# System Specification and Data Base Design

# for an

# Inter-Agency Development Research Information System (IDRIS):

# Pilot Project

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The first draft of this manual was reviewed at the Technical Meeting for an Inter-Agency Development Research Information System (IDRIS), Mont Ste. Marie, Canada, 24-26 May 1983. This version embodies the recommendations of the meeting.

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## Preface

This document presents the technical specifications for the design and operation of a data base describing research activities funded by members of a group of agencies with common interests in international development. The feasibility of such an undertaking was examined in a study completed in February, 1983[1]. The agencies subsequently decided to examine the details of a pilot project as described herein.

Representatives of the six agencies met at a Technical Meeting, 24-26 May 1983, and agreed to the details set out herein. General recommendations of the Technical Working Group have been reported separately.[2]

Because such a project involves cooperation among a number of different and geographically dispersed agencies, it is important to specify as many of the details as is possible, to ensure rapid and simple implementation, and consistent data from each participant.

The format of this manual has been dictated by the fact that revisions and updates are expected to occur during the course of the pilot project.

**The agencies participating in the design of this pilot project are the following:**

**BOSTID:** Board on Science and Technology for International Development, Washington, D.C., USA

**GATE:** German Appropriate Technology Exchange, Eschbonn, West Germany

**IDRC:** International Development Research Centre, Ottawa, Canada

**IFS:** International Foundation for Science, Stockholm, Sweden

**NUFFIC:** Netherlands Universities Foundation for International Cooperation, The Hague, Netherlands

**SAREC:** Swedish Agency for Research Cooperation with Developing Countries, Stockholm, Sweden

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1 Thompson, Donald F., A Co-operative Inter-Agency Research Activity Information System: Feasibility Study. Ottawa, IDRC, February 1983. (IDRC-doc-343)

2 Technical Meeting for an Inter-Agency Development Research Information System (IDRIS), Mont Ste. Marie, 24-26 May 1983. Report. Ottawa, International Development Research Centre, 1983. (IDRC-doc-361)

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# Part I - System Specification

## 1. Introduction

The objective of the Inter-agency Development Research Information System (IDRIS) is to provide a common data base of information describing research activities located in or concerned with developing countries, funded or coordinated by agencies which are members of the cooperating group. This data base is to be accessible to members of the group, and other interested parties. The exact nature of the research activities funded by each agency differs somewhat, but there are sufficient similarities so that a common store will constitute a valuable information resource. The system will also accommodate "private" or local information for use within a single member agency.

This document sets out the specifications for a proposed pilot project, during which the agencies will develop a common data base at a central site. The member agencies will communicate with the central site through international packet-switched networks, using computer terminals located within each agency. The central site will be in Ottawa, Canada, where the data base will be mounted on IDRC's Hewlett-Packard 3000 computer, using the MINISIS software. The data will be input through terminals located in each agency, or through facilities at IDRC. The data base will be accessible for online searching, through the same computer terminals. The common data base, and any agency-specific data bases, will be transferrable to other computers. The data base design is not tied to the MINISIS software or the HP 3000 computer, and will allow for expansion of the system to include other funding agencies.

## 2. Hardware and Software Systems

### 2.1 Introduction

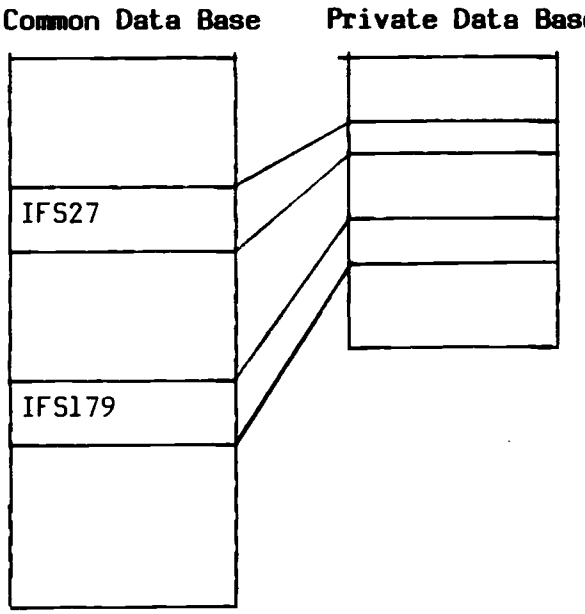
The MINISIS data base management system running on a Hewlett-Packard 3000 model 44 mini-computer will be used at the central site to store, manage and search the data bases. MINISIS is designed to accommodate textual information with variable length records and fields. It consists of a number of interactive processors, which may be accessed through online computer terminals. Data are entered into the data base using the ENTRY processor, and can be corrected and updated using the MODIFY processor. Off-line data entry can be provided using the BATCHIN processor without a terminal.

Once in the system, data can be retrieved interactively using the QUERY processor, which allows records to be selected according to the contents of one or more fields. The selected records can be displayed at a terminal, or printed on a system line printer. It is anticipated that interactive retrieval will be the most common use of the

data base. Printed reports and indexes can be produced using the INDEX processor to select and sort information in the data base. The format of the records displayed at a terminal or printed on a line printer can be specified by the user with the PRINT processor. Access to data bases is controlled through a security profile system. Alternate character sets are supported for storage of data written in languages which do not employ standard Roman characters. User dialogue is supported in English, Spanish, and French. In general, the system is designed for users who are not computer programmers, and thus lends itself to use in the cooperative online environment.

## 2.2 Agency-Specific Data Bases

Special MINISIS features will permit each participating agency to create an agency-specific data base to describe its activities in greater detail. The data base is formed by logically selecting all those records in the common data base for which the participating agency is a donor. Each common record can then be supplemented with agency-specific information. The resulting records can thus contain whatever information the individual participating agency requires.




For each research activity MINISIS generates a record which is a combination of the fields held in the common and private date bases.

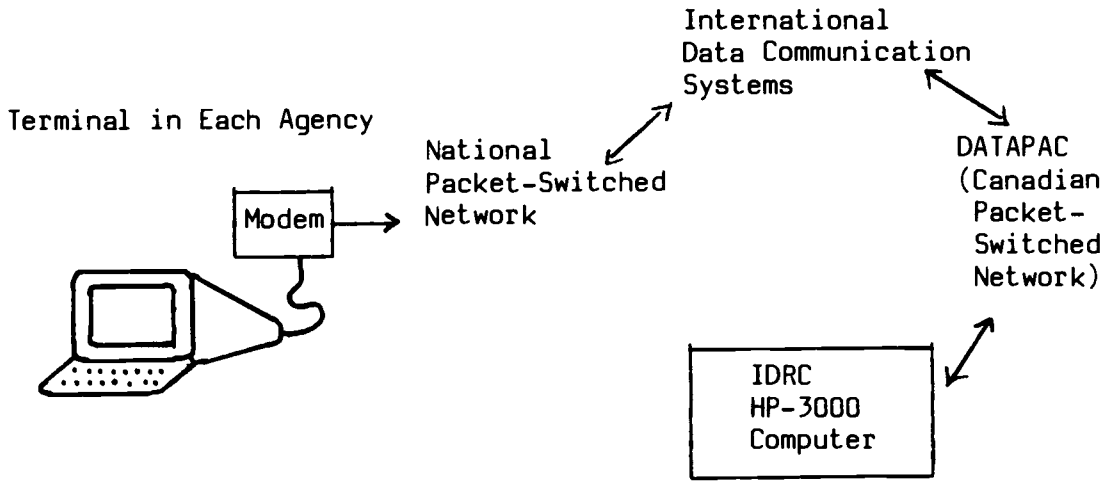
Agency-specific data bases can be searched or organized into reports or indexes. The ability to read or change agency-specific data is restricted to the owner of the information, and the information is not available to general users of the common data base.

## 2.3 Data Base Repatriation

It is important that the information supplied to the common system, and any information supplied to the agency-specific data bases, be transferrable to another computer. The MINISIS software allows this to be performed using the standard ISO 2709 data communications format. This facility will also allow the common data base (or a portion thereof) to be transported to some other computer, or some other software system, should that be desirable in the future.

## 2.4 Data Communication

The international data communication system takes advantage of recently established facilities using international packet-switched communication networks. Using these facilities, a local call is made from the member agency to a data communication node, usually located in a major city. The national data communication system then communicates with one of Canada's national data communication systems, in this case (DATAPAC), through communication satellites, telephone lines, or under-sea cables. Most of this activity is transparent to the user of the terminal, and allows international data communication at rates much lower than comparable telephone charges. The details are slightly different for each country involved, but communications have been carried out successfully from Sweden, Germany, Holland and the United States to the IDRC computer. Communications are usually available at either 30 or 120 characters per second. Further information is contained in Appendix A.




## 2.5 Terminal Requirements for Participating Agencies

Each participating agency will require a computer terminal, and data communications equipment to communicate with its own national system. The computer terminal can be either a video-display terminal, a printing terminal, or a combination of both. Many word processing machines have data communication facilities available, allowing them to be used as terminals. The computer terminal is connected to a modem,

which in turn is connected to the national data communication system through telephone lines. The exact details of communications between the modem and the national communication system differ from country to country, and will not be described here. Names of contact persons within and other details about each country's national network are contained in Appendix A. This is provided only as general information; participants should verify the details by contacting the persons named. Although industry standards for terminals do exist, to ensure compatibility, each agency should discuss requirements with IDRC before such equipment is acquired.

### 2.6 Central Site Computer Availability

All of the online functions can be carried out whenever the IDRC computer is available. The system is normally available at all times, except during backup, which is carried out from 1200 to 1400 Coordinated Universal Time, Monday through Thursday, and on Friday from 1200 to 1600 Coordinated Universal Time. Morning use will be ideal for European participants, since the computer is relatively free during that time.

### 2.7 Computerized Mail Facility

To facilitate communication between participants and the central site, and among participants, IDRC will make available the services of a Canadian domestic computerized mail system (ENVOY 100). This system is accessible the same way as the IDRC computer, using the computer terminal and the packet-switching networks. It allows messages to be sent quickly and quite inexpensively. Details will be provided during the training phase.

## 3. Data Flow Cycle

The participants in the system will collect both current and retrospective data. It will be useful for each agency to determine how, when, where, and by whom current data will be collected within its own institutional structure. As this will be an ongoing process, its integration into the procedure by which resources are made available for research is of some importance. It is only by making the data collection part of this process that consistent ongoing data capture can be ensured. Retrospective data collection, on the other hand, will be a one-time task. Its collection requires only that the current storage of the data within the organization be identified, and a methodology be worked out for organizing that data as necessary for entry into the common system.

In many agencies the required data will exist in a form similar to that required for entry into the common data base, and any possible agency-specific data base. It may be desirable either to redesign the format of those internal documents, or to transfer the data to the worksheet designed specifically for the inter-agency data base. Experience with other systems suggests that worksheets are a valuable tool, especially during the introduction of new systems. A sample worksheet is included in this

document as Appendix D. The feasibility study indicates that most agencies will enter their data into the system once the research activity has received final approval. It will be up to each agency to determine the optimum way in which accurate and complete data may be collected.

Before data can be entered into the common system, they must be edited to conform with the standards for each data field. These standards are set out in Part III of this document. If agencies also choose to maintain their own private data base, they will need to develop a similar set of "cataloguing rules" for their own data fields. The importance of adhering to these rules can not be over-stressed: inconsistent formatting of data makes information within the data base potentially inaccessible to searchers. If indexes are desired from either the common or private data bases, their organization is dependent on consistently recorded data.

Once the content of the data fields has been determined for each activity, the information is entered into the appropriate data base. This can be carried out online, using the terminal situated in each agency, or using various forms of off-line data entry. One off-line input method is to record the data on a worksheet, which is then sent to another site for data entry. For those agencies with access to micro-computers or word processors, it may be possible to enter and store the data on a diskette in the MINISIS BATCHIN format, and then transfer that diskette to another site where the records on the diskette can be entered into the data base. The exact arrangements for diskette transfer will depend on the hardware available at each site and and can be negotiated individually.

Once data have been entered into the data base, they must be proofread by the agency supplying the data. If the data are entered online from the member agency, proofreading can be carried out directly after data entry; it is preferable that this task be carried out by someone other than the terminal operator. If the data are entered off-line, a listing will be returned to the agency supplying the record, for verification. Once the agency is satisfied that a record is correct, it can be released for access by data users.

It may be necessary to update a record after it has been entered in the data base, e.g., to change the Completion Date or to correct errors. This can be done online, through the MINISIS MODIFY processor.

Once the record is in the common data base, it can be searched by any authorized searcher. MINISIS contains a security subsystem restricting access to any data base to authorized users. The same system will also restrict access to agency-specific data bases to the agency supplying those private data. The contents of the common data base will be accessible to any contributing agency, and any agency may make data from the data base available to a third party.

Various types of output, other than online searching, are available. Most of these take the form of paper or microform indexes, with sorting and output formatting determined by the requesting organization. Various forms of output, including a "union catalogue", will be produced experimentally as part of the pilot project.

