Proposed common exchange format for development activity information
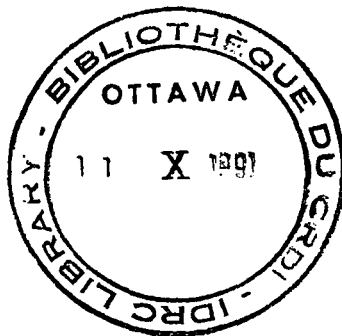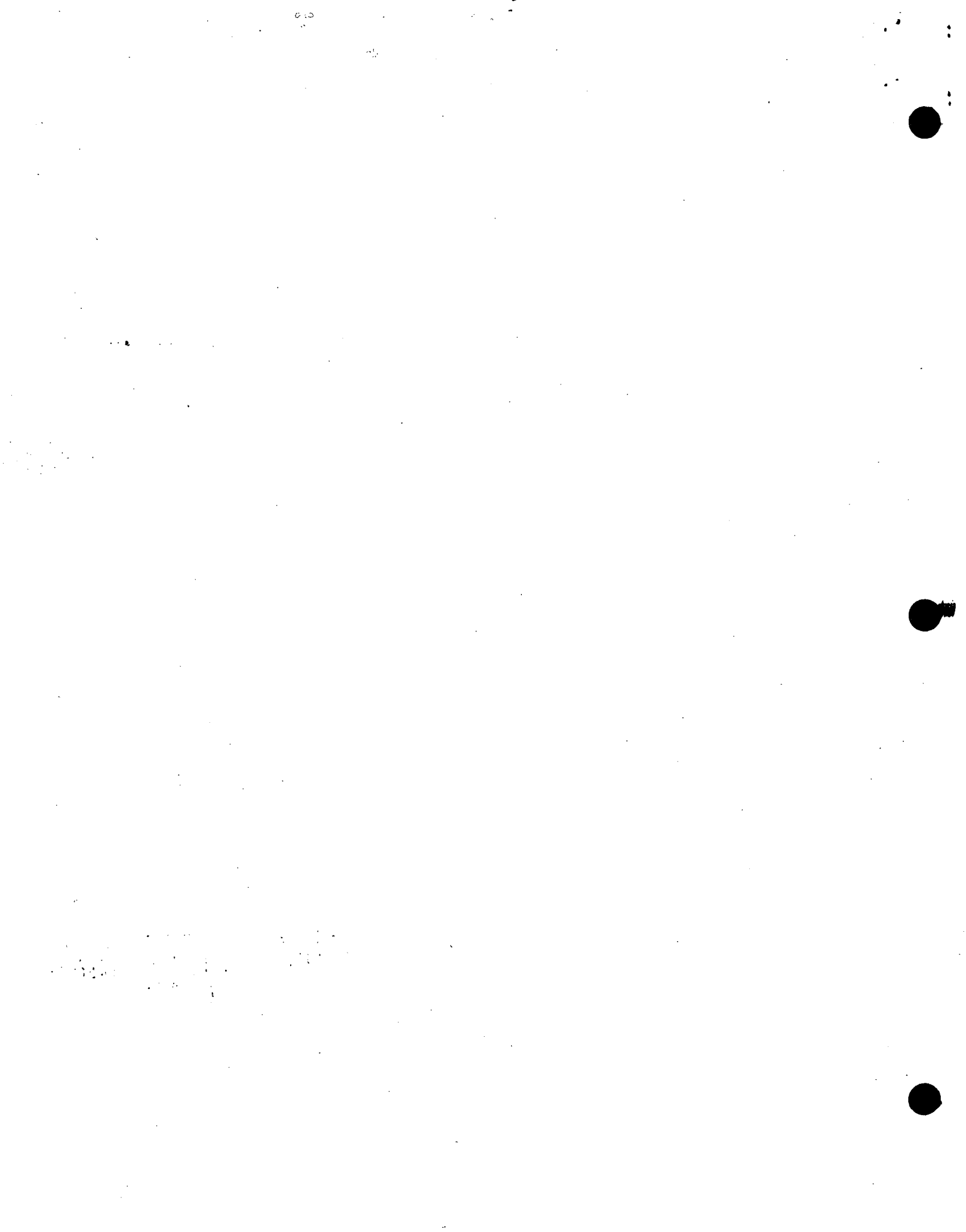
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Contents

Preface

The Informal Study Group on Exchange of Development Information was formed in the recognition that, with the increasing scarceness of financial resources for development activities, close cooperation among donor agencies is needed to prevent duplication of effort and wastage of resources.

It is essential that donors improve their ability to share information about development activities with the objective of making their contribution to economic and social development more effective.

Many issues must be resolved before a plan of action for effective information sharing can be formulated and implemented. One of the issues is the development of common record formats to facilitate the exchange of computerized information among donor agencies. The proposed Common Exchange Format for Development Activity Information (CEFDA) described in this document has been designed by the Database Survey Steering Group, consisting of information experts from ACCIS, IDRC, UNDP and USAID.

Introduction

I. What is the proposed Common Exchange Format for Development Activity Information?

The proposed Common Exchange Format for Development Activity Information (hereafter referred to as the CEFDA or the Common Exchange Format) has been designed to promote and facilitate the sharing, within the development community, of computerized information about development activities.

Development activities are "... those activities of a development co-operation character that seek to mobilize or increase the potential and capacities of countries to promote economic and social development and welfare, including the transfer of resources to developing countries or regions in a tangible or intangible form."[1]

The proposed CEFDA is a minimum set of data fields required to identify and describe a development activity. Exchange partners may agree to add other information beyond the minimum required by the CEFDA if they wish.

The format is designed for retrieval of information by subject, geographical area, and organization. It is not designed for the management of financial flows, for comparative analysis, or for the keeping of statistics.

The CEFDA is not intended to be used for the creation of a large centralized database on development activity information. It could be used, however, as a general guide by organizations wishing to design their own internal development activity database.

The proposed CEFDA is not tied to any particular computer software. Nor is it modeled on any one existing information system. It has been designed to be hospitable to:

* the whole range of possible development activities, from development projects to capital transfers;

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[1]United Nations. General Assembly. Resolution 35/81 of 5 December, 1980.

- the points of view of the whole range of funding organizations, from those that provide funding for general programmes of development, to those that design and fund specific development projects;
- existing development activity information systems, which include financial data as well as textual information describing the purpose, scope, budget and results of an activity.

The proposed CEFDA consists of:

- a record structure, in the form of a list of data fields, and
- guidelines as to the content of each field (the field descriptions).

Each field is identified by a name and a three-digit tag. The field descriptions are in numerical order of field tag.

Use of the fields is considered to be either "essential" (the data element must appear in the record), "supplementary" (the data element should appear if the information is available in the source record), or "optional" (the data element may appear at the discretion of the reporting organization). A more detailed description of these terms will be found in Section V of the Introduction.

All of the fields are of variable length. No indication is given as to the maximum length of each field. This characteristic will depend on the requirements of the source database or of the exchange partner.

Guidance as to the repeatability of the field is given in many of the field descriptions. Where no guidance is given, the repeatability of the field will depend on the requirements of the source database or of the exchange partner.

None of the fields in the CEFDA are subfielded. If they are subfielded in the source database, the subfields may be retained in the data exported through the CEFDA at the discretion of the exchange partners.

The CEFDA does not make provision for use of particular languages or character sets. It is expected that exchange partners will come to an agreement regarding language and character sets that are mutually acceptable.

II. Relationship of organizations to development activity

Development activity may be likened to a tree. Each activity has branches to more activity. At each level, a different organization takes the leading role.

The organizations involved do not necessarily take a global view of the whole tree. Each is concerned primarily with its branch of the tree. The record it maintains of its activity reflects its own viewpoint.

In this manual, special terminology has been adopted to accomodate the shifting viewpoints.

Thus, for the purposes of the CEFDA:

- The organization reporting an activity, whether it funds the activity from its own regular budget or whether it funds it using extrabudgetary or external resources, is termed the "funding organization."
- The organization to which the "Funding Organization" provides funds for the specific purpose of implementing that particular activity (the next branch of the tree) is termed "executing entity." Note that the Executing Entity is the organization that is the direct recipient of the funds provided by the "Funding Organization." In some cases, the Executing Entity will use the funds to implement a specific activity; in other cases the Executing Entity will be the final beneficiary of the activity.
- The organization that provided extrabudgetary or external funding to the "Funding Organization," earmarked specifically for that particular activity, is termed "funding source."

The following diagram expresses these relationships in terms of a tree:

Level 4 organizations | K L M N O P Q R S T U V

Level 3 organizations | E F G H I J

Level 2 organizations | B C D

Level 1 organization | A
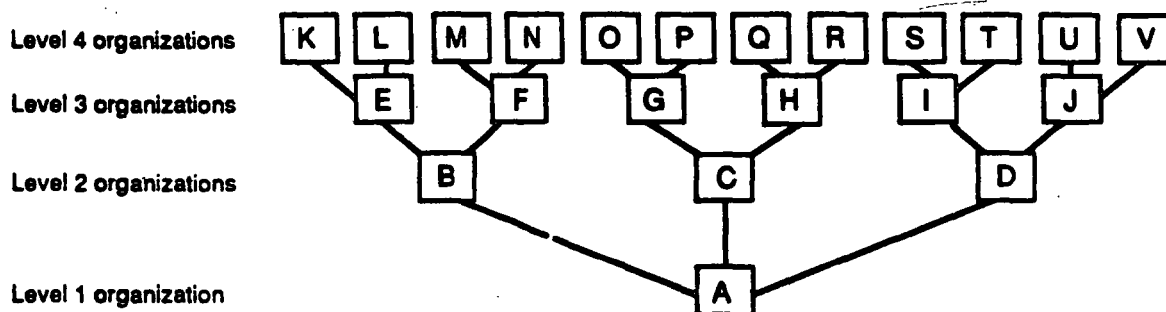
From a global viewpoint, Organization A provides funds to Organizations B, C and D, to implement specific development activities that, in turn, give assistance to organizations E, F, G, H, I, and J. They, in their turn, fund development activities in institutions K, L, M, N, O, P, etc.

From its own point of view, Organization A is a "funding organization," and Organizations B, C, and D are executing entities. When Organization A shares data through the CEFDA, it will report only levels 1 and 2.

From its point of view, Organization B is a "funding organization," while organization E and F are executing entities and Organization A is a funding source. When Organization B shares data through the CEFDA, it will report levels 1, 2 and 3.

From the point of view of Organization E, it is a "funding organization," Organization B is the funding source, and Organizations K and L are executing entities. Organization E will report levels 2, 3 and 4.

Organizations K and L might in turn become "funding organizations," or they might be the end beneficiaries of the activity.

To illustrate with an example:

USAID has provided a grant to the non-governmental organization CARE to help farmers to install on-farm sprinkler irrigation systems in Ecuador. CARE will carry out the work in collaboration with the Ecuadorean Institute for Water Resources and the Ministry of Social Welfare, Subsecretary of Rural Development.

When USAID reports the activity through the CEFDA, it will cite itself as "funding organization" and CARE as the executing entity.

When CARE reports the activity through the CEFDA, it will cite itself as "funding organization," USAID as funding source, and the national entities — Ecuadorean Institue for Water Resources and the Subsecretary of Rural Development — as executing entities.

These two Ecuadorian institutions may, in their turn, be "funding organizations," and so on.

III. Standards used in the CEFDA

The coding of information, where appropriate, in a computerized system has several advantages:

- it serves to standardize the data and thus facilitate retrieval;
- it overcomes the problem of language in a multilingual environment.

Existing international standards have been adopted for the the data elements listed below. Although participating information systems might already be using different codes, standards do need to be promoted for exchange purposes. It is envisaged that systems will be able to create programs to convert their own internal coded data to the CEFDA standards at the time of data export.

