
2404	Informal and semi-formal financial intermediaries	Micro credit, savings and credit co-operatives etc.
2405	Education and training in banking and financial services	

Business services

Code	Sub-sector	Definitions/Guidance Notes
2501	Business support services and institutions	Support to trade and business associations, chambers of commerce; legal and regulatory reform aimed at improving business and investment climate; private sector institution capacity building and advice; trade information; public-private sector networking including trade fairs; ecommerce. Where sector cannot be specified: general support to private sector enterprises (in particular, use code 3503 for enterprises in the industrial sector).
2502	Privatization	When sector cannot be specified. Including general state enterprise restructuring or demonopolisation Programs; planning, programming, advice.

Agriculture

Code	Sub-sector	Definitions/Guidance Notes
3101	Agricultural policy and administration	Agricultural sector policy, planning and Programs; aid to agricultural ministries; institution capacity building and advice; unspecified agriculture.
3102	Agricultural development	Integrated projects; farm development.
3103	Agricultural land resources	Including soil degradation control; soil improvement; drainage of water logged areas; soil desalination; agricultural land surveys; land reclamation; erosion control, desertification control.
3104	Agricultural water resources	Irrigation, reservoirs, hydraulic structures, ground water exploitation for agricultural use.
3105	Agricultural inputs	Supply of seeds, fertilizers, agricultural machinery/ equipment.
3106	Food crop production	Including grains (wheat, rice, barley, maize, rye, oats, millet, sorghum); horticulture; vegetables; fruit and berries; other annual and perennial crops.
3107	Industrial and export crops	Including sugar; coffee, cocoa, tea; oil seeds, nuts, kernels; fiber crops; tobacco; rubber.
3108	Livestock	Animal husbandry; animal feed aid.
3109	Agrarian reform	Including agricultural sector adjustment.
3110	Agricultural alternative development	Projects to reduce illicit drug cultivation through other agricultural marketing and production opportunities
3111	Agricultural extension	Non-formal training in agriculture.
3112	Agricultural education and training	-
3113	Agricultural research	Plant breeding, physiology, genetic resources, ecology, taxonomy, disease control, agricultural bio-technology; including livestock research (animal health, breeding and genetics, nutrition, physiology).
3114	Agricultural services	Marketing policies & organization; storage and transportation, creation of strategic reserves.
3115	Plant protection and pest control	Including integrated plant protection, biological plant protection activities, supply and management of agrochemicals, supply of pesticides, plant protection policy and legislation.
3116	Agricultural financial services	Financial intermediaries for the agricultural sector including credit schemes; crop insurance.
3117	Agricultural co-operatives	Including farmers' organizations.
3118	Livestock and veterinary services	Animal health and management, genetic resources, feed resources.

Forestry

Code	Sub-sector	Definitions/Guidance Notes
3201	Forestry policy and administration	Forestry sector policy, planning and Programs; institution capacity building and advice; forest surveys; unspecified forestry and agro-forestry activities.
3202	Forestry development	Afforestation for industrial and rural consumption; exploitation and utilization; erosion control, desertification control; integrated forestry projects.
3203	Fuel wood and charcoal	Forestry development whose primary purpose is production of fuel wood and charcoal.
3204	Forestry education and training	-
3205	Forestry research	Including artificial regeneration, genetic improvement, production methods, fertilizer, harvesting.
3206	Forestry services	-

Fishing

Code	Sub-sector	Definitions/Guidance Notes
3301	Fishing policy and administrative management	Fishing sector policy, planning and Programs; institution capacity building and advice; ocean and coastal fishing; marine and freshwater fish surveys and prospecting; fishing boats/equipment; unspecified fishing activities.
3302	Fishery development	Exploitation and utilization of fisheries; fish stock protection; aquaculture; integrated fishery projects.
3303	Fishery education and training	-
3304	Fishery research	Pilot fish culture; marine/freshwater biological research.
3305	Fishery services	Fishing harbors; fish markets; fishery transport and cold storage.