The collection of retrospective data requires that each agency gather the data it intends to enter into the common data base, and reformat it as necessary. IDRC is willing to carry out the entry of this information at the central site, subject to agreement with each agency. This may be done using worksheets or diskettes, as discussed above.

## 4. Cost Allocation

For the pilot project, the expenses of operating the system will be borne as follows. The contributing agencies will be responsible for the collection of their own current and retrospective data, and any reformatting to make it suitable for entry into the data base. If an agency has a terminal, it will bear the cost of the terminal and any necessary data communication equipment to connect to the national packet-switched network. It will also be responsible for all data transmission costs between that terminal and the IDRC computer. If an agency enters data online, it will provide the operator.

IDRC will provide all of the computing and data storage facilities necessary for the common data base, as much terminal connect time as is reasonable for each agency, the use of the MINISIS software, and the necessary personnel for operational support at IDRC. IDRC will also supply a reasonable amount of printed output for each agency, and may provide common output if the group decides such output is desirable. If an agency is not entering data online, its data entry will be provided at IDRC on a cost-recovery basis. Input of retrospective information can also be carried out by IDRC, if the number of records falls roughly within the estimates set out in the Feasibility Study. IDRC will also make available up to 10 person-days of consulting time to any one agency, to assist in its initial use of the system, and in the design and implementation of any agency-specific data bases. Travel costs for this purpose will be borne by IDRC. If an agency wishes to have more than 10 person-days of consulting time, this can be negotiated on a cost-recovery basis (consulting time, plus travel and living expenses).

Data entry and searching operations on the agency-specific data bases will be supported in the same manner as on the common data base. Each agency will, however, be allocated a fixed amount of resource utilization for the operation of its private data base. Costs incurred by IDRC above and beyond this allowance will be billed to each agency on a cost recovery basis.

The question of cost allocation will be subject to re-evaluation by the group as the pilot phase continues, based on monitoring and analysis of actual resource utilization.

## 5. System Documentation

The system documentation will consist of the following:

1) this document;
2) the IDRC acronyms list;
3) the data definitions used to implement the common data base on MINISIS;
4) data base specifications and implementation specifications for possible agency-specific data bases.

IDRC will provide each agency with a set of MINISIS user manuals.

## Part II - Procedures for Data Collection and Retrieval

In this section of the manual each agency will document the procedures required to collect and process its own data for the system.

The following should be included, as applicable:

1. The stage in the administrative process at which the data will be collected.

2. The information to be collected for the agency-specific data base.

3. The form in which the data will be collected; identification of source of documents for the information needed for each field.

4. The person(s) responsible for collecting the data, checking the worksheets, entering the data, and proofreading the entered records.

   It is recommended that one person be given overall responsibility, for the operation, and be fully trained in data entry and searching.

5. The procedure for handling individual search requests.

## Part III - Data Description

### 1. Introduction

The IDRIS data base consists of a number of records. Each record describes one research activity as funded by one funding agency, and contains several fields. Each field contains information describing one aspect of a research activity, e.g. Title, Geographic Area under Study, Name of Researcher, Recipient Institution, etc. A field may be further subdivided into sub-fields.

The research activity described by each record will frequently be a specific research project. However, in some agencies the program of research is of as much importance as are the individual activities. In these situations, the following options are available to the participating agencies:

i) document only the program of research, referring generically to the individual research activities;

ii) document both the research program and the specific activities. The program records can refer generally or specifically to the specific activities, and the activities can likewise refer to the program;

iii) document only the specific activities, with an optional reference to the program, e.g.: in the Notes field.

The definitions of research "activity", and "research", will be determined by each participating agency for the duration of the pilot project.

### 2. Language of Data

The primary language of the common data base is English. This choice was made because English is the common language of the participating agencies, and provides a common language for searching. Alternate languages and character sets are included in certain fields in the common data base, and can be supported in the agency-specific data bases.

Specifically, in the design of the common data base for the pilot project, languages other than English are supported in the Title, Abstract and Notes fields. The Technical Working Group agreed that an English title was essential for searching, and that abstracts and notes in English were highly desirable but not always possible. This policy may be revised if the system expands to include agencies which do not use English. Recipient Institution names may appear in a non-English language, as described in field P310. Further design changes with respect to languages may be topics for a subsequent Technical Meeting.

## 3. UNISIST Compatability

The specifications presented here draw heavily on the UNISIST standard: Reference Manual for Machine-Readable Descriptions of Research Projects and Institutions.[1] The fields included in this document consist of a subset of those described in the Reference Manual. Two features which cannot be supported by MINISIS are indicators, and subfields which repeat within the same occurrence of a field. To accommodate this, certain adjustments have been made in the recording of data that result in no loss of significant information. In addition, a few fields not specified by UNISIST have been added.

## 4. Record Size

As implemented unsing MINISIS, the maximum length of each record in the common data base is 4096 characters. The record consists of the data in each field, plus directory information. In this data base the directory overhead will be approximately five characters for each occurence of each field. Based on the current design, this should not create any concern unless:

- there are Abstracts in two languages, and both are quite long;
- there are a great many Recipient Institutions or Researchers;
- there are a large mumber of bibliographic references. If a record becomes too long, the ENTRY or MODIFY processors will not allow more data to be added to the record.

When an agency-specific data base is defined, another 4096 characters become available, for a total maximum record length of 8192 characters. If the common data base record becomes too long, it may be possible to move that data to the private portion of the record, without seriously affecting the integrity of the data in the common system.

A preliminary examination suggests that record overflow will not be a serious problem; the pilot project will test this hypothesis.

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1. Dierickx, Harold and Hopkinson, Alan. Reference manual for machine-readable descriptions of research projects and institutions. Paris, Unesco, 1982. (PGI/81/WS/22)

## Part IV - Field Descriptions

Each of the field descriptions found on the following pages contains the following information:

### Field Identification

A MINISIS tag and a name uniquely identify each field, and appear on the first line of each description. The tag consists of a letter followed by three digits, e.g., P010. The name used for documentation purposes may contain any number of characters; when implemented in MINISIS, however, it must be limited to 34 characters.

### ıracteristics

Each field is described by three characteristics: necessity, repeatability and subfielding. These are defined as follows.

#### Necessity

**Essential:** Data must be present in the field for every record entered in the data base.

**Mandatory:** Data must be entered in the field if the information is available and the field applies to the research activity being described.

**Optional:** Data is entered in the field at the discretion of the participating agency.

#### Repeatability

**Repeatable:** The field may occur more than once. Each occurrence of the data element is treated as a separate entry.

**Nonrepeatable:** All data elements are entered in a single occurrence, e.g., Subject Descriptors.

#### Subfielding

**Elementary:** Data elements are entered directly and are subdivided into separate components, e.g., Donor Agency, Starting Date. All fields are elementary fields unless subfields are designated.

**Subfielded:** Data elements are entered in distinct subfields that behave as individual fields but are recognized by MINISIS as belonging to the same set, e.g., Recipient Agency, which is divided into name, city, country, etc.

**Data Description**

The form and content of the data held in each field are described in detail.

**Data Entry**

The rules for entering data in the field are described in detail.

**Example**

Examples are provided showing actual field contents. All spaces and punctuation shown are significant.

# ISN: INTERNAL SEQUENCE NUMBER

## Characteristics

Essential

Repeatable: No

## Data Description

The internal sequence number uniquely identifies the record and is provided by MINISIS at the time of data entry. The number contains up to 12 digits.

## Data Entry

The ISN is provided automatically at the time the record is entered using the ENTRY processor.

## Example

The second record is entered into the data base.

ISN contains: 2

## P010: PARTICIPATING AGENCY

### Characteristics

Essential

Repeatable : No

### Data Description

Field P010 contains the acronym of the organization providing the record. When an agency collects data from other organizations for entry into the common data base, the acronym of the agency collecting the data is entered here.

Because each agency will generally collect its own data, this field will frequently be the same as field P110: Donor Agency (Example 1).

Field P010 is not used to identify the funding agency (Example 2) or the agency doing data input (Example 3).

### Data Entry

Enter the acronym of the participating agency.

Valid acronyms are:
BOSTID
GATE
IDRC
IFS
NUFFIC
SAREC

The acronym is entered in upper-case.

### Example 1

BOSTID collects and inputs its own data.
P010 contains:

BOSTID

### Example 2

GATE collects and inputs data about a project funded by GTZ.
P010 contains:

GATE

**Example 3**

IFS collects its own information, which is input by IDRC. P010 contains:

IFS

## P020: AGENCY FILE IDENTIFIER

### Characteristics

Mandatory

Repeatable : Yes, if more than one identifier is assigned.

### Data Description

Field P020 contains the identifier assigned by the donor agency, or by the donor agency in cooperation with the collecting agency, to files relating to the research activity. This field is included so that it can be cited by persons making enquiries to the donor agency regarding the activity.

The identifier may consist of any combination of characters, including punctuation and spaces.

### Data Entry

Enter the file identifier, in exactly the same form as that used by the agency supplying the record.

### Examples

3-P-77-0100(S1)

83.2945.2

79/156:2

## P030: ALTERNATE LANGUAGE OF RECORD

### Characteristics

Mandatory

Repeatable : No

### Data Description

Field P030 denotes the language used in field P130: Title - Other Language, and/or field P450: Abstract - Other Language. It must be completed if information is entered in either or both of these fields.

### Data Entry

Enter the appropriate three-letter UNISIST language code, in upper-case, as set out in Appendix B.

### Example

The language used in fields P130 and P450 is French.
P030 contains:

FRE

## P040: LAST DATE RECORD UPDATED

### Characteristics

Essential

Repeatable : No

### Data Description

Field P040 contains the last date on which the record was updated, according to the format of International Standard ISO 2014: Writing of calendar dates in all-numeric form, i.e. YYYYMMDD, where YYYY = year, MM = month, and DD = day.

### Data Entry

MINISIS generates this date automatically when a record is created in ENTRY or changed in MODIFY.

Note that this is the date of entering or modifying the record, and not the date of provision of the information, or the date of completion of a worksheet.

### Example

The record is entered on 1 May 1984.

Contents of field P040, as generated by MINISIS:

19840501

The record is subsequently modified on 10 June 1984. MINISIS substitutes the date:

19840610

## P110: DONOR AGENCY

### Characteristics

Essential

Repeatable : No

### Data Description

Field P110 is used to enter the acronym of the agency supplying both the funds and the information for the research activity described in the record. In most cases this information is the same as that contained in field P010: Participating Agency. It is different from P010 if a participating agency is supplying records from another organization.

It is the responsibility of each participating agency to inform the Data Base Manager of any additions to the list of donors given below.

### Data Entry

Enter the acronym of the donor agency, from the following list:

BOSTID
CESO
GATE
IDRC
IFS
NUFFIC
SAREC

### Example 1

A record describing SAREC-funded research is provided by SAREC. P110 and P010 contain:

P010: SAREC
P110: SAREC

### Example 2

A record describing research funded by the Centre for the Study of Education in Developing Countries is provided by NUFFIC. P010 and P110 contain:

P010: NUFFIC
P110: CESO

## P120: TITLE - ENGLISH

### Characteristics

Essential

Repeatable : No

### Data Description

Field P120 contains the activity title, in English. If no English title exists in the documentation of the research activity, a translation must be provided. If a translation is entered here, the original may be entered in P130: Title - Other Language.

### Data Entry

If the research activity description contains an English title, enter this title in field P120.

If the research activity description does not contain an English title, translate the title provided into English and enter this translation in field P120.

Capitalize the first word in the title and proper nouns.

### Examples

Processing of epidemiological data in a developing country - development of a micro-computer system in cooperation with local experts

The effect of fermentation on the decreasing aflotoxin concentration in peanut cake

## P130: TITLE - OTHER LANGUAGE

### Characteristics

Optional

Repeatable : No

### Data Description

Field P130 contains the official activity title, when it is written originally in a language other than English.

NOTE: the language used in P130 must be specified in P030: Alternate Language of Record.

### Data Entry

Enter the title as it appears in the documentation.

Capitalize the first word in the title and words normally capitalized in the language used.

Enter the English translation of the title in field P120: Title - English.

See Appendix C for transciption of diacritics.

### Examples

Entreposage du riz de montagne (Sierra Leone)

Solare Meerwasserentsalzung nach dem Greenhouse-Verfahren

## P140: FUNDING BY DONOR AGENCY

### Characteristics

Optional

Repeatable : Yes, if funding is allocated in annual installments

Subfields :
- P141: Amount
- P142: Currency Code
- P143: Fiscal Year of Grant
- P144: Funding Notes

### Data Description

Field P140 contains details about financial support provided by the donor agency (as entered in P110) for the research activity described in the record. If part of the funds are provided by other donors, these should be entered in P180: Co-funding Agencies. Only the amount provided by the agency indicated in P110 should be entered here.

