

90311

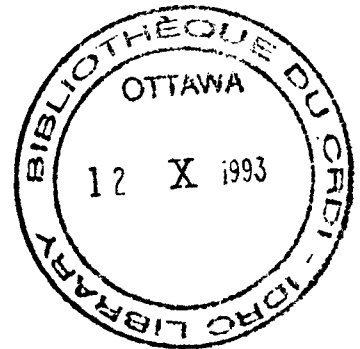
IDRC - Lib

90311

Information  
Source  
Original Copy  
3-N-90-7411

**System Specification and  
Data Base Design**  
  
for an  
  
**Inter-Agency Development Research  
Information System (IDRIS)**

**IDRC, Ottawa, 1990**



This document is an update of *System Specification and Data Base Design for an Inter-Agency Development Research Information System (IDRIS): Pilot Project (IDRC-doc-359)*, IDRC, Ottawa, 1983. It embodies the recommendations of IDRIS Technical Working Group meetings held at Mont Ste. Marie, May 1983, The Hague, April 1984 and Ottawa, October 1986, and a computer-based conference held December 1989 and January-February 1990.

APR 1991

## **Acknowledgements**

The members of the IDRIS Technical Working Group wish to express their gratitude to the many people who contributed to the completion of this document and its predecessor, *System Specification and Data Base Design for an Inter-Agency Development Research System (IDRIS): Pilot Project (IDRC-doc-359)*, 1983. Special thanks go to Anne Nisbet, Terry Gavin, Nick Kassem, Bibi Pirzada, Catherine Shearer, Maureen Sly and WandaJane Phillips of the Information Sciences Division of IDRC, and to Michael Arkin, independent consultant, for their valuable help and advice. We would particularly like to express our appreciation for the efforts of Gisèle Morin-Labatut and Donald F. Thompson, co-writers of *System Specification and Data Base Design for an Inter-Agency Development Research System (IDRIS): Pilot Project (IDRC-doc-359)*, on which this document is based.

## TABLE OF CONTENTS

SYSTEM SPECIFICATION . . . . .	i
Introduction . . . . .	i
The IDRIS Project Coordinator. . . . .	i
Hardware and Software Systems. . . . .	ii
Data Flow Cycle. . . . .	iv
Cost Allocation. . . . .	v
IDRIS in Micro-CDS/ISIS Format . . . . .	v
Development Data Bases Service . . . . .	vi
System Documentation . . . . .	vi
Procedures for Data Collection and Retrieval . . . . .	vi
 DATABASE DEFINITION . . . . .	 viii
Database Record Structure . . . . .	viii
The Language of Data . . . . .	viii
UNISIST Compatibility . . . . .	ix
Authority Files. . . . .	ix
 FIELD DEFINITIONS . . . . .	 xi
Field Identification . . . . .	xi
Field Characteristics . . . . .	xi
Data Description . . . . .	xii
Data Entry . . . . .	xii
List of IDRIS Fields . . . . .	xiii
ISN: INTERNAL SEQUENCE NUMBER . . . . .	1
P010: PARTICIPATING AGENCY . . . . .	2
P020: AGENCY FILE IDENTIFIER . . . . .	3
P030: ALTERNATE LANGUAGE OF RECORD . . . . .	4
P040: LAST DATE RECORD UPDATED . . . . .	5
P050: LAST DATE RECORD MODIFIED . . . . .	6
P060: STATUS OF PROJECT . . . . .	7
P110: DONOR AGENCY . . . . .	8
P120: TITLE - ENGLISH . . . . .	9
P130: TITLE - OTHER LANGUAGE . . . . .	10
P140: DONOR FUNDING BY FISCAL YEAR . . . . .	11
P150: CONTACT IN DONOR AGENCY . . . . .	14
P160: DATE FUNDS COMMITTED . . . . .	15
P170: COMPLETION DATE OF ACTIVITY . . . . .	16
P180: CO-FUNDING AGENCIES . . . . .	17
P190: TOTAL FUNDING BY DONOR AGENCY . . . . .	20
P310: RECIPIENT INSTITUTION . . . . .	23
P320: RESEARCHER . . . . .	31
P330: COOPERATING INSTITUTION . . . . .	42
P340: AVAILABILITY OF DOCUMENTS . . . . .	43
P410: GEOGRAPHICAL AREA UNDER STUDY . . . . .	45
P420: MACROTHESAURUS SUBJECT DESCRIPTORS . . . . .	47
P430: NON-THESAURUS SUBJECT DESCRIPTORS . . . . .	49
P440: ABSTRACT - ENGLISH . . . . .	51
P450: ABSTRACT - OTHER LANGUAGE . . . . .	52
P510: NOTES . . . . .	53
P610: POST-PROJECT SUMMARY . . . . .	54
P620: POST-PROJECT SUMMARY - OTHER LANGUAGE. . . . .	55
P630: TRAINING INFORMATION . . . . .	56

**TABLE OF CONTENTS**

**BIBLIOGRAPHY** . . . . . 57

**APPENDICES**

**APPENDIX A - Agency Acronyms** . . . . . A-1  
**APPENDIX B - UNISIST Language Codes**. . . . . B-1  
**APPENDIX C - ISO Country and Currency Codes**. . . . . C-1  
**APPENDIX D - Transliteration of Diacritics** . . . . . D-1  
**APPENDIX E - IDRIS Worksheet** . . . . . E-1  
**APPENDIX F - Meetings of the IDRIS Technical Working Group** . . . . . F-1

**PREFACE**

**Preface**

This document presents the specifications for the design of a data base describing research activities funded by members of a group of agencies with common interests in international development. The design of the data base was established by the IDRIS Technical Working Group during a meeting held at Mont Ste. Marie in May 1983. Modifications to the data base were made during subsequent meetings of the IDRIS Technical Working Group in The Hague in 1984 and Ottawa in 1986, and a computer-based conference held in December 1989 and January-February 1990. Participants in these meetings are identified in **Appendix F**.

The agencies which participated in the first meeting of the IDRIS Technical Working Group were:

- BOSTID:** Board on Science and Technology for International Development, Washington D.C., USA
- GATE:** German Appropriate Technology Exchange, Eschborn, Germany
- IDRC:** International Development Research Centre, Ottawa, Canada
- IFS:** International Foundation for Science, Stockholm, Sweden
- NUFFIC:** Netherlands Universities Foundation for International Cooperation, The Hague, Netherlands
- SAREC:** Swedish Agency for Research Cooperation with Developing Countries, Stockholm, Sweden

The names of other agencies currently contributing to the data base can be found in **Appendix A** of this document.

## SYSTEM SPECIFICATION

### Introduction

The objective of the Inter-Agency Development Research Information System (IDRIS) is to provide a common data base of information describing research activities located in or concerned with developing countries, funded or coordinated by agencies which are members of the participant group. This data base is to be accessible to members of the participant group, and to any other interested parties.

The exact nature of the research activities funded or coordinated by each agency may differ, but there are sufficient similarities so that a common store will constitute a valuable information resource. The system will also accommodate "private" or local information for use within a single member agency.

This document sets out the specifications for the common data base, which is located at a central site. The member agencies communicate with the central site through international packet-switched networks, using computer terminals located within each agency. The central site will be at IDRC's head office in Ottawa, Canada, where the data base is mounted on IDRC's Hewlett-Packard 3000 computer, using the MINISIS software.

Data is input to the central site through a variety of means, including worksheets submitted by the member agency and input by IDRC. The data base is searched online through terminals located in each agency. The common data base, and any agency-specific data bases, can be transferred to other computers. The data base design is not tied to the MINISIS software or the HP 3000 computer, and allows for expansion of the system to include new member agencies.

### The IDRIS Project Coordinator

The IDRIS Project Coordinator is a member of the Computer Systems Group, Information Sciences Division, at IDRC's head office in Ottawa, Canada. This person is responsible for managing the IDRIS data bases and for providing technical support and advice, documentation, and training to participating agencies.

Specifically, the IDRIS Project Coordinator:

- coordinates off-line input to the common data base
- maintains the common data base, and creates and maintains agency-specific data bases at the request of the participating agencies
- coordinates access to the ENVOY 100 computerized mail system (see *Computerized Mail Facility* below)
- maintains and distributes documentation such as this manual
- keeps the participating agencies informed of IDRIS news and events through the *IDRIS Communiqué*
- provides other technical support as described in this manual, and in the *IDRIS User's Guide*.

**SYSTEM SPECIFICATION**

**Hardware and Software Systems**

**Introduction**

The MINISIS data base management system, running on a Hewlett-Packard 3000 Series 44 minicomputer, is used at the central site to store, manage and search the IDRIS data bases. MINISIS is designed to accommodate textual information with variable length records and fields. It consists of several interactive processors which support online and offline data entry and modification, searching, sorting, report generation and data export in ISO 2709<sup>1</sup> format or MINISIS BATCHIN format. More information on the use of these processors can be found in the *IDRIS User's Guide*. It is anticipated that the interactive retrieval processor, QUERY, will be the most commonly used processor in the IDRIS system.

Access to data bases is controlled through passwords and a system of security profiles. In general, the system is designed for users who are not computer programmers.

**Agency-specific Data Bases**

Special MINISIS features permit each participating agency to create an agency-specific data base to describe its activities in greater detail. The agency-specific data base consists of those records from the common data base which were contributed by the participating agency. Each record can then be supplemented with agency-specific information. The resulting records can thus contain whatever information the individual participating agency requires.

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

**Data Base Repatriation**

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

---

<sup>1</sup> International Organization for Standardization. Format for bibliographic information exchange on magnetic tape. 2nd ed. 1981

## SYSTEM SPECIFICATION

### Data Communication

The international data communication system takes advantage of packet-switched communication networks. Using these facilities, a local call is made from the member agency to a data communication node, usually located in a major city. The national data communication system then communicates with one of Canada's national data communication systems, in this case DATAPAC, through satellites, telephone lines or under-sea cables. Most of this activity is transparent to the user of the terminal, and allows international data communication at rates much lower than comparable telephone exchanges.

The IDRIS Project Coordinator can provide more information about the details of data communication between the participating agency and the IDRC computer.

### Terminal Requirements for Participating Agencies

Each participating agency will require a computer terminal, and data communications equipment to communicate with its own national communications network. The computer terminal can be either a video-display terminal, a printing terminal, or a combination of both. Many word processing machines have data communication facilities which allow them to be used as terminals. The computer terminal is connected to a modem, which in turn is connected to the national data communications network through telephone lines.

The exact details of communications between the modem and the national communications network differ from country to country, and will not be described here. Names of contact persons and other details about each country's network are provided by the IDRIS Project Coordinator. This is provided only as general information; participants should verify the details by contacting the persons named.

### Central Site Computer Availability

All online functions can be carried out whenever the IDRC computer is available. The computer is normally available at all times except during backup, which is carried out following the schedule below:

0700-0900 Eastern Standard Time - Monday  
0700-0800 Eastern Standard Time - Tuesday-Friday

### Computerized Mail Facility

To facilitate communication between participants and the central site, and among participants, IDRC makes available the services of a Canadian domestic computerized mail system called ENVOY 100. This system is accessible in the same way as the IDRC computer, using the computer



## SYSTEM SPECIFICATION

terminal and packet-switched networks. It allows messages to be sent quickly and inexpensively. More details are provided in the *IDRIS User's Guide*.

**Data Flow Cycle**

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

In many agencies, data will exist in a form similar to that required for entry into the common data base and any possible agency-specific data base. If the data is in machine-readable format, the IDRIS Project Coordinator can advise and assist with conversion of the data to a format acceptable by MINISIS. If the data is not in machine-readable format, it may be desirable to transfer it to the worksheet designed specifically for IDRIS. Experience with other systems suggests that worksheets are a valuable tool, especially during the introduction of new systems. A worksheet is available from IDRC (see **Appendix E** for a description). It will be up to each agency to determine the optimum way in which accurate and complete data may be collected.