Infrastructure development

Code	Sub-sector	Definitions/Guidance Notes
3401	Infrastructure development policy and administration	Construction sector policy and planning; excluding construction activities within specific sectors (e.g., hospital or school construction).
3402	Urban development and management	Integrated urban development projects; local development and urban management; urban infrastructure and services; municipal finances; urban environmental management; urban development and planning; urban renewal and urban housing; land information systems.
3403	Rural development	Integrated rural development projects; e.g. regional development planning; promotion of decentralized and multi-sectoral competence for planning, co-ordination and management; implementation of regional development and measures (including natural reserve management); land management; land use planning; land settlement and resettlement activities; functional integration of rural and urban areas; geographical information systems.
3404	Low-cost housing	Housing sector policy, planning and Programs. Including slum clearance.

Industry

Code	Sub-sector	Definitions/Guidance Notes
3501	Industrial policy and administration	Industrial sector policy, planning and Programs; institution capacity building and advice; unspecified industrial activities; manufacturing of goods not specified below.
3502	Industrial development	
3503	Small and medium-sized enterprises	Direct support to the development of small and medium-sized enterprises in the industrial sector, including accounting, auditing and advisory services.
3504	Cottage industries and handicraft	
3505	Agro-industries	Staple food processing, dairy products, slaughter houses and equipment, meat and fish processing and preserving, oils/fats, sugar refineries, beverages/tobacco, animal feeds production.
3506	Forest industries	Wood production, pulp/paper production.
3507	Textiles, leather and substitutes	Including knitting factories.

Code	Sub-sector	Definitions/Guidance Notes
3508	Chemical industries	Industrial and non-industrial production facilities; includes pesticides production.
3509	Fertilizer plants	
3510	Cement/lime/plaster	
3511	Energy manufacturing	Including gas liquefaction; petroleum refineries.
3512	Pharmaceutical production	Medical equipment/supplies; drugs, medicines, vaccines; hygienic products.
3513	Basic metal industries	Iron and steel, structural metal production.
3514	Non-ferrous metal industries	
3515	Engineering industries	Manufacturing of electrical and non-electrical machinery, engines/turbines.
3516	Transport equipment industry	Shipbuilding, fishing boats building; railroad equipment; motor vehicles and motor passenger cars, transport equipment; aircraft; navigation/guidance systems.
3517	Technological research and development	Including industrial standards; quality management; metrology; testing; accreditation; certification.

Mineral resources and mining

Code	Sub-sector	Definitions/Guidance Notes
3601	Minerals and mining policy and administration	Mineral and mining sector policy, planning and Programs; mining legislation, mining cadaster, mineral resources inventory, information systems, institution capacity building and advice; unspecified mineral resources exploitation.
3602	Mineral prospection and exploration	Geology, geophysics, geochemistry; excluding hydrogeology (1401) and environmental geology (6101), mineral extraction and processing, infrastructure, technology, economics, safety and environment management.
3603	Coal	Including lignite and peat.
3604	Oil and gas	Petroleum, natural gas, condensates, liquefied petroleum gas (LPG), liquefied natural gas (LNG); including drilling and production.
3605	Ferrous metals	Iron and Ferro-alloy metals.
3606	Nonferrous metals	Aluminum, copper, lead, nickel, tin, zinc.
3607	Precious metals and materials	Gold, silver, platinum, diamonds, gemstones.
3708	Industrial minerals	Baryte, limestone, feldspar, kaolin, sand, gypsum, gravel, ornamental stones.
3709	Fertilizer minerals	Phosphates, potash.
3710	Offshore minerals	Polymetallic nodules, phosphorites, marine placer deposits.