### Data Entry

P141: **Amount**

Enter the amount of the financial support provided by the donor agency named in P110: Donor Agency. Enter either the total amount over the entire life of the research activity (Example 1), or annual allocations in repeating subfield groups (Example 2). No punctuation of any kind, including a decimal point, commas, or spaces, is entered.

P142: **Currency Code**

Enter the ISO currency code for the currency used to record the amount in P141. If P140 repeats for annual allocations, P142 must be the same in each occurrence. P142 also designates the currency used in P180: Co-funding Agencies.

See Appendix E for ISO currency codes.

P143: **Fiscal Year of Grant**

If the funds must be spent within a specific fiscal year, P143 contains the beginning date of that fiscal year. Enter the date according to the format of International Standard ISO 2014: Writing of calendar dates in all-numeric form, i.e. YYYYMMDD, where YYYY=year, MM=month, and DD=day. If not known precisely, enter the month and day as 00. If the funds can be spent at any time, no date is entered in this subfield, and P140 occurs only once.

P144: **Funding Notes**

Subfield P144 contains notes related to the funding of the research activity, e.g. staff allocations, budget components (Example 3). It is not used to enter general notes about the research activity, which are entered in P510: Notes.

**Example 1**

The sum of 400000 American dollars is allocated over the life of the project, without reference to a fiscal year.
P140 contains:

P141: 400000
P142: USD

**Example 2**

The sum of 900000 Swedish Kronor is allocated, with 400000 in 1983, and 500000 in 1984. The fiscal year begins on July 1 of each year.
P140 contains:

P141: 400000
P142: SEK
P143: 19830701

P141: 500000
P142: SEK
P143: 19840701

**Example 3**

GATE funds an activity to the sum of 40.000 DM, with an allocation of 25 staff months. The funds are not tied to a particular fiscal year.
P140 contains:

P141: 40000
P142: DEM
P144: 25 staff months

## P150: CONTACT IN DONOR AGENCY

### Characteristics

Optional

Repeatable : Yes, if there is more than one contact person

### Data Description

Field P150 contains the name(s) of the person(s) or specific unit or department in the funding agency, to be contacted for further information on the particular research activity.

### Data Entry

Enter the name as it would appear in a letter addressed to that individual or department. A name may be followed by the person's function, if desired.

### Examples

Mr. Robert LeBlond (Program Officer, Cartography)

Information Officer

Information Services Manager

Project Manager

## P160: DATE FUNDS COMMITTED

### Characteristics

Mandatory

Repeatable : No

### Data Description

Field P160 contains the date of commitment of funds by the donor agency.

This field indicates, as closely as possible, the date on which the donor and recipient agree to proceed with the activity. It may differ from other dates collected for administrative purposes, e.g.: date funding available, date of allocation or appropriation.

### Data Entry

Enter the date in accordance with the International Standard ISO 2014: Writing of calendar dates in all-numeric form. The day, month and year are entered in the form YYYYMMDD. If not known precisely, enter the month and day as 00.

### Example

The funds are committed for the research activity on 26 March 1981. P160 contains:

19810326

## P170: COMPLETION DATE OF RESEARCH ACTIVITY

### Characteristics

Optional

Repeatable : No

### Data Description

Field P170 contains the anticipated or actual completion date of the research activity.

### Data Entry

Enter the date in ISO Standard ISO 2014: Writing of calendar dates in all-numeric form. The day, month and year should be entered in the form YYYYMMDD. If not known precisely, enter the month and day as 00.

The information in this field should be updated as necessary. When the activity is in progress, enter the projected completion date. When the activity is completed, replace the projected date with the actual completion date.

### Example 1

The projected completion date is in 1985 (month and day not known). P170 contains:

19850000

### Example 2

The actual completion date of the research project is 25 May 1983. P170 contains:

19830525

## P180: CO-FUNDING AGENCIES

### Characteristics

Optional

Repeatable : Yes

Subfields : P181: Co-funding Agency Acronym/Name
P182: Co-funding Agency File Identifier
P183: Funding from Co-funding Agency

### Data Description

Field P180 describes funding of the activity described in the record, by agencies other than the donor agency specified in P110: Donor Agency. These other agencies are referred to as co-funding agencies. The field repeats if there is more than one co-funding agency.

### Data Entry

P181: Co-funding Agency **Acronym/Name**

1. **Format**

Enter the official acronym of the co-funding agency. Consult the following sources to determine the official form of the acronym:

- IDRC acronyms list
- official publications produced by the institution
- the institution's letterhead
- other documentation related to the research activity

**Examples**

WHO
Unesco
UNDP
SIDA
ILO-WEP
FAO

If no acronym exists, e.g. for a university, or a Government Department, enter the official name of the co-funding agency as determined by consulting the three last sources listed above.

**Examples**

Ford Foundation
Club du Sahel
France. Ministère de la Coopération

2. **Choice of Language**

When there is more than one language version of the acronyn or name (e.g. FAO and OAA), select the one which is the most commonly used. Consult the section on Choice of language in subfield P311: Institution Name for guidelines.

P182: **Co-funding Agency File Identifier**

Enter the identifier assigned by the co-funding agency to its file(s) relating to the research activity. This information is used to identify other records describing the same research activity which have been submitted by the participating co-funding agencies. Each participating agency records its own identifier in P020: File Identifier.

**Example**

IDRC and GATE co-fund an activity. The IDRC identifier is 3-P-83-0001. The GATE identifier is 83.2945.2. Both agencies generate a record describing the activity.

IDRC record

P020: 3-P-83-0001
P181: GATE
P183: 83.2945.2

GATE record

P020: 83.2945.2
P181: IDRC
P183: 3-P-83-0001

P183: **Funding from Co-funding Agency**

Enter the total funding supplied by the co-funding agency. No provision is made for breaking down the funding by fiscal year; the amount entered is the total funding over the life of the activity. The currency must be the same as that entered in P142 in this record. The amount is entered without punctuation or spaces.

**Example**

An activity is co-funded by IDRC, in the amount of 20000 CAD, SAREC in the amount of 21000 CAD, and GATE in the amount of 18000 CAD. The record submitted by IDRC designates the currency as CAD, in field P142. Field P180 of the IDRC record occurs twice, and contains:

IDRC record

P141: 20000
P142: CAD

P181: SAREC
P182: 1427
P183: 21000

P181: GATE
P182: 81.2075.8
P183: 18000

The records submitted by SAREC and GATE contain the following information.

SAREC record

P141: 126000
P142: SEK

P181: IDRC
P182: 3-P-82-4476
P183: 120000

P181: GATE
P182: 81.2075.8
P183: 108000

GATE record

P141: 36000
P142: DEM

P181: SAREC
P182: 1427
P183: 42000

P181: IDRC
P182: 3-P-82-4476
P183: 40000

# P310: RECIPIENT INSTITUTION

## Characteristics

Mandatory

Repeatable : Yes, if research is carried out by or in more than one institution.

Subfields :
- P311: Institution Name / Acronym
- P312: Institution City
- P313: Institution Country Code
- P314: Institution Address - Free Form
- P315: Parent Institution
- P316: Link with Researcher
- P317: Funding - Donor Agency
- P318: Funding - Local Contribution

## Data Description

Field P310 is used to identify each institution receiving a research grant, or administering it on behalf of a researcher who is a grantee.

The form of each institution's name is recorded in a consistent way in order to ensure the production of uniform sorted lists and to optimize retrieval.

## Data Entry

Before recording an institution's name on a worksheet, consult the latest printed list of Recipient Institutions produced from the data base. Look for the full name, the acronym and other language versions as applicable. Search the data base also if possible.

NOTE: If an error is found in the list or the data base, notify the Data Base Manager, and give the correct form of the name.

If an entry is found for the institution, copy the name/acronym, city, country code and parent body in the appropriate subfields on the worksheet and proceed to subfields P316 to P318 as required.

When no entry is found for the institution in the printed list or data base, enter the different elements in subfields P311 to P315, according to the guidelines which follow.

## P311: Institution Name

### 1. Format

Enter in P311 the name and/or acronym of the institution, in one of the following formats. Capitalize acronyms and the first letter of each significant word. See Appendix C for transliteration of diacritics.

ACRONYM
Country Name. Government Ministry or Department
Institution Name (ACRONYM)

### 2. Choice of language

When more than one official language version of an institution's name or acronym exists, select the language version according to the following table:

| | |
|---|---|
| English: | Anglophone Africa |
| | Countries in which English is an official or widely-used language |
| | Canada, Sweden |
| French: | Francophone Africa |
| | Countries in which French is an official or widely-used language |
| Spanish: | Spanish-speaking Latin America |
| Portuguese: | ex-Portuguese colonies, Brazil |

When no language appears to predominate, use the English language version if it exists. Otherwise, choose, in order of preference: French, Spanish, or other.

NOTE: Participants in the pilot project will communicate to the group their choice of language for national institutions in their respective countries.

### 3. International organizations

Enter well-known international organizations under their acronym only. These include all those found in the Macrothesaurus, e.g. FAO, WHO, CEPAL, CODESRIA, ASEAN, etc.

4. **Government ministries/departments**

Enter government ministries and departments under the name of the country followed by a period and the name of the ministry or department. Use letterhead and official publications to determine the correct form of the name.

**Examples**

Gambia. Ministry of Agriculture and Natural Resources

Ethiopia. Ministry of Rural Development

Bolivia. Ministerio de Planeamiento y Coordinacion

Tunisie. Conseil National du Plan

5. **Other institutions and organizations**

Record the official name in full, in the language selected, followed by known acronym(s) in parentheses, if applicable. Consult the following aids to determine the official form of a name:

- official publications produced by the institution
- IDRC acronyms list[1]
- the institution's letterhead
- other documentation related to the research activity

**Examples**

University of Addis Ababa

Bangladesh Institute of Development Studies (BIDS)

Centre National de Documentation Agricole (CNDA)

Quaid-I-Azam University. Deptartment of Economics

Animal Research Institute

International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)

National Information and Documentation Centre (NIDOC)

---

1 International Development Research Centre. Acronyms Relating to International Development. 2d ed. Ottawa, IDRC, 1983 (in preparation)

NOTE: If an institution has more than one acronym, enter first the acronym corresponding to the language selected for the institution's name. Other acronyms may be entered if desired, as in the following examples.

**Examples**

Centro Internacional de la Papa (CIP, IPC)

International Livestock Centre for Africa (ILCA, CIPEA)

6. **Subordinate entities**

When the recipient institution is a department, division or other administrative unit, enter in P311 enough information to identify uniquely the specific body carrying out the research, in the format:

Institution Name (ACRONYM). Subordinate Entity

**Example 1**

The research is carried out by the Library of the International Livestock Centre for Africa.

P311: International Livestock Centre for Africa (ILCA, CIPEA). Library

**Example 2**

The recipient is the Department of Peace and Conflict Research of the University of Uppsala.

P311: University of Uppsala. Department of Peace and Conflict Research

Intermediate levels in a hierarchy are omitted if not essential to the identification of the institution doing the research.

**Example 3**

The institution carring out the research is the Clinical Pharmacology Unit of the Department of Pharmacology and Therapeutics, University of Ibadan.

P311: University of Ibadan. Clinical Pharmacology Unit

If the name of a parent institution is not required to identify the recipient institution, but is considered a useful access point, it is recorded in subfield P315, followed by its acronym(s).

**Example 4**

The recipient institution is the Pediatric Clinic of the Sankt Göran Hospital, whose parent institution is the Karolinska Institute.

P311: Sankt Goeran Hospital. Pediatric Clinic

P315: Karolinska Institute

P312: **Institution City**

Enter the name of the city in which the institution is located, in the same language as that used for the institution's name.

**Example**

The institution administering the grant is Southern Mindanao Agricultural Research Center, located in Kabacan, North Cotabato, in the Philippines.

P312: Kabacan, North Cotabato

P313: **Institution Country Code**

Enter the ISO two-character code corresponding to the country in which the institution is located. The codes are contained in Appendix E.

P314: **Institution Address - Free Form**

Enter the complete form of the institution's postal address. The name is not necessarily in the same form as that used in subfield P311, and acronyms and abbreviations may be used.

**Examples**

Veterinary Division, Min. of Agriculture and Natural Resources, Ouervi, Imo State, Nigeria

CNIDE, MPAT, Chemin Ibn Badis El Mouiz, El-Biar, Alger, Algérie; Tel: 78-03-23; Telex: 52560 DZ

P315: **Parent Institution**

Enter in this subfield the name of the institution immediately superior in the hierarchy to the highest level entry recorded in P311. Enter information only when it is considered useful for retrieval purposes. Do not repeat information already recorded in P311.

**Example 1**

The recipient is the International Grain Legume Information Centre, whose parent institution is the International Institute of Tropical Agriculture.

P311: International Grain Legume Information Centre

P315: International Institute of Tropical Agriculture (IITA)

**Example 2**

The institution carrying out the research is the Centre de Recherches et d'Etudes Administratives, which is part of the Ecole Nationale d'Administration.