Country/region codes

To identify the country or region that is the focus of the development activity, the three-letter codes of ISO 3166 have been adopted.[2]

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[2]International Organization for Standardization. Codes for the Representation of Names of Countries. 3rd edition, Geneva, ISO, 1988. (ISO 3166-1988)

Although ISO 3166 does not include regional codes, it makes provision for the creation of regional codes based on user-defined groupings. The regional groupings proposed for the CEFDA reflect those of the United Nations Statistical Office's "Standard Country or Area Codes for Statistical Use."[3] The three-letter codes adopted to represent these groupings were devised by the United Nations Advisory Committee for the Co-ordination of Information Systems (ACCIS) following ISO 3166 guidelines. The codes are reproduced in Annex I. Other geographical, economic or political groupings may be created, according to the needs of exchange partners. To conform to ISO 3166 guidelines, codes for these should begin with "Q." The maintenance of codes for other regional groupings could be administered by a future focal point for the CEFDA.

Language of record

To indicate the language used in the record, ISO 639 has been adopted.[4] The codes are reproduced in Annex II.

Currency

To identify the currency in which a budget figure is reported, ISO 4217 has been adopted.[5] The codes are reproduced in Annex III.

Date of record

To indicate the date on which the record was last updated, ISO 2014 has been adopted.[6]

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[3] United Nations. Statisitical Office. Standard Country or Area Codes for Statistical Use. New York, U.N., 1982. (ST/ESA/STAT/SER.M/49/Rev.2)

[4] International Organization for Standardization. Codes for the Representation of Names of Languages. Geneva, ISO, 1988. (ISO 639-1988)

[5] International Organization for Standardization. Codes for the Representation of Currencies and Funds. 2nd edition. Geneva, ISO, 1981. (ISO 4217-1981)

[6] International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014-1976)

Subject descriptors

Particularly important is a standard means of describing the subject of the development activity. The OECD Macrothesaurus is recommended for this purpose.[7] It is a thesaurus of descriptors published in three separate language editions — English, French and Spanish — and widely used in development information systems.

Provision is also made, however, for the use of a locally maintained controlled vocabulary for subjects and geographical areas.

Additional non-ISO standard codes

Two sets of standard codes were devised for the CEFDA, one to describe the terms of assistance (field 070) and one to indicate activity status (field 080). Because of the multilingual nature of the donor community, numerical codes were chosen, rather than alphabetical ones.

Two standards for the proposed CEFDA remain to be developed:

- a universal subject classification scheme for development activities that will overcome the problem of language inherent in the use of descriptors and that will create a bridge between the multitude of thesauri presently in existence;[8]
- standard acronyms for the names of organizations cited in the record as "Funding Organization," Funding Source or Executing Entity.

IV. Implementation of the CEFDA

a) Database and records

The data of each organization exported through the CEFDA will be in the form of a single data base, with one record for each activity. This means that an organization that maintains information about different

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[7]Organization for Economic Co-operation and Development. Macrothesaurus for Information Processing in the Field of Economic and Social Development. 4th edition. Paris, OECD, 1991.

[8]A field would be added to the proposed CEF to contain the classification code should such a classification scheme be developed.

aspects of each activity in either separate records or separate data bases will need to use its own internal linking mechanisms to draw the elements together to form a single record before exporting the data.

For example, an organization might use computerized authority files to ensure standardization of elements such as organization names. A code representing the organization name is entered in the record instead of the full form of the name. When the record is displayed or printed, the full form of the name appears through a link with the authority file. This link will also have to be made for exported data.

Another organization might maintain descriptive data about projects in one database (A) and financial management data in another database (B). The record exported through the CEFDA will consist of descriptive fields from database A together with the data elements concerning Budget description — field 130 — from database B.

b) Physical characteristics

Exchange partners will need to come to an agreement concerning the exchange medium to be used (magnetic tape, diskette, etc.) the physical specifications of the data (whether it is in ASCII or EBCDIC, block size, etc.), and the format of the data (ISO 2709 format, tag-data format, fixed position format, or relative position format).[9]

It should be possible for exchange partners to convert data to or from ASCII or EBCDIC using internally available utilities.

With regard to format, ISO 2709, although developed as an international standard for the exchange of bibliographic information, is also suitable for the exchange of development activity information. The field tagging scheme adopted for the proposed CEFDA conforms to ISO 2709 requirements. The ISO 2709 format is described in Annex V.

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[9] International Organization for Standardization. Format for Bibliographic Information Interchange on Magnetic Tape. Geneva, ISO, 1981. (ISO 2709-1981)

c) Standard codes

A number of fields in the CEFDA contain codes to represent certain data elements. Some are international standard codes (such as language codes), while others have been devised for the CEFDA (such as activity status). If participating information systems are already using different codes to express the same data element, it is envisaged that it will be possible to create programs to convert internal coded data to the CEFDA standards at the time of data export.

d) Creating fields with constant values

Some data elements required by the CEFDA might not be present in the source database, but it will usually be possible to create the field with the correct value in it for the purposes of data export. For example, the source database will not need a field for "Funding organization" since this will always be the organization contributing the data itself. However, this field can be supplied when the data is being converted to the CEFDA with the name of the organization as a constant value for the field.

Similarly, the fields for type of activity and currency may be created with constant values if all the activities are of the same type and if the currency used is always the same.

V. Headings used in the field descriptions

In the section devoted to field descriptions, each field is described under the following headings:

Use

The fields in the CEFDA have been categorized according to the importance of their use. The following are the three categories of importance.

Essential. This data element must be provided in an exchange of development activity information. Essential data will normally be available in the source database or it will be possible to create it at the time the data are converted to the CEFDA for export.

Supplementary. This data element must be provided if it is available in the source database. If it is not available, it may, at the discretion of the cooperating organizations, be created at the time the data are converted to the CEFDA for export.

Optional. This data element may be provided at the discretion of the reporting organization.

Purpose

This section gives a general description of the data element that should appear in the field.

Description

This section describes in detail the data that should appear in the field.

Examples

This section gives examples of possible values for the field.

Conversion to the common exchange format

This section has been included for some fields only. It describes special situations that might arise in converting data from the source database to the CEFDA.

Field descriptions

List of fields

Tag	Field name	Use[10]
Administrative Data Fields		
001	Record identifier	S
002	Principal language of record	E
003	Date of record	S
Development Activity Identification		
010	Activity ID	E
020	Activity title	E
030	Translated activity title	S
040	Funding organization	E
Development Activity Description		
050	Country/Region	E
060	Type of activity	S
070	Terms of assistance	S
071	Terms of assistance notes	O
080	Activity status	E
090	Executing entity	E
100	Funding source	S
110	Estimated, planned or actual start date	E
111	Start date notes	O
120	Estimated, planned or actual completion date	E
121	Completion date notes	O
130	Budget description	O
131	Currency	O
140	OECD Macrothesaurus descriptors	S
150	Local descriptors	S
160	Descriptor notes	O
170	Abstract	S
Development Activity Source Documentation		
200	Source documentation	S

[10] E=Essential (must appear in record)

S=Supplementary (should appear if the information is available in the source record)

O=Optional (may appear at the discretion of the reporting organization)

001 Record identifier

Use

Supplementary

Purpose

Field 001 is reserved for the record number of the development activity.

Description

1. The record identifier will usually be the record number of the activity in the source database. This information will be useful to exchange partners that have agreed to keep each other informed when data exchanged previously have been updated.

2. This field will never be repeatable.

3. The format of the record number will differ from one system to another.

Examples

650
91P002

002   *Principal language of record*

Use

Essential

Purpose

Field 002 is used to indicate the language in which elements such as the descriptors, the abstract and the notes are written. This information serves to assist in data retrieval.

Description

1.   The principal language of the record will usually be the language, or one of the languages, of the "funding organization."

2.   The field should contain the appropriate two-letter language code selected from the list in Annex II.

3.   This field will not normally be repeatable.

Examples

1.   The title of the development activity is in Spanish, but the notes, the descriptors and the abstract are in English. English is therefore considered to be the principal language of the record.

Content of field 002:   en

2.   The title of the development activity, and the notes, the descriptors and the abstract, are in Spanish. There is a translated title in English. Spanish is considered to be the principal language of the record.

Content of field 002:   es

Conversion to the common exchange format

If the principal language of the record is always the same, this field can be created, containing the appropriate language code as a constant value, at the time the data are converted to the CEFDA for export.

003   Date of record

Use

Supplementary

Purpose

Field 003 is used to indicate the date on which the record was last updated by the "funding organization." This information assists the end user to determine how current the information contained in the record is. It is also useful to exchange partners that have agreed to keep each other informed when data exchanged previously have been updated.

Description

The date the record was last updated should be entered in ISO 2014 format, that is

either in the form: yyyy-mm-dd

or in the form: yyyymmdd

where yyyy stands for year, mm stands for month and dd stands for day.[11]

Examples

The activity, which was previously in the planning stage, is now on-going. Its status code has therefore changed. The change to the new status code was made in the record on April 12, 1991.

Content of field 003:   Either: 1991-04-12
Or: 19910412

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[11]International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014-1976)

010   Activity ID

Use

Essential

Purpose

Field 010 is used to enter a number, or a combination of letters and numbers, used by the "funding organization" to identify the development activity.

NOTE: The title of the activity is not entered here, but in field 020 — Activity title.

Description

1. The Activity Identification (ID) is assigned by the "funding organization" to provide a unique means of identifying the activity. It usually consists of a combination of letters and numbers and may take the form of:

*   a project number, often comprising a country code, a year, and a serial number
*   a contract number
*   a grant number
*   a file number
*   a budget code

or any other code assigned to the activity to identify it.

2. This field should not be repeatable.

Examples

BKF85069
BRA/88/019/G/01/99
3830107
3-P-75-0051

020 Activity title

Use

Essential

Purpose

Field 020 is used to enter the title or name of the development activity assigned by the "funding organization."

Description

The activity title will appear in free form in the language (or one of the languages) of the funding organization.

Examples

Lake Basin River Catchment Development
Apojo a la Ejecucin de los Programas Forestales Prioritarios
Training and Technical Assistance for Housing, Urban
    Infrastructure and Institutional Development
Rehabilitation Assistance
Leishmaniasis. Andean Leishmaniasis Control (Peru) Phase III

030   Translated activity title

Use

Supplementary

Purpose

Field 030 is used to enter a translation of the title or name of the development activity entered in field 020.

Description

The translated activity title will appear in the language or languages agreed to between the organizations exchanging development information.

Examples

1. Field 020 (Activity title):
     Regional Wood Energy Development Programme
     Field 030 (Translated activity title):
     Programme Regional pour le Dveloppement de l'Energie de Bois

2. Field 020 (Activity title):
     Apoyo a la Ejecucin de los Programas Forestales Prioritarios
     Field 030 (Translated activity title):
     Support for the Execution of Priority Forestry Programmes

040   Funding organization

Use

Essential

Purpose

Field 040 is used to enter the name of the organization funding (wholly or in part) the activity described in the record. The "funding organization" is the organization reporting the activity.

NOTE: The term "funding organization" appears inside quotation marks because it has a special meaning in the context of the CEFDA. For more detailed information about the meaning of the term "funding organization," see Section II of the Introduction.

Description

The "funding organization" should be entered in free form, in the language (or one of the languages) of the organization. Either the full name of the organization or its acronym may be entered.

Examples

UNDP
Centre International de l'Enfance
Australian International Development Assistance Bureau

Conversion to the common exchange format

If this field is not present in the source database, it should be created, with the name of the reporting agency as a constant value, at the time the data are converted to the CEFDA for export.

050   Country/region

Use

Essential

Purpose

Field 050 is used to indicate the countries and/or regions that are the object of the development activity.