Trade policy regulations and adjustments

Code	Sub-sector	Definitions/Guidance Notes
3701	Trade policy and administration	Trade policy and planning; support to ministries and departments responsible for trade policy; trade-related legislation and regulatory reforms; policy analysis and implementation of multilateral trade agreements e.g. technical barriers to trade and sanitary and phytosanitary measures (TBT/SPS) except at regional level; mainstreaming trade in national development strategies (e.g. poverty reduction strategy papers); wholesale/retail trade; unspecified trade and trade promotion activities.
3702	Trade facilitation	Simplification and harmonization of international import and export procedures (e.g. customs valuation, licensing procedures, transport formalities, payments, insurance); support to customs departments; tariff reforms.

Code	Sub-sector	Definitions/Guidance Notes
3703	Regional trade agreements	Support to regional trade arrangements [e.g. South African Development Community (SADC), Association of Southeast Asian Nations (ASEAN), Free Trade Area of the Americas (FTAA), African Caribbean Pacific/European Union (ACP/EU)], including work on technical barriers to trade and sanitary and phytosanitary measures (TBT/SPS) at regional level; elaboration of rules of origin and introduction of special and differential treatment in RTAs.
3704	Multilateral trade negotiations	Support developing countries' effective participation in multilateral trade negotiations, including training of negotiators, assessing impacts of negotiations; accession to the World Trade organization (WTO) and other multilateral trade-related organizations.
3705	Trade-related adjustment	Contributions to the government budget to assist the implementation of recipients' own trade reforms and adjustments to trade policy measures by other countries; assistance to manage shortfalls in the balance of payments due to changes in the world trading environment.
3706	Trade education and training	Human resources development in trade not included under any of the above codes. Includes university Programs in trade.

Tourism

Code	Sub-sector	Definitions/Guidance Notes
3801	Tourism policy and administration	-

Commodity aid

Code	Sub-sector	Definitions/Guidance Notes
4101	Food aid and food security Programs	Supply of edible human food under national or international Programs including transport costs; cash payments made for food supplies; project food aid and food aid for market sales when benefiting sector not specified; excluding emergency food aid (7102).
4102	Capital goods import support	Capital goods (non-food) and services; lines of credit.
4103	Commodities import support	Commodities (non-food), general goods and services, oil imports.

General program assistance

Code	Sub-sector	Definitions/Guidance Notes
4201	General budget support	Unearmarked contributions to the budget of the recipient organization or government; support for the implementation of macroeconomic reforms (structural adjustment Programs, poverty reduction strategies); general program assistance (when not allocable by sector).
4202	Sector budget support	Sector budget support, like general budget support, is a financial contribution to a recipient government's budget. However, in sector budget support, the dialogue between donors and partner governments focuses on sector-specific concerns, rather than on overall policy and budget priorities.
4203	Administrative costs of donors	Administrative and operational costs for UAE donor organizations that support the UAE foreign aid sector (donors); includes activities such as coordination, monitoring and evaluation, training and capacity building.
4204	In donor-country expenditures	Promotion of development awareness and spending in donor country for heightened awareness/interest in development co-operation (brochures, lectures, special research projects, etc.) in the UAE foreign aid sector.

Debt financing and relief

Code	Sub-sector	Definitions/Guidance Notes
5101	Action relating to debt	Actions falling outside the code headings below; training in debt management.
5102	Debt forgiveness	-
5103	Relief of multilateral debt	Grants or credits to cover debt owed to multilateral financial institutions; including contributions to Heavily Indebted Poor Countries (HIPC) Trust Fund.
5104	Rescheduling and refinancing	Refinancing or deferment of payments of principal and/or interest due on loans, by agreement with creditors.
5105	Debt for development swap	Allocation of debt claims to use for development (e.g., debt for education, debt for environment).
5106	Other debt swap	Where the debt swap benefits an external agent i.e. is not specifically for development purposes.
5107	Debt buy-back	Purchase of debt for the purpose of cancellation.