Before data can be entered into the common system, they must conform with the standards for each IDRIS field. These standards are described in the *Field Definitions* section of this document. The importance of adhering to these rules can not be over-stressed: inconsistent formatting of data makes information within the data base potentially inaccessible to searchers. If sorted reports are desired from either the common or private data bases, their organization is dependent on consistently recorded data.

Once the content of the data fields has been determined for each activity, the information is entered into the appropriate data base. This can be carried out online, using the terminal situated in each agency, or using various forms of off-line data entry, including worksheets or diskettes. In the case of off-line data entry, the worksheet or diskette is sent to the IDRIS Project Coordinator, who then arranges for the data to be input to the data base.

Information about the details of data entry and update, retrieval, and report generation can be found in the *IDRIS User's Guide*.

SYSTEM SPECIFICATION

**Cost Allocation**

The contributing agencies will be responsible for the collection of their own current and retrospective data. If an agency has a terminal, it will bear the cost of the terminal and any necessary data communication equipment to connect to the national packet-switched network. It will also be responsible for all data transmission costs between that computer and the DATAPAC communications network. If an agency enters data online, it will provide the operator. If the agency sends worksheets to IDRC for input, the agency will be charged by IDRC on a cost-recovery basis for the cost of the IDRC operator's services. If the agency sends data to IDRC on diskette, the agency is responsible for the cost of the diskette and mailing charges.

IDRC will provide all of the computing and data storage facilities necessary for the common data base and agency-specific data bases, as much terminal connect time as is reasonable for each agency, the use of the MINISIS software, and the necessary personnel for operational support at IDRC. IDRC will absorb all costs of using the DATAPAC communications network to access the IDRC computer and the ENVOY 100 computerized mail system, once the participating agency has accessed DATAPAC. If data is sent by IDRC to the participating agencies on diskettes, IDRC will be responsible for the cost of the diskettes and mailing charges.

IDRC is responsible for the costs of printing and distributing MINISIS and IDRIS user documentation, including this manual.

The question of cost allocation will be subject to re-evaluation from time to time.

**IDRIS in Micro-CDS/ISIS Format**

Unesco (United Nations Educational, Scientific and Cultural Organization) has developed a data base management system for IBM-compatible microcomputers, called micro-CDS/ISIS. This system is functionally compatible with MINISIS, and data exchange between the two systems, using ISO 2709 format, can easily be accomplished. Participating agencies may wish to use micro-CDS/ISIS to manage their inhouse data, and subsequently export that data to the common IDRIS data base on the IDRC computer.

The micro-CDS/ISIS software, training, documentation and support are available from a network of distributors, established by Unesco. IDRC is willing to offer the following support to potential users of this system:

- names of micro-CDS/ISIS distributors and other users in the same region

## SYSTEM SPECIFICATION

- the IDRIS data base structure in micro-CDS/ISIS format, with a print format file and data entry worksheet
- if the micro-CDS/ISIS user is already a participating member of IDRIS, the user's IDRIS data in a format suitable for input to micro-CDS/ISIS
- if requested by the user, the entire IDRIS data base or a subset in a format suitable for input to micro-CDS/ISIS.

IDRC will offer advice to users of other microcomputer-based data base management systems, on converting data on these systems to a format suitable for input to IDRIS.

### Development Data Bases Service

The IDRC Library provides non-profit institutions in Canada, and the international development research community, online search access to a collection of data bases on the IDRC computer, including the IDRIS data base. With the exception of IDRIS and a data base of acronyms of international agencies, the data bases in this collection are bibliographic. Online access to these data bases is made available to participating members of IDRIS, on permission from the owners of the data bases. More information can be obtained from the IDRIS Project Coordinator.

### System Documentation

The system documentation will consist of the following:

- this document
- *IDRIS User's Guide*
- IDRIS worksheet.

These documents and other documentation as required, including MINISIS end-user documentation, ENVOY 100 documentation, authorities such as the *Macrothesaurus* (see *Database Definition* below) and information about the IDRC Library's *Development Data Bases Service* will be provided by IDRC.

### Procedures for Data Collection and Retrieval

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

The following should be included, as applicable:

1. The stage in the administrative process at which the data will be collected.
2. The information to be collected for the agency-specific data base, if any.

**SYSTEM SPECIFICATION**

3. The form in which the data will be collected; identification of the source of documents for the information needed for each field.
4. The person(s) responsible for collecting the data, checking worksheets, entering data and proofreading the records (if online data entry is performed by the member agency).
5. The procedure for handling search requests.

## **DATABASE DEFINITION**

The IDRIS DATABASE DEFINITION is the outline of the structure used in creating a computerized data base. It includes the general structure of information storage, the language of the data base, UNISIST standards, associated authority files, and field definitions.

### **Data Base Record Structure**

The IDRIS data base consists of a number of records. Each record describes one research activity as funded by one funding agency. The content of the description is divided into fields of information; each field contains information describing one aspect of the activity. Some fields are further divided into sub-fields; each sub-field contains one component of the aspect associated with the field.

For example, the Geographic Area Under Study is one aspect of the description of the activity. The Researcher is another aspect with several components, the researcher's name and function, and the institution the researcher is linked to.

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

- i) document only the program of research, referring generically to the individual research activities;
- ii) document both the research program and the specific activities in separate records. The program records can refer generally or specifically to the specific activities, and the activities can likewise refer to the program;
- iii) document only the specific activities, with an optional reference to the program in the Notes field (P510).

The definitions of research "activity", and "research", will be determined by each participating agency according to its own criteria.

### **The Language of Data**

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

## DATABASE DEFINITION

Specifically, languages other than English are supported in the Title and Abstract. The IDRIS Technical Working Group has agreed that an English title is essential for searching, and that abstracts in English were highly desirable but not always possible. This policy may be revised if the system expands to include agencies which do not use English. Recipient Institution names may appear in another language, as described in field P310: RECIPIENT INSTITUTION.

### UNISIST Compatibility

The specifications presented here draw heavily on the UNISIST standard found in the *Reference Manual for Machine-Readable Descriptions of Research Projects and Institutions*<sup>2</sup>. The fields included in this document consist of a subset of those described in the *Reference Manual*. Two features which cannot be supported by MINISIS are indicators and subfields which repeat within the same occurrence of a field. To accommodate this, certain adjustments have been made in the recording of data that result in no loss of significant information. In addition, a few fields not specified by UNISIST have been added.

### Authority Files

An authority file is a tool which is used to ensure consistency among similar elements in a data base. In order to provide efficient access to the information in a data base, certain elements must be recorded in a standardized manner. In the IDRIS data base, the following items must be consistent: codes for alternate language of the record, countries and currencies; dates; names and acronyms of institutions; names of countries and geographical areas; and subject descriptors.

Authorities associated with the above fields are:

- for language codes, UNISIST language codes<sup>3</sup> (see **Appendix B**)
- for currency codes, ISO 4217: Codes for the Representation of Currencies and Funds<sup>4</sup> (see **Appendix C**)
- for country codes, ISO 3166: Codes for the Representation of Names of Countries<sup>5</sup> (see **Appendix C**)

---

<sup>2</sup> Dierickx, Harold and Hopkinson, Alan. *Reference manual for machine-readable descriptions of research projects and institutions*. Paris, Unesco, 1982. (PGI/81/WS/22)

<sup>3</sup> International Standard for Organization. Symbols for languages, countries and authorities. Geneva, ISO, 1967. (ISO/R 639)

<sup>4</sup> International Organization for Standardization. *Information transfer*. Geneva, ISO, 1982. (ISO Standards Handbook 1)

<sup>5</sup> *ibid*

**DATABASE DEFINITION**

- for dates, ISO 2014: Writing of calendar dates in all-numeric form<sup>6</sup> (see page 5 of this document)
- for acronyms and names of institutions, the IDRC Library's ACRONYM data base of acronyms of organizations related to international development and to the interests of IDRC
- for names of countries and geographical areas and subject descriptors, the *Macrothesaurus for Information Processing in the Field of Economic and Social Development*<sup>7</sup>

These authorities are provided by IDRC either as appendices to this document, through the IDRC Library's Development Data Bases Service, or as separate documents. For more information about these authorities, please contact the IDRIS Project Coordinator.

---

<sup>6</sup> *ibid*

<sup>7</sup> Viet, Jean. *Macrothesaurus for information processing in the field of economic and social development*. 3rd ed. United Nations, New York, 1985

## FIELD DEFINITIONS

### Field Definitions

Each of the field definitions in this manual contains the following information:

- Field Identification
- Field Characteristics
- Data Description
- Data Entry
- Examples

#### Field Identification

Each field is uniquely identified using a title, a mnemonic, and a tag. The tag and mnemonic appear at the upper right of each page; the tag and the title appear on one line starting the actual description. The tag consists of a letter followed by three digits, e.g. P010. The tags of primary fields end with a zero, while sub-field tags start with the same letter and first two numbers of the primary field tag, with the last number used to uniquely identify the sub-field, e.g. field P180 has subfields P181, P182 and P183. The title is used for documentation purposes and may contain up to 34 characters. The mnemonic is a short name of no more than 6 characters.

#### Field Characteristics

Each field is described by these three characteristics

- Status
- Repeatable
- Subfielded

Status has the three levels defined here:

- Essential:** Data must be present in the field for every record entered into the data base.
- Mandatory:** Data must be entered in the field if the information is available and the field applies to the research activity being described.
- Optional:** Data is entered in the field at the discretion of the participating agency.

Repeatable has the two options described here:

- Repeatable:** The field may occur more than once. Each occurrence of the data element is treated as a separate entry.
- Non-repeatable:** All data elements are entered in a single occurrence.



## FIELD DEFINITIONS

**Subfielded** has the two options described here:

**Elementary:** Data elements are entered directly and are subdivided into separate components. All fields are elementary fields unless subfielding is designated. This is indicated by a **No** next to the characteristic **Subfielded**:

**Subfielded:** Data elements are entered into distinct subfields that behave as individual fields but are recognized by MINISIS as belonging to the same set. This is indicated by a list of the subfields next to the characteristic **Subfielded**.

## Data Description

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

## Data Entry

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

## Example(s)

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

FIELD DEFINITIONS

IDRIS fields

Field Name	Mnemonic	Tag	Length	R	S <sup>a</sup>
Participating Agency	AGENCY	P010	10		
Agency File Identifier	FILEID	P020	30		
Alternate Language of Record	ATLANG	P030	4		
Last Date Record Updated	UPDATE	P040	10		
Last Date Record Modified	MODIFY	P050	10		
Status of Project	STATUS	P060	10		
Donor Agency	DONOR	P110	10		
Title -- English	TITLE	P120	150		
Title -- Other Language	TITLE0	P130	200		
DONOR FUNDING BY FISCAL YEAR	FUNDNG	P140		Y	Y
Amount	AMOUNT	P141	10		
Currency Code	CURNCY	P142	4		
Fiscal Year of Grant	FISCYR	P143	8		
Funding Notes	FNNOTE	P144	50		
Contact in Donor Agency	CONTAC	P150	80	Y	
Date Funds Committed	FNDATE	P160	8		
Completion Date of Activity	FINISH	P170	8		
CO-FUNDING AGENCIES	COAGEN	P180		Y	Y
Co-funding Agency Acronym/Name	CONAME	P181	100		
Co-funding Agency File Id.	COFILE	P182	25		
Funds from Co-Funding Agency	COFUND	P183	15		
TOTAL FUNDING BY DONOR AGENCY	TOTALF	P190			Y
Amount	TOTAMT	P191	20		
Currency Code	TOTCUR	P192	4		
Fiscal Year of Grant	TOTFIS	P193	8		
Funding Notes	TOTFUN	P194	50		
RECIPIENT INSTITUTION	INSTUT	P310		Y	Y
Institution Name	INNAME	P311	200		
Institution City	INCITY	P312	40		
Institution Country Code	INCTRY	P313	2		
Institution Address -- Free Form	INADDR	P314	550		
Parent Institution	PARENT	P315	100		
Link with Researcher	INLINK	P316	2		
Funding -- Donor Agency	FDONOR	P317	15		
Funding -- Local Contribution	FLOCAL	P318	15		
RESEARCHER	RESRCH	P320		Y	Y
Researcher's Name	RENAME	P321	50		
Researcher's Title	RETITL	P322	10		
Researcher's Function	REFUNC	P323	30		
Link with Institution	RELINK	P324	2		