Description

1. The data entered in this field takes the form of one or more three-letter codes selected from the list in Annex I.

2. If the activity focuses on more than one country, the codes should be entered in separate occurrences of the repeatable field.

3. If the activity focuses on a region, the code for the region should be used, rather than the codes for the individual countries in the region.

4. If the activity is not limited to a particular country or region, the code QZA (indicating that the geographical coverage is global) should be entered in this field.

Examples

1. The activity is a project to evaluate and develop wildlife resources in Trinidad and Tobago. The code for Trinidad and Tobago is TTO.

    Content of field 050:   TTO

2. The activity is a programme in support of community nutrition in the Caribbean countries. The code for the Caribbean group of countries is QNB.

    Content of field 050:   QNB

3. The activity is a project focused on Senegal and Mali. The codes for these two countries are SEN and MLL

Content of field 050:   SEN
                                          MLI

4. The activity is a regional training programme covering the countries of Northern Africa and Western Asia, as well as Iran. The code for Northern Africa is QMD. The code for Western Asia is QRE. The code for Iran is IRN.

Content of field 050:   QMD
                                          QRE
                                          IRN

5. The activity is in support of an international conference on breast-feeding. The geographical coverage is therefore considered to be global.

Content of field 050:   QZA

Conversion to the common exchange format

Reporting organizations that use different codes, or full country or region names, should be able to convert the data to the ISO three-letter codes, at the time of data export, using a conversion table.

060   Type of activity

Use

Supplementary

Purpose

Field 060 is used to indicate the type or mode of development assistance being provided by the activity.

Description

1. Types or modes of assistance are described in terms such as project, non-project assistance, technical assistance, technical cooperation, training, research, emergency relief, food aid, capital assistance, structural adjustment, commodity support, cash transfers, etc.

2. Data is entered in this field according to the terminology used by the "funding organization."

3. If the activity comprises more than one type of assistance, each type should be entered in a separate occurrence of the repeatable field.

Examples

1. The development activity described in the record is referred to by the "funding organization" as a technical co-operation project.

    Content of field 060:   Technical co-operation project

2. The "funding organization" describes its activities as either "project" or "non-project assistance." The activity described in the record consists of the provision of a cash grant for non-project assistance.

    Content of field 060:   Non-project assistance

Conversion to the common exchange format

If this field is not present in the database of the reporting organization because all development activities are of the same type, for example

training, the field may be created, containing a constant value, at the time the data are converted to the CEFDA for export.

070   Terms of assistance

Use

Supplementary

Purpose

Field 070 is used to indicate the mode of financing used to provide the development or economic assistance to the recipient.

Description

1. This field will contain one or more single-digit codes selected from the following:

> 1 = grant
> 2 = loan
> 3 = credit
> 4 = equity investment
> 5 = donation
> 6 = other terms of assistance (in-kind, cost-sharing, debt-for-nature swap, etc.)

2. If the activity involves more than one mode of financing, the codes should be entered in separate occurrences of the repeatable field.

Examples

1. The activity described in the record involves the provision of a training officer to conduct a training course. The "funding organization" considers this type of assistance to be grant-financed.

> Content of field 070:   1

2. The activity described in the record is the provision of emergency relief. It is financed both by grant and in kind.

> Content of field 070:   1
> 6

Conversion to the common exchange format

Organizations reporting this data element should be able to create the codes during the conversion to the CEFDA.

Example: The reporting organization has a separate field to contain the figure for each kind of financing. The single-digit codes are created during conversion based on the presence of one or more of these fields.

071   Terms of assistance notes

Use

Optional

Purpose

Field 071 is used, if necessary, to enter information to clarify the coded information entered in field 070 — Terms of assistance.

Description

The information in this field is entered in free form using the terminology and the language of the reporting organization.

Examples

The activity described in the record is the provision of food aid in kind.

Content of field 070 (Terms of assistance):	6
Content of field 071 (Terms of assistance notes):	In-kind

080   Activity status

Use

Essential

Purpose

Field 080 is used to indicate the stage at which the development activity has reached.

Description

The field will contain one of the following single-digit codes:

1 = planned (from the conceptual stage to just prior to approval)
2 = ongoing (the activity is approved, is active, but is not yet completed)
3 = completed (the activity is finished, with all approved assistance provided)
4 = cancelled(the activity was approved but was terminated prior to planned completion)
5 = in abeyence (the activity has been suspended)

Examples

The activity is an on-going project.

Content of field 080:   2

Conversion to the common exchange format

It should be possible to convert the status information in the source database to the CEFDA codes by a program at the time the data are converted for export.

090   Executing entity

Use

Essential

Purpose

Field 090 is used to indicate the organization that is the *direct* recipient of funds for carrying out the activity described in the record. In some cases, the direct recipient will use the funds to implement a specific activity; in other cases the direct recipient will be the end beneficiary of the activity.

NOTE: For more detailed information about the meaning of the term Executing Entity within the context of the common exchange format, see Section II of the Introduction.

Description

1. The name of the executing entity is entered in the form and language used by the reporting organization.

2. It is recommended that organization names be entered in a consistent manner to facilitate retrieval.

3. If the "funding organization" is providing funds to more than one organization to carry out the development activity described in the record, each organization name should be entered in a separate occurrence of the repeatable field.

Examples

1. The activity described in the record is a programme to provide support to community nutrition through the Caribbean Food and Nutrition Institute.

    Content of field 090:   Caribbean Food and Nutrition Institute

2. The activity described in the record consists of a grant to the Government of Papua New Guinea for the carrying out of rural development programmes.

Content of field 090:   GOPNG

3. The activity described in the record consists of the provision of grants to two universities for the carrying out of research.

Content of field 090:   University of Alberta. Dept. of Civil
                             Engineering, Edmonton
                             Ain Shams University. Dept. of Civil
                             Engineering, Cairo

4. The activity described in the record consists of a loan to the Government of Algeria to finance desert locust control.

Content of field 090:   Government of Algeria

5. To implement the activity described in the record, the "funding organization" sends its own personnel to advise the government of the Solomon Islands on labour intensive rural roads construction.

Content of field 090:   Government of the Solomon Islands

Conversion to the common exchange format

If the reporting organization uses an automated authority file for organization names, as described in Section IV, sub-section a) of the Introduction, the authority code in this field should be replaced automatically by the full form of the name for exchange purposes.

100 Funding source

Use

Supplementary

Purpose

Field 100 is used to indicate the organization or fund that has provided resources (external or extrabudgetary) to the "funding organization" specifically for the implementation of the development activity described in the record.

NOTE: For more detailed information about the meaning of the term Funding Source within the context of the common exchange format, see Section II of the Introduction.

Description

1. This field will contain the name of the organization or fund that provided extra-budgetary, external, in-kind or other funding support to the "funding organization" specifically for performing this particular development activity.

2. This field should not contain the name of an organization that provides extra-budgetary funds to give general support to the "funding organization" itself and that are not designated for any particular development activity.

3. The name of the funding source is entered in the form and language used by the reporting organization.

4. It is recommended that organization names be entered in a consistent manner to facilitate retrieval.

5. If the "funding organization" is receiving external resources from more than one organization specifically to carry out the development activity described in the record, each organization name should be entered in a separate occurrence of the repeatable field.

Examples

1. The "funding organization," the International Labour Office (ILO), is reporting a project entitled "Rural housing reconstruction." The funds to carry out the project were provided by the UNDP.

    Content of field 100:   UNDP

2. Two organizations, the United Nations Fund for Population Activities (UNFPA) and the United Nations Children's Fund (UNICEF), have contributed funds to the "funding organization" for the implementation of the activity reported in the record.

    Content of field 100:   UNFPA
                                        UNICEF

3. The "funding organization" has received funds from the United Nations Capital Development Fund to implement the activity described in the record.

    Content of field 100:   UN Capital Development Fund

4. The "funding organization" is funding the activity described in the record entirely from its own regular budget. Field 100 will not be entered for this particular record.

Conversion to the common exchange format

1. If the source database uses an automated authority file for organization names, as described in Section IV, sub-section a) of the Introduction, the authority code in this field should be replaced automatically by the full form of the name for exchange purposes.

2. If the field for funding source in the source database contains both the names of funding organizations and the names of internal programmes and funding sources (such as Regular Budget) this information may be retained in field 100 of the CEF.

110 Estimated, planned, or actual start date

Use

Essential

Purpose

Field 110 is used to indicate the year in which the development activity started or, if the activity is still at the planning stage, the year it is planned to start.

Description

1. This field should contain the date that the "funding organization" considers to be the starting date.

2. Only the year should be entered. It should appear in the form yyyy, for example, 1991.

3. If the year is a fiscal year, a clarifying note should be entered in field 111 (Start date notes). If it is a calendar year, there is no need to enter a clarifying note in field 111.

Examples

1. The activity is scheduled to begin in fiscal year 1992.

   Content of field 110:   1992

2. The activity began in calendar year 1988.

   Content of field 110:   1988

Conversion to the common exchange format

It is envisaged that this field will be used as a retrieval element and therefore every effort should be made to provide the information in a retrievable form. Dates entered in ISO format (yyyy-mm-dd or yyyymmdd) are easily retrievable. Therefore, organizations that use ISO format can either drop the data after the first four digits by specifying a field length of 4 characters, or, if convenient to the exchange partner, retain the date in ISO form.

Organizations entering the date in any other form (e.g. day, month, year, or last two digits of year) should make an effort to convert the date to the form yyyy by program.

111 Start date notes

Use

Optional

Purpose

Field 111 is used if necessary to clarify the information entered in field 110.

Description

1. When the start date entered in field 110 refers to a fiscal year, this field will contain a phrase such as "Fiscal year" or "FY," or the equivalent in the language of the "funding organization," and an indication as to when the fiscal year begins. It is not necessary to enter a note to indicate that the start date is a calendar year.

2. The field may also be used to enter any other information to clarify the starting date, such as an indication of the reporting organization's definition of starting date (the date the activity was approved, the date the funds were obligated, the date on which the activity was begun, the first year of the budget amount reported in the record, etc.).

Examples

Fiscal year October 1
FY April 1
Date funds committed
Reported year

Conversion to the common exchange format

This field will usually be created, containing a constant value, at the time the data are converted to the CEFDA for export.

120   *Estimated, planned, or actual completion date*

Use

Essential

Purpose

Field 120 is used to indicate the year in which the development activity ended or, if the activity is still active, the year it is planned to end.

Description

1. This field should contain the date that the "funding organization" considers to be the completion date.

2. If the activity was terminated prior to planned completion (with activity status 4 in field 080), the date of termination should be entered in this field.

3. Only the year should be entered. It should appear in the form yyyy, for example, 1991.

4. If the year is a fiscal year, a clarifying note should be entered in field 121 (Completion date notes). If it is a calendar year, there is no need to enter a clarifying note in field 111.

5. If the activity described in the record is an ongoing programme with no envisaged completion date, this should be indicated in this field using a symbol, for example "++++," agreed to between exchange partners. A clarifying note should be added in field 111.

Examples

1. The activity is scheduled to end in fiscal year 1996.

    Content of field 120:   1996

2. The activity was completed in calendar year 1989.

    Content of field 120:   1989

3. The activity is an ongoing programme with no envisaged completion date.

Content of field 120:   ++++

Conversion to the common exchange format

It is envisaged that this field will be used as a retrieval element and therefore every effort should be made to provide the information in a retrievable form. Dates entered in ISO format (yyyy-mm-dd or yyyymmdd) are easily retrievable. Therefore, organizations that use ISO format can either drop the data after the first four digits by specifying a field length of 4 characters, or, if convenient to the exchange partner, retain the date in ISO form.

Organizations entering the date in any other form (e.g. day, month, year, or last two digits of year) should make an effort to convert the date to the form yyyy by program.