Environment and climate change

Code	Sub-sector	Definitions/Guidance Notes
6101	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures; seminars, meetings; miscellaneous conservation and protection measures not specified below.
6102	Flood prevention and control	Floods from rivers or the sea; including sea water intrusion control and sea level rise related activities.
6103	Environmental education and training	-
6104	Environmental research	Including establishment of databases, inventories/accounts of physical and natural resources; environmental profiles and impact studies if not sector specific.

Biosphere and biodiversity

Code	Sub-sector	Definitions/Guidance Notes
6201	Biosphere protection	Air pollution control, ozone layer preservation; marine pollution control.
6202	Bio-diversity	Including natural reserves and actions in the surrounding areas; other measures to protect endangered or vulnerable species and their habitats (e.g. wetlands preservation).
6203	Site preservation	Applies to unique cultural landscape; including sites/objects of historical, archeological, aesthetic, scientific or educational value.

Humanitarian aid and emergency relief

Code	Sub-sector	Definitions/Guidance Notes
7101	Shelter and non-food items	<ul style="list-style-type: none"> • Construction or administration of camps and post-emergency semi-permanent shelter for refugees, IDPs or affected populations during humanitarian emergencies. • Temporary shelter (e.g. tents and pre-fabs), with associated transport & logistics. • Distribution of non-food (household) items. • Stockpiling / pre-positioning of non-food items. • Resettlement / repatriation packages, with associated transport & logistics. • Multi-sectoral assistance to refugees or IDPs
7102	Food aid	Food aid normally for general free distribution or special supplementary feeding Programs; short-term relief to targeted population groups affected by emergency situations. (Food distribution, Food-for-Work, Support for logistics of bulk food e.g. transport, port facilities, and buffer stocks). Excludes non-emergency food security assistance Programs/ food aid (4101).
7103	Education	<ul style="list-style-type: none"> • School construction • Educational materials supply • Support to teachers • Teacher training • Temporary learning facilities • Peace / reconciliation education

Code	Sub-sector	Definitions/Guidance Notes
7104	Agriculture	Programs to assist the agricultural recovery of affected communities such as seeds & tools distribution.
7105	Health	Provision of the basic health services, medicines, medical equipment, mobile hospital units, personnel, vaccinations etc. to affected populations.
7106	Water and sanitation	<ul style="list-style-type: none"> •Emergency / temporary water supply and sanitation (in new IDP or refugee camps or in face of outbreak of water-borne disease). •Waste management and disposal. •Water quality testing / surveillance.Any of the following
7107	Mine Action	<p>Any of the following activities, undertaken in the aftermath of an emergency:</p> <ul style="list-style-type: none"> •Mine/UXO clearance •Mine victim assistance •Mine surveying •Mine action coordination
7108	Coordination and support services	<p>Measures to co-ordinate delivery of humanitarian aid, including logistics and communications systems; also includes:</p> <ul style="list-style-type: none"> •Deployment of search and rescue personnel immediately after a humanitarian emergency; training and capacity building of search and rescue teams for an effective and rapid deployment. •Support for coordinating bodies (e.g. OCHA) •Support to relief operations or financial contributions to general (unearmarked) support to programs of international organizations (e.g. IFRC, WFP); contributions to multilateral pooled funds (CERF, ODSG, ERF). •Passenger & cargo air service •Joint logistics centers •Security of humanitarian staff and operations (these tend to be unitary projects typically including: establishment of security offices, deployment of security officers, communications)

