

## Series - Chronological files

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### Identity area

Reference code	WB IBRD/IDA ENGY-02
Title	Chronological files
Dates	1985 - 1996 (Creation)
Level of description	Series
Extent and medium	48.83 linear feet of textual records

### Context area

Name of creator	<a href="#">Energy Sector</a>
Repository	<a href="#">World Bank Group Archives</a>
Archival history	<p>Most records in this series were initially forwarded by the sector units to the World Bank's Institutional Information Services Center (IISC) established in 1990. It is likely that the classification of files and creation of file titles were undertaken by IISC staff. The records were transferred to the World Bank Group Archives after the closure of the IISC in December 1995. Other chronological records were transferred to the Archives by the Energy Sector Management Assistance Program Strategy and Programs Division (ESMPD) in 1992.</p>

### Content and structure area

Scope and content	<p>The series contains chronological records created by the Industry and Energy Department (IEN) and its subordinate units and predecessors, including those forwarded to the IISC.</p> <p>Many of the files maintained in the IISC are thin, some containing a single piece of correspondence. The IISC presumably implemented a file classification system that organized files by the creator unit code indicated on the physical folders. Files were subsequently titled by country, subject, or less frequently, general.</p> <p>Countryfiles are secondarily labeled as subsector (energy, power, gas, oil, etc.), by project title and loan or credit number, or general. The unit codes identify the correspondence as sent and received by the following: IEN DR (Office of the Director), IEN ED (Energy Development Division), IEN EP (Energy Policy and Strategy Division), IEN OG (Oil and Gas Division). The chronological files also include correspondence regarding the Energy Sector Management Assistance Program (ESMAP) when the program was carried out by IEN divisions in the 1980s and when ESMAP operated independently from IEN between 1991 and 1992. ESMAP-related files are organized within the folders of the responsible IEN units designated by the above-mentioned unit code.</p>
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There is also a set of IEN general chronological files (1987, 1992 - 1996, predominant 1994 - 1995) that includes correspondence of various IEN units and their activities including Industry and Mining (IENIM), Telecommunications and Informatics (IENTI), and others. This set is organized chronologically by year. Correspondence consists of outgoing internal memoranda, letters, hard copies of All-in-1 messages, facsimiles, telexes, and attachments. Much of the correspondence is between division staff, and with regional technical units. Other letters, facsimiles, or telexes are addressed to consultants, United Nations agency officials, and other development partners involved in projects or other collaborative activities.

A large portion of the files relate to ESMAP activities carried out by IEN departments, including assessment missions, project reconnaissance and identification missions, pre-investment studies and ESMAP program liaison with the United Nations Development Programme (UNDP). UNDP files are physically labeled with the alphanumeric project numbers. UNDP files consist of correspondence with the UNDP Division for Global and Interregional Projects, UNDP resident representative, or Bank regional staff related to ESMAP country assessment mission staffing and arrangements including with consultants, bilateral donor trust fund contributions, funding of assessments, comments on reports, knowledge and learning activities, project issues, and project meeting summaries also involving regional staff. Specific topics include household energy, fuelwood pre-investment studies, Arun Hydroelectric Project, coal conversion, coal energy efficiency and specifically in the tobacco and tea industries, energy efficiency and pollution control, national sector power development, natural gas development and import, energy planning and management, and others.

There are also files related to: Bank lending projects including energy efficiency and conservation; gas flaring reduction; gas pipelines and urban transport; environmental management; Bank and IEN reorganizations; work program; budget; special grants and donors; conferences and workshops; dissemination and training; policies and procedures of energy units and products; and local committee files which relate to sector board minutes and correspondence and other IEN committees and working groups. Notable individual files relate to the 1993 Oil and Gas Division, Industry and Energy Department (IENOG) reorganization, the Organization of Petroleum Exporting Countries (OPEC), Overseas Development Institute (ODI), and national development agencies.

The record types occasionally filed with the correspondence include: back-to-office reports; mission and consultant Terms of Reference (TORs); ESMAP Activity Initiation Briefs (AIBs) authored by energy sector units; ESMAP final draft (yellow cover) review reports; ESMAP conference reports; conference or training seminar agenda; draft and final aide-memoires detailing summary of issues and recommendations; post-mission issues papers; project status reports; revised and final budget sheets; proposals; and Bank technical reports.

The series also contains incoming and outgoing correspondence (1987 - 1990), mainly telexes and facsimiles, that were predominantly created and received by the Energy Efficiency and Strategy Unit (IENEE), Household Efficiency Unit (IENHE), and successor units including Energy Department (EGY) units. These records largely reflect ESMAP activities and include correspondence with government ministries, bilateral and multilateral donors, Bank resident offices, and UNDP officials regarding matters such as: ESMAP projects; notification of submission of studies or reports; notification and status of assessment missions and follow up plan; status of UNDP-financed projects and UNDP contributions to energy assessments; financial contributions from donors; donor representatives participation in workshops; status requests from consultancy agencies; meeting arrangements; and routine administrative matters.

Accruals

Accruals are not expected.

System of arrangement

Original order has been maintained. Files are primarily arranged in chronological order.

## Conditions of access and use area

Conditions governing access	Records are subject to the World Bank Access to Information Policy.
Conditions governing reproduction	Records are subject to the Copyright Policy of the World Bank Group.
Language of material	<ul style="list-style-type: none"><li>• English</li><li>• Spanish</li><li>• French</li></ul>

## Allied materials area

Related units of description	<ul style="list-style-type: none"><li>• See Records of the Energy Sector - Governance, management and oversight (<a href="#">WB IB RD/IDA ENGY-05</a>) for chronological records of Efrain Friedmann, adviser and assistant director and related subject files concerning management of divisions and subordinate units, reorganizations, development of work plans and budget, and cross support oversight.</li><li>• See Records of the Energy Sector - UNDP/World Bank Energy Sector Program management and donor coordination (<a href="#">WB IB RD/IDA ENGY-01</a>) for correspondence, reports, and other records related to EAP and ESMAP program administration, and liaison with co-sponsor UNDP and donors.</li><li>• See Records of the Energy Sector - Operational support and ESMAP project management (<a href="#">WB IB RD/IDA ENGY-03</a>) for related operational correspondence and ESMAP project records maintained by the Energy Department (EGY) divisions and successors.</li><li>• See Records of the Energy Sector - Liaison, partnerships and programs (<a href="#">WB IB RD/IDA ENGY-06</a>) for correspondence and other records related to the sector's partnerships, collaborative programs and activities with external organizations, and participation in Bank-wide committees.</li><li>• See Records of Individual Staff Members - Masood Ahmed files - Sector and Operational energy and industry unit chronological files (<a href="#">WB IBRD/IDA STAFF-19-02</a>) maintained by Ahmed during the time that he held positions in various EGY divisions, 1980 - 1986.</li><li>• See Central Files - Operational sector files (<a href="#">WB IBRD/IDA ADMCF-07</a>) for correspondence and other records that originated in the energy sector units from approximately 1969 to 1987. During this period, several Bank departments records including the sectors were centralized.</li></ul>
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## Description control area

Rules and/or conventions used	Internal World Bank Group Archives rules
Dates of creation revision deletion	6 November 2021