121   Completion date notes

Use

Optional

Purpose

Field 121 is used if necessary to clarify the information entered in field 120.

Description

1. When the completion date entered in field 120 refers to a fiscal year, this field will contain a phrase such as "Fiscal year" or "FY," or the equivalent in the language of the "funding organization," and an indication as to when the fiscal year begins. It is not necessary to enter a note to indicate that the completion date is a calendar year.

2. The field may also be used to enter any other information to clarify the information entered in field 120, such as an indication of the reporting organization's definition of completion date (for example the last year of the budget amount reported in the record), or an indication that the programme is ongoing.

Examples

1. The date in field 120 is the last fiscal year of the budget amount reported in the record.

   Content of field 121:   Reported year. FY April 1.

2. The programme is ongoing. The symbol "++++" was entered in field 120.

   Content of field 121:   Ongoing.

Conversion to the common exchange format

This field will usually be created, containing a constant value, at the time the data are converted to the CEFDA for export...

130   Budget description

Use

Optional

Purpose

Field 130 is used to indicate the amount of funding approved by the "funding organization" for the activity described in the record.

Description

1.   The information in this field will be in descriptive form. It will include one or more figures showing the level of funding approved by the "funding organization" for the activity described in the record, and any necessary explanatory or qualifying information.

2.   Descriptive information will be entered in the language, or one of the languages, of the "funding organization."

3.   The amount of funding will be given as either a single figure indicating the total amount approved by the "funding organization" for the activity, or several figures showing a breakdown of the budget by such elements as mode of financing or year.

4.   If the activity described in the record is being funded using more than one mode of financing (e.g. grant and loan), the field should contain the amount for each mode of financing in order to give an accurate picture of the level of assistance being provided. (See example 1 below.)

5.   If the source database provides an annual breakdown of the budget rather than a total figure, the annual figures should be given together with the years to which they apply. (See example 2 below.)

6.   For activities that are ongoing, completed, cancelled, or in abeyance, the figure(s) provided may be either the amount(s) approved or the actual committed amount(s). A clarifying note may be added. (See example 3 below.)

7. If the activity is in the planning stage, the anticipated amount(s) may be provided in order to give some indication of the size of the activity.

8. The figure(s) reported in this field will be in the currency used in the financial system of the "funding organization." The currency will be indicated in field 131.

9. The figures will be entered as they appear in the source database, either with or without punctuation. If the figures appear in units of a thousand or a million, an explanatory note should be added, as in the examples below.

10. The field may also contain other information such as the source of the budget information, or a warning against regarding the data as official or against using it for sectoral, regional or country analysis.

11. The field may be either repeatable or non-repeatable.

Examples

1. The activity described in the record is being funded partially through a grant of 32,367,000 U.S. dollars and partially through a loan of 17,633,000 U.S. dollars. The figures are cited in thousands of U.S. dollars and without punctuation. The source of the budget data is also given.

> Content of field 130: Grant: 32367 X 000
> Loan: 17633 X 000
> Source of data: 1992 Congressional
> presentation
> Units of data: Thousands of U.S.
> dollars

2. The source database contains separate budget figures for each year of a project. For the activity described in the record, 11,000 U.S. dollars were budgeted for 1989 and 10,000 for 1990. The amounts are given in thousands of U.S. dollars. Users are given a warning concerning use of the data.

Content of field 130: Annual amounts X 000:
1989: 11
1990: 10
This data should not be used as a basis
for sectoral or regional analysis.

3. The activity described in the record is being funded on a cost
sharing basis by the UNDP, which is the "funding organization." The
UNDP contribution is 110,000 U.S. dollars. The amount provided is
the initial approval.

Content of field 130: UNDP contribution, Initial approval:
110,000

4. The activity is in the planning stage. The estimated budget amount
is 65,000 U.S. dollars. Budget figures are entered in the source
database in thousands of U.S. dollars.

Content of field 130: Estimated amount: 65 X 000

5. The source database shows the total funding for the activity
described in the record as 426544000 Japanese Yen.

Content of field 130: 426544000

6. The total budget is fifty million Italian lire. In the source database
the budget figure is given in millions of lire, in this case, fifty.

Content of field 130: 50 milione

131   Currency

Use

Optional

Purpose

Field 131 is used to indicate the currency in which the budget figure in field 130 is cited.

Description

The currency of the budget figure should be indicated using the codes listed in Annex III.

Examples

The "funding organization" operates in French francs.

Content of field 131:   FRF

The "funding organization" operates in U.S. dollars.

Content of field 131:   USD

Conversion to the common exchange format

In most cases this field will be created, containing as a constant value the currency in which the "funding organization" operates, at the time the data are converted to the CEFDA for export.

140   OECD Macrothesaurus descriptors

Use

Supplementary

Purpose

Field 140 is used to indicate the subject of the development activity using descriptors selected from the Macrothesaurus for Information Processing in the Field of Economic and Social Development (the OECD Macrothesaurus).[12]

NOTE: Descriptors or subject headings taken from any other source are not entered in field 140 but in field 150 (Local descriptors).

Description

1. This field will contain descriptors that describe the main subjects of the activity and the geographic area(s) on which it is focused.

2. The descriptors entered in this field must be selected from the Macrothesaurus.

3. If the source database contains both Macrothesaurus and non-Macrothesaurus descriptors and these are not distinguished by being entered in separate fields, the descriptors should not be entered here but in field 150.

4. Any number of descriptors may be selected. They should be entered:

*   either as separate occurrences of a repeatable field,
*   or as a descriptor string with each descriptor between special characters.

5. The descriptors may be entered in any one of the official languages of the Macrothesaurus. (At present there are three official language versions — English, French and Spanish.)

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[12]Organization for Economic Co-operation and Development. Macrothesaurus for Information Processing in the Field of Economic and Social Development. 4th edition. Paris, OECD, 1991.

Examples

1. /public administration/ /corruption/ /civil servants/ /behaviour/ /Asia/

2. LEISHMANIASIS
   ANDEAN REGION
   DISEASE TRANSMISSION
   RURAL AREAS
   DIAGNOSIS
   DISEASE CONTROL
   PRIMARY HEALTH CARE
   SOCIAL PARTICIPATION
   INSECTICIDES
   REFORESTATION
   PERU

Conversion to the common exchange format

If the descriptors in the source database are entered between special characters, rather than as separate occurrences of a repeatable field, it might be necessary, in order to accomodate the needs of the exchange partner, to convert the data to the repeatable form at the time of conversion to the CEFDA for export.

150   Local descriptors

Use

Supplementary

Purpose

Field 150 is used to indicate the subject of the development activity using descriptors or subject headings selected from a source other than the Macrothesaurus for Information Processing in the Field of Economic and Social Development.

NOTE: Descriptors from the Macrothesuaurus are entered in field 140.

Description

1. This field will contain descriptors or subject headings that describe the main subjects of the activity and the geographic area(s) on which it is focused.

2. If the descriptor field in the source database contains a mixture of descriptors from both the Macrothesaurus and other sources, they should be entered here, rather than in field 140.

3. The field may also be used, when descriptors from the Macrothesaurus have been entered in field 140, to enter descriptors that do not fall within the scope of the Macrothesaurus, but that the "funding organization" requires for its own needs, for example, names of cities, names of lakes, and names of regions at the subnational level.

4. Any number of descriptors or subject headings may be selected. They should be entered:

*   either as separate occurrences of a repeatable field,
*   or as a descriptor string with each descriptor between special characters.

5. The descriptors or subject headings will normally be entered in the language, or one of the languages, of the "funding organization."

Examples

1. The source database contains pre-coordinated subject headings. They are entered in separate occurrences of a repeatable field.

Content of field 150:

Balance of payments
Econometric models Fiscal policy
Econometric models Structural adjustment
Small open economies

2. The source database contains descriptors selected from an in-house thesaurus, entered between slashes.

Content of field 150:

/Small farms/ /Irrigation/ /Sprinkler irrigation/ /Irrigation system construction/ /Agricultural credit/ /Ecuador/-/Agricultural extension/ /Farmer training/ /Soil conservation/ /Water conservation/ /Water supply structure maintenance/ /Water user associations/ /Private voluntary organizations/

3. The source database contains one field for descriptors from the Macrothesaurus and another for descriptors from a locally-maintained list of additional descriptors.

Content of field 140 (OECD Macrothesaurus descriptors):

/HOUSING PROJECTS/ /SELF-HELP/ /SITES AND SERVICES/ /TRADITIONAL TECHNOLOGY/ /TRAINING PROGRAMMES/ /INDIA/

Content of field 150 (Local descriptors):

/CALCUTTA/ /BOMBAY/

Conversion to the common exchange format

If the descriptors in the source database are entered between special characters, rather than as separate occurrences of a repeatable field, it might be necessary, in order to accomodate the needs of the exchange

partner, to convert the data to the repeatable form at the time of
conversion to the CEFDA for export.

160   Descriptor notes

Use

Optional

Purpose

Field 160 is used to indicate the source of the descriptors or subject headings that have been entered in field 150 (Local descriptors).

Description

1. The field will usually contain the title of the thesaurus, subject headings list or descriptor list used by the "funding organization."

2. The field may be repeatable if more than one source is used.

Examples

1. The source database contains descriptors from the Macrothesaurus supplemented by descriptors selected from a locally maintained list.

        Content of field 160:   Macrothesaurus
                                     In-house descriptors

2. All the descriptors in the source database are taken from the ILO Thesaurus.

        Content of field 160:   ILO Thesaurus

Conversion to the common exchange format

This field will normally be created, containing the title of the thesaurus or subject heading list as a constant value, at the time the data are converted to the CEFDA for export.

170   Abstract

Use

Supplementary

Purpose

Field 170 is used to enter a description or summary of the development activity described in the record.

Description

1.   The abstract will be written in the language, or one of the languages, of the "funding organization."

2.   If the source database contains several descriptive data elements, for example, a pre-project summary of aims and a post-project summary of results, these may be placed together in the abstract field.

Examples

1.   Project to reduce the consumption of fuelwood in Mali by establishing a self-sufficient, private sector system for producing and distributing affordable fuel-efficient metal cookstoves in Bamako. Volunteers in Technical Assistance (VITA) will implement the project in cooperation with the Laboratoire d'Energie Solaire, which operates under Mali's National Office of Water and Energy.

2.   The Cairo Metro, a high-capacity mass transport system, is being built by the Egyptian Ministry of Transport. The underground section of the line, running through densely populated areas, will be excavated by the cut-and-fill method. The purpose of this project is to train Egyptian researchers and technicians in the use of instrumentation for field measurement of ground motion in excavations. Egyptian engineers will determine the ground response to tunnelling, and produce a numerical simulation model for soil-structure interaction.

Post-project summary: To assess the effects of underground construction on adjacent buildings and structures, researchers from Ain Shams University and the University of Alberta, Canada, studied

ground reaction characteristics of the Cairo area. Field measurements of a tunnel and an underground station of one of the Cairo Metro lines were compiled based on a technique called the "Observational Method." This involved equipment installation in the ground to measure horizonatal and vertical ground movements, water pressure, internal stresses in the structural elements, and soil pressure. Collected data was used to identify the overall geotechnical performance of the two areas.

200   Source documentation

Use

Supplementary

Purpose

Field 200 is used to identify the documents and reports that describe
the design, implementation and results of the development activity
described in the record.

Description

1. The following kinds of documents will be listed in this field:

*   Program and design documents produced at the planning stage,
    outlining the development approach, the scope and the details of
    the planned development activity;
*   Implementation, monitoring and evaluation documents outlining
    experience in the course of the development activity (progress
    reports, evaluation reports, final reports, terminal reports, etc.);
*   Research studies and technical reports describing methodologies
    and technologies that have been researched, tested or applied by
    the development activity (including published works, journal
    articles, theses and dissertations produced as a result of the
    activity).