Code	Sub-sector	Definitions/Guidance Notes
7109	Security	<p>Measures to promote and protect the safety, well-being, dignity and integrity of civilians and those no longer taking part in hostilities as well as relief workers. also includes:</p> <ul style="list-style-type: none"> • Protection of civilians / IDPs / refugees / repatriates • Child protection • Advocacy & monitoring for human rights / IHL / IDP • Guiding Principles / Convention on the Rights of the Child (incl. training & capacity-building therefore) • Land and property rights (e.g. for IDPs) • Prevention of & combating impunity for sexual/gender-based violence • Media / reporting • Civic education • Reconciliation / Peace-building & peace promotion / conflict prevention and IHL in prisons
7110	Multi-sector	<p>Financial or in-kind contributions towards humanitarian relief operations, relating cross-cutting items or activities that are not classifiable under a specific sub-sector; for example, shipment of containers carrying food items, tents and medical supplies.</p> <p>Note on transport services:</p> <p>Sector specific transport activities should be recorded under the respective sectors. For example, the transport expenses of 10 tons of food items should be recorded under the “Food aid” sector. Similarly, the transport fees for sending medical staff and equipment to an IDP camp should be recorded under “Health” sector. However, when transport is provided as a support service to a relief operation or project, such as Air Bridge, the commercial cost of that service should be recorded under “Coordination and Support Services”.</p>

Religious and social charitable assistance

Code	Sub-sector	Definitions/Guidance Notes
8101	Seasonal programs	<p>Assistance to Programs with the purpose of supporting and strengthening the Islamic culture, such as:</p> <ul style="list-style-type: none"> •Printing and distribution of the Holy Quran •Distribution of dates and Iftar Programs for Ramadan •Recreational Programs and clothing for Eid •Upport to facilitate Hajj and Umrah •Charitable activities and events for fund raising •Utilization and distribution of Zakaats and other religious charity funds
8102	Religious education	<p>Assistance to religious educational Programs and institutes, such as:</p> <ul style="list-style-type: none"> •Educational material and general curriculum support •Sponsorships and support of scholars and students •Construction of educational facilities •Support to institutes and universities
8103	Religious sites	<p>Includes projects to construct, rehabilitate or rennovation mosques or places of worship (incl. furniture and decoration).</p>
8104	Support to individuals and small communities	<p>Assistance provided to support the well-being of a small community, or individuals and/or their families - such as access to healthcare, travel, education, purchase of goods and commodities, and other social welfare Programs.</p>

Sectors not specified

Code	Sub-sector	Definitions/Guidance Notes
9999	Unallocated/ unspecified	<p>Some assistance (funding) may be recorded as a commitment for which no project was allocated (in the recipient country) at the time the commitment was made and is therefore non- sector allocable. Such assistance may be reported as “Sector not specified”.</p> <p>NOTE:</p> <p>In the cases where the primary sector of assistance is known but the particular sub-sector is not known or allocated, use the generic “policy and administration” sub-sectors of those sectors (e.g. 1101, 1201, 1301, 1401, 1501 etc.)</p>

ANNEX 4: Continents, Regions, Countries, and Territories**Asia****Central Asia**

Kazakhstan
Kyrgyzstan
Tajikistan
Turkmenistan
Uzbekistan

East Asia

China
Hong Kong
Japan
Macau
Mongolia
North Korea
South Korea

South-East Asia

Brunei
Cambodia
Indonesia
Lao
Malaysia
Myanmar
Philippines
Singapore
Thailand
Timor-Leste
Viet Nam