P311: Centre de Recherches et d'Etudes Administratives (CREA)

P315: Ecole Nationale d'Administration (ENA)

P316: **Link with Researcher**

When more than one institution is entered in P310, each one is assigned a single letter code beginning with "A" for the first institution, "B" for the second, etc., which serves to link each researcher to his/her particular institution. The corresponding code is entered in the appropriate occurrence of subfield P324.

**Example**

First institution

P311: Ethio-Swedish Pediatric Clinic
P312: Addis Ababa
P313: ET
P315: University of Addis Ababa
P316: A

Second institution

P311: National Bacteriological Laboratory. Department of Bacteriology

P312: Stockholm

P313: SE

P316: B

P317: **Funding - Donor Agency**

When more than one recipient institution is involved, enter that part of the total grant (see P140) which is allocated to the recipient identified in subfield P311. The currency must be the same as that entered in P142 of this record. Enter the amount without punctuation or spaces.

P318: **Funding - Local Contribution**

Enter in subfield P318 the funds contributed to the project by the recipient institution whose name appears in subfield P311. The currency must be the same as that entered in P142 of this record. Enter the amount without punctuation or spaces.

**Example**

A research project funded in Swedish Kroner is carried out by two institutions:

First institution

P311: Solomon Islands. Ministry of Natural Resources

P312: Honiara

P313: SB

P316: A

P317: 65000

P318: 35000

Second institution

P311: Solomon Islands. Dodo Creek Research Station

P312: Honiara

P313: SB

P316: B

P317: 50000

P318: 30000

# P320: RESEARCHER

## Characteristics

Mandatory

Repeatable: Yes

Subfields:
- P321: Researcher's Name
- P322: Researcher's Title
- P323: Researcher's Function
- P324: Link with Institution

## Data Description

Field P320 is used to record the name of the individuals involved in the research activity (as team leader, researcher, grantee, etc.). The field repeats, with one occurence for each researcher.

## Data Entry

### P321: Researcher's Name

#### General Rules

1. Enter the family name first, followed by a comma and a space, and the given (calling) name(s) or initial(s). Initials are followed by a period but not separated by spaces.

   Note that family names are sometimes written in CAPITAL LETTERS, e.g., Amadi Kane DIALLO.

   NOTE: The comma separating the family name(s) from the given name(s) indicates that the form of entry differs from the form of the name normally used in written communication, when citing the person's name.

#### Examples

Chowdhury, Naimuddin
Da, Marcellin
Dominguez, B.H.
Engberg, L.E.
Manyanina, Mary
Traoré, Pierre Issa

2. When there is more than one family name, begin the entry with the last family name.

   EXCEPTION: Do not separate the hyphenated name or a name known to be compound, as is often the case with Spanish names.

   **Examples**

   Diallo, Amadi Kane
   Sissoko, Mariam Tall
   Massingue, Servelina dos Santos
   Gonçalves, Agostinho Ribeiro
   Sousa, M. Camois
   Ndong-Ondo, J. Frederic
   Acquaah-Harrison, R.
   Abu-Kandeel, A.
   Sala-Diakanda, M.
   Mueller-Debus, T.
   Leyton-Brown, D.
   Gérin-Lajoie, Michèle
   Isaza V., Guillermo
   Montenegro Galdamez, Maria
   Abdul Quasim, Mohammed
   Doo Kingué, M.
   Ky Zerbo, Joseph

3. When it is not possible to identify a family name, copy the full name, exactly as it appears on the documentation, without adding any punctuation.

**Guidelines for determining the form of entry of specific categories of names**

When recording foreign or unfamiliar names, follow the guidelines below, in order to normalize the form of entry.

**African names**

For the following countries, the first name is the more significant element. Enter the full name exactly as it is found in the project description.

| Country | Examples |
|---|---|
| Chad | Sou Ngonn Sou<br>Bongbanda Hogra |
| Ethiopia | Tesfa-Yesus Mehary<br>Eshetu Habte Georgis |
| Madagascar | Razafindramainty |
| Mauritania | Moktar Ould Haiba<br>Ahmed Ould Djeddou |
| Zaire | Ilanga Nyonschi<br>Lumpungu Kamanda |

## Arabic names

1. When an Arabic name has only two elements, the second element is the family name.

   **Examples**

   Fatimah Barakat
   P321: Barakat, Fatimah

   Jamil Mattar
   P321: Mattar, Jamil

2. **Compound names containing prefixes**

   The prefixes Al, El, Abou, Abun, Abdul, Abdel, Ben, or Ibn are the first element of a compound name (family name or given name).

   **Examples**

   Mohammed Al-Afghani
   P321: Al-Afghani, Mohammed

   Tahir Abdul Hakim
   P321: Abdul Hakim, Tahir

   Tawfiq Abou Shakra
   P321: Abou Shakra, Tawfiq

   Tariq Ben Hamoud
   P321: Ben Hamoud, Tariq

Abdel Khader Shukrallah
P321: Shukrallah, Abdel Khader

Abdul Rahman Ibn Khaldoun
P321: Ibn Khaldoun, Abdul Rahman

N. El-Madji-Amor
P321: El-Madji-Amor, N.

3. **Compound names containing suffixes**

"El-Dine", in its various forms ("al-din", "al-Din", etc.) is a suffix and, therefore, is always the second part of a compound name (family name or given name).

**Examples**

Kheir El-Dine Raouf
P321: Raouf, Kheir El-Dine

Ahmad Izz El-Dine
P321: Izz El-Dine, Ahmad

Muhammad Sadr al-Din
P321: Sadr al-Din, Muhammad

**Asian names**

NOTE: For Chinese and Korean names, see the section below on Chinese names.

When it is not possible to identify the family name(s) of a researcher, select the last element as the family name, as in the examples below.

EXCEPTION: Malaysian and Thai names are entered in the order in which they appear in the project documentation.

| Country | Examples |
|---|---|
| India | Chatterjee, Bishwa B.<br>Sharma, Baldev Raj |
| Indonesia | Soedjatmoko<br>Martadihardja<br>Dachlan, Eddie Sumardi |

| | |
|---|---|
| Malaysia | Merican Faridah<br>Abdullah Sanusi bin Ahmad |
| Pakistan | Siddiqui, Akhtar H.<br>Hasnain, Mehdi |
| Thailand | Chakrit Noranitpadungkarn<br>Jingjai Hanchanlash |

**Chinese names**

NOTE: The following guidelines also apply to Korean names. (See 6 below for examples of Korean names.)

1. When a Chinese name has no Western element, it traditionally comprises a one-syllable family name followed by one or two given names.

   Enter such names exactly as they appear in the project documentation, without adding any punctuation.

   **Examples**

   Lim Hong-Too
   P321: Lim Hong-Too

   Mao Zedong
   P321: Mao Zedong

   Chung Ling
   P321: Chung Ling

2. People of Chinese origin living overseas, or Chinese writing for a Western audience, may write their given name(s) first, followed by the family name. If this can be ascertained, enter the family name first, followed by the given name(s).

   **Examples**

   Hwa-Wei Lee
   P321: Lee Hwa-Wei

   Yok-Leng Chang
   P321: Chang Yok-Leng

3. Treat a name consisting of only a Western given name and a Chinese family name as a Western name.

   **Example**

   Richard Lee
   P321: Lee, Richard

4. Enter a name consisting of a Western given name, a Chinese family name, and one or more Chinese given names, as in the examples below.

**Examples**

Philip Loh Fook Seng
P321: Loh, Philip Fook Seng

Maria Ng Lee Hoon
P321: Ng, Maria Lee Hoon

5. In case of doubt, copy the full name, exactly as it appears in the project documentation, without inserting any punctuation.

**Example**

Lim Huck Tee
P321: Lim Huck Tee

6. Korean names are entered according to the guidelines for Chinese names.

**Examples**

Koh Hoe-Young
Choe Jung-Tai
Yu Kyong-Hee
Lee Jai-Chuel
Kim Ku
Namgung Pyok

**European names**

NOTE: For Portuguese names, see the separate section below.

1. **Compound family names**

When a family name is hyphenated or known to be compound, treat it as one element; do not separate it.

**Examples**

T. Müller-Debus
P321: Mueller-Debus, T.

W. Schneider-Barthold
P321: Schneider-Barthold, W.

Rita Cruise O'Brien
P321: Cruise O'Brien, Rita

Frederic Strickland-Constable
P321: Strickland-Constable, Frederic

Martha Beya de Modernell
P321: Beya de Modernell, Martha

Alfonso Medina Echeverria
P321: Medina Echeverria, Alfonso

C.L. Torres y Torres
P321: Torres y Torres, C.L.

2. **Family names with prefix(es)**

2.1 Enter the following prefixes after the given names:

af op de ter van der von der

den ten van von

**Examples**

P. von Blanckenburg
P321: Blanckenburg, P. von

M.P. van Dijk
P321: Dijk, M.P. van

Leo op de Beech
P321: Beech, Leo op de

Menno ter Braak
P321: Braak, Menno ter

Gunnar af Hallstrom
P321: Hallstrom, Gunnar af

2.2 Enter the following prefixes without inversion, i.e., before the family name:

am del di la les ver zur

de della du las li vom

de la delle l' le los zum

**Examples**

S.J. Du Toit
P321: Du Toit, S.J.

Jean de Chantal
P321: de Chantal, Jean

René La Bruyère
P321: La Bruyère, René

M. della Rosa
P321: della Rosa, M.

Isidoro del Lungo
P321: del Lungo, Isidoro

Bernardo la Fuente
P321: la Fuente, Bernardo

Susana las Heras
P321: las Heras, Susana

Aja ver Boven
P321: ver Boven, Aja

3. **Portuguese names**

3.1 Enter Portuguese names under the last element of the family name.

**Examples**

Ovidio Saraiva de Carvalho e Silva
P321: Silva, Ovidio Saraiva de Carvalho e

Paulo Fernando de Moraes Farias
P321: Farias, Paulo Fernando de Moraes

3.2 When the last element of the family name is a qualifier indicating a family relationship such as Junior, Filho, Neto, Sobrinho, the qualifier is treated as a suffix in a compound name.

**Examples**

Victor Vidal Neto
P321: Vidal Neto, Victor

A.F. Coimbra Filho
P321: Coimbra Filho, A.F.

Antonio Ribeiro de Castro Sobrinho
P321: Castro Sobrinho, Antonio Ribeiro de

3.3 In former Portuguese colonies, the qualifier (Junior, Filho, Neto, Sobrinho) sometimes constitutes the family name.

**Examples**

Antonio Luis Neto
P321: Neto, Antonio Luis

Jorge Sobrinho
P321: Sobrinho, Jorge

P322: **Researcher's Title**

Enter the title by which the researcher is known, if any. If an abbreviation is used, follow it with a period.

**Examples**

| | |
|---|---|
| Prof. | Dr. |
| Mr. | Ing. |
| Ms. | Lic. |

P323: **Researcher's Function**

Enter the researcher's function with respect to the project described in the record.

**Examples**

Director
Team Leader
Head
Deputy Executive Secretary
Senior Research Scientist

P324: **Link with Institution**

Subfield P324 is entered only when there is more than one institution recorded in field P310: Recipient Institution. It serves to link the researcher with the appropriate recipient institution. This is done by entering the same single-letter code in subfield P324 as in subfield P316: Link with Researcher.

**Example**

A research project is carried out by Dr. Kama Funzi Mundindambi at the Institut de Recherche Scientifique in Zaïre, and by Dr. A.M. Ermans at the Université Libre de Bruxelles en Belgium.

The relevant fields contain:

P311: Institut de Recherche Scientifique (IRS)
P316: A

P311: Université Libre de Bruxelles
P316: B

P321: Kama Funzi Mundindambi
P324: A

P321: Ermans, A.M.
P324: B

## P330: COOPERATING INSTITUTION

### Characteristics

Mandatory

Repeatable : Yes

Subfields:
- P331: Institution Name
- P332: Institution City
- P333: Institution Country Code

### Data Description

Field P330 is used to record the name of an institution which is cooperating in the research activity, but is neither a recipient nor a donor. The format is the same as that used in P310: Recipient Institution.

### Data Entry

Follow guidelines provided for entry of subfields P311 to P313.

# P340: AVAILABILITY OF DOCUMENTS

## Characteristics

Optional

Repeatable : Yes

## Data Description

Field P340 contains information on the existence and availability of any published or unpublished documents related to the research activity, such as

- bibliographic references
- the place where documents may be obtained
- the expected date of publication of the report, etc.

## Data Entry

Record the appropriate information in free form, as in the examples given below.