2. The documents and reports should be described in free form and
in the language of the "funding organization." Each document
description should include the following elements:

*   document number, symbol, call number or other identification
*   title
*   author (if cited on the document)
*   date of publication or issue
*   availability (if relevent. For example, whether permission to see
    the document must be obtained from the government or
    organization receiving assistance, the source from which the
    document is available, the form in which it is available, etc.)

3. This field may be either repeatable, with each document description in a separate occurrence of the field, or non-repeatable, with the document descriptions entered one after the other.

Examples

1. PD-AAX-592 Grant Agreement (PROAG) : Grant agreement between United States of America and the Arab Republic of Egypt for commodity imports. 9 Feb 1988.

    PD-AAY-394 Prog Assistance Approval Document (PAAD) : Egypt : commodity import program. 3 Feb 1988.

2. 1. Bureaucratic behaviour in Hong Kong. 1 v. (various pagings). 1978. 2. Bureaucratic behaviour and development in Asia : final report of the Philippine team. 1 v. (various pagings). 1979. 3. IDRC (Asia) project on "Bureaucratic Behaviour and National Development" : report of the Malaysian team. 1 v. (various pagings). 1979.

Conversion to the common exchange format

If the source database does not include details about the documents related to the activity, this field could be created at the time of conversion to the CEFDA, containing an indication as to where information about source documentation is available.

Example: Reports listed in library database.

Annex 1 Country and region codes

Source: International Organization for Standardization. Codes for the Representation of Names of Countries. 3rd. ed. Geneva, ISO, 1988 (ISO 3166-1988). Regional groupings reflect those of the UN Statistical Office's Standard Country or Area Codes for Statistical Use. New York, U.N., 1982 (ST/ESA/STAT/SER.M/49/Rev.2). The codes for these regions were devised by the UN Advisory Committee for the Co-ordination of Information Systems (ACCIS). Other geographical, economic or political groupings may be created. Codes assigned to regional groupings should begin with the letter "Q".

I. Countries in alphbetical order

Afghanistan	AFG
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antigua and Barbuda	ATG
Argentina	ARG
Aruba	ABW
Australia	AUS
Austria	AUT
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Botswana	BWA
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT
Brunei Darussalam	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burma *see* Myanmar	
Burundi	BDI
Byelorussian SSR	BYS
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Christmas Island	CXR
Cocos (Keeling) Islands	CCK
Colombia	COL
Comoros	COM
Congo	COG
Cook Islands	COK
Costa Rica	CRI

Côte d'Ivoire	CIV	Haiti	HTI
Cuba	CUB	Heard and McDonald Islands	HMD
Cyprus	CYP	Honduras	HND
Czechoslovakia	CSK	Hong Kong	HKG
		Hungary	HUN
Denmark	DNK		
Djibouti	DJI	Iceland	ISL
Dominica	DMA	India	IND
Dominican Republic	DOM	Indonesia	IDN
		Iran (Islamic Republic of)	IRN
East Timor	TMP	Iraq	IRQ
Ecuador	ECU	Ireland	IRL
Egypt	EGY	Israel	ISR
El Salvador	SLV	Italy	ITA
Equatorial Guinea	GNQ	Ivory Coast *see* Côte d'Ivoire	
Ethiopia	ETH		
		Jamaica	JAM
Falkland Islands (Malvinas)	FLK	Japan	JPN
Faroe Islands	FRO	Jordan	JOR
Fiji	FJI		
Finland	FIN	Kenya	KEN
France	FRA	Kiribati	KIR
French Guiana	GUF	Korea, Dem. People's Republic of	PRK
French Polynesia	PYF	Korea, Republic of	KOR
French Southern Territories	ATF	Kuwait	KWT
		Lao People's Democratic Republic	LAO
Gabon	GAB	Lebanon	LBN
Gambia	GMB	Lesotho	LSO
German Democratic Republic	DDR	Liberia	LBR
Germany, Federal Republic of	DEU	Libyan Arab Jamahiriya	LBY
Ghana	GHA	Liechtenstein	LIE
Gibraltar	GIB	Luxembourg	LUX
Greece	GRC		
Greenland	GRL	Macau	MAC
Grenada	GRD	Madagascar	MDG
Guadeloupe	GLP	Malawi	MWI
Guam	GUM	Malaysia	MYS
Guatemala	GTM	Maldives	MDV
Guinea	GIN	Mali	MLI
Guinea-Bissau	GNB	Malta	MLT
Guyana	GUY	Marshall Islands	MHL

Martinique	MTQ	Qatar	QAT
Mauritania	MRT	Réunion	REU
Mauritius	MUS	Romania	ROM
Mexico	MEX	Rwanda	RWA
Micronesia	FSM		
Monaco	MCO	St. Helena	SHN
Mongolia	MNG	Saint Kitts and Nevis	KNA
Montserrat	MSR	Saint Lucia	LCA
Morocco	MAR	St. Pierre et Miquelon	SPM
Mozambique	MOZ	Saint Vincent and the Grenadines	VCT
Myanmar	MMR	Samoa	WSM
		San Marino	SMR
Namibia	NAM	Sao Tome and Principe	STP
Nauru	NRU	Saudi Arabia	SAU
Nepal	NPL	Senegal	SEN
Netherlands	NLD	Seychelles	SYC
Netherlands Antilles	ANT	Sierra Leone	SLE
New Caledonia	NCL	Singapore	SGP
New Zealand	NZL	Solomon Islands	SLB
Nicaragua	NIC	Somalia	SOM
Niger	NER	South Africa	ZAF
Nigeria	NGA	Spain	ESP
Niue	NIU	Sri Lanka	LKA
Norfolk Island	NFK	Sudan	SDN
Northern Mariana Islands	MNP	Suriname	SUR
Norway	NOR	Svalbard and Jan Mayen Islands	SJM
		Swaziland	SWZ
Oman	OMN	Sweden	SWE
		Switzerland	CHE
Pakistan	PAK	Syrian Arab Republic	SYR
Palau	PLW		
Panama	PAN	Taiwan, Province of China	TWN
Papua New Guinea	PNG	Tanzania, United Republic of	TZA
Paraguay	PRY	Thailand	THA
Peru	PER	Togo	TGO
Philippines	PHL	Tokelau	TKL
Pitcairn	PCN	Tonga	TON
Poland	POL	Trinidad and Tobago	TTO
Portugal	PRT	Tunisia	TUN
Puerto Rico	PRI	Turkey	TUR
		Turks and Caicos Islands	TCA

Tuvalu	TUV	Venezuela	VEN
		Viet Nam	VNM
Uganda	UGA	Virgin Islands (British)	VGB
Ukrainian SSR	UKR	Virgin Islands (U.S.)	VIR
United Arab Emirates	ARE	Wallis and Futuna Islands	WLF
United Kingdom	GBR	Western Sahara	ESH
United States	USA	Yemen	YEM
United States Minor Outlying Islands	UMI	Yemen, Democratic	YMD
Uruguay	URY	Yugoslavia	YUG
USSR	SUN		
		Zaire	ZAR
Vanuatu	VUT	Zambia	ZMB
Vatican City State (Holy See)	VAT	Zimbabwe	ZWE

II. Regional groupings

Africa   *QMA*

Eastern Africa   QMB
British Indian Ocean Territory
Burundi
Comoros
Djibouti
Ethiopia
Kenya
Madagascar
Malawi
Mauritius
Mozambique
Réunion
Rwanda
Seychelles
Somalia
Tanzania, United
Republic of
Uganda
Zambia
Zimbabwe

Middle Africa   QMC
Angola
Cameroon
Central African
 Republic
Chad
Congo
Equatorial Guinea
Gabon
Sao Tome and Principe
Zaire

Northern Africa   QMD
Algeria
Egypt
Libyan Arab Jamahiriya
Morocco
Sudan
Tunisia
Western Sahara

Southern Africa   QME
Botswana
Bouvet Island
French Southern
Territories
Heard and McDonald
Islands
Lesotho
Namibia
South Africa
Swaziland

Western Africa   QMF
Benin
Burkina Faso
Cape Verde
C_te d'Ivoire
Gambia
Ghana
Guinea
Guinea Bissau
Liberia
Mali
Mauritania
Niger
Nigeria
St. Helena
Senegal
Sierra Leone
Togo

Americas   QNA

    Caribbean   QNB
- Anguilla
- Antigua and Barbuda
- Aruba
- Bahamas
- Barbados
- Cayman Islands
- Cuba
- Dominica
- Dominican Republic
- Grenada
- Guadeloupe
- Haiti
- Jamaica
- Martinique
- Montserrat
- Netherlands Antilles
- Puerto Rico
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent and the Grenadines
- Trinidad and Tobago
- Turks and Caicos Islands
- Virgin Islands (British)
- Virgin Islands (U.S.)

    Central America   QNC
- Belize
- Costa Rica
- El Salvador
- Guatemala
- Honduras
- Mexico
- Nicaragua
- Panama

    Northern America   QND
- Bermuda
- Canada
- Greenland
- St. Pierre et Miquelon
- United States

    South America   QNE
- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Ecuador
- Falkland Islands (Malvinas)
- French Guiana
- Guyana
- Paraguay
- Peru
- Suriname
- Uruguay
- Venezuela

Asia   QRA

    Eastern Asia   QRB
- China
- Hong Kong
- Japan
- Korea, Democratic People's Republic of
- Korea, Republic of
- Macau
- Mongolia
- Taiwan, Province of China

Southeastern Asia	QRC	*Europe*	*QSA*

Southeastern Asia   QRC

Brunei Darussalam
Cambodia
East Timor
Indonesia
Lao People's Democratic
 Republic
Malaysia
Myanmar
Philippines
Singapore
Thailand
Viet Nam

Southern Asia   QRD

Afghanistan
Bangladesh
Bhutan
India
Iran (Islamic Republic)
Maldives
Nepal
Pakistan
Sri Lanka

Western Asia   QRE

Bahrain
Cyprus
Iraq
Israel
Jordan
Kuwait
Lebanon
Oman
Qatar
Saudi Arabia
Syrian Arab Republic
Turkey
United Arab Emirates
Yemen
Yemen, Democratic

Europe   *QSA*

Eastern Europe   QSB

Bulgaria
Czechoslovakia
German Democratic
 Republic
Hungary
Poland
Romania

Northern Europe   QSC

Denmark
Faroe Islands
Finland
Iceland
Ireland
Norway
Svalbard and Jan
Mayen Islands
Sweden
United Kingdom

Southern Europe   QSD

Albania
Andorra
Gibraltar
Greece
Italy
Malta
Portugal
San Marino
Spain
Vatican City State
Yugoslavia

Western Europe	QSE
Austria	
Belgium	
France	
Germany, Federal Republic of	
Liechtenstein	
Luxembourg	
Monaco	
Netherlands	
Switzerland	

Oceania QTA

Australia and New Zealand	QTB
Australia	
New Zealand	

Melanesia	QTC
New Caledonia	
Norfolk Island	
Papua New Guinea	
Solomon Islands	
Vanuatu	

Micronesia	QTD
Christmas Island	
Cocos (Keeling) Islands	
Guam	
Kiribati	
Marshall Islands	
Micronesia	
Nauru	
Niue	
Northern Mariana Islands	
Pitcairn	
Palau	
Tokelau	
Tuvalu	
United States Minor Outlying Islands	

Polynesia	QTE
American Samoa	
Cook Islands	
Fiji	
French Polynesia	
Samoa	
Tonga	
Wallis and Futuna Islands	

USSR QVA

Byelorussian SSR	
Ukrainian SSR	

Inter-regional QWA

Global QZA

Annex 2 Language codes

Selected from: International Organization for Standardization. Code for the Representation of Names of Languages. Geneva, ISO, 1988 (ISO 639-1988), Table 1 — Alphabetical List of Two-letter Language Symbols.