/...continued next page

---

<sup>a</sup>R: repeatable      S: subfielded

FIELD DEFINITIONS

IDRIS fields

Field Name	Mnemonic	Tag	Length	R	S'
COOPERATING INSTITUTION	COOPIN	P330			Y Y
Cooperating Institution Name	CPNAME	P331	200		
Cooperating Institution City	CPCITY	P332	40		
Cooperating Institution Country	CPCTRY	P333	2		
Availability of Documents	AVLDOC	P340	150		Y
Geographical Area under Study	AREA	P410	200		
Macrothesaurus Subject Descriptors	THES	P420	250		
Non-thesaurus Subject Descriptors	NOTHES	P430	200		
Abstract -- English	ABSTR	P440	1200		
Abstract -- Other Language	ABSTRO	P450	1500		
Notes	NOTES	P510	250		
Post-project Summary	PPSUM	P610	1200		
Post-project Summary (Other Lang.)	PPSUM0	P620	1500		
Training Information	TRAIN	P630	500		

\* \* \* \* \*

---

'R: repeatable

S: subfielded

FIELD DEFINITIONS

ISN  
MNEMONIC: ISN

ISN: INTERNAL SEQUENCE NUMBER

**Characteristics**

Status:	Essential
Repeatable:	No
Subfielded:	No

**Data Description:**

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

No two records will have the same ISN. Each participating agency will have a unique ISN range (e.g. 1000/1999) assigned to its records by the IDRIS Project Coordinator. This range can be expanded if the participating agency contributes more records than can currently be accommodated by the ISN range.

**Data Entry:**

The ISN is generated automatically by the host computer at the time that the record is entered into the IDRIS data base.

**Example(s):**

The second record is entered into the data base. The ISN contains:

2

FIELD DEFINITIONS

P010  
MNEMONIC: AGENCY

P010: PARTICIPATING AGENCY

**Characteristics**

<b>Status:</b>	Essential
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

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

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

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

**Data Entry:**

Enter the acronym, in upper-case, of the participating agency.

**Example(s):**

**Example 1**

BOSTID collects and inputs its own data. P010 contains:

BOSTID

**Example 2**

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

GATE

**Example 3**

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

IFS

FIELD DEFINITIONS

P020  
MNEMONIC: FILEID

P020: AGENCY FILE IDENTIFIER

**Characteristics**

<b>Status:</b>	Mandatory
<b>Repeatable:</b>	Yes, if more than one identifier is assigned
<b>Subfielded:</b>	No

**Data Description:**

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

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

**Data Entry:**

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

**Example(s):**

3-P-77-0100(S1)

83.2945.2

79/156:2

FIELD DEFINITIONS

P030  
MNEMONIC: ATLANG

P030: ALTERNATE LANGUAGE OF RECORD

Characteristics

Status:	Mandatory
Repeatable:	No
Subfielded:	No

Data Description:

Field P030 denotes the language used in fields P130: TITLE - OTHER LANGUAGE and/or P450: ABSTRACT - OTHER LANGUAGE. It must be completed if information is entered in either or both of these fields.

Data Entry:

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

Example(s):

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

FRE

FIELD DEFINITIONS

P040  
MNEMONIC: UPDATE

P040: LAST DATE RECORD UPDATED

**Characteristics**

Status:	Essential
Repeatable:	No
Subfielded:	No

**Data Description:**

Field P040 contains the date on which the record was last updated. This is the date of entering or modifying the record, not the date of provision of the information or the date of completion of a worksheet.

When a record is modified, this field should be updated with the current date only when a significant update is made to the record. A significant update is one which reflects a change in the progress of the research activity, e.g. the completion of the activity or a supplement to the original grant, or one which corrects a major error in the record.

Where the change is the correction of a minor error such as a spelling mistake, do not update this field. Instead, enter the current date in P050: LAST DATE RECORD MODIFIED.

**Data Entry:**

The date follows the International Organization for Standardization's *ISO 2014: Writing of Calendar Dates in All-numeric Form YYYYMMDD*, where YYYY=year, MM=month (1-12), and DD=day (1-31).

**Example(s):**

The worksheet for the record is completed on 17 April 1988. The record is entered on 1 May 1988. The date must be entered as:

19880501

The record is subsequently modified on 10 June 1988; the date must be replaced with:

19880610



FIELD DEFINITIONS

P050  
MNEMONIC: MODIFY

P050: LAST DATE RECORD MODIFIED

Characteristics

Status:	Essential
Repeatable:	No
Subfielded:	No

Data Description:

Field P050 contains the date on which a minor change was made to the record. A minor change is a correction to a typographical error, not the addition of new data or the update of existing data.

Data Entry:

Enter the date following the format of the International Organization for Standardization's *ISO 2014: Writing of Calendar Dates in all-numeric form*, i.e YYYYMMDD, where YYYY=year, MM=month (1-12), and DD=day (1-31). If not known precisely, enter the month and day as 0000.

Example(s):

The record is modified on 14 August 1988; enter the date:

19880914

**FIELD DEFINITIONS**

**P060**  
**MNEMONIC: STATUS**

**P060: STATUS OF PROJECT**

**Characteristics**

<b>Status:</b>	Optional
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

Field P060 identifies the project as active or closed. A closed project may be one in which the research activity has been completed, or where the activity has been terminated before successful completion. The contributing agency will apply its own criteria to determine when the project is closed.

**Data Entry:**

Enter one of the following status codes: ACTIVE or CLOSED.

**Example(s):**

The record is entered on 20 July 1986, at the start of research activities. P060 contains:

ACTIVE

The project concludes on 31 August 1988. The contents of P060 are replaced with:

CLOSED

FIELD DEFINITIONS

P110  
MNEMONIC: DONOR

P110: DONOR AGENCY

**Characteristics**

Status:	Essential
Repeatable:	No
Subfielded:	No

**Data Description:**

Field P110 is used to enter the acronym of the agency funding the activities documented in the record. In most cases this information is the same as that contained in P010: PARTICIPATING AGENCY; where it differs, an agency participating in IDRIS is submitting the information on behalf of another agency. When a participating agency submits information on behalf of another agency, it is responsible for informing the Project Coordinator of the donor agency's name and acronym.

**Data Entry:**

Enter the acronym of the donor agency.

**Example(s):**

**Example 1**

A record describing a SAREC-funded research activity is submitted by SAREC. P010 and P110 contain:

P010:	SAREC
P110:	SAREC

**Example 2**

A record describing a research activity funded by the Centre for Study of Education in Developing Countries (CESO) is submitted by NUFFIC. P010 and P110 contain:

P010:	NUFFIC
P110:	CESO

FIELD DEFINITIONS

P120  
MNEMONIC: TITLE

P120: TITLE - ENGLISH

**Characteristics**

Status:	Essential
Repeatable:	No
Subfielded:	No

**Data Description:**

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

**Data Entry:**

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

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

Capitalize the first word in the title and in proper nouns.

**Example(s):**

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

Effect of fermentation on the decreasing aflatoxin  
concentration in peanut cake

FIELD DEFINITIONS

P130  
MNEMONIC: TITLE0

P130: TITLE - OTHER LANGUAGE

Characteristics

Status:	Optional
Repeatable:	No
Subfielded:	No

Data Description:

Field P130 contains the activity title in the alternate language of the record (as indicated in P030: ALTERNATE LANGUAGE OF RECORD). This may be the title in the original language of the activity, or it may be the second language.

Note: the language used in P130 must be specified in P030: ALTERNATE LANGUAGE OF RECORD.

Data Entry:

Enter the title as it appears in the documentation. Capitalize the first word in the title and the words normally capitalized in the language used. Enter the English translation of the title in P120: TITLE.

See Appendix D for information on the transcription of diacritics.

Example(s):

Entreposage du riz de montagne (Sierra Leone)

Solare Meerwasserentsalzung nach dem Greenhouse-Verfahren

FIELD DEFINITIONS

P140  
MNEMONIC: FUNDNG

P140: DONOR FUNDING BY FISCAL YEAR

**Characteristics**

**Status:** Optional: enter only if funding is allocated annually  
**Repeatable:** Yes  
**Subfielded:** P141 Amount (**AMOUNT**)  
P142 Currency Code (**CURNCY**)  
P143 Fiscal Year of Grant (**FISCYR**)  
P144 Funding Notes (**FNNOTE**)

**Data Description:**

Field P140 contains details about financial support provided by the donor agency (as entered in P110) for the research activity described in the record. This field should contain only the amount provided by the donor agency; any part of the funds provided by other donors should be entered in P180: CO-FUNDING AGENCIES.

**Data Entry:**

**P141: Amount**

Enter the amount of the financial support provided by the donor agency named in P110: DONOR AGENCY. Enter the annual allocations in repeating subfield groups. No punctuation of any kind, including a decimal point, commas, or spaces, is entered.

**P142: Currency Code**

Enter the ISO currency code for the currency used to record the amount in P141: AMOUNT. P142 also designates the currency used in P180 : CO-FUNDING AGENCIES.

See Appendix C for ISO currency codes.

/...continued next page

FIELD DEFINITIONS

P140  
MNEMONIC: FUNDNG

P143: Fiscal Year of Grant

Enter the beginning date of the fiscal year for which the funds are allocated. Enter the date following the International Organization for Standardization's *ISO 2014: Writing of Calendar Dates in All-numeric Form YYYYMMDD*, where YYYY=year, MM=month (1-12), and DD=day (1-31). If the date is not known precisely, enter the month and day as 0000.

P144: Funding Notes

Enter any notes related to the funding of the research activity, e.g. staff allocations or budget components. This field is not used to enter general notes about the research activity, which are entered in P510: NOTES.

**Example(s):**

**Example 1**

The sum of 900000 Swedish Kronor is allocated to a project in two fiscal instalments: 400000 in the fiscal year 1 July 1986 - 30 June 1987, and 500000 in the fiscal year 1 July 1987 - 30 June 1988.

P140 contains:

P141: 400000  
P142: SEK  
P143: 19860701

P141: 500000  
P142: SEK  
P143: 19870701

/...continued next page

**FIELD DEFINITIONS**

**P140**  
**MNEMONIC: FUNDNG**

**Example(s):**

**Example 2**

688000 in American dollars has been allocated and contributed to a project for 1 January 1983 through 31 December 1989 in the following installments: 90000 in 1983, 145000 in 1984, 145000 in 1985, 154000 in 1986, and 154000 in 1987. In 1985 a 60000 supplement was added and the figure for that year was revised.

P140 contains:

P141: 90000  
P142: USD  
P143: 19830101

P141: 145000  
P142: USD  
P143: 19840101

P141: 205000  
P142: USD  
P143: 19850101  
P144: 60000 supplement

P141: 154000  
P142: USD  
P143: 19860101

P141: 154000  
P142: USD  
P143: 19870101

/...continued next page



FIELD DEFINITIONS

P150  
MNEMONIC: CONTAC

P150: CONTACT IN DONOR AGENCY

**Characteristics**

Status: Optional  
Repeatable: Yes, if there is more than one contact person  
Subfielded: No

**Data Description:**

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

**Data Entry:**

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

**Example(s):**

Mr. Robert LeBlond, Program Officer, Cartography

Information Officer

Information Services Manager

Project Manager

Health Sciences Division

FIELD DEFINITIONS

P160  
MNEMONIC: FNDATE

P160: DATE FUNDS COMMITTED

**Characteristics**

<b>Status:</b>	Mandatory
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

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

This field indicates, as closely as possible, the date on which the donor agency (as entered in P110: DONOR AGENCY) and the recipient(s) (as entered in P310: RECIPIENT INSTITUTION) agreed to proceed with the activity. It may differ from other dates collected for administrative purposes, e.g., the date on which funding becomes available, the date of allocation, or the date of appropriation.