## Example 1

The project report is entitled "Final Report on a project to study the strategic developments affecting the long-term energy situation". The author is M. Klee, publisher Johnson of London, date of publication 1980. The document is in English.
P340 contains:

> Official report: Klee, M. Final report on a project to study the strategic developments affecting the long-term energy situation. London, Johnson, 1980

## Example 2

No project documentation is currently available but an official report is expected to be released in July 1983.
P340 contains:

> Project report expected to be released in July 1984
>
> or
>
> Planned date of release of project report July 1984

**Example 3**

Documentation on a research project in China is available, in Chinese, upon request via local Chinese embassies. No information is given as to whether a final report is or will be available.
P340 contains:

> Project documents available, in Chinese, from local Chinese embassies

## P410: GEOGRAPHICAL AREA UNDER STUDY

### Characteristics

Mandatory

Repeatable : No

### Data Description

Field P410 contains the geographical area(s) which are covered by or are relevant to the research activity described in the record. This information is independent of the place of origin of the record and is not necessarily the same as the geographical location of the institution or researcher carrying out the research. It exclusively describes the geographical area which is part of or connected with the research activity.

The Geographical Area under Study may refer to any kind of geographical or geopolitical entity such as a country, a political grouping of countries (e.g. an intergovernmental organization like ASEAN or the Andean Group), a marine or land area, such as South East Asia or the Subtropical Zone, a particular regional grouping like "North Africa", etc. The terms must be drawn from the OECD Macrothesaurus or the agreed extensions. The extensions will be circulated before data entry begins.

### Data Entry

Enter group names only when the research refers to the group as a whole. If the research refers to individual countries, enter them separately. If the research refers to specific countries as part of a group, enter the country names and the group names, if there are fewer than five countries mentioned.

Enter each geographical name between slashes ("/").

### Example 1

A research group is studying agricultural plastics in Surinam. Field P410 contains:

/Surinam/

**Example 2**

An organic chemistry research group is studying the production of a bio-degradeable plastic. No particular geographic area is under study. Nothing is entered in P410.

**Example 3**

A research group is studying economic problems in The Philippines, Malaysia and Singapore, in the context of their roles in ASEAN.
P410 contains:

/ASEAN/ /Philippines/ /Malaysia/ /Singapore/

**Example 4**

Research is carried out to study the effects of over-grazing of the vegetation in the following countries in the Sahel: Mali, Niger, Chad, Mauritania, Senegal, the Gambia and Cape Verde.
P410 contains:

/Sahel/

## P420: MACROTHESAURUS SUBJECT DESCRIPTORS

### Characteristics

Essential

Repeatable : No

### Data Description

Field P420 contains one or more English-language descriptors that reflect the subject content of the research activity. The terms are taken from the English version of the OECD Macrothesaurus[1] with additions as agreed to by the participating agencies. The additions will be distributed by IDRC.

Although any number of descriptors may be entered, it is generally not necessary to use more than fifteen to describe a given research activity.

### Selection

1. Read the research document, paying particular attention to the abstract, headings, introduction and conclusion.

2. Formulate the major concepts treated in the research document and make a list of preliminary terms that describe these concepts.

3. Consult the alphabetical list of descriptors in the Macrothesaurus under each preliminary term.

4. When a preliminary term is found as a descriptor:

   4.1 Read the scope note (SN), if there is one, and the descriptors listed as broader (BT), narrower (NT), and related (RT) terms, to determine whether the original descriptor, or one of those listed under it, corresponds to the concept expressed by the preliminary term. Preference should be given to the most specific descriptor applicable to the concept.

   4.2 Consult the appropriate descriptor group to avoid improper use of a descriptor and to find other descriptors relating to the same subject area. For example, all diseases are grouped under 15.04.02.

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[1] Viet, Jean. Macrothesaurus for information processing in the field of economic and social development. New English ed. Paris, OECD, 1978.

5. When an appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions.

6. When no descriptor is found to correspond to an essential concept contained in the documentation, use field P430: Non-thesaurus Subject Descriptors.

7. The user's needs must be kept in mind at all times. For each descriptor selected, ask the question: "If a user were doing a search on this particular topic, would he/she find this research activity pertinent?" If the answer is "No", the descriptor should not be selected.

Following is a list of ways to avoid **PITFALLS** in selecting descriptors.

1. DO NOT rely on the title and the summary only, as these may not provide sufficient information.

2. DO NOT select a broader term (BT) when a narrower term (NT) is more appropriate.

   Example: Do not use /migrations/ when a research activity deals only with /seasonal migrations/.

3. DO NOT use the names of countries or regions as subject descriptors.

**Data Entry**

Enter descriptors, in the language of analysis, enclosed between slashes and separated from each other by a comma and a space. Capitalize the first letter of the first descriptor.

**Examples**

/Agricultural wastes/ /animal feed/

/Water treatment/ /engineering design/

/Cassava/ /toxins/ /food consumption/ /nutrition/ /tropical diseases/ /epidemiology/

/Industrial extension/ /technical information/ /information services/ /industrial development/ /small-scale industry/

## P430: NON-THESAURUS SUBJECT DESCRIPTORS

### Characteristics

Optional

Repeatable : No

### Data Description

Field P430 contains one or more English-language descriptors that reflect the subject content of the research activity. The terms may be taken from any source the donor consults, and should describe the research activity in whatever degree of specificity the donor agency considers appropriate. Each term may contain up to 50 characters.

This field is intended as a supplement to the controlled vocabulary in P420, to provide more specific descriptions. Macrothesaurus terms must be entered in P420: Macrothesaurus Subject Descriptors, rather than in this field.

### Data Entry

Enter each descriptor between slashes ("/"). Any number of descriptors may be entered.

### Examples

/Mycorrhiza/

/Water affairs management/

/Wing beans/

/Instrumentation technology/

## P440: ABSTRACT - ENGLISH

### Characteristics

Mandatory

Repeatable : No

### Data Description

Field P440 contains a short text (abstract) describing the research activity. It is entered in English. If no English abstract is available, the abstract in another language can be included in P450: Abstract - Other Language. Abstracts should include the objectives, methodology used and any applications of the research.

### Data Entry

Enter the abstract as it appears in the documentation pertaining to the research activity. Correct any obvious spelling or typographical errors. No paragraphing is supported for input or output.

### Example

> On the basis of a joint appreciation of the external and internal forces bearing on the development of large and medium-sized centres in the south African periphery (Botswana, Lesotho, Swaziland), the project will attempt to assess the impact on employment and service accessibility since Independence. The project would be concerned with past, present, and future economic relations of each country. This would be undertaken within the context of regional and international systems of trade, aid, and multinational investment, and their impact on the location and structure of industrial and urban development. The evolution of settlement policy will be studied. Primary and secondary data sources will be used.

## P450: ABSTRACT - OTHER LANGUAGE

### Characteristics

Optional

Repeatable: No

### Data Description

Field P450 contains a short text (abstract) describing the research activity in the language entered in P030: Alternate Language of Record. The abstract should include the objectives, methodology used, and any applications of the research. If at all possible, the abstract should be translated into English, and entered in P440: Abstract - English.

### Data Entry

Enter the non-English abstract as it appears in the documentation pertaining to the research activity. Correct any obvious spelling or typographical errors. If non-Roman characters are included, they must be transliterated or created using diacriticals, as documented in Appendix C. No paragraphing is supported for input or output.

### Example

> En Afrique, le manioc est une importante culture vivrière. C'est un féculent pauvre en protéines qui doit être consommé avec d'autres aliments protéiques pour que le régime soit équilibré. La première phase avait pour but de déterminer les meilleures protéines à consommer avec le manioc à haute valeur énergétique et d'étudier la possibilité de remplacer les céréales par du manioc dans les rations animales afin de conserver le maïs et le mil, plus riches en protéines, pour l'alimentation humaine. On poursuivra durant la seconde phase les recherches, en s'intéressant surtout à la détermination de bonnes sources de protéines pour la préparation de rations animales équilibrées composées surtout de manioc.

## P510: NOTES

### Characteristics

Optional

Repeatable : No

### Data Description

Field P510 is used to enter any ancillary data required in the record which cannot appropriately be entered in any of the fields defined herein. This will be the case for data of a relatively informal nature, or of highly infrequent occurrence. The text in this field can be in any language, although English is preferred.

### Data Entry

Enter any information considered of general interest by the agency supplying the record, e.g.:

- name and identifier of supplement, subsequent phase or continuation of the research activity described in this record
- name of research or funding program of which this activity is a part

### Example

The activity is part of a bilateral funding program.
P510 contains:

Part of bilateral program with the Korean government

**APPENDIX A**

## TELECOMMUNICATION CONTACTS

The following information in some cases is taken from the Tymnet International Information Service and refers to rates in the U.S.A. Participants should contact representatives of their national telecommunication system to verify the details of using international packet-switching services to Canada, and the standards for terminals or other equipment to be used.

GERMANY

| GERMANY | DEUTCH MARK | $ VALUE: | .419800 |
|---|---|---|---|

DATEX-P

INTRODUCTION:

In September 1981, the Deutsche Bundespost (DBP) announced the availability of the DATEX-P public data network in the Federal Republic of Germany and the bi-directional service between Germany and the U.S.A.

Subscribers in Germany may currently access the older interim service via a node in Frankfurt or they may access DATEX-P network from any of the nodes throughout Germany. Data calls between the U.S.A. and Germany are routed between the international gateways in Dusseldorf Germany and the U.S.A.

CONTACT:

Fernmeldetechnisches Zentralamt
Kundenberatung fur Dateldienste
Postbox 5000
6100 Darmstadt
Germany

Telephone: 6151/83.46.41
Telex: 419511
OnTyme ID: INTL.DBMKTG
TYMNET mail name: GERMAIL

If the user is accessing a TYMSHARE host, contact:

Dr. Werner Retzlaff
Taylorix - Tymshare GMBH
Talacker Str. 17
7000 Stuttgart (Zuffenhausen)
Germany

Telephone: 711/87.10.80

SERVICES OFFERED:

The DATEX-P Public Data network has access nodes in 17 cities in Germany. The following services are supported and can be used from all places throughout the country:

- Main stations DATEX-P (dedicated access line) at

  300 BPS full duplex asynchronous
  - 1200 BPS full duplex asynchronous
  1200/75 BPS full duplex asynchronous (1200 BPS receive, 75 BPS transmit)
  2400, 4800, 9600, 48000 BPS synchronous for X.25 terminals and host computers.

- Dial-up from the public switched telephone network at 300, 1200, 1200/75 BPS asynchronous.

- Dial-up access from the public circuit switched data network DATEX-L at 300 BPS asynchronous.

  The dial-up access requires the use of a network user identification (NUI) given to each subscriber by the DBP.

DEDICATED LINE ACCESS CHARGES:

- Installation charges:

  The installation charge (single charge) for main stations is
  200 DM for 300, 1200, 1200/75 BPS stations and
  400 DM for 2400, 4800, 9600 BPS stations.

- Basic monthly charges:

  The basic charges for main stations are the following fixed monthly rates:

| 300 BPS | 1200 BPS | 1200/75 BPS | 2400 BPS | 4800 BPS | 9600 BPS |
|---|---|---|---|---|---|
| 100 DM | 130 DM | 130 DM | 170 DM | 270 DM | 370 DM |

SERVICE CHARGES:

The NUI's for the dial-up access are charged at

15 DM per month for the first NUI and
5 DM per month for each additional NUI

(for issuing of each NUI a single charge of 10 DM is payable).

- Usage dependant charges (call charges):

  The call charges from DATEX-P to USA networks are:

  0.24 DM per minute (duration charge)
  0.016 DM per segment (volume charge)
  0.05 DM per each call established.

  For asynchronous terminals an adaptation charge of 0.06 DM per minute is charged.
  When using the dial-up access to the nearest DATEX-P node the subscriber additionally has to pay the standard call charges in the telephone respectively in the DATEX-L network.

DELAYS:

It generally requires 2-3 months to install a main station and about 2 weeks to get a NUI.

NETHERLANDS

| NETHERLANDS | GUILDER | $ VALUE: | .378000 |
|---|---|---|---|

JABAS

CONTACT: Netherlands Postal and Telecommunications
Services Headquarters
Telecommunications Commercial Affairs
DCT-DATA
P.O. Box 30000
2500 GA The Hague
The Netherlands

Telephone: 31.70/75.86.11
Telex: 31111/DCTDATA
TYMNET mail name: NLMAIL
ONTYME ID: INTL.DCTDATA

If a user is accessing a TYMSHARE host, contact:

Richard Dumas



TYMSHARE Nederland
Weteringschans 26
1017 SG Amsterdam
The Netherlands

Telephone: (020)24.93.31

PRICES: All prices are in Dutch Guilders (Dfls)

a) Direct connection including modems

Direct connections are available in X25 (LAPB) mode only.

| Speed | Installation Charge | Monthly Rental |
|---|---|---|
| 2400 BIT/S | Dfls 1000 | Dfls 500 |
| 4800 BIT/S | Dfls 1000 | Dfls 700 |
| 9600 BIT/S | Dfls 1000 | Dfls 1100 |

First logical channel free, additional channels Dfls 10 per month.

b) Dial-up

Dfls 10 per username

c) Usage charge

Duration charge: Dfls 0.42 per minute plus the normal telephone charge.