Afrikaans	af	Hebrew	iw
Albanian	sq	Hindi	hi
Amharic	am	Hungarian	hu
Arabic	ar		
Armenian	hy	Icelandic	is
		Indonesian	in
Bengali	bn	Italian	it
Bhutani	dz		
Bulgarian	bg	Japanese	ja
Burmese	my		
Byelorussian	be	Korean	ko
Cambodian	km	Laotian	lo
Chinese	zh	Latvian	lv
Croatian	hr	Lithuanian	lt
Czech	cs		
		Malagasy	mg
Danish	da	Malay	ms
Dutch	nl	Maltese	mt
English	en	Nepali	ne
Estonian	et	Norwegian	no
Finnish	fi	Persian	fa
French	fr	Polish	pl
		Portuguese	pt
German	de	Punjabi	pa
Greek	el		
Gujarati	gu		

Romanian	ro	Sudanese	su
Russian	ru	Swahili	sw
		Swedish	sv
Sanskrit	sa		
Serbian	sr	Tamil	ta
Serbo-Croatian	sh	Thai	th
Sindhi	sd	Tibetan	bo
Singhalese	si	Turkish	tr
Slovak	sk		
Slovenian	sl	Ukrainian	uk
Somali	so		
Spanish	es	Vietnamese	vi

Annex 3 Currency codes

Selected from: International Organization for Standardization. Codes for the Representation of Currencies and Funds. 2nd. ed. Geneva, ISO, 1981. (ISO 4217), Table 1E.

N.B.   BCEAO = Banque Centrale des Etats de l'Afrique de l'Ouest
BEAC = Banque des Etats de l'Afrique Centrale

Country	Currency	Code
Afghanistan	Afghani	AFA
Albania	Lek	ALL
Algeria	Algerian Dinar	DZD
American Samoa	US Dollar	USD
Angola	Kwanza	AOK
Antigua	East Caribbean Dollar	XCD
Argentina	Argentine Peso	ARP
Australia	Australian Dollar	AUD
Austria	Schilling	ATS
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BDT
Barbados	Barbados Dollar	BBD
Belgium	Belgian Franc	BEF
Belize	Belize Dollar	BZD
Benin	CFA Franc BCEAO	XOF
Bermuda	Bermudan Dollar	BMD
Bhutan	Indian Rupee	INR
Bolivia	Bolivian Peso	BOP
Botswana	Pula	BWP
Bouvet Island	Norwegian Krone	NOK
Brazil	Cruzeiro	BRC
British Virgin Islands	US Dollar	USD
Brunei	Brunei Dollar	BND

Bulgaria	Lev	BGL
Burma	Kyat	BUK
Burundi	Burundi Franc	BIF
Byelorussian SSR	Rouble	SUR
Cambodia	Riel	KHR
Cameroon, United Republic of	CFA Franc BEAC	XAF
Canada	Canadian Dollar	CAD
Cape Verde	Cape Verde Escudo	CVE
Cayman Islands	Cayman Islands Dollar	KYD
Central African Republic	CFA Franc BEAC	XAF
Chad	CFA Franc BEAC	XAF
Chile	Chilean Peso	CLP
China	Yuan Renminbi	CNY
Colombia	Colombian Peso	COP
Comoros	Comoros Franc	KMF
Congo	CFA Franc BEAC	XAF
Costa Rica	Costa Rican Colon	CRC
Cuba	Cuban Peso	CUP
Cyprus	Cyprus Pound	CYP
Czechoslovakia	Koruna	CSK
Denmark	Danish Krone	DKK
Djibouti	Djibouti Franc	DJF
Dominica	East Caribbean Dollar	XCD
Dominican Republic	Dominican Peso	DOP
East Timor	Timor Escudo	TPE
Ecuador	Sucre	ECS
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
Equatorial Guinea	Ekwele	GQE
Ethiopia	Ethiopian Birr	ETB
Falkland Islands (Malvinas)	Falkland Islands Pound	FKP
Fiji	Fiji Dollar	FJD
Finland	Markka	FIM
France	French Franc	FRF
French Guiana	French Franc	FRF
French Polynesia	CFP Franc	XPF

Gabon	CFA Franc BEAC	XAF
Gambia	Dalasi	GMD
Germany, Federal Republic of	Deutsche Mark	DEM
Ghana	Cedi	GHC
Greece	Drachma	GRD
Grenada	East Caribbean Dollar	XCD
Guadeloupe	French Franc	FRF
Guatemala	Quetzal	GTQ
Guinea	Syli	GNS
Guinea-Bissau	Guinea-Bissau Peso	GWP
Guyana	Guyana Dollar	GYD
Haiti	Gourde	HTG
	US Dollar	USD
Honduras	Lempira	HNL
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Iceland Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
Iran	Iranian Rial	IRR
Iraq	Iraqi Dinar	IQD
Ireland	Irish Pound	IEP
Israel	Shekel	ILS
Italy	Lira	ITL
Ivory Coast	CFA Franc BCEAO	XOF
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Jordan	Jordanian Dinar	JOD
Kenya	Kenyan Shilling	KES
Kiribati	Australian Dollar	AUD
Korea, Dem. People's Republic of	North Korean Won	KPW
Korea, Republic of	Won	KRW
Kuwait	Kuwaiti Dinar	KWD
Lao People's Democratic Republic	Kip	LAK
Lebanon	Lebanese Pound	LBP

Lesotho	Rand	ZAR
	Maloti	LSM
Liberia	Liberian Dollar	LRD
Libyan Arab Jamahiriya	Libyan Dinar	LYD
Luxembourg	Luxembourg Franc	LUF
Macau	Pataca	MOP
Madagascar	Malagasy Franc	MGF
Malawi	Kwacha	MWK
Malaysia	Malaysian Ringgit	MYR
Maldives	Maldive Rupee	MVR
Mali	Mali Franc	MLF
Malta	Maltese Pound	MTP
Martinique	French Franc	FRF
Mauritania	Ouguiya	MRO
Mauritius	Mauritius Rupee	MUR
Mexico	Mexican Peso	MXP
Mongolia	Tugrik	MNT
Montserrat	East Caribbean Dollar	XCD
Morocco	Moroccan Dirham	MAD
Mozambique	Metical	MZM
Namibia	Rand	ZAR
Nauru	Australian Dollar	AUD
Nepal	Nepalese Rupee	NPR
Netherlands	Netherlands Guilder	NLG
Netherlands Antilles	Netherlands Antillian Guilder	ANG
New Caledonia	CFP Franc	XPF
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba	NIC
Niger	CFA Franc BCEAO	XOF
Nigeria	Naira	NGN
Norway	Norwegian Krone	NOK
Oman	Rial Omani	OMR
Pakistan	Pakistan Rupee	PKR
Panama	Balboa	PAB
	US Dollar	USD
Papua New Guinea	Kina	PGK
Paraguay	Guarani	PYG

Peru	Sol	PES
Philippines	Philippine Peso	PHP
Poland	Zloty	PLZ
Portugal	Portuguese Escudo	PTE
Puerto Rico	US Dollar	USD
Qatar	Qatari Rial	QAR
Réunion	French Franc	FRF
Romania	Leu	ROL
Rwanda	Rwanda Franc	RWF
St. Helena	St. Helena Pound	SHP
St. Kitts-Nevis-Anguilla	East Caribbean Dollar	XCD
Saint Lucia	East Caribbean Dollar	XCD
Saint Vincent and the Grenadines	East Caribbean Dollar	XCD
Samoa	Tala	WST
Sao Tome and Principe	Dobra	STD
Saudi Arabia	Saudi Rial	SAR
Senegal	CFA Franc BCEAO	XOF
Seychelles	Seychelles Rupee	SCR
Sierra Leone	Leone	SLL
Singapore	Singapore Dollar	SGD
Solomon Islands	Solomon Islands Dollar	SBD
Somalia	Somali Shilling	SOS
South Africa	Rand	ZAR
Spain	Spanish Peseta	ESP
Sri Lanka	Sri Lanka Rupee	LKR
Sudan	Sudanese Pound	SDP
Suriname	Suriname Guilder	SRG
Swaziland	Lilangeni	SZL
Sweden	Swedish Krona	SEK
Switzerland	Swiss Franc	CHF
Syrian Arab Republic	Syrian Pound	SYP
Taiwan, Province of China	New Taiwan Dollar	TWD
Tanzania, United Republic of	Tanzanian Shilling	TZS
Thailand	Baht	THB
Togo	CFA Franc BCEAO	XOF
Tokelau	New Zealand Dollar	NZD
Tonga	Pa'anga	TOP
Trinidad and Tobago	Trinidad and Tobago Dollar	TTD
Tunisia	Tunisian Dinar	TND

Turkey	Turkish Lira	TRL
Tuvalu	Australian Dollar	AUD
Uganda	Uganda Shilling	UGS
Ukrainian SSR	Rouble	SUR
Union of Soviet Socialist Rep.	Rouble	SUR
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
United States	US Dollar	USD
Upper Volta	CFA Franc BCEAO	XOF
Uruguay	Uruguayan Peso	UYP
Vanuatu	Vatu	VUV
Venezuela	Bolivar	VEB
Viet Nam	Dong	VND
Western Sahara	Spanish Peseta	ESP
	Ouguiya	MRO
	Moroccan Dirham	MAD
Yemen	Yemeni Rial	YER
Yemen, Democratic	Yemeni Dinar	YDD
Yugoslavia	New Yugoslavian Dinar	YUD
Zaire	Zaire	ZRZ
Zambia	Kwacha	ZMK
Zimbabwe	Zimbabwe Dollar	ZWD

Annex 4 Sample conversion tables and sample converted records

This annex demonstrates how data from the records of four development activity databases — Inter-Agency Development Research Information System (IDRIS), UNDP, Register of Development Activities of the United Nations System (ACCIS-RDA), and the U.S. Agency for International Development — would be converted to the proposed Common Exchange Format. For each source database there is a correspondence table with the CEFDA followed by a sample record from the database — first as it appears in its original format, and then as it would appear in the CEFDA.

NOTE: 1. The data elements shown are only a subset of those that appear in the source records.
2. The symbol "..." is used to indicate that a particular data element does not exist in the source database.