**Data Entry:**

Enter the date in accordance with the International Organization for Standardization's *ISO 2014: Writing of Calendar Dates in all-numeric Form YYYYMMDD*, where YYYY=year, MM=month (1-12), and DD=day (1-31). If not known precisely, enter the month and day as 0000.

**Example(s):**

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

19810326

FIELD DEFINITIONS

P170  
MNEMONIC: FINISH

P170: COMPLETION DATE OF ACTIVITY

Characteristics  
Status: Mandatory  
Repeatable: No  
Subfielded: No

Data Description:

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

Data Entry:

Enter the date in accordance with the International Organization for Standardization's *ISO 2014: Writing of Calendar Dates in all-numeric Form YYYYMMDD*, where YYYY=year, MM=month (1-12), and DD=day (1-31). If not known precisely, enter the month and day as 0000.

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

Example(s):

Example 1

The projected completion date is in 1986, but is not known exactly. P170 contains:

19860000

Example 2

The projected completion date was May 1987, but the project was granted an extension to 31 August 1989. P170 contains:

19890831

## FIELD DEFINITIONS

**P180**  
**MNEMONIC: COAGEN**

**P180: CO-FUNDING AGENCIES****Characteristics**

<b>Status:</b>	Optional
<b>Repeatable:</b>	Yes
<b>Subfielded:</b>	P181 Co-funding Agency Acronym/Name (CONAME)
	P182 Co-funding Agency File Identifier (COFILE)
	P183 Funding from Co-funding Agency (COFUND)

**Data Description:**

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

**Data Entry:****P181: Co-funding Agency Acronym/Name****1. Format**

Enter the official acronym of the co-funding agency. This can be found in one of the following sources:

- IDRC acronyms list<sup>10</sup>
- official publications produced by the institution
- the institution's letterhead
- other documents related to the research activity

**Example(s):**

WHO  
Unesco  
UNDP  
SIDA

/...continued next page

---

<sup>10</sup> ACRONYM Database of acronyms of organizations related to international development. Available through IDRC Library Development Data Bases Service.

FIELD DEFINITIONS

P180  
MNEMONIC: COAGEN

If no acronym exists, e.g. for a university, or a Government Department, enter the official name of the co-funding agency.

**Example(s)**

Ford Foundation  
Club du Sahel  
France. Ministère de la Coopération

2. Choice of Language

When there is more than one language version of the acronym or name, choose the one which is the most commonly used. Consult the section on Choice of Language in subfield P311: INSTITUTION NAME for guidelines.

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

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

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

Enter the total funding supplied by the co-funding agency. No provision is made for breaking down the funding over the life of the activity. The currency must be the same as that entered in P142: CURRENCY CODE or P192: CURRENCY CODE. No punctuation of any kind, including decimal point, commas, or spaces, is entered.

/...continued next page

FIELD DEFINITIONS

P180  
 MNEMONIC: COAGEN

**Example(s):**

**Example 1**

An activity funded by both IDRC and SAREC is entered by both participants.

IDRC RECORD	SAREC RECORD
P141: 185750	4240000
P141: CAD	SEK
P181: SAREC	IDRC
P182: REG-LAP-CEDES	3-P-83-0346
P183: 706667	1114500

**Example 2**

An activity is funded by IDRC, SAREC, and GATE. Each participant submits a record of the activity:

IDRC RECORD	SAREC RECORD	GATE RECORD
P141: 20000	126000	36000
P142: CAD	SEK	DEM
P181: SAREC	IDRC	SAREC
P182: 1427	3-P-82-4476	1427
P183: 21000	120000	42000
P181: GATE	GATE	IDRC
P182: 81.2075.8	81.2075.8	3-P-82-4476
P183: 18000	108000	40000

**FIELD DEFINITIONS**

**P190**  
**MNEMONIC: TOTALF**

**P190: TOTAL FUNDING BY DONOR AGENCY**

**Characteristics**

<b>Status:</b>	Optional
<b>Repeatable:</b>	No
<b>Subfielded:</b>	P191 Amount ( <b>TOTAMT</b> )
	P192 Currency Code ( <b>TOTCUR</b> )
	P193 Fiscal Year of Grant ( <b>TOTFIS</b> )
	P194 Funding Notes ( <b>TOTFUN</b> )

**Data Description:**

Field P190 contains details about financial support provided by the donor agency (as entered in P110) for the research activity described in the record. Only the amount provided by the participating agency is entered here. If individual disbursements by fiscal year are entered in P140, P190 should contain the sum of the amounts in P140.

**Data Entry:**

No punctuation of any kind, including a decimal point, commas, or spaces, is entered.

**P191: Amount**

Enter the amount of the financial support provided by the donor agency named in P110: DONOR AGENCY. Enter the total amount over the entire life of the research activity. No punctuation of any kind, including decimal point, commas, or spaces, is entered.

**P192: Currency Code**

Enter the ISO currency code for the currency used to record the amount in P191: AMOUNT. P192 also designates the currency used in P180: CO-FUNDING AGENCIES. The ISO currency codes are listed in Appendix C.

/...continued next page

FIELD DEFINITIONS

P190  
 MNEMONIC: TOTALF

**P193: Fiscal Year of Grant**

If the funds must be spent within a specific fiscal year, P193 contains the beginning date of that fiscal year. Enter the date following the format of the International Organization for Standardization's *ISO 2014: Writing of Calendar Dates in all-numeric form*, i.e YYYYMMDD, where YYYY=year, MM=month (1-12), and DD=day (1-31). If not known precisely, enter the month and day as 0000. If the funds can be spent at any time, no date is entered in this subfield. Do not enter a date in this subfield if individual disbursements are entered by fiscal year in P140.

**P194: Funding Notes**

Enter any notes related to the funding, for example, staff allocations or budget components.

**Example(s):**

**Example 1**

The sum of 400000 American dollars is allocated over the life of the project, without reference to a fiscal year. P190 contains:

P191: 400000  
 P192: USD

**Example 2**

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

P140 contains:

P141: 400000	P141: 500000
P142: SEK	P142: SEK
P143: 19830701	P143: 19840701

P190 contains:

P191: 900000  
 P192: SEK

/...continued next page



FIELD DEFINITIONS

P190  
MNEMONIC: TOTALF

**Example 3**

An activity is funded 40000 DM and also receives an allocation of 25 staff months. The funds are not tied to a particular fiscal year. P190 contains:

P191: 40000  
P192: DEM  
P194: 25 staff months

FIELD DEFINITIONS

P310  
MNEMONIC: INSTUT

P310: RECIPIENT INSTITUTION

Characteristics

Status:	Mandatory
Repeatable:	Yes, if research is carried out by or in more than one institution
Subfielded:	P311 Institution Name/Acronym (INNAME) P312 Institution City (INCITY) P313 Institution Country Code (INCTRY) P314 Institution Address - Free Form (INADDR) P315 Parent Institution (PARENT) P316 Link with Researcher (INLINK) P317 Funding - Donor Agency (FDONOR) P318 Funding - Local Contribution (FLOCAL)

Data Description:

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

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

Data Entry:

Before recording an institution's name, consult the IDRIS data base, by searching field P311. Look for the full name, individual words in the name, or the acronym. If the institution is not already recorded as a recipient in the IDRIS data base, consult the IDRC acronyms list<sup>11</sup> or ask the IDRIS Project Coordinator for assistance.

Note: If an error is found in the IDRIS data base or the acronyms list, please notify the Project Coordinator.

/...continued next page

---

<sup>11</sup> ACRONYM Database of acronyms of organizations related to international development. Available through IDRC Library Development Data Bases Service

## FIELD DEFINITIONS

P310  
MNEMONIC: INSTUT

If no entry is found for the institution in the IDRIS data base or the acronyms list, enter the different elements in the subfields P311 to P315, according to the guidelines presented here.

**P311: Institution Name****1. Format**

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

## ACRONYM

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

**2. Choice of Language**

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

English: Anglophone Africa  
Countries in which English is an official or widely used language

French: Francophone Africa  
Countries in which French is an official or widely used language

Spanish: Spanish-speaking Latin America

Portuguese: Ex-Portuguese colonies, Brazil

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

**Note:** Participants can communicate, through the Technical Coordinator, their choice of language for national institutions in their respective countries.

/...continued next page

FIELD DEFINITIONS

P310  
MNEMONIC: INSTUT

**3. International Organizations**

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

**4. Government ministries/departments**

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

**Example(s):**

Gambia. Ministry of Agriculture and Natural Resources

Ethiopia. Ministry of Rural Development

Bolivia. Ministerio de Planemiento y Coordinacion

Tunisie. Conseil National du Plan

**5. Other institutions and organizations**

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

- official publications produced by the institution
- IDRC acronyms list<sup>12</sup>
- the institution's letterhead
- other documentation related to the research activity

/...continued next page

---

<sup>12</sup> ACRONYM Database of acronyms of organizations related to international development. Available through IDRC Library Development Data Bases Service.

**FIELD DEFINITIONS**

**P310**  
**MNEMONIC: INSTUT**

**Example(s):**

University of Addis Ababa  
Bangladesh Institute of Development Studies (BIDS)  
Centre National de Documentation Agricole (CNDA)  
Quaid-I-Azam University. Department of Economics  
Animal Research Institute  
International Crops Research Institute for the Semi-  
Arid Tropics (ICRISAT)  
National Information and Documentation Centre (NIDOC)

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

**Example(s):**

Centro Internacional de la Papa (CIP, IPC)  
International Livestock Centre for Africa (ILCA,  
CIPEA)

**6. Subordinate entities**

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

Institution name (ACRONYM). Subordinate Entity

/...continued next page

FIELD DEFINITIONS

P310  
MNEMONIC: INSTUT

**Example(s):**

**Example 1**

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

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

**Example 2**

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

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

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

**Example 3**

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

P311: University of Ibadan. Clinical Pharmacology Unit

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

**Example 4**

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

P311: Sankt Görän Hospital. Pediatric Clinic  
P315: Karolinska Institute

/...continued next page

FIELD DEFINITIONS

P310  
MNEMONIC: INSTUT

**P312: Institution City**

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

**Example(s):**

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

P312: Kabacan

**P313: Institution Country Code**

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

**P314: Institution Address - Free Form**

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

**Example(s):**

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

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

**P315: Parent Institution**

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

/...continued next page

## FIELD DEFINITIONS

**P310**  
**MNEMONIC: INSTUT**

**Example 1**

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

P311: International Grain Legume Centre  
P312: International Institute of Tropical Agriculture  
(IITA)

**Example 2**

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

P311: Centre de Recherches et d'Etudes  
Administratives (CREA)  
P315: Ecole Nationale d'Administration (ENA)

**P316: Link with Researcher**

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

**Example(s):****First institution**

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

**Second institution**

P311: National Bacteriological Laboratory. Department  
of Bacteriology  
P312: Stockholm  
P313: SE  
P316: B

/...continued next page



FIELD DEFINITIONS

P310  
MNEMONIC: INSTUT

P317: Funding - Donor Agency

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

P318: Funding - Local Contribution

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

Example(s):

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

First institution

P311: Solomon Islands. Ministry of Natural Resources  
P312: Honiara  
P313: SB  
P316: A  
P317: 65000  
P318: 35000

Second institution

P311: Solomon Islands. Dodo Creek Research Station  
P312: Honiara  
P313: SB  
P316: B  
P317: 50000  
P318: 30000

## FIELD DEFINITIONS

P320  
 MNEMONIC: RESRCH

## P320: RESEARCHER

**Characteristics**

<b>Status:</b>	Mandatory
<b>Repeatable:</b>	Yes
<b>Subfields:</b>	P321: Researcher's Name ( <b>RENAME</b> )
	P322: Researcher's Title ( <b>RETITL</b> )
	P323: Researcher's Function ( <b>REFUNC</b> )
	P324: Link with Institution ( <b>RELINK</b> )

**Data Description**

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

**Data Entry****P321: Researcher's Name****General Rules**

1. Enter the family name first, followed by a comma and a space, and the given (calling) names(s) or initial(s). Initials are followed by a period but not separated by spaces. Note that family names are sometimes written in CAPITAL LETTERS, for example: Amadi Kane DIALLO.