Volume charge: Dfls 0.30 per 10 segments.

d) Subscription charge: Dfls 10.00/username/month.

e) Session minimum: 12 minute and 10 segments

SPEED:

- Dial-up access (asynchronous)

| | | |
|---|---|---|
| 110-300 | BIT/S | (full duplex) |
| 1200/75 | BIT/S | (split speed) |
| 1200 | BIT/S | (full duplex) |

- Direct connection (X.25 synchronous)

2400 BIT/S 4800 BIT/S and 9600 BIT/S.

- For asynchronous terminals a full duplex terminal setting is usual though not required.

Technical problems regarding the network can be reported to the technical service in Amsterdam, phone 31.20/26.01.48 (day and night).

As far as terminals are concerned, PTT have set no special requirements however the modem connected to the P.S.T.N. must have been approved by the Dutch PTT.

A list of PTT type approved modems is available.
Modems and/or coupler are not provided by our organisation at the moment but have to be purchased for private firms.

ACCESS:

Dial-up access to the dutch node is also available from Denmark and Norway. Use can be made of X28 compatible terminals or X25 compatible terminals or computers.
Connections:

Connections exist to :

- USA - Tymnet
  - Telenet
- Canada - Datapac/Teleglobe

Future connections to :

- France - Transpac
- Germany - Datex-P
- UK - PSS
- Belgium - DCS

SWEDEN

| SWEDEN | KRONA | $ VALUE: | .137400 |
|---|---|---|---|

TELEPAK

CONTACT:

Mrs. Gunnel Klins
Stockholm Telecommunications Area
Datacommunication Sales Division
S - 103 90 Stockholm, Sweden

Telephone: (468) 780 87 50
Telex: 12020 DATASTH S

Technical Contact:
Mr. Karl-Erik Axelsson
Telephone: (46-8) 713 32 71
Telex: 14870 GENTEL S

Marketing Contact:
Mr. Sven Hedberg
Telephone: (46-8) 713 28 62
Telex: 14970 GENTEL S
ONTYME ID: INTL.SHEDBERG

PRICES: All prices are given in Swedish Krona (Kr.).

1. Connection charges for TELEPAK Service

| | Initial Fee | Quarterly Fee |
|---|---|---|
| Dial-up connections | | |
| 300 and 1200 bps | 700 | 350 |
| X.25 connections | 4000 | 4000 |
| 2400 bps | 4000 | 4000 |
| 4800 bps | 6000 | 6000 |
| 9600 bps | 10000 | 10000 |

2. Traffic Charges for the TELEPAK Service

| | SKR/10 Segments | SKR/minute |
|---|---|---|
| Domestic | 0.04 | 0.40 |
| Nordic | 0.08 | 0.50 |

| | | |
|---|---|---|
| European | 0.20 | 1.00 |
| USA, Canada | 0.60 | 2.00 |

The minimum charge per call is one minute and 10-segments. For dial-up customers there is also an access charge of 0.20 SKR/call.

Lead time to obtain a username : 1 week.
Lead time to obtain a X25 connection: 2 months.

Terminal Requirements:

1. Customers have to provide their own terminals.
2. All terminals must be approved by the Swedish Telecommunications Adm.

Modem Requirements:

1. All modems must be provided from the Swedish Telecommunications Adm.
2. For portable use, private acoustic coupled modems allowed.

Modem Charges:

| | INITIAL FEE | QUARTERLY FEE |
|---|---|---|
| 300 bps | 500 | 230 |
| 1200 bps (full duplex) | 1500 | 750 |

U.S.A to CANADA

| CANADA | CANADIAN DOLLAR | $ VALUE: .805000 |
|---|---|---|

CANADA

CONTACT: Sales Support
The Computer Communications Group
TransCanada Telephone System
220 Laurier Avenue West
Ottawa, Ontario
K1P 5Z9

Telephone: 613/237-6540
Telex: 610/562-1922

If the user is going to a TYMSHARE host, Contact:
Phillip Taylor
Tymshare-Canada Ltd.
34 Adelaide St
Toronto, Ontario,
Canada M5H3B7

416/863-6919

PRICES: All prices are in US Dollars (US $). Rates vary according to location and who is doing the billing. The 3000 access arrangement is the Canadian private port or leased line. The 3101 is a dial-up arrangement.

If call is from:

| | |
|---|---|
| Datapac to U.S. (collect): | TYMNET bills the host computer. |
| Datapac to U.S. (Paid) : (leased line arrangement) | Datapac bills the user. |
| U.S. to Datapac (collect): | Datapac bills the user. |
| U.S. to Datapac (Paid) : | cannot be done yet. |

Canadian Billed International Charges:

| Band | (Leased Line) 3000 Access Per Kilopac | (Dial-up) 3101 Access Per Kilopac |
|---|---|---|
| → 1 | 2.25 | 3.60 |
| 2 | 2.50 | 3.85 |
| 3 | 3.25 | 4.60 |
| 4 | 4.75 | 6.10 |
| 5 | 6.75 | 8.10 |

U.S. Billed International Charges:

| Band | 3000 Access Per Kilo-Char | 3101 Access Per Kilo-Char |
|---|---|---|
| → 1 | .07 | .11 |
| 2 | .08 | .12 |
| 3 | .10 | .14 |
| 4 | .145 | .19 |
| 5 | .205 | .25 |

If the call is originated in the U.S, there is an additional $4.50 per hour connect time charge.

If the call is originated in Canada and is a 3101 access arrangement, there is an additional $1.50 per hour connect time charge.

COMMENTS: Canadian access is available through Datapac, TransCanada Telephone System's data communications network. Datapac user names are not required for access. Datapac bills the host you contact if it is in Canada. TYMNET bills the host you contact in the United States if the call is sent collect; Datapac bills the Canadian terminal if the call is sent paid. See the appendix to this document for Datapac log-in procedures.

# UNISIST LANGUAGE CODES

**APPENDIX B**

| Language | Code |
|---|---|
| Acholi | ACH |
| Acoli see Acholi | |
| Afrinili | AFH |
| Afrikaans | AFR |
| Afro-Asiatic (Other) | AFA |
| Ainu see Miscellaneous | |
| Akan Group see Niger-Congo (Other) | |
| Akkadian | AKK |
| Albanian | ALB |
| Aleut | ALE |
| Algonquin | ALG |
| Aljamia | AJM |
| Amarinya see Amharic | |
| Amharic | AMH |
| Ancient Greek see Greek, Classical | |
| Ancient Hebrew see Hebrew | |
| Anglo-Norman see Romance (Other) | |
| Anglo-Saxon (ca. 600-1100) | ANG |
| Annamese see Vietnamese | |
| Anzanite see Elamite | |
| Apache | APA |
| Arabic | ARA |
| Aramaic | ARC |
| Arapahoe | ARP |
| Araucanian | ARN |
| Arawak | ARW |
| Armenian | ARM |
| Armoric see Breton | |
| Ashanti see Niger-Congo (Other) | |
| Assamese | ASM |
| Assyro-Babylonian see Akkadian | |
| Avar | AVA |
| Avaric see Avar | |
| Avesta | AVE |
| Avestan see Avesta | |
| Aymara | AYM |
| Azerbaijani | AZE |
| Azeri see Azerbaijani | |
| Aztec see Nahuatl | |
| Baltic (Other) | BAT |
| Baluchi | BAL |
| Bamana see Bambara | |
| Bambara | BAM |
| Bantu see Niger-Congo (Other) | |
| Bashkir | BAK |
| Basque | BAQ |
| Bedja see Beja | |
| Beja | BEJ |
| Belorussian | BEL |
| Bemba | BEM |
| Bengali | BEN |
| Berber Group | BER |

| Language | Code |
|---|---|
| Bihari | BIH |
| Biluchi see Baluchi | |
| Bishari see Beja | |
| Blackfoot | BLA |
| Bohemian see Czech | |
| Breton | BRE |
| Bulgarian | BUL |
| Bulgarian, Old see Church Slavic | |
| Burmese | BUR |
| Bushman see Sub-Saharan African (Other) | |
| Byelorussian see Belorussian | |
| Caddo | CAD |
| Cambodian | CAM |
| Canarese see Kannada | |
| Carib | CAR |
| Castillian see Spanish | |
| Catalan | CAT |
| Caucasian (Other) | CAU |
| Celtic Group | CEL |
| Central American Indian(Other) | CAI |
| Cewa see Chewa | |
| Chaldean see Aramaic | |
| Chamorro see Malayo-Polynesian (Other) | |
| Chechen | CHE |
| Cherokee | CHR |
| Chewa | CEW |
| Cheyenne | CHY |
| Chibcha | CHB |
| ChiChewa see Chewa | |
| Chinese | CHI |
| Chinook | CHN |
| Chippewa see Ojibwa | |
| Choctaw | CHO |
| Chorti see Mayan | |
| Church Slavic | CHU |
| Chuvash | CHV |
| CiNyanja see Nyanja | |
| Classical Greek see Greek, Classical | |
| Coptic | COP |
| Cornish | COR |
| Cree | CRE |
| Creek see Muskogee | |
| Creoles and Pidgins | CRP |
| Croatian see Serbo-Crotian (Roman) | |
| Cushitic (Other) | CUS |
| Czech | CZE |
| Dakota | DAK |
| Danish | DAN |
| Dano-Norwegian see Norwegian | |
| Delaware | DEL |
| Denca see Dinka | |
| Devanagari (script) see Sanskrit | |
| Dinka | DIN |
| Dravidian (Other) | DRA |

| Language | Code |
|---|---|
| Duala | DUA |
| Dutch | DUT |
| Dutch, Middle (ca. 1050-1350) | DUM |
| Efik | EFI |
| Egyptian | EGY |
| Elamite | ELX |
| English | ENG |
| English, Middle (ca 1100-1400) | ENM |
| English, Old see Anglo-Saxon | |
| Erse see Irish | |
| Eskimo | ESK |
| Eskimoan see Eskimo | |
| Esperanto | ESP |
| Estonian | EST |
| Ethiopic | ETH |
| Ewe | EWE |
| Fang | FAN |
| Faroese | FAR |
| Farsi see Persian, Modern | |
| Finnish | FIN |
| Finno-Ugrian (Other) | FIU |
| Flemish see Dutch | |
| Fon | FON |
| French | FRE |
| French, Middle (ca. 1400-1600) | FRM |
| French, Old (ca. 842-1400) | FRO |
| Frisian | FRI |
| Ga | GAA |
| Gaelic (Irish) see Irish | |
| Gaelic (Scots) | GAE |
| Galla | GAL |
| Ganda see Luganda | |
| Ge'ez see Ethiopic | |
| Georgian | GEO |
| German | GER |
| German,Middle High(ca 1050-1850) | GMH |
| German, Old High (ca. 750-1050) | GOH |
| Germanic (Other) | GEM |
| Gondi | GON |
| Gothic | GOT |
| Greek, Biblical see Greek Classical | |
| Greek, Classical | GRC |
| Greek, Modern | GRE |
| Guarani | GUA |
| Guerze see Kpelle | |
| Gujarati | GUJ |
| Hausa | HAU |
| Hawaiian | HAW |
| Hebrew | HEB |
| Herero | HER |
| Hindi | HIN |
| Hindustani (Arabic) see Urdu | |
| Hindustani (Nagari) see Hindi | |
| Hottentot see Sub-Saharan African (Other) | |

| Language | Code |
|---|---|
| Hungarian | HUN |
| Hupa | HUP |
| Iai see Malayo-Polynesian (Other) | |
| Icelandic | ICE |
| Ilocano | ILO |
| Indic (Other) | INC |
| Indo-European (Other) | INE |
| Indonesian | IND |
| Interlingua | INT |
| Iranian (Other) | IRA |
| Irish | IRI |
| Iroquois | IRO |
| Isi-Kosa see Xhosa | |
| Italian | ITA |
| Japanese (Use for related Japanese languages and dialects) | JPN |
| Javanese | JAV |
| Javanese, Old see Malayo-Polynesian (Other) | |
| Judaeo-Arabic | JRB |
| Judaeo-German see Yiddish | |
| Judaeo-Persian | JPR |
| Judaeo-Spanish see Yiddish | |
| Kachin | KAC |
| Kafir see Xhosa | |
| Kamba | KAM |
| Kanarese see Kannada | |
| Kannada | KAN |
| Kanuri | KAU |
| Karakalpak | KAA |
| Karen | KAR |
| Kashmiri | KAS |
| Kawi see Malayo-Polynesian (Other) | |
| Kazakh | KAZ |
| Kechua see Quechua | |
| Kewa see Papuan-Australian (Other) | |
| Khmer see Cambodian | |
| Khotanese | KHO |
| Kikuyu | KIK |
| KiMbundu see Mbundu | |
| Kinyarwanda | KIN |
| Kirghiz | KIR |
| Kirundi see Rundi | |
| Kongo | KON |
| Korean (Use for related Korean languages and dialects) | KOR |
| Kpelle | KPE |
| Kru | KRO |
| Kurdish | KUR |
| Kurukh | KRU |
| Ladin see Romansh | |
| Ladino | LAD |
| Lahnda | LAH |
| Lallans see Germanic (Other) | |
| Lamba | LAM |
| Landsmaal see Norwegian | |