A. Inter-Agency Development Research Information System — IDRIS

IDRIS		Common Exchange Format	
	Internal Sequence Number (ISN)	001	Record identifier (S)
...	(Field created containing the code "en".)	002	Principal language of record (E)
P040	Last date record updated	003	Date of record (S)
P020	Agency file identifier	010	Activity ID (E)
P120	Title — English	020	Activity title (E)
P130	Title — other language		
...		030	Translated activity title (S)
P110	Donor agency	040	Funding organization (E)
P410	Geographical area under study (Country or region name(s) in descriptor form converted to 3-letter codes by program. Geographic descriptors also entered in either CEFDA field 140 or CEFDA field 150.)	050	Country/region (E)
...	(All activities are research projects. Field created containing "Research project".)	060	Type of activity (S)
...	(All funding by grant. Field created containing the code "1".)	070	Terms of assistance (S)
...		071	Terms of assistance notes (O)
P060	Status of project (Free text converted to codes by program.)	080	Activity status (E)
P310	Recipient institution	090	Executing entity (E)
P311	Institution name		
P312	Institution city		
...		100	Funding source (S)
P160	Date funds committed (in ISO form. Only first 4 digits transferred.)	110	Estimated, planned or actual start date (E)
...	(Field created containing the note "Year funds committed")	111	Start date notes (O)
P170	Completion date of activity (In ISO form. Only first 4 digits transferred.)	120	Estimated, planned or actual completion date (E)
...		121	Completion date notes (O)
P190	Total funding by donor agency	130	Budget description (O)
P191	Amount		
P194	Funding notes		

P192	Currency code (ISO)	131	Currency (O)
P420	Macrothesaurus subject descriptors (If P420 is present, geographic descriptors in field P410 are added here.)	140	OECD Macrothesaurus descriptors (S)
P430	Non-thesaurus subject descriptors (If P420 is absent, geographic descriptors in field P410 are added here.)	150	Local descriptors (S)
...		160	Descriptor notes (O)
P440	Abstract — English	170	Abstract (S)
P450	Abstract — other language		
P610	Post-project summary		
P620	Post-project summary other language		
P630	Training information		
P340	Availability of documents	200	Source documentation (S)

Sample source record — IDRIS

```
Agency: JICA    File: 60/SDC/3-6    ISN: 105
Donor:  JICA    Record last updated: 19910415  Alternate lang:
JPN

Title:     Industrial Instrumentation Technology Centre of Espirito
Santo / SENAI

Total funding by donor agency: 426544000 JPY

- Donor funding by fiscal year -

   8271000  JPY  19840401  JICA missions
 180154000  JPY  19850401  JICA missions, 7 experts, equipment
 238119000  JPY  19860401  JICA missions, 6 experts, equipment

Date funds committed: 19850306  Completion date: 19900305
Status: Closed

- Recipient Institutions -

SENAI/ES Industrial Instrumentation Technical Centre
Espirito Santo  BR
Address: Av. Marechal Mascarenhas de Morais, 2235 Bento
Ferreira, Victoria, Espirito Santo
```

— Researchers —
Lorenzoni Borgo, Ivan A.
Function: Regional Director

— Cooperating Institutions —
Japan. Ministry of Labour

Macrothesaurus descriptors: /technological institutes/ /instrumentation industry/ /electronics/ /measurement/

Area under study: /Brazil/

Abstract: The project will establish the Industrial Instrumentation Technical Center of the Espirito Santo Regional Department of SENAI, to provide Brazilian trainees with knowledge and skill in the field of industrial instrumentation through training programs at the Center. The training programs will be conducted by Brazilian experts under the guidance of Japanese experts. The details of the training program will be agreed upon between the two governments. The General Director of SENAI will bear overall responsibility for the implementation of the project.

CEFDA record converted from IDRIS record

Record identifier: 105
Principal language of
record: en
Date of record: 19910415
Activity ID: 60/SDC/3-6
Activity title: Industrial Instrumentation Technology
                              Centre of Espirito Santo / SENAI
Funding organization: JICA
Country/Region: BRA
Type of activity: Research project
Terms of assistance: 1
Activity status: 3
Executing entity: SENAI/ES Industrial Instrumentation
                              Technical Centre, Espirito Santo
Start date: 1985
Start date notes: Year funds committed
Completion date: 1990
Budget description: 426544000
Currency: JPY
OECD Macrothesaurus
descriptors: /technological institutes/ /instru-
                              mentation industry/ /electronics/ /
                              measurement/ /Brazil/

Abstract: The project will establish the Industrial Instrumen-
        tation Technical Center of the Espirito Santo Regional
        Department of SENAI, to provide Brazilian trainees
        with knowledge and skill in the field of industrial
        instrumentation through training programs at the
        Center. The training programs will be conducted by
        Brazilian experts under the guidance of Japanese
        experts. The details of the training program will be
        agreed upon between the two governments. The General
        Director of SENAI will bear overall responsibility for
        the implementation of the project.

B. United Nations Development Programme — UNDP

UNDP		Common Exchange Format	
...		001	Record identifier (S)
...	(Field created containing the code "en".)	002	Principal language of record (E)
...		003	Date of record (S)
	Project number	010	Activity ID (E)
	Title	020	Activity title (E)
...		030	Translated activity title (S)
...	(Field created containing "UNDP".)	040	Funding organization (E)
...	(Converted from first 3 letters of project no)	050	Country/region (E)
	Project type	060	Type of activity (S)
...		070	Terms of assistance (S)
...		071	Terms of assistance notes (O)
	Project status (Free text converted to codes by program.)	080	Activity status (E)
	Govt counterpart agency	090	Executing entity (E)
	Source of funds	100	Funding source (S)
	Starting date (in form dd/mm/yy. Converted to 4-digit year by program.)	110	Estimated, planned or actual start date (E)
...		111	Start date notes (O)
	Project completed (in form dd/mm/yy. Converted to 4-digit year by program. Refers to actual completion date only. Estimated completion date computed using data element Duration.)	120	Estimated, planned or actual completion date (E)
...		121	Completion date notes (O)
	UNDP contribution, initial approval (US$) (Textual element added as a constant value: "Initial approval."	130	Budget description (O)
	(Field created containing the code "USD".)	131	Currency (O)
...		140	OECD Macrothesaurus descriptors (S)
	Project descriptors	150	Local descriptors (S)
...		160	Descriptor notes (O)
...		170	Abstract (S)
...		200	Source documentation (S)

Sample source record — UNDP

```
PROJECT NUMBER:          BRA/88/019/G/01/99
TITLE:                   TRAINING AND TECHNICAL ASSISTANCE FOR HOUS-
                         ING, URBAN INFRASTRUCTURE AND INSTITUTIONAL
                         DEVELOPMENT

FIRST APPROVAL DATE:     08/12/88
LATEST APPROVAL DATE:    25/01/91
YEAR LAST REPHASED:      1989
SOURCE OF FUNDS:         IPF
EXECUTING AGENCY:        GVT
GOVT COUNTERPART AGENCY: MINISTRY OF HOUSING AND SOCIAL WELFARE
PROJECT TYPE:     ,      FULL PROJECT ACTIVITY
MAIN ACTIVITY:           DEVELOPMENT PLANNING
PROJECT STATUS:          ACTIVE
ECONOMIC SECTOR:         HOUSING AND INFRASTRUCTURE
DURATION:                O YEARS, 90 MONTHS
STARTING DATE:           28/11/88
OPERATIONS START DATE:   28/11/88
FIELD WORK COMPLETED:
PROJECT COMPLETED:

UNDP CONTRIBUTION,   INITIAL APPROVAL     (US$)      144,928
COST-SHARING,        INITIAL APPROVAL     (US$)            0

UNDP CONTRIBUTION,   THIS REVISION        (US$)      110,000
COST-SHARING         THIS REVISION        (US$)      671,499
GCCC AMOUNT,         THIS REVISION        (LOCAL)          0
GOVERNMENT AMOUNT,   THIS REVISION        (LOCAL)          0

PROJECT DESCRIPTORS:INFRASTRUCTURE
                    LOW COST HOUSING
                    URBAN PLANNING
                    MAPS
                    REAL PROPERTY
                    TAXES
                    REGISTER
                    PUBLIC ADMINISTRATION
                    COMPUTER SERVICES
                    ALTERNATIVE TECHNOLOGY
                    REGIONAL DEVELOPMENT
                    URBAN DEVELOPMENT
                    PROTOTYPES
                    TRAINING COURSES
                    SEMINAR
                    LOW COST   ...etc.
```

CEFDA record converted from UNDP record

Principal language of record:	en
Activity ID:	BRA/88/019/G/01/99
Activity title:	TRAINING AND TECHNICAL ASSISTANCE FOR HOUSING, URBAN INFRASTRUCTURE AND INSTITUTIONAL DEVELOPMENT
Funding organization:	UNDP
Country/Region:	BRA
Type of activity:	FULL PROJECT ACTIVITY
Terms of assistance:	
Activity status:	2
Executing entity:	MINISTRY OF HOUSING AND SOCIAL WELFARE
Funding source:	IPF
Start date:	1988
Completion date:	1996
Budget description:	Initial approval: 144,928
Currency:	USD
Local descriptors:	INFRASTRUCTURE
	LOW COST HOUSING
	URBAN PLANNING
	MAPS
	REAL PROPERTY
	TAXES
	REGISTER
	PUBLIC ADMINISTRATION
	COMPUTER SERVICES
	ALTERNATIVE TECHNOLOGY
	REGIONAL DEVELOPMENT
	URBAN DEVELOPMENT
	PROTOTYPES
	TRAINING COURSES
	SEMINAR
	LOW COST
	TECHNOLOGY
	... etc.

C. UN Advisory Committee for the Co-ordination of Information Systems. Register of Development Activities of the United Nations System (ACCIS-RDA)

	ACCIS-RDA		Common Exchange Format
	Master File Number (MFN)	001	Record identifier (S)
	(Field created containing the code "en".)	002	Principal language of record (E)
	(Field created containing the date on which annual data supplied to ACCIS)	003	Date of record (S)
02	Activity identifier	010	Activity ID (E)
21	Title	020	Activity title (E)
...		030	Translated activity title (S)
01	Reporting organization	040	Funding organization (E)
12	Country/area code	050	Country/region (E)
11	Type of activity (codes expanded to free text.)	060	Type of activity (S)
...	(For financing activities only. Computed from the presence of fields 41 - Grants, 42 - Loans, 43 - Credits, 44 - Equity investments)	070	Terms of assistance (S)
...		071	Terms of assistance notes (O)
...	(All activities are on-going. Field created containing "2".)	080	Activity status (E)
...	(Field 14 "Executing agency" has a different meaning from CEFDA meaning. ACCIS could request this data element from participating agencies for future editions.)	090	Executing entity (E)
16	Funding sources	100	Funding source (S)
31	First year	110	Estimated, planned or actual start date (E)
...	(The note "Reported year" added as a constant value.	111	Start date notes (O)
32	Last year	120	Estimated, planned or actual completion date (E)
...	(The note "Reported year" added as a constant value.)	121	Completion date notes (O)

69-107	For activities other than financing, annual budget figure in thousands of US dollars. Each field tag represents year. Each field, together with field tag preceded by "19", converted to a different occurrence of CEFDA field 130.		130	Budget description (O)
41-44	Financing activities. (Textual elements added as a constant value: "Thousands. Rounded to the nearest thousand."			
	(Field created containing "USD".)		131	Currency (O)
...			140	OECD Macrothesaurus descriptors (S)
22	Descriptors		150	Local descriptors (S)
	(Field created with name of thesaurus, based on agency supplying original data)		160	Descriptor notes (O)
...			170	Abstract (S)
...			200	Source documentation (S)

Sample source record — ACCIS-RDA

```
       MFN:                       3975
01     Reporting organization:    FAO
02     Activity identifier:       FIJ87005F01
21     Title:                     Strengthening engineering de-
                                  sign capabilities
12     Country/area code:         FJI
16     Funding source:            UNDP
11     Type of activity:          T
14     Executing agency:          FAO
31     Start year:                1987
32     End year:                  1991
87     Expenditure 1987:          46
88     Expenditure 1988:          98
89     Expenditure 1989:          132
90     Expenditure 1990:          50
91     Expenditure 1991:          23
22     Descriptors:               Agricultural engineering
```

CEFDA record converted from ACCIS-RDA record

```
Record identifier:        3975
Principal language of
record:                   en
Date of record:           19900430
Activity ID:              FIJ87005F01
Activity title:           Strengthening engineering design ca-
                          pabilities
Funding organization:     FAO
Country/Region:           FJI
Type of activity:         Technical  cooperation  funded  from
                          extra-budgetary resources
Terms of assistance:...
Activity status:          2
Executing entity:         ...
Funding source:           UNDP
Start date:               1987
Start date notes:         Reported year.
Completion date:          1991
Completion date notes:    Reported year.

Budget description:       1987: 46
                          1988: 98
                          1989: 132
                          1990: 50
                          1991: 23
                          Thousands.  Rounded  to  the  nearest
                          thousand.
Currency:                 USD
Local descriptors:        Agricultural engineering
```