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

**Example(s):**

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

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

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

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

**Example(s):**

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

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

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

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

/...continued next page

## FIELD DEFINITIONS

P320  
 MNEMONIC: RESRCH

African names

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

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

Arabic names

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

Example(s):

Fatimah Barakat  
 P321: Barakat, Fatimah

Jamil Mattar  
 P321: Mattar, Jamil

2. **Compound names containing prefixes**

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

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

**Example(s):**

Mohammed Al-Afghani  
P321: Al-Afghani, Mohammed

Tahir Abdul Hakim  
P321: Abdul Hakim, Tahir

Tawfiq Abou Shakra  
P321: Abou Shakra, Tawfiq

Tariq Ben Hamoud  
P321: Ben Hamoud, Tariq

Abdel Khader Shukrallah  
P321: Shukrallah, Abdel Khader

Abdul Rahman Ibn Khaldoun  
P321: Ibn Khaldoun, Abdul Rahman

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

**3. Compound names containing suffixes**

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

**Example(s):**

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

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

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

/...continued next page

## FIELD DEFINITIONS

P320  
 MNEMONIC: RESRCH

Asian Names

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

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

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

<u>Country</u>	<u>Examples</u>
India	Chatterjee, Bishwa B. Sharma, Baldev Raj
Indonesia	Soedjatmoko Martadihardja Dachlan, Eddie Sumardi
Malay	Merican Faridah Abdullah Sanusi bin Ahmad
Pakistan	Siddiqui, Akhtar H. Hasnain, Mehdi
Thailand	Chakrit Noranitpadungkarn Jingjai Hanchanlash

Chinese names

**Note:** The following guidelines also apply to Korean names.  
 (see (6) below for examples of Korean names)

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

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

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

**Example(s):**

Lim Hong-Too  
P321: Lim Hong-Too

Mao Zedong  
P321: Mao Zedong

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

**Example(s):**

Hwa-Wei Lee  
P321: Lee Hwa-Wei

Yok-Leng Chang  
P321: Chang Yok-Leng

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

**Example(s):**

Richard Lee  
P321: Lee, Richard

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

**Example(s):**

Philip Loh Fook Seng  
P321: Loh, Philip Fook Seng

Maria Ng Lee Hoon  
P321: Ng, Maria Lee Hoon

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

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

**Example(s):**

Lim Huck Tee  
P321: Lim Huck Tee

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

**Example(s):**

Koh Hoe-Young  
Choe Jung-Tai  
Yu Kyong-Hee  
Kim Ku

European names

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

1. **Compound family names**

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

**Example(s):**

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

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

Martha Beya de Modernell  
P321: Beya de Modernell, Martha

Alfonso Medina Echeverria  
P321: Medina Echeverria, Alfonso

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

/...continued next page



FIELD DEFINITIONS

P320  
 MNEMONIC: RESRCH

2. Family names with prefix(es)

2.1 Enter the following prefixes after the given names:

af op de ter van der von der  
 den ten van von

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

am del di la les ver zur  
 de della du las li vom de la delle  
 l' le los zum

Example(s):

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

Jean de Chantal  
 P321: de Chantal, Jean

René La Bruyère  
 P321: La Bruyère, René

M. della Rosa  
 P321: della Rosa, M.

Isidoro del Lungo  
 P321: del Lungo, Isidoro

Bernardo la Fuente  
 P321: la Fuente, Bernardo

Susana las Heras  
 P321: las Heras, Susana

Aja ver Boven  
 P321: ver Boven, Aja

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

3. Portuguese names

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

**Example(s):**

Ovido Saraiva de Carvalho e Silva

P321: Silva, Ovido Saraiva de Carvalho e

Paulo Fernando de Moraes Farias

P321: Farias, Paulo Fernando de Moraes

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

**Example(s):**

Victor Vidal Neto

P321: Vidal Neto, Victor

A.F. Coimbra Filho

P321: Coimabra Filho, A.F.

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

**Example(s):**

Antonio Luis Neto

P321: Neto, Antonio Jorge

Jorge Sobrinho

P321: Sobrinho, Jorge

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

**P322: Researcher's Title**

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

**Example(s):**

Prof.	Dr.
Mr.	Ing.
Ms.	Lic.

**P323: Researcher's Function**

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

**Example(s):**

Director  
Team Leader  
Head  
Deputy Executive Secretary  
Senior Research Scientist

**P324: Link with Institution**

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

/...continued next page

FIELD DEFINITIONS

P320  
MNEMONIC: RESRCH

**Example**

A research project is carried out by Dr. Kama Funzi Mundindambi at the Institut de Recherche Scientifique and by Dr. A.M. Ermans at the Université Libre de Bruxelles. The relevant fields contain:

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

P311: Université Libre de Bruxelles  
P316: B

P321: Kama Funzi Mundindambi  
P324: A

P321: Ermans, A.M.  
P324: B

FIELD DEFINITIONS

P330  
MNEMONIC: COOPIN

P330: COOPERATING INSTITUTION

**Characteristics**

<b>Status:</b>	Mandatory
<b>Repeatable:</b>	Yes, if there is more than one institution
<b>Subfields:</b>	P331: Institution Name (CPNAME) P332: Institution City (GPCITY) P333: Institution Country Code (GPCTYR)

**Data Description**

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

**Data Entry**

Follow guidelines provided for entry of subfields P311 to P313.

FIELD DEFINITIONS

P340  
MNEMONIC: AVLDOC

P340: AVAILABILITY OF DOCUMENTS

<b>Characteristics</b>	
<b>Status:</b>	Optional
<b>Repeatable:</b>	Yes
<b>Subfielded:</b>	No

**Data Description:**

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

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

**Data Entry:**

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

**Example(s):**

**Example 1**

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

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

/...continued next page

**FIELD DEFINITIONS**

**P340**  
**MNEMONIC: AVLDOC**

**Example 2**

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

Project report expected to be released in July 1983

or

Planned date of release of project report: July 1983

**Example 3**

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

Project documents available, in Chinese, from local Chinese embassies

## FIELD DEFINITIONS

P410  
 MNEMONIC: AREA

## P410: GEOGRAPHICAL AREA UNDER STUDY

**Characteristics**

<b>Status:</b>	Mandatory
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

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

The Geographical Area under Study may refer to any kind of geographical or geopolitical entity such as a country, a political grouping of countries (e.g. an intergovernmental organization like ASEAN or the Andean Group), a marine or land area (e.g. South East Asia or the Subtropical Zone), a particular regional grouping (e.g. North Africa), and others. The terms must be drawn from the *Macrothesaurus*<sup>13</sup>, with the exception of the term **global**. This term, which is not a *Macrothesaurus* term, may be used to describe projects which have a worldwide application, i.e. where no specific area is the target of the study.

**Data Entry:**

Enter group names only when the research refers to the group as a whole. If the research refers to individual countries, enter them separately. If the research refers to specific countries as part of a group, enter the country names and the group names.

Enter each geographical name between slashes (/).

/...continued next page

---

<sup>13</sup> Viet, Jean. *Macrothesaurus for information processing in the field of economic and social development*. 3rd ed. United Nations, New York, 1985.



FIELD DEFINITIONS

P410  
MNEMONIC: AREA

**Example(s):**

**Example 1**

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

/Surinam/

**Example 2**

An organic chemistry research group is studying the production  
of a bio-degradable plastic. No particular geographic area is  
under study. P410 contains:

/global/

**Example 3**

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

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

**Example 4**

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

/Sahel/

## FIELD DEFINITIONS

P420  
MNEMONIC: THES

## P420: MACROTHESAURUS SUBJECT DESCRIPTORS

**Characteristics**

<b>Status:</b>	Essential
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

Field P420 contains one or more English-language descriptors that reflect the subject content of the research activity. The terms are taken from the English version of the *Macrothesaurus*<sup>14</sup> with additions as agreed to by the participating agencies. Additions will be distributed by IDRC.

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

**Selection**

1. Read the research document, paying particular attention to the abstract, headings, introduction and conclusion.
2. Formulate the major concepts treated in the research document and make a list of preliminary terms that describe these concepts.
3. Consult the alphabetical list of descriptors in the *Macrothesaurus* under each preliminary term.
4. When a preliminary term is found as a descriptor:
  - 4.1 Read the scope note (SN), if there is one, and the descriptors listed as broader (BT), narrower (NT), and related (RT) terms, to determine whether the original descriptor, or one of those listed under it, corresponds to the concept expressed by the preliminary term. Preference should be given to the most specific descriptor applicable to the concept.

/...continued next page

---

<sup>14</sup>Viet, Jean. *Macrothesaurus for information processing in the field of economic and social development*. 3rd ed. United Nations, New York, 1985.

FIELD DEFINITIONS

P420  
MNEMONIC: THES

- 4.2 Consult the appropriate descriptor group to avoid improper use of a descriptor and to find other descriptors relating to the same subject area. For example, all diseases are grouped under 15.04.02.
5. When an appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions.
6. When no descriptor is found to correspond to an essential concept contained in the documentation, use field P430: NON-THESAURUS SUBJECT DESCRIPTORS.
7. The user's needs must be kept in mind at all times. For each descriptor selected, ask the question: "If a user were doing a search on this particular topic, would he/she find this research activity pertinent?" If the answer is "No", the descriptor should not be selected.

Following is a list of ways to avoid pitfalls when selecting descriptors.

1. DO NOT rely on the title and the summary only, as these may not provide sufficient information.
2. DO NOT select a broader term (BT) when a narrower term (NT) is more appropriate. **Example:** Do not use /migrations/ when a research activity deals only with /seasonal migrations/.
3. DO NOT use the names of countries or regions as descriptors.

**Data Entry:**

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

**Example(s):**

/agricultural wastes/ /animal feed/

/water treatment/ /engineering design/

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

FIELD DEFINITIONS

P430  
MNEMONIC: NOTHES

P430: NON-THESAURUS SUBJECT DESCRIPTORS

**Characteristics**

Status:	Optional
Repeatable:	No
Subfielded:	No

**Data Description:**

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

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

To avoid problems arising from variant spelling of terms related to agriculture (e.g. MYCORRHIZA and MYCORRHIZAE) the donor is requested to consult the following sources to determine the correct spelling of the term:

- the IDRIS data base (search field P430 to see if the term has already been entered by another donor)
- the AGROVOC thesaurus<sup>15</sup>
- the CAB thesaurus<sup>16</sup> (if the term cannot be found in the AGROVOC thesaurus)

If the AGROVOC and CAB thesauri are not available, the donor may contact the Project Coordinator for assistance. If the term is not found in any one of the above sources, the donor should enter the term as it is spelled in the project documentation.

/...continued next page

---

<sup>15</sup> Leatherdale, D. AGROVOC: a multilingual thesaurus of agricultural terminology. FAO. Rome, Apimondia, 1982

<sup>16</sup> CAB thesaurus. Commonwealth Agricultural Bureaux. Oxon, CAB International, 1988

FIELD DEFINITIONS

P430  
MNEMONIC: NOTHES

Other terms may come from any source the donor consults. The Technical Working Group may recommend authorities for standardised spelling of other terms, e.g. medical and health-related descriptors, as the need arises.

**Data entry:**

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

**Example(s):**

/mycorrhizae/

/water affairs management/

/wing beans/

/instrumentation technology/

FIELD DEFINITIONS

P440  
MNEMONIC: ABSTR

P440: ABSTRACT - ENGLISH

**Characteristics**

Status:	Mandatory
Repeatable:	No
Subfielded:	No

**Data Description:**

Field P440 contains a short (no more than 1200 characters) text describing the research activity. It is entered in English. If no English abstract is available, the abstract in another language can be entered in P450: ABSTRACT - OTHER LANGUAGE. Abstracts should include:

- background information on the topic
- objectives of the project
- methodology used
- potential impact and benefits of the project.