| Language | Code |
|---|---|
| Languedoc see Provençal | |
| Laotian | LAO |
| Lapp | LAP |
| Latin | LAT |
| Latvian | LAV |
| Lettish, see Latvian | |
| Lithuanian | LIT |
| Lolo | LOL |
| Lowland Scots see Germanic (Other) | |
| Luba | LUB |
| Luganda | LUG |
| Luiseno | LUI |
| Macedonian | MAC |
| Madagascan see Malagasy | |
| Magyar see Hungarian | |
| Malagasy | MLA |
| Malay | MAY |
| Malayalam | MAL |
| Malayo-Polynesian (Other) | MAP |
| Maltese | MLT |
| Mandingo | MAN |
| Manobo | MNO |
| Manx see Celtic Group | |
| Maori | MAO |
| Marathi | MAR |
| Masai | MAS |
| Mashona see Shona | |
| Mayan | MYN |
| Mbundu | UMB |
| Mende | MEN |
| Micmac | MIC |
| Middle English see English, Middle | |
| Middle French see French, Middle | |
| Middle High German see German, Middle High | |
| Middle Persian see Pahlavi | |
| Middle Scots see Germanic (Other) | |
| Milanese see Italian | |
| Germanic (Other) | |
| Miscellaneous | MIS |
| Modern Hebrew see Hebrew | |
| Mohawk | MOH |
| Moldavian | MOL |
| Mole see Mossi | |
| Mongo see Lolo | |
| Mongol | MON |
| Mongolian see Mongol | |
| More see Mossi | |
| Mossi | MOS |
| Multilingual | MUL |
| Muskogee | MUS |
| Nahuatl | NAH |
| Nandi see Sub-Saharan African (Other) | |
| Navaho | NAV |
| Nepali | NEP |
| Netherlandic see Dutch | |

| Language | Code |
|---|---|
| Newari | NEW |
| Nez Perce see North American Indian (Other) | |
| Nguna see Malayo-Polynesian (Other) | |
| Niger-Congo (Other) | NIC |
| North American Indian (Other) | NAI |
| Northern Sotho | NSO |
| Norwegian | NOR |
| Nubian | NUB |
| Nyamwezi | NYM |
| Nyanga see Nyanja | |
| Nyanja | NYA |
| Nyoro Group | NYO |
| Occitan see Provençal | |
| Ojibwa | OJI |
| Old Bulgarian see Church Slavic | |
| Old Church Slavonic see Church Slavic | |
| Old English see Anglo-Saxon | |
| Old French see French, Old | |
| Old High German see German, Old High | |
| Old Javanese see Malayo-Polynesian (Other) | |
| Old Persian see Persian, Old | |
| Old Russian see Slavic (Other) | |
| Old Swedish see Germanic (Other) | |
| Oriya | ORI |
| Osage | OSA |
| Osmanli see Ottoman Turkish | |

| Language | Code |
|---|---|
| Ossetic | OSS |
| Ostyak see Selkup | |
| Oto see Otomi | |
| Otomi | OTO |
| Ottoman Turkish (Arabic Script) | OTA |
| Pahari | PAH |
| Pahlavi | PAL |
| Pali | PLI |
| Panjabi | PAN |
| Panjabi (Western) see Lahnda | |
| Papuan-Australian (Other) | PAA |
| Pasato see Pushto | |
| Pehlevi see Pahlavi | |
| Pennsylvania German see German | |
| Persian, Middle see Pahlavi | |
| Persian, Modern | PER |
| Persian, Old (ca. 600 B.C. - 400 B.C.) | PEO |
| Pidgin English see Creoles and Pidgins | |
| Pilipino see Tagalog | |
| Polish | POL |
| Polyglot see Multilingual | |
| Portuguese | POR |
| Prakrit | PRA |
| Provençal | PRO |
| Punjabi see Panjabi | |
| Pusato | PUS |
| Quechua | QUE |

| Language | Code |
|---|---|
| Rajasthani | RAJ |
| Rhaeto-Romance see Romansh | |
| Riksmaal see Norwegian | |
| Romance (Other) | ROA |
| Romanian | RUM |
| Romansh | ROH |
| Romany | ROM |
| Rumanian see Romanian | |
| Rumansh see Romansh | |
| Rundi | RUN |
| Russian | RUS |
| Russian, Old see Slavic (Other) | |
| Saka see Khotanese | |
| Samaritan | SAM |
| Samoyed see Selkup | |
| Sandawe | SAD |
| Sango | SAG |
| Sanskrit | SAN |
| Scots Gaelic see Gaelic (Other) | |
| SeChuana see Tswana | |
| Selkup | SEL |
| Semitic (Other) | SEM |
| Sephardic see Ladino | |
| Serbian see Serbo-Croatian (Cyrillic) | |
| Serbo-Croatian (Cyrillic) | SCC |
| Serbo-Croatian (Roman) | SCR |
| Serer | SRR |
| SeSotho Group see Southern Sotho | |
| Sesuto see Southern Sotho | |
| Shan | SHN |
| Shona | SHO |
| Siamese see Thai | |
| Sidamo | SID |
| Sindhi | SND |
| Singhalese | SNH |
| Sino-Tibetan (Other) | SIT |
| Slavic (Other) | SLA |
| Slovak (Other) | SLO |
| Slovene | SLV |
| Sogdian | SOG |
| Somali | SOM |
| Songhai | SON |
| Sorbian languages see Wendic | |
| Sorbic see Wendic | |
| Sotho, Northern see Northern Sotho | |
| Sotho, Southern see Southern Sotho | |
| South American Indian (Other) | SAI |
| Southern Sotho | SSO |
| Spanish | SPA |
| Sub-Saharan African (Other) | SSA |
| Sudanic Group see Niger-Congo (Other) | |
| Sukuma | SUK |
| Sumerian | SUX |
| Sundanese see Malayo-Polynesian (Other) | |

| Language | Code |
|---|---|
| Súr-Silvan see Romansh | |
| Susian see Elamite | |
| Susu | SUS |
| Swahili | SWA |
| Swedish | SWE |
| Swedish, Old see Germanic (Other) | |
| Syriac | SYR |
| Tadzhik see Tajik | |
| Tagalog | TAG |
| Tai see Thai | |
| Tajik | TAJ |
| Tamil | TAM |
| Tatar | TAR |
| Tchetchen see Chechen | |
| Telugu | TEL |
| Temne | TEM |
| Tereno | TER |
| Thai | THA |
| Tibetan | TIB |
| Tigre | TIG |
| Tigrinya | TIR |
| Tongan see Malayo-Polynesian (Other) | |
| Tsimshian | TSI |
| Tswana | TSW |
| Turkish | TUR |
| Turkmen | TUK |
| Turko-Tataric (Other) | TUT |
| Twi | TWI |
| Ugaritic | UGA |
| Uigur | UIG |
| Ukrainian | UKR |
| Umbundu see Mbundu | |
| Undetermined | UND |
| Urdu | URD |
| Uzbek | UZB |
| Vietnamese | VIE |
| Vote see Votish | |
| Votian see Votish | |
| Votic see Votish | |
| Votish | VOT |
| Walamo | WAL |
| Washo | WAS |
| Welsh | WEL |
| Wendic | WEN |
| Wendish see Wendic | |
| Wolof | WOL |
| Xhosa | XHO |
| Xosa see Xhosa | |
| Yao | YAO |
| Yiddish | YID |
| Yoruba | YOR |
| Zapotec | ZAP |
| Zenaga | ZEN |
| Zulu | ZUL |
| Zuni | ZUN |

**APPENDIX C**

## NON-ROMAN CHARACTER TRANSLITERATION

Use the following convertions to translate the diacritics for which there is no standard keyboard representation.

| Character | Transliteration |
|---|---|
| å | aa |
| ä | ae |
| ö | oe |
| ø | oe |
| ü | ue |
| y | ij |

DO NOT use terminal keys which produce characters complete with diacritics, e.g.: keys for é è ä ü ç, etc. The coding of these characters is not standardized, and may produce different characters on another terminal.

The diacritics ^ ´ ` ¸ ~ may be reproduced using MINISIS diacritical coding, e.g. "e|^" to represent "ê". This method produces correct outputs for these five diacritics on most terminals.

# IDRIS WORKSHEET

ISN ●

| | | | | | | |
|---|---|---|---|---|---|---|
| PARTICIPATING AGENCY ● | P010 | | AGENCY FILE IDENTIFIER ◎ | P020 | ALTERNATE LANGUAGE OF RECORD ◎ | P030 |
| DONOR AGENCY ● | P110 | | | | | |
| TITLE - ENGLISH ● | P120 | | | | | |
| TITLE - OTHER LANGUAGE | P130 | | | | | |

**FUNDING BY DONOR AGENCY ★**

| AMOUNT P141 | CURRENCY CODE P142 | FISCAL YEAR P143 | NOTES P144 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

| | | | |
|---|---|---|---|
| CONTACT IN DONOR AGENCY ★ | P150 | | |
| DATE FUNDS COMMITTED ◎ | P160 | COMPLETION DATE | P170 |

**CO-FUNDING AGENCY ★**

| ACRONYM / NAME P181 | FILE IDENTIFIER P182 | FUNDING P183 |
|---|---|---|
| | | |
| | | |
| | | |

**RECIPIENT INSTITUTION ◎ ★**

| | | | | | |
|---|---|---|---|---|---|
| NAME P311 | | CITY P312 | | COUNTRY CODE P313 | |
| ADDRESS P314 | | | | | |
| PARENT INSTITUTION P315 | | | | LINK WITH RESEARCHER P316 | |
| FUNDING DONOR P317 | | FUNDING LOCAL P318 | | | |
| NAME P311 | | CITY P312 | | COUNTRY CODE P313 | |
| ADDRESS P314 | | | | | |
| PARENT INSTITUTION P315 | | | | LINK WITH RESEARCHER P316 | |
| FUNDING DONOR P317 | | FUNDING LOCAL P318 | | | |
| NAME P311 | | CITY P312 | | COUNTRY CODE P313 | |
| ADDRESS P314 | | | | | |
| PARENT INSTITUTION P315 | | | | LINK WITH RESEARCHER P316 | |
| FUNDING DONOR P317 | | FUNDING LOCAL P318 | | | |

**RESEARCHER ◎ ★**

| NAME P321 | TITLE P322 | FUNCTION P323 | LINK WITH INSTITUTION P324 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**OPERATING INSTITUTION ◎ ★**

| ACRONYM / NAME P331 | CITY P332 | COUNTRY CODE P333 |
|---|---|---|
| | | |
| | | |
| | | |

● MANDATORY ◎ ESSENTIAL ★ REPEATABLE 1983 06-15 CS

| | | |
|---|---|---|
| AVAILABILITY OF DOCUMENT ★ | P340 | |
| GEOGRAPHICAL AREA UNDER STUDY ⊙ | P410 | |
| MACROTHESAURUS SUBJECT DESCRIPTORS ● | P420 | |
| NON-THESAURUS SUBJECT DESCRIPTORS | P430 | |
| ABSTRACT - ENGLISH ◎ | P440 | |
| ABSTRACT - OTHER LANGUAGE | P450 | |
| NOTES | P510 | |

# ISO COUNTRY AND CURRENCY CODES

| COUNTRY | CNTRY CODE | CURR CODE | CURRENCY NAME |
|---|---|---|---|
| Afghanistan | AF | AFA | Afghani |
| Albania | AL | ALL | Lek |
| Algeria | DZ | DZD | Algerian Dinar |
| American Samoa | AS | USD | US Dollar |
| Andorra | AD | ESP | Spanish Peseta |
| | | FRF | French Franc |
| Angola | AO | AOK | Kwanza |
| Antarctica | AQ | NOK | Norwegian Krone |
| Antigua | AG | XCD | East Carribean Dollar |
| Argentina | AR | ARP | Argentine Peso |
| Australia | AU | AUD | Australian Dollar |
| Austria | AT | ATS | Schilling |
| Bahamas | BS | BSD | Bahamian Dollar |
| Bahrain | BH | BHD | Bahraini Dinar |
| Bangladesh | BD | BDT | Taka |
| Barbados | BB | BBD | Barbados Dollar |
| Belgium | BE | BEF | Belgian Franc |
| | | BEC | (Convertible Franc) |
| | | BEL | (Financial Franc) |
| Belize | BZ | BZD | Belize Dollar |
| Benin | BJ | XOF | CFA Franc BCEAO |
| Bermuda | BM | BMD | Bermudan Dollar |
| Bhutan | BT | INR | Indian Rupee |
| Bolivia | BO | BOP | Bolivian Peso |
| Botswana | BW | BWP | Pula |
| Bouvet Island | BV | NOK | Norwegian Krone |
| Brazil | BR | BRC | Cruzeiro |
| British Indian Ocean Territory | IO | MUR | Mauritius Rupee |
| | | SCR | Seychelles Rupee |
| British Virgin Islands | VG | USD | US Dollar |
| Brunei | BN | BND | Brunei Dollar |
| Bulgaria | BG | BGL | Lev |
| Burma | BU | BUK | Kyat |
| Burundi | BI | BIF | Burundi Franc |
| Byelorussian SSR | BY | SUR | Rouble |
| Cameroon, United Republic of | CM | XAF | CFA Franc BEAC |
| Canada | CA | CAD | Canadian Dollar |
| Canton and Enderbury Islands | CT | GBP | Pound Sterling |
| | | USA | US Dollar |
| Cape Verde | CV | CVE | Cape Verde Escudo |
| Cayman Islands | KY | KYD | Cayman Islands Dollar |
| Central African Republic | CF | XAF | CFA Franc BEAC |
| Chad | TD | XAF | CFA Franc BEAC |
| Chile | CL | CLP | Chilean Peso |
| China | CN | CNY | Yuan Renminbi |