D. U.S. Agency for International Development

	USAID		Common Exchange Format
	Internal Sequence Number (ISN)	001	Record identifier (S)
...	(Field created containing the code "en".)	002	Principal language of record (E)
P940	Date abstract last modified	003	Date of record (S)
P010	Project number	010	Activity ID (E)
P060	Project title	020	Activity title (E)
...		030	Translated activity title (S)
...	(Field created containing "U.S. Agency for International Development")	040	Funding organization (E)
P040	Geographic name (Converted to 3-letter codes by program.)	050	Country/region (E)
...		060	Type of activity (S)
E503	Loan/Grant (converted to CEFDA codes by program)	070	Terms of assistance (S)
...		071	Terms of assistance notes (O)
E440	Project status (Converted to CEFDA codes by program.)	080	Activity status (E)
...	(Information in abstract. Field added manually.)	090	Executing entity (E)
...	(Field created containing "U.S. Government".)	100	Funding source (S)
E380	Beginning fiscal year (In form yy. Converted to 4 digits by program.)	110	Estimated, planned or actual start date (E)
...	(Field created containing "FY 1 Oct to 30 Sept.")	111	Start date notes (O)
E400	Ending Fiscal Year (In form yy. Converted to 4 digits by program.)	120	Estimated, planned or actual completion date (E)
...	(Field created containing "FY 1 Oct to 30 Sept."	121	Completion date notes (O)
E505	LOP cost (Textual elements supplied as a constant value: "X 000. Source is USAID Congressional presentation."	130	Budget description (O)
...	(Field created containing "USD")	131	Currency (O)
...		140	OECD Macrothesaurus descriptors (S)
P400	Descriptor	150	Local descriptors (S)
...	(Field created containing "A.I.D. Thesaurus")	160	Descriptor notes (O)
P502	Project abstract	170	Abstract (S)
P700 - P709	Documents related to project	200	Source documentation (S)

Sample source record — USAID

4970347   Indonesia
        Small Scale Irrigation Management
        FY 85 - 93   Status: A   Total LOP Cost (X000):$ 50000
        Loan or Grant / Appropriation Code / LOP Cost: G/FN/ 32367
                                            L / FN / 17633
....
                            ABSTRACT

     Project to develop small-scale irrigation technologies and
management systems in support of diversified cropping patterns
in selected Indonesian eastern islands. The Ministry of Public
Works and its Directorate General of Water Resources Development
will implement the project.
     The project will develop and construct irrigation systems
to provide reliable water supply to 25,000 ha in South Sulawesi,
Nusa Tenggara Barat (NTB), and Nusa Tenggara Timur (NTT), all
regions of erratic precipitation. Water for at least double
cropping will be provided by surface diversion at 3 sites, surface
lift at 2 sites, and reservoirs and groundwater at 5 sites each.
All four schemes will be used in S. Sulawesi and NTB; investments
in NTT will focus on groundwater. All systems will maximize the
irrigated area at each site and will be adaptable to areas outside
the project. Groundwater efforts will afford the opportunity for
developing farmer owned and operated shallow wells and expanding
the private sector's role.
     In a decentralization effort, the project will establish (S.
Sulawesi) or strengthen (NTB, NTT) management programs of
provincial and section Public Works offices. Activities include
introducing improved management tools (use of economic and social
criteria for site selection and of site profiles in the design
process, developing a performance monitoring systm and section-
level management and maintenance schemes, and methods for
managing local contractors). Training to support this effort
includes 18 M.A. degrees in engineering and social sciences,
short-term programs for 15 individuals, 24 association organizers
(WUAO's - originally used in Sederhana II [4970252]) to encourage
farmer participation in site selection, design, management, and
maintenance and to promote establishment of WUA's. WUOA's will
be supervised and, as an efficiency measure, will be moved between
sites. Means of involving farmers at the 5 groundwater development
sites will be determined during implementation.
     The project will also support special studies: 5-8 on policy
and management; 5-9 for producing plans and proposals; and 3-5
for evaluating project performance.

DESCRIPTORS: /Water supply//Irrigation system construction/
/Small//System design//Cropping patterns//Agricultural water
management//Participants//Technical training//Water use asso-
ciations//Community participation//Decentralization/
/Provinces//Indonesia/ - /Double cropping//Surface irrigation/
/Ground water recharge//Reservoirs//Site selection//Graduate
education//Economic studies//Policy analysis//Evaluation/
/Engineering education//Social science education/

DOCUMENTS RELATED TO PROJECT

PD-AAR-422 Project Paper (PP)   ISN=40525
Small scale irrigation management
20 Jun 1985, 2v.

. . . .
PD-AAZ-081 Grant Agreement (PROAG)   ISN=63241
Amendment no. 2 project grant agreement between the Republic of
Indonesia and the United States of America for small scale
irrigation management
21 Aug 1989, 2 p. + annex

. . . .
PD-ABA-227 Special Evaluation   ISN=64166
Mid-term evaluation : small scale irrigation management project,
Indonesia
Nov 1989, xix, 32 p. + 3 appendices

. . . .
PD-ABB-363 Proj Eval Summary(PES)/Eval Summary(ES) ISN=67374
Small scale irrigation management
17 May 1990, 6 p.

CEFDA record coverted from USAID record

Record identifier: ISN=40525
Principal language of
record: en
Date of record: 1991-03-21
Activity ID: 4970237
Activity title: Small Scale Irrigation Management
Funding organization: U.S. Agency for International Devel-
                          opment
Country/Region: IDN
Type of activity: ...
Terms of assistance: 1
                          2
Activity status: 2
Executing entity: Ministry of Public Works
Funding source: U.S. Government
Start date: 1985
Start date notes: FY 1 Oct to 30 Sept
Completion date: 1993
Completion date notes: FY 1 Oct to 30 Sept
Budget description: Grant: 32367; Loan: 17633 X 000. Source
                          is USAID Congressional presentation.
Currency: USD

Local descriptors:
/Water supply//Irrigation system construction//Small//System
design//Cropping patterns//Agricultural water management/ /
Participants//Technical training//Water use associations/ /
Community participation//Decentralization//Provinces/ /Indone-
sia/ - /Double cropping//Surface irrigation/
/Ground water recharge//Reservoirs//Site selection//Graduate
education//Economic studies//Policy analysis//Evaluation/
/Engineering education//Social science education/

Descriptor notes: A.I.D. Thesaurus

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Annex 5 Description of the ISO 2709 format

Based on: International Organization for Standardization.
Documentation - Format for Bibliographic Information Interchange on
Magnetic Tape. (Rev. ed.) Geneva, ISO, 1981. (ISO 2709-1981).

NOTE: The standard calls for the use of three special characters.
These are:

- The first character of the subfield identifier — character IS1 of
  ISO 646.[13] (ASCII character 31, hexadecimal 1F)
- The field separator — character IS2 of ISO 646 (ASCII character
  30, hexadecimal 1E)
- The record separator — character IS3 of ISO 646 (ASCII
  character 29, hexadecimal 1D)

A record in ISO 2709 format consists of a record label, a directory,
datafields separated by field separators, and a record separator.

Record label

The record label is of fixed length (24 characters) and contains the
following elements:

(a) Record length (character positions 0 to 4). The number of
    character positions in the (logical) record including the record
    label, the directory, the datafields, the field separators and the
    record separator. A 5-digit decimal number right-justified and zero
    filled if necessary.
(b) Record status (character position 5). A single character describing
    the status of the record (for example new or amended) to be
    defined for each implementation.
(c) Implementation codes (character positions 6 to 9). Not defined. To
    be agreed to between exchange partners. Can be filled with zeros.

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[13]International Organization for Standardization. 7-bit Coded Character Set for
Information Procession Interchange, Geneva, ISO, 1983. (ISO 646-1983)

(d) Indicator length (character position 10).[14] A decimal digit showing the number of character positions for the indicators. If indicators are not used, this should be zero.

(e) Identifier length (character position 11). A decimal digit showing the number of character postions in the subfield identifier. If subfields are not used, this should be zero.

(f) Base address of data (character positions 12 to 16). The position of the first character of the data, calculated from the total number of characters in the record label and the directory, including the field separator at the end of the directory. Five decimal digits, right justified and zero filled if necessary.

(g) To be defined by user systems (character positions 17 to 19).

Directory map

(h) character position 20 - one decimal digit showing the length of the "field length" part of each entry in the directory;

(i) character position 21 - one decimal digit showing the length of the "starting character position" part of each entry in the directory;

(j) character position 22 - one decimal digit showing the length of the "implementation defined" part of each entry in the directory;

(k) character position 23 - reserved for future use.

Directory

The directory contains a variable number of fixed length entries - one entry for each datafield in the record. The entries appear in the same order as the fields to which they refer. The directory ends with a field separator.

A directory entry consists of the following elements:

(l) The field tag. Three characters that identify the datafield. These may be numeric, alphabetic or alphanumeric;

(m) The length of the datafield. The number of characters in the field, including indicators and the field separator, but excluding the record separator if the field is the last field of the record.

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[14]Indicators are used in some information systems to provide further information about the data in the field. They are placed at the beginning of the datafield.

(n) The starting character position. A decimal number giving the position of the first character of the field, relative to the base address of the data (i.e. the first character of the first field, which is zero).

(o) An implementation-defined element.

Directory entries are of fixed length. The length of a directory entry is implementation defined. None of the elements in a directory entry may exceed nine characters in length. Given that the field tag is never more than three characters long, the maximum length of a directory entry is 30 characters. However, a particular implementation may require fewer characters. For example, the length of the directory entry in the example at the end of this annex is 12. The length of each element in the directory entries is indicated in the directory map part of the record label. The elements in a directory entry are right-justified and zero filled if necessary.

Datafields

The datafields are each of variable length. Each one ends with a field separator.

The presence or absence of indicators and subfield identifiers is implementation defined.

Field tag 001 is reserved for the record identifier, and tags 002 to 009 are reserved for data elements that may be required for the processing of the record.

Example

The following is a simple example of a record in ISO 2709 format. It is taken from the "Register of Development Activities of the United Nations System" and demonstrates the Micro-ISIS implementation of ISO 2709. Spaces have been inserted between the elements in the record label and the directory for the sake of clarity. Each element is identified by a letter corresponding to the paragraph that describes it. Micro-ISIS uses the character # for field and record separators. There are no indicators or subfield identifiers. The directory does not contain an implementation-defined element (o).

```
00281  0  0000  0  0  00193 000  4  5  0  0  001  0004  00000
 (a)  (b) (c)  (d) (e)  (f)  (g) (h)(i)(j)(k) (l)   (m)   (n)
<————Record label——————————————————————> <1st Dir. entry>


011  0002  00004      012  0004  00006      013  0004  00010
(l)   (m)   (n)       (l)   (m)   (n)       (l)   (m)   (n)
<2nd Directory entry> <3rd Directory entry> <4th. Dir. entry>


014  0004  00014  016  0003  00018  031  0005  00021  032  0005
(l)  (m)   (n)    (l)  (m)   (n)    (l)  (m)   (n)    (l)  (m)
<5th. Dir. entry> <6th. Dir. entry> <7th. Dir. entry> <8th. Dir.


00026  089  0002  00031  302  0007  00033  022  0011  00040
 (n)   (l)   (m)   (n)   (l)   (m)   (n)   (l)   (m)   (n)
entry> <9th. Dir. entry> <10th. Dir. entry> <11th. Dir. entry>


021  0019  00051  002  0013  00070  300  0004  00083#ILO#R#PNG#
(l)   (m)   (n)   (l)   (m)   (n)   (l)   (m)   (n)
<12th. Dir. entry><13th. Dir. entry><14th. Dir. entry><Data —


122#ILO#RB#1989#1989#8#151040#EMPLOYMENT#EMPLOYMENT MISSION#
—————————————Datafields——————————————————————————
A27001338051#384##
—Data fields->
```