**Data entry:**

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

When writing the abstract, use short, uncomplicated sentences and try to avoid numbering of items. Favour the active over the passive voice.

**Example(s):**

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

## FIELD DEFINITIONS

P450  
MNEMONIC: ABSTRO

## P450: ABSTRACT - OTHER LANGUAGE

**Characteristics**

<b>Status:</b>	Optional
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

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

**Data Entry:**

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

**Example(s):**

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

FIELD DEFINITIONS

P510  
MNEMONIC: NOTES

P510: NOTES

**Characteristics**

Status: Optional  
Repeatable: No  
Subfielded: No

**Data Description:**

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

**Data Entry:**

Enter any information considered of general interest by the agency supplying the record, *for example*:

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

**Example(s):**

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

Part of bilateral program with the Korean government



## FIELD DEFINITIONS

P610  
MNEMONIC: PPSUM

## P610: POST-PROJECT SUMMARY

**Characteristics**

<b>Status:</b>	Optional
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

Field P610 contains a short (no more than 1500 characters) text describing the results and outcomes of the completed research activity.

Information in the post-project summary is entered at the discretion of the contributing agency. The summary should describe the results of the project and outcomes such as further studies or published documents. The summary may describe methodologies used during the research.

The summary is a complement to the abstract (P440: ABSTRACT - ENGLISH) and should not attempt to re-state the objectives of the project or repeat information contained in the abstract. If the outcomes of the project include published documents, the titles of the documents should be listed in P340: AVAILABILITY OF DOCUMENTS if they are known.

**Data entry:**

When entering the post-project summary, follow the rules for data entry for P440: ABSTRACT - ENGLISH.

**Example(s):**

This project resulted in the establishment of forest species trials in the three major agrarian zones of Huaraz, Huancayo and Cuzco, in the central and southern uplands of Peru. Selection of Eucalyptus and coniferous species was carried out in separate but parallel series of trials. A total of 14 Eucalyptus and 13 coniferous trials were established, each one hectare in area. Nursery and plantation technique experiments were established in 1978 and 1979. Two silvopastoral trials were established at Huaraz and Huancayo. The main value of these trials was to demonstrate the potential of integrated silvopastoral systems to the rural population. Attempts to establish native fodder tree (Prosopis) plantations resulted in information on plantation and irrigation techniques. Research was carried to a second phase.

FIELD DEFINITIONS

P620  
MNEMONIC: PPSUMO

P620: POST-PROJECT SUMMARY - OTHER LANGUAGE

**Characteristics**

Status:	Optional
Repeatable:	No
Subfielded:	No

**Data Description:**

Field P620 contains a short text (no more than 1500 characters) describing the results and outcomes of the completed research activity in the language entered in P030: ALTERNATE LANGUAGE OF RECORD. Description of the data and rules for data entry are similar to those for P610: POST-PROJECT SUMMARY. If at all possible, the summary should be translated into English and entered in P610: POST-PROJECT SUMMARY.

**Data Entry:**

If non-Roman characters are used they must be transliterated or created using diacriticals as documented in Appendix D. No paragraphing is supported for input or output.

**Example(s):**

Le développement de la 3e version du logiciel MULBUD s'est terminé en septembre 1983; sa distribution a commencé au début de 1984. Les données intrant-extrant sur le bétail peuvent maintenant être entrées dans le système et on peut établir des modèles mixtes d'élevage du bétail et de cultures adaptés aux besoins des usagers. On a complété en janvier 1984 la révision du manuel de l'utilisateur. La création d'une brochure et d'un formulaire de commande visait à faciliter la diffusion du programme. En outre, un certain nombre d'articles publiés, de documents de travail et du matériel didactique se rattachant à l'intégration des systèmes mixtes d'agro-foresterie ont fait l'objet de recherches et ont vu le jour pendant ce projet.

**FIELD DEFINITIONS**

**P630**  
**MNEMONIC: TRAIN**

**P630: TRAINING INFORMATION**

**Characteristics**

<b>Status:</b>	Optional
<b>Repeatable:</b>	No
<b>Subfielded:</b>	No

**Data Description:**

P630 contains a short statement describing training activities supported by the project.

**Example 1:**

ICRAF developed two training exercises based on its activities in Malaysia and Kenya. About 335 participants received training over the period September 1983-June 1985. A slide series on MULBUD was prepared to complement the training seminars.

**Example 2:**

Two students were recruited for training at the University of Dar es Salaam. Farmers and villagers were trained in tree planting techniques.

**Example 3:**

Thesis work for a Ph.D. from the University of Waterloo was undertaken by the principal researcher Mrs. Ruth Moore.

**BIBLIOGRAPHY**

**BIBLIOGRAPHY**

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

Di Lauro, Anne and Sly, Maureen. Recommended Methods for Development-Information Systems, Volume 2: Guidelines for the Building of Authority Files in Development-Information Systems. Ottawa, IDRC, 1985 (IDRC-TS52e)

International Federation of Library Associations and Institutions. International Office for UBC. Names of persons: national usages for entry in catalogues. 3d ed. London, IFLA International Office for UBC, 1977

International Federation of Library Associations and Institutions. International Office for UBC. Supplement to Names of persons: national usages for entry in catalogues. London, IFLA International Office for UBC, 1980

International Organization for Standardization. Codes for the representation of currencies and funds. 2d ed. Geneva, ISO, 1981 (ISO 4217)

International Organization for Standardization. Codes for the representation of names of countries. Geneva, ISO, 1974. Amendments issued frequently. (ISO 3166)

International Organization for Standardization. Documentation - format for bibliographic information interchange on magnetic tape. Geneva, ISO, 1973 (ISO 2709)

International Organization for Standardization. Information transfer: handbook on international standards governing information transfer. Geneva, ISO, 1982 (ISO Standards Handbook 1)

International Organization for Standardization. International system for the transliteration of Arabic characters. Geneva, ISO, 1961 (ISO/R 233)

International Organization for Standardization. International system for the transliteration of Slavic Cyrillic characters. 2d ed. Geneva, ISO, 1968 (ISO/R 9)

International Organization for Standardization. Symbols for languages, countries and authorities. Geneva, ISO, 1967 (ISO/R 639)

International Organization for Standardization. Writing of calendar dates in all-numeric form. Geneva, ISO, 1976 (ISO 2014)

Morin-Labatut, Gisèle and Sly, Maureen. Recommended Methods for Development-Information Systems, Volume 1: Manual for the Preparation of Records in Development-Information Systems. Ottawa, IDRC, 1982 (IDRC-TS40e)

**BIBLIOGRAPHY**

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

Thompson, Donald F. A Cooperative Inter-Agency Research Activity Information System: Feasibility Study. Ottawa, IDRC, 1983 (IDRC Doc. No. 343)

Viet, Jean. Macrothesaurus for information processing in the field of economic and social development. 3rd ed. New York, United Nations, 1985

APPENDIX A

APPENDIX A: AGENCY ACRONYMS<sup>1</sup>

**BOSTID** Board on Science and Technology for International  
Development

ATTN: Ms. Wendy White  
BOSTID  
National Research Council  
Office of International Affairs  
2101 Constitution Ave.  
Washington, D.C. 20418, USA

**FINNIDA** Finnish International Development Agency

ATTN: Ms Riitta Favourin  
Institute of Development Studies  
University of Helsinki  
Hämeentie 153 B  
SF-00560 Helsinki, FINLAND

**GATE<sup>2</sup>** German Appropriate Technology Exchange  
Postfach 5180  
D-6236 Eschborn, GERMANY

**IDRC** International Development Research Centre

ATTN: Ms. Mary Campbell  
IDRC  
P.O. Box 8500  
Ottawa, Ont. K1G 3H9, CANADA

**IFS** International Foundation for Science  
ATTN: Ms. Judith Furberg  
IFS  
Grev Turegatan 19  
S-114 38 Stockholm, SWEDEN

/...continued next page

---

<sup>1</sup> Updated April 1991

<sup>2</sup> Not actively participating at present.

APPENDIX A

- JICA** Japan International Cooperation Agency  
ATTN: Information Division  
Institute for International Cooperation  
10-5, Ichigaya Honmura-cho  
Shinjuku-ku  
Tokyo 162, JAPAN
- NUFFIC<sup>3</sup>** Netherlands Universities Foundation for International  
Cooperation  
The Hague  
NETHERLANDS
- SAREC** Swedish Agency for Research Co-operation with  
Developing Countries  
ATTN: Ms. Karin von Schläbrugge  
SAREC  
Klarabergsgatan 23  
P.O. Box 161 40  
S-103 23 Stockholm, SWEDEN
- UNU** United Nations University  
ATTN: Mr. Jonathan Holliman  
UNU  
Toho Seimei Building  
15-1, Shibuya 2-Chome  
Shibuya-Ku  
Tokyo 150, JAPAN

---

<sup>3</sup> Not actively participating at present.

APPENDIX B

APPENDIX B: UNISIST LANGUAGE CODES

Acholi	ACH	Anglo-Saxon (ca. 600-1100)	ANG
Acoli <i>See Acholi</i>		Annamese <i>See Vietnamese</i>	
Afrinili	AFH	Anzanite <i>See Elamite</i>	
Afrikaans	AFR	Apache	APA
Afro-Asiatic (Other)	AFA	Arabic	ARA
Ainu <i>See Miscellaneous</i>		Aramaic	ARC
Akan Group <i>See Niger-Congo (Other)</i>		Arapahoe	ARP
Akkadian	AKK	Araucanian	ARN
Albanian	ALB	Arawak	ARW
Aleut	ALE	Armenian	ARM
Algonquin	ALG	Armoric <i>See Breton</i>	
Aljamia	AJM	Ashanti <i>See Niger-Congo (Other)</i>	
Amarinya <i>See Amharic</i>		Assamese	ASM
Amharic	AMH	Assyro-Babylonian <i>See Akkadian</i>	
Ancient Greek <i>See Greek, Classical</i>		Avar	AVA
Ancient Hebrew <i>See Hebrew</i>		Avaric <i>See Avar</i>	
Anglo-Norman <i>See Romance (Other)</i>		Avesta	AVE



APPENDIX B

Avestan <i>See Avesta</i>		Biluchi <i>See Baluchi</i>	
Aymara	AYM	Bishari <i>See Beja</i>	
Azerbaijani	AZE	Blackfoot	BLA
Azeri <i>See Azerbaijani</i>		Bohemian <i>See Czech</i>	
Aztec <i>See Nahuatl</i>		Breton	BRE
Baltic (Other)	BAT	Bulgarian	BUL
Baluchi	BAL	Bulgarian, Old <i>See Church Slavic</i>	
Bamana <i>See Bambara</i>		Burmese	BUR
Bambara	BAM	Bushman <i>See Sub-Saharan African (Other)</i>	
Bantu <i>See Niger-Congo (Other)</i>		Byelorussian <i>See Belorussian</i>	
Bashkir	BAK	Caddo	CAD
Basque	BAQ	Cambodian	CAM
Bedja <i>See Beja</i>		Canarese <i>See Kannada</i>	
Beja	BEJ	Carib	CAR
Belorussian	BEL	Castillian <i>See Spanish</i>	
Bemba	BEM	Catalan	CAT
Bengali	BEN	Caucasian (Other)	CAU
Berber Group	BER	Celtic Group	CEL
Bihari	BIH		