South Asia

Afghanistan
Bangladesh
Bhutan
India
Iran
Maldives
Nepal
Pakistan
Sri Lanka

West Asia

Armenia

Azerbaijan

Bahrain

Cyprus

Georgia

Iraq

Jordan

Kuwait

Lebanon

Oman

Palestine

Qatar

Saudi Arabia

Syria

Turkey

Yemen

Africa

East Africa

Burundi

Comoros

Djibouti

Eritrea

Ethiopia

Kenya

Madagascar

Malawi

Mauritius

Mayotte

Mozambique

Réunion

Rwanda

Seychelles

Somalia

South Sudan

Tanzania

Uganda

Zambia

Zimbabwe

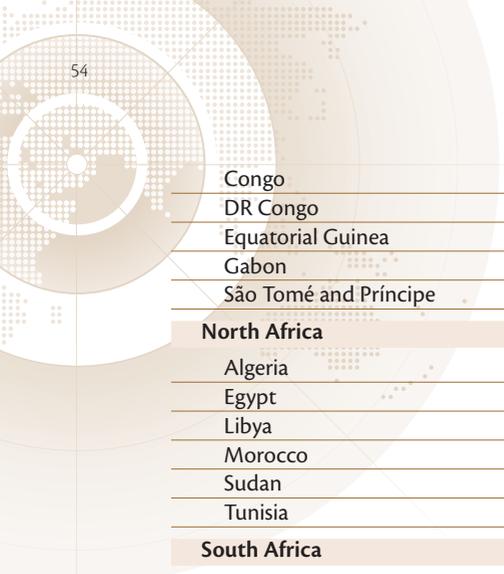
Middle Africa

Angola

Cameroon

Central African Republic

Chad



Congo
DR Congo
Equatorial Guinea
Gabon
São Tomé and Príncipe

North Africa

Algeria
Egypt
Libya
Morocco
Sudan
Tunisia

South Africa

Botswana
Lesotho
Namibia
South Africa
Swaziland

West Africa

Benin
Burkina Faso
Cape Verde
Côte d'Ivoire
Gambia
Ghana
Guinea
Guinea-Bissau
Liberia
Mali
Mauritania
Niger
Nigeria
Saint Helena
Senegal
Sierra Leone
Togo

Europe

East Europe

Belarus
Bulgaria
Czech Republic
Hungary

Moldova
Poland
Romania
Russian Federation
Slovakia
Ukraine
North Europe
Aland Islands
Channel Islands
Denmark
Estonia
Faeroe Islands
Finland
Guernsey
Iceland
Ireland
Isle of Man
Jersey
Latvia
Lithuania
Norway
Sark
Svalbard and Jan Mayen Islands
Sweden
United Kingdom
South Europe
Albania
Andorra
Bosnia and Herzegovina
Croatia
F.Y.R. Macedonia
Gibraltar
Greece
Italy
Kosovo
Malta
Montenegro
Portugal
San Marino
Serbia
Slovenia
Spain

West Europe

Austria

Belgium

France

Germany

Liechtenstein

Luxembourg

Monaco

Netherlands

Switzerland

Americas**Central America**

Belize

Costa Rica

El Salvador

Guatemala

Honduras

Mexico

Nicaragua

Panama

North America

Bermuda

Canada

Greenland

Saint Pierre and Miquelon

United States of America

South America

Argentina

Bolivia

Brazil

Chile

Colombia

Ecuador

Falkland Islands (Malvinas)

French Guiana

Guyana

Paraguay

Peru

Suriname

Uruguay

Venezuela

The Caribbean

Anguilla
 Antigua and Barbuda
 Aruba
 Bahamas
 Barbados
 Bonaire, Saint Eustatius and Saba
 British Virgin Islands
 Cayman Islands
 Cuba
 Curaçao
 Dominica
 Dominican
 Grenada
 Guadeloupe
 Haiti
 Jamaica
 Martinique
 Montserrat
 Puerto Rico
 Saint Kitts and Nevis
 Saint Lucia
 Saint Martin (French part)
 Saint Vincent and the Grenadines
 Saint-Barthélemy
 Sint Maarten (Dutch part)
 Trinidad and Tobago
 Turks and Caicos Islands
 United States Virgin Islands

Oceania

Australia and New Zealand

Australia
 New Zealand
 Norfolk Island

Melanesia

Fiji
 New Caledonia
 Papua New Guinea
 Solomon Islands
 Vanuatu

Micronesia

Guam

Kiribati

Marshall Islands

Micronesia

Nauru

North Mariana Islands

Palau

Polynesia

American Samoa

Cook Islands

French Polynesia

Niue

Pitcairn

Samoa

Tokelau

Tonga

Tuvalu

Wallis and Futuna Islands