APPENDIX E - 2

## ISO Country and Currency Codes

| COUNTRY | CNTRY CODE | CURR CODE | CURRENCY NAME |
|---|---|---|---|
| Christmas Island | CX | AUD | Australian Dollar |
| Cocos (Keeling) Islands | CC | AUD | Australian Dollar |
| Colombia | CO | COP | Colombian Peso |
| Comoros | KM | KMF | Comoros Franc |
| Congo | CG | XAF | CFA Franc BEAC |
| Cook Islands | CK | NZD | New Zealand Dollar |
| Costa Rica | CR | CRC | Costa Rican Colon |
| Cuba | CU | CUP | Cuban Peso |
| Cyprus | CY | CYP | Cyprus Pound |
| Czechoslovakia | CS | CSK | Koruna |
| Denmark | DK | DKK | Danisk Krone |
| Djibouti | DJ | DJF | Djibouti Franc |
| Dominica | DM | XCD | East Caribbean Dollar |
| Dominican Republic | DO | DOP | Dominican Peso |
| Dronning Maud Land | NQ | NOK | Norwegian Krone |
| East Timor | TP | TPE | Timor Escudo |
| Ecuador | EC | ECS | Sucre |
| Egypt | EG | EGP | Egyptian Pound |
| El Salvador | SV | SVC | El Salvador Colon |
| Equatorial Guinea | GQ | GQE | Ekwele |
| Ethiopia | ET | ETB | Ethiopian Birr |
| European Monetary Cooperation Fund (E.M.C.F.) | | XEU | European Currency Unit (E.C.U.) |
| Faeroe Islands | FO | DKK | Danish Krone |
| Falkland Islands (Malvinas) | FK | FKP | Faukland Islands Pound |
| Fiji | FJ | FJD | Fiji Dollar |
| Finland | FI | FIM | Markka |
| France | FR | FRF | French Franc |
| French Guiana | GF | FRF | French Franc |
| French Polynesia | PF | XPF | CFP Franc |
| Gabon | GA | XAF | CFA Franc BEAC |
| Gambia | GM | GMD | Dalasi |
| German Democratic Republic | DD | DDM | Mark der DDR |
| Germany, Federal Republic of | DE | DEM | Deutsche Mark |
| Ghana | GH | GHC | Cedi |
| Gibraltar | GI | GIP | Gibraltar Pound |
| Greece | GR | GRD | Drachma |
| Greenland | GL | DKK | Danish Krone |
| Grenada | GD | XCD | East Caribbean Dollar |
| Guadeloupe | GP | FRF | French Franc |
| Guam | GU | USD | US Dollar |
| Guatemala | GT | GTQ | Quetzal |
| Guinea | GN | GNS | Syli |
| Guinea-Bissau | GW | GWP | Guinea-Bissau Peso |
| Guyana | GY | GYD | Guyana Dollar |

# ISO Country and Currency Codes

| COUNTRY | CNTRY CODE | CURR CODE | CURRENCY NAME |
|---|---|---|---|
| Haiti | HT | HTG | Gourde |
| | | USD | US Dollar |
| Heard and McDonald Islands | HM | AUD | Australian Dollar |
| Honduras | HN | HNL | Lempira |
| Hong Kong | HK | HKD | Hong Kong Dollar |
| Hungary | HU | HUF | Forint |
| Iceland | IS | ISK | Iceland Krona |
| India | IN | INR | Indian Rupee |
| Indonesia | ID | IDR | Rupiah |
| International Monetary Fund (I.M.F.) | | XDR | Special Drawing Rights (S.D.R.) |
| Iran | IR | IRR | Iranian Rial |
| Iraq | IQ | IQD | Iraqi Dinar |
| Ireland | IE | IEP | Irish Pound |
| Israel | IL | ILS | Shekel |
| Italy | IT | ITL | Lira |
| Ivory Coast | CI | XOF | CFA Franc BCEAO |
| Jamaica | JM | JMD | Jamaican Dollar |
| Japan | JP | JPY | Yen |
| Johnston Island | JT | USD | US Dollar |
| Jordan | JO | JOD | Jordanian Dinar |
| Kampuchea, Democratic | KH | KHR | Riel |
| Kenya | KE | KES | Kenyan Shilling |
| Kiribati | KI | AUD | Australian Dollar |
| Korea, Democratic People's Republic of | KP | KPW | North Korean Won |
| Korea, Republic of | KR | KRW | Won |
| Kuwait | KW | KWD | Kuwaiti Dinar |
| Lao People's Democratic Republic | LA | LAK | Kip |
| Lebanon | LB | LBP | Lebanese Pound |
| Lesotho | LS | ZAR | Rand |
| | | LSM | Maloti |
| Liberia | LR | LRD | Liberian Dollar |
| Libyan Arab Jamahiriya | LY | LYD | Libyan Dollar |
| Liechtenstein | LI | CHF | Swiss Franc |
| Luxembourg | LU | LUF | Luxembourg Franc |
| Macau | MO | MOP | Pataca |
| Madagascar | MG | MGF | Malagasy Franc |
| Malawi | MW | MWK | Kwacha |
| Malaysia | MY | MYR | Malaysian Ringgit |
| Maldives | MV | MVR | Maldive Rupee |
| Mali | ML | MLF | Mali Franc |
| Malta | MT | MTP | Maltese Pound |
| Martinique | MQ | FRF | French Franc |
| Mauritania | MR | MRO | Ouguiya |

# ISO Country and Currency Codes

| COUNTRY | CNTRY CODE | CURR CODE | CURRENCY NAME |
|---|---|---|---|
| Mauritius | MU | MUR | Mauritius Rupee |
| Mexico | MX | MXP | Mexican Peso |
| Midway Islands | MI | USD | US Dollar |
| Monaco | MC | FRF | French Franc |
| Mongolia | MN | MNT | Tugrik |
| Montserrat | MS | XCD | East Caribbean Dollar |
| Morocco | MA | MAD | Moroccan Dirham |
| Mozambique | MZ | MZM | Metical |
| Namibia | NA | ZAR | Rand |
| Nauru | NR | AUD | Australian Dollar |
| Nepal | NP | NPR | Nepalese Rupee |
| Netherlands | NL | NLG | Netherlands Guilder |
| Netherlands Antilles | AN | ANG | Netherlands Antillian Guilder |
| Neutral Zone (between Saudi Arabia and Iraq) | NT | SAR | Saudi Riyal |
| | | KWD | Kuwaiti Dinar |
| | | IQD | Iraqi Dinar |
| New Caledonia | NC | XPF | CFP Franc |
| New Zealand | NZ | NZD | New Zealand Dollar |
| Nicaragua | NI | NIC | Cordoba |
| Niger | NE | XOF | CFA Franc BCEAO |
| Nigeria | NG | NGN | Naira |
| Niue | NU | NZD | New Zealand Dollar |
| Norfolk Island | NF | AUD | Australian Dollar |
| Norway | NO | NOK | Norwegian Krone |
| Oman | OM | OMR | Rial Omani |
| Pacific Islands (Trust Territory) | PC | USD | US Dollar |
| Pakistan | PK | PKR | Rakistan Rupee |
| Panama | PA | PAB | Balboa |
| | | USD | US Dollar |
| Papua New Guinea | PG | PGK | Kina |
| Paraguay | PY | PYG | Guarani |
| Peru | PE | PES | Sol |
| Philippines | PH | PHP | Philippine Peso |
| Pitcairn Island | PN | NZD | New Zealand Dollar |
| Poland | PL | PLZ | Zloty |
| Portugal | PT | PTE | Portuguese Escudo |
| Puerto Rico | PR | USD | US Dollar |
| Qatar | QA | QAR | Qatari Rial |
| Reunion | RE | FRF | French Franc |
| Romania | RO | ROL | Leu |
| Rwanda | RW | RWF | Rwanda Franc |

# ISO Country and Currency Codes

| COUNTRY | CNTRY CODE | CURR CODE | CURRENCY NAME |
|---|---|---|---|
| St. Helena | SH | SHP | St. Helena Pound |
| St. Kitts-Nevis-Anguilla | KN | XCD | East Caribbean Dollar |
| Saint Lucia | LC | XCD | East Caribbean Dollar |
| St. Pierre and Miquelon | PM | FRF | French Franc |
| Saint Vincent and the Grenadines | VC | XCD | East Caribbean Dollar |
| Samoa | WS | WST | Tala |
| San Marino | SM | ITL | Italian Lira |
| Sao Tome and Principe | ST | STD | Dobra |
| Saudi Arabia | SA | SAR | Saudi Riyal |
| Senegal | SN | XOF | CFA Franc BCEAO |
| Seychelles | SC | SCR | Seychelles Rupee |
| Sierra Leone | SL | SLL | Leone |
| Singapore | SG | SGD | Singapore Dollar |
| Solomon Islands | SB | SBD | Solomon Islands Dollar |
| Somalia | SO | SOS | Somali Shilling |
| South Africa | ZA | ZAR | Rand |
| Spain | ES | ESP | Spanish Peseta |
| | | ESA | ('A' Accounts) |
| | | ESB | ('B' Accounts) |
| Sri Lanka | LK | LKR | Sri Lanka Rupee |
| Sudan | SD | SDP | Sudanese Pound |
| Suriname | SR | SRG | Suriname Guilder |
| Svalbard and Jan Mayen Islands | SJ | NOK | Norwegian Krone |
| Swaziland | SZ | SZL | Lilangeni |
| Sweden | SE | SEK | Swedish Krona |
| Switzerland | CH | CHF | Swiss Franc |
| Syrian Arab Republic | SY | SYP | Syrian Pound |
| Taiwan, Province of China | TW | TWD | New Taiwan Dollar |
| Tanzania, United Republic of | TZ | TZS | Tanzanian Shilling |
| Thailand | TH | THB | Baht |
| Togo | TG | XOF | CFA Franc BCEAO |
| Tokelau | TK | NZD | New Zealand Dollar |
| Tonga | TO | TOP | Pa'anga |
| Trinidad and Tobago | TT | TTD | Trinidad and Tobago Dollar |
| Tunisia | TN | TND | Tunisian Dinar |
| Turkey | TR | TRL | Turkish Lira |
| Turks and Caicos Islands | TC | USD | US Dollar |
| Tuvalu | TV | AUD | Australian Dollar |
| Uganda | UG | UGS | Uganda Shilling |
| Ukrainian SSR | UA | SUR | Rouble |
| Union of Soviet Socialist Republics | SU | SUR | Rouble |
| United Arab Emirates | AE | AED | UAE Dirham |
| United Kingdom | GB | GBP | Pound Sterling |
| United States | US | USD | US Dollar |
| | | USS | (Same day) |
| | | USN | (Next day) |

# ISO Country and Currency Codes

| COUNTRY | CNTRY CODE | CURR CODE | CURRENCY NAME |
|---|---|---|---|
| United States Miscellaneous Pacific Islands | PU | USD | US Dollar |
| United States Virgin Islands | VI | USD | US Dollar |
| Upper Volta | HV | XOF | CFA Franc BCEAO |
| Uruguay | UY | UYP | Uruguayan Peso |
| USSR | SU | SUR | Rouble |
| Vanuatu | VU | VUV | Vatu |
| Vatican City State (Holy See) | VA | ITL | Italian Lira |
| Venezuela | VE | VEB | Bolivar |
| Viet Nam | VN | VND | Dong |
| Wake Island | WK | USD | US Dollar |
| Wallis and Futuna Islands | WF | XPF | CFP Franc |
| Western Sahara | EH | ESP | Spanish Peseta |
| | | MRO | Ouguiya |
| | | MAD | Moroccan Dirham |
| Yemen | YE | YER | Yemeni Rial |
| Yemen, Democratic | YD | YDD | Yemeni Dinar |
| Yugoslavia | YU | YUD | New Yugoslavian Dinar |
| Zaire | ZR | ZRZ | Zaire |
| Zambia | ZM | ZMK | Kwacha |
| Zimbabwe | ZW | ZWD | Zimbabwe Dollar |

Source:

ISO 3166: Codes for the representation of names of countries
ISO 4217: Codes for the representation of currencies and funds

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