## APPENDIX B

Central American Indian (Other)	CAI	Classical Greek See Greek, <i>Classical</i>	
Cewa See <i>Chewa</i>		Coptic	COP
Chaldean See <i>Aramaic</i>		Cornish	COR
Chamorro See <i>Malayo- Polynesian (Other)</i>		Cree	CRE
Chechen	CHE	Creek See <i>Muskogee</i>	
Cherokee	CHR	Creoles and Pidgins	CRP
Chewa	CEW	Croatian See <i>Serbo-Croatian (Roman)</i>	
Cheyenne	CHY	Cushitic (Other)	CUS
Chibcha	CHB	Czech	CZE
ChiChewa See <i>Chewa</i>		Dakota	DAK
Chinese	CHI	Danish	DAN
Chinook	CHN	Dano-Norwegian See <i>Norwegian</i>	
Chippewa See <i>Ojibwa</i>		Delaware	DEL
Choctaw	CHO	Denca See <i>Dinka</i>	
Chorti See <i>Mayan</i>		Devanagari (script) See <i>Sanskrit</i>	
Church Slavic	CHU	Dinka	DIN
Chuvash	CHV	Dravidian (Other)	DRA
CiNyanja See <i>Nyanja</i>		Duala	DUA
		Dutch	DUT

## APPENDIX B

Dutch, Middle (ca. 1050-1350)	DUM	Fon	FON
Efik	EFI	French	FRE
Egyptian	EGY	French, Middle (ca. 1400-1600)	FRM
Elamite	ELX	French, Old (ca. 842-1400)	FRO
English	ENG	Frisian	FRI
English, Middle (ca 1100-1400)	ENM	Ga	GAA
English, Old See <i>Anglo-Saxon</i>		Gaelic (Irish) See <i>Irish</i>	
Erse See <i>Irish</i>		Gaelic (Scots)	GAE
Eskimo	ESK	Galla	GAL
Eskimoan See <i>Eskimo</i>		Ganda See <i>Luganda</i>	
Esperanto	ESP	Ge'ez See <i>Ethiopic</i>	
Estonian	EST	Georgian	GEO
Ethiopic	ETH	German	GER
Ewe	EWE	German, Middle High (ca. 1050-1850)	GMH
Fang	FAN	German, Old High (ca. 750-1050)	GOH
Faroese	FAR	Germanic (Other)	GEM
Farsi See <i>Persian, Modern</i>		Gondi	GON
Finnish	FIN	Gothic	GOT
Finno-Ugrian (Other)	FIU		
Flemish See <i>Dutch</i>			

APPENDIX B

Greek, Biblical <i>See Greek, Classical</i>		Ilocano	ILO
Greek, Classical	GRC	Indic (Other)	INC
Greek, Modern	GRE	Indo-European (Other)	INE
Guarani	GUA	Indonesian	IND
Guerze <i>See Kpelle</i>		Interlingua	INT
Gujarati	GUJ	Iranian (Other)	IRA
Hausa	HAU	Irish	IRI
Hawaiian	HAW	Iroquois	IRO
Hebrew	HEB	Isi-Kosa <i>See Xhosa</i>	
Herero	HER	Italian	ITA
Hindi	HIN	Japanese (Used for related Japanese languages and dialects)	JPN
Hindustani (Arabic) <i>See Urdu</i>		Javanese	JAV
Hindustani (Nagari) <i>See Hindu</i>		Javanese, Old <i>See Malayo-Polynesian (Other)</i>	
Hottentot <i>See Sub-Saharan African (Other)</i>		Judaeo-Arabic	JRB
Hungarian	HUN	Judaeo-German <i>See Yiddish</i>	
Hupa	HUP	Judaeo-Persian	JPR
Iai <i>See Malayo-Polynesian (Other)</i>		Judaeo-Spanish <i>See Yiddish</i>	
Icelandic	ICE	Kachin	KAC

APPENDIX B

Kafir <i>See Xhosa</i>		Kirundi <i>See Rundi</i>	
Kamba	KAM	Kongo	KON
Kanarese <i>See Kannada</i>		Korean (Use for related Korean languages and dialects)	KOR
Kannada	KAN	Kpelle	KPE
Kanuri	KAU	Kru	KRO
Karakalpak	KAA	Kurdish	KUR
Karen	KAR	Kurukh	KRU
Kashmiri	KAS	Ladin <i>See Romansh</i>	
Kawi <i>See Malayo-Polynesian (Other)</i>		Ladino	LAD
Kazakh	KAZ	Lahnda	LAH
Kechua <i>See Quechua</i>		Lallans <i>See Germanic (Other)</i>	
Kewa <i>See Papuan-Australian (Other)</i>		Lamba	LAM
Khmer <i>See Cambodian</i>		Landsmaal <i>See Norwegian</i>	
Khotanese	KHO	Languedoc <i>See Provençal</i>	
Kikuyu	KIK	Laotian	LAO
KiMbundu <i>See Mbundu</i>		Lapp	LAP
Kinyarwanda	KIN	Latin	LAT
Kirghiz	KIR	Latvian	LAV
		Lettish <i>See Latvian</i>	

APPENDIX B

Lithuanian	LIT	Masai	MAS
Lolo	LOL	Mashona <i>See Shona</i>	
Lowland Scots <i>See Germanic (Other)</i>		Mayan	MYN
Luba	LUB	Mbundu	UMB
Luganda	LUG	Mende	MEN
Luiseno	LUI	Micmac	MIC
Macedonian	MAC	Middle English <i>See English, Middle</i>	
Madagascan <i>See Malagasy</i>		Middle French <i>See French, Middle</i>	
Magyar <i>See Hungarian</i>		Middle High German <i>See German, Middle High</i>	
Malagasy	MLA	Middle Persian <i>See Pahlavi</i>	
Malay	MAY	Middle Scots <i>See Germanic (Other)</i>	
Malayalam	MAL	Milanese <i>See Italian</i>	
Malayo-Polynesian (Other)	MAP	Miscellaneous	MIS
Maltese	MLT	Modern Hebrew <i>See Hebrew</i>	
Mandingo	MAN	Mohawk	MOH
Manobo	MNO	Moldavian	MOL
Manx <i>See Celtic Group</i>		Mole <i>See Mossi</i>	
Maori	MAO		
Marathi	MAR		

APPENDIX B

Mongo See <i>Lolo</i>		Norwegian	NOR
Mongol	MON	Nubian	NUB
Mongolian See <i>Mongol</i>		Nyamwezi	NYM
More See <i>Mossi</i>		Nyanga See <i>Nyanja</i>	
Mossi	MOS	Nyanja	NYA
Multilingual	MUL	Nyoro Group	NYO
Muskogee	MUS	Occitan See <i>Provençal</i>	
Nahuatl	NAH	Ojibwa	OJI
Nandi See <i>Sub-Saharan African (Other)</i>		Old Bulgarian See <i>Church Slavic</i>	
Navaho	NAV	Old Church Slavonic See <i>Church Slavic</i>	
Nepali	NEP	Old English See <i>Anglo-Saxon</i>	
Netherlandic See <i>Dutch</i>		Old French See <i>French, Old</i>	
Newari	NEW	Old High German See <i>German, Old High</i>	
Nez Perce See <i>North American Indian (Other)</i>		Old Javanese See <i>Malayo-Polynesian (Other)</i>	
Nguna See <i>Malayo-Polynesian (Other)</i>		Old Persian See <i>Persian, Old</i>	
Niger-Congo (Other)	NIC	Old Swedish See <i>Germanic (Other)</i>	
North American Indian (Other)	NAI	Oriya	ORI
Northern Sotho	NSO		

APPENDIX B

Osage	OSA	Persian, Old (ca. 600 B.C. - 400 B.C.)	PEO
Osmanli		<i>See Ottoman Turkish</i>	
Ossetic	OSS	Pidgin English <i>See Creoles and Pidgins</i>	
Ostyak		<i>See Selkup</i>	
Oto		<i>See Otomi</i>	
Otomi	OTO	Polish	POL
Ottoman Turkish (Arabic Script)	OTA	Polyglot <i>See Multilingual</i>	
Pahari	PAH	Portuguese	POR
Pahlavi	PAL	Prakrit	PRA
Pali	PLI	Provençal	PRO
Panjabi	PAN	Punjabi <i>See Panjabi</i>	
Panjabi (Western)		<i>See Lahnda</i>	
Papuan-Australian (Other)	PAA	Pusato	PUS
Pasato		<i>See Pushto</i>	
Pehlevi		<i>See Pahlavi</i>	
Pennsylvania German		<i>See German</i>	
Persian, Middle		Quechua	QUE
Persian, Modern	PER	Rajasthani	RAJ
		Rhaeto-Romance <i>See Romansh</i>	
		Riksmaal <i>See Norwegian</i>	
		Romance (Other)	ROA
		Romanian	RUM
		Romansh	ROH
		Romany	ROM
		Rumanian <i>See Romanian</i>	



APPENDIX B

Rumansh <i>See Romansh</i>		SeSotho Group <i>See Southern Sotho</i>	
Rundi	RUN	Sesuto <i>See Southern Sotho</i>	
Russian	RUS	Shan	SHN
Russian, Old <i>See Slavic (Other)</i>		Shona	SHO
Saka <i>See Khotanese</i>		Siamese <i>See Thai</i>	
Samaritan	SAM	Sidamo	SID
Samoyed <i>See Selkup</i>		Sindhi	SND
Sandawe	SAD	Singhalese	SNH
Sango	SAG	Sino-Tibetan (Other)	SIT
Sanskrit	SAN	Slavic (Other)	SLA
Scots Gaelic <i>See Gaelic (Other)</i>		Slovak (Other)	SLO
SeChuana <i>See Tswana</i>		Slovene	SLV
Selkup	SEL	Sogdian	SOG
Semitic (Other)	SEM	Somali	SOM
Sephardic <i>See Ladino</i>		Songhai	SON
Serbian <i>See Serbo-Croatian (Cyrillic)</i>		Sorbian languages <i>See Wendic</i>	
Serbo-Croatian (Cyrillic)	SCG	Sorbic <i>See Wendic</i>	
Serbo-Croatian (Roman)	SCR	Sotho, Northern <i>See Northern Sotho</i>	
Serer	SRR		

APPENDIX B

Sotho, Southern <i>See Southern Sotho</i>		Tai <i>See Thai</i>	
South American Indian (Other)	SAI	Tajik	TAJ
Southern Sotho	SSO	Tamil	TAM
Spanish	SPA	Tatar	TAR
Sub-Saharan Africa (Other)	SSA	Tchetchen <i>See Chechen</i>	
Sudanic Group <i>See Niger-Congo (Other)</i>		Telugu	TEL
Sukama	SUK	Temne	TEM
Sumerian	SUX	Tereno	TER
Sundanese <i>See Malayo-Polynesian (Other)</i>		Thai	THA
Sur-Silvan <i>See Romansh</i>		Tibetan	TIB
Susian <i>See Elamite</i>		Tigre	TIG
Susu	SUS	Tigrinya	TIR
Swahili	SWA	Tongan <i>See Malayo-Polynesian (Other)</i>	
Swedish	SWE	Tsimshian	TSI
Swedish, Old <i>See Germanic (Other)</i>		Tswana	TSW
Syriac	SYR	Turkish	TUR
Tadzhik <i>See Tajik</i>		Turkmen	TUK
Tagalog	TAG	Turko-Tataric (Other)	TUT
		Twi	TWI

APPENDIX B

Ugaritic	UGA	Xosa See Xhosa	
Uigur	UIG	Yao	YAO
Ukranian	UKR	Yiddish	YID
Umbundu See Mbundu		Yoruba	YOR
Undetermined	UND	Zapotec	ZAP
Urdu	URD	Zenaga	ZEN
Uzbek	UZB	Zulu	ZUL
Vietnamese	VIE	Zuni	ZUN
Vote See Votish			
Votian See Votish			
Votic See Votish			
Votish	VOT		
Walamo	WAL		
Washo	WAS		
Welsh	WEL		
Wendic	WEN		
Wendish See Wendic			
Wolof	WOL		
Xhosa	XHO		

Source:

ISO/R 639: Symbols for languages, countries and authorities

## APPENDIX C

APPENDIX C: ISO COUNTRY AND CURRENCY CODES<sup>1</sup>

COUNTRY NAME	CODE	CURRENCY CODE	NAME
Afghanistan	AF	AFA	Afghani
Albania	AL	ALL	Lek
Algeria	DZ	DZD	Algerian Dinar
Andorra	AD	ESP	Spanish Peseta
		FRF	French Franc
Angola	AO	AOK	Kwanza
Anguilla	AI	XCD	East Caribbean Dollar
Antarctica	AQ		No universal currency
Antigua and Barbuda	AG	XCD	East Caribbean Dollar
Argentina	AR	ARA	Austral
Australia	AU	AUD	Australian Dollar
Austria	AT	ATS	Schilling
Bahamas	BS	BSD	Bahamian Dollar
Bahrain	BH	BHD	Bahraini Dinar
Bangladesh	BD	BDT	Taka
Barbados	BB	BBD	Barbados Dollar
Belgium	BE	BEC	Belgian Franc
Belize	BZ	BZD	Belize Dollar
Benin	BJ	XOF	CFA Franc BCEAO
Bermuda	BM	BMD	Bermudian Dollar
Bhutan	BT	INR	Indian Rupee
Bolivia	BO	BOP	Bolivian Peso
Botswana	BW	BWP	Pula
Brazil	BR	BRC	Cruzeiro
British Virgin Islands	VG	USD	US Dollar
Brunei Darussalam	BN	BND	Brunei Dollar
Bulgaria	BG	BGL	Lev
Burkina Faso	BF	XOF	CFA Franc BCEAO
Burma (see Myanmar)			
Burundi	BI	BIF	Burundi Franc
Byelorussian SSR	BY	SUR	Rouble
Cambodia	KH	KHR	Riel
Cameroon	CM	XAF	CFA Franc BEAC
Canada	CA	CAD	Canadian Dollar
Cape Verde	CV	CVE	Cape Verde Escudo
Cayman Islands	KY	KYD	Cayman Islands Dollar
Central African Republic	CF	XAF	CFA Franc BEAC
Chad	TD	XAF	CFA Franc BEAC
Chile	CL	CLP	Chilean Peso
China	CN	CNY	Yuan Renminbi
Cocos Islands	CC	AUD	Australian Dollar

<sup>1</sup> Updated April 1991

## APPENDIX C

COUNTRY NAME	CODE	CURRENCY	
		CODE	NAME
Colombia	CO	COP	Colombian Peso
Comoros	KM	KMF	Comoros Franc
Congo	CG	XAF	CFA Franc BEAC
Cook Islands	CK	NZD	New Zealand Dollar
Costa Rica	CR	CRC	Costa Rican Colon
Cote d'Ivoire	CI	XOF	CFA Franc BCEAO
Cuba	CU	CUP	Cuban Peso
Cyprus	CY	CYP	Cyprus Pound
Czechoslovakia	CS	CSK	Koruna
Denmark	DK	DKK	Danish Krone
Djibouti	DJ	DJF	Djibouti Franc
Dominica	DM	XCD	East Caribbean Dollar
Dominican Republic	DO	DOP	Dominican Peso
East Timor	TP	TPE	Timor Escudo
Ecuador	EC	ECS	Sucre
Egypt	EG	EGP	Egyptian Pound
El Salvador	SV	SVC	El Salvador Colon
Equatorial Guinea	GQ	GQE	Ekpwele
Ethiopia	ET	ETB	Ethiopian Birr
Faeroe Islands	FO	DKK	Danish Krone
Falkland Islands	FK	FKP	Falkland Islands Pound
Fiji	FJ	FJD	Fiji Dollar
Finland	FI	FIM	Markka
France	FR	FRF	French Franc
French Guiana	GF	FRF	French Franc
French Polynesia	PF	XPF	CFP Franc
Gabon	GA	XAF	CFA Franc BEAC
Gambia	GM	GMD	Dalasi
Germany	DE	DEM	Deutsche Mark
Ghana	GH	GHC	Cedi
Gibraltar	GI	GIP	Gibraltar Pound
Greece	GR	GRD	Drachma
Greenland	GL	DKK	Danish Krone
Grenada	GD	XCD	East Caribbean Dollar
Guadeloupe	GP	FRF	French Franc
Guam	GU	USD	US Dollar
Guatemala	GT	GTQ	Quetzal
Guinea	GN	GNF	Guinea Franc
Guinea-Bissau	GW	GWP	Guinea-Bissau Peso
Guyana	GY	GYD	Guyana Dollar

## APPENDIX C

COUNTRY NAME	CODE	CURRENCY	
		CODE	NAME
Haiti	HT	HTG	Gourde
Honduras	HN	HNL	Lempira
Hong Kong	HK	HKD	Hong Kong Dollar
Hungary	HU	HUF	Forint
Iceland	IS	ISK	Iceland Krona
India	IN	INR	Indian Rupee
Indonesia	ID	IDR	Rupiah
Iran	IR	IRR	Iranian Rial
Iraq	IQ	IQD	Iraqi Dinar
Ireland	IE	IEP	Irish Pound
Israel	IL	ILS	Shekel
Italy	IT	ITL	Italian Lira
Jamaica	JM	JMD	Jamaican Dollar
Japan	JP	JPY	Yen
Jordan	JO	JOD	Jordanian Dinar
Kampuchea (see Cambodia)			
Kenya	KE	KES	Kenyan Shilling
Kiribati	KI	AUD	Australian Dollar
Korea DPR	KP	KPW	Korean Won
Korea R	KR	KRW	Won
Kuwait	KW	KWD	Kuwaiti Dinar
Lao People's Democratic Republic	LA	LAK	Kip
Lebanon	LB	LBP	Lebanese Pound
Lesotho	LS	ZAR	Rand
		LSM	Maloti
Liberia	LR	LRD	Liberian Dollar
Libyan Arab Jamahiriya	LY	LYD	Libyan Dollar
Liechtenstein	LI	CHF	Swiss Franc
Luxembourg	LU	LUF	Luxembourg Franc
Macau	MO	MOP	Pataca
Madagascar	MG	MGF	Malagasy Franc
Malawi	MW	MWK	Kwacha
Malaysia	MY	MYR	Malaysian Ringgit
Maldives	MV	MVR	Rufiyaa
Mali	ML	XOF	CFA Franc BCEAO
Malta	MT	MTL	Maltese Lira
Martinique	MQ	FRF	French Franc
Mauritania	MR	MRO	Ouguiya
Mauritius	MU	MUR	Mauritius Rupee

## APPENDIX C

COUNTRY NAME	CODE	CURRENCY	
		CODE	NAME
Mexico	MX	MXP	Mexican Peso
Monaco	MC	FRF	French Franc
Mongolia	MN	MNT	Tugrik
Montserrat	MS	XCD	East Caribbean Dollar
Morocco	MA	MAD	Moroccan Dirham
Mozambique	MZ	MZM	Metical
Myanmar	MM	BUK	Kyat
Namibia	NA	ZAR	Rand
Nauru	NR	AUD	Australian Dollar
Nepal	NP	NPR	Nepalese Rupee
Netherlands	NL	NLG	Netherlands Guilder
Netherlands Antilles	AN	ANG	Netherlands Antillian Guilder
New Caledonia	NC	XPF	CFP Franc
New Zealand	NZ	NZD	New Zealand Dollar
Nicaragua	NI	NIC	Cordoba
Niger	NE	XOF	CFA Franc BCEAO
Nigeria	NG	NGN	Naira
Niue	NU	NZD	New Zealand Dollar
Norway	NO	NOK	Norwegian Krone
Oman	OM	OMR	Rial Omani
Pacific Islands	PC	USD	US Dollar
Pakistan	PK	PKR	Pakistan Rupee
Panama	PA	PAB	Balboa
		USD	US Dollar
Papua New Guinea	PG	PGK	Kina
Paraguay	PY	PYG	Guarani
Peru	PE	PEI	Inti
Philippines	PH	PHP	Philippine Peso
Pitcairn	PN	NZD	New Zealand Dollar
Poland	PL	PLZ	Zloty
Portugal	PT	PTE	Portuguese Escudo
Puerto Rico	PR	USD	US Dollar
Qatar	QA	QAR	Qatari Rial
Reunion	RE	FRF	French Franc
Romania	RO	ROL	Leu
Rwanda	RW	RWF	Rwanda Franc

## APPENDIX C

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



## APPENDIX C

COUNTRY NAME	CODE	CURRENCY	
		CODE	NAME
United States Virgin Islands	VI	USD	US Dollar
Uruguay	UY	UYP	Uruguayan Peso
USSR	SU	SUR	Rouble
Vanuatu	VU	VUV	Vatu
Vatican	VA	ITL	Italian Lira
Venezuela	VE	VEB	Bolivar
Viet Nam	VN	VND	Dong
Western Sahara	EH	MRO	Ouguiya
		ESP	Spanish Peseta
Yemen	YE	YER	Yemeni Rial
Yugoslavia	YU	YUD	New Yugoslavian Dinar
Zaire	ZR	ZRZ	Zaire
Zambia	ZM	ZMK	Kwacha
Zimbabwe	ZW	ZWD	Zimbabwe Dollar

## Source:

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

## APPENDIX D

## APPENDIX D: TRANSLITERATION OF DIACRITICS

Use the following conventions to translate diacritics for which there is no standard keyboard representation:

Character	Transliteration
á	aa
ä	ae
ö	oe
ø	oe
ü	ue
	ij

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

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

APPENDIX E

APPENDIX E: IDRIS WORKSHEET

reduced from original size by 50%



IDRIS WORKSHEET

IDRIS WORKSHEET					BEN	
P00 PARTICIPATING AGENCY	P01 DONOR AGENCY	P02 FILE IDENTIFIER	P03 ALT LANGUAGE	P04 RECORD UPDATED	P05 PROJECT STATUS	
P06 TITLE - ENGLISH						
P07 TITLE - OTHER LANGUAGE						
P08 CONTACT IN DONOR AGENCY				P09 DATE FUNDS COMMITTED	P10 COMPLETION DATE	
P11 CO-FUNDING AGENCIES	P12 ACRONYM/NAME			P13 FILE IDENTIFIER	P14 FUNDING	
	P15 AMOUNT			P16 CURRENCY CODE	P17 FISCAL YEAR	P18 FUNDING NOTES
	P19 DONOR FUNDING BY FISCAL YEAR					
P20 TOTAL DONOR FUNDING		P21 AMOUNT	P22 CURRENCY CODE	P23 FISCAL YEAR	P24 FUNDING NOTES	
P25 RECIPIENT INSTITUTION	P26 NAME ACRONYM			P27 CITY		
	P28 COUNTRY	P29 PARENT INSTITUTION				
	P30 ADDRESS - FREE FORM				P31 LINK WITH RESEARCHER	
					P32 FUNDING-DONOR	P33 FUNDING-LOCAL
	P34 NAME ACRONYM			P35 CITY		
	P36 COUNTRY	P37 PARENT INSTITUTION				
	P38 ADDRESS - FREE FORM				P39 LINK WITH RESEARCHER	
					P40 FUNDING-DONOR	P41 FUNDING-LOCAL
	P42 NAME ACRONYM			P43 CITY		
	P44 COUNTRY	P45 PARENT INSTITUTION				
	P46 ADDRESS - FREE FORM				P47 LINK WITH RESEARCHER	
					P48 FUNDING-DONOR	P49 FUNDING-LOCAL
Attach additional sheets if necessary.						
P50 RESEARCHER	P51 NAME	P52 TITLE	P53 FUNCTION		P54 LINK	
P55 COOPERATING INSTITUTIONS	P56 NAME ACRONYM			P57 CITY		P58 COUNTRY

**APPENDIX E**

**APPENDIX E: IDRIS WORKSHEET**

reduced from original size by 50%

<b>P10 AVAILABILITY OF DOCUMENTS</b>	
<b>P11 GEOGRAPHICAL AREA UNDER STUDY</b>	
<b>P12 MACROTHESAURUS SUBJECT DESCRIPTORS</b>	
<b>P13 NON-THESAURUS SUBJECT DESCRIPTORS</b>	
<b>P14 ABSTRACT-ENGLISH</b>	
<b>P15 ABSTRACT-OTHER LANGUAGE</b>	
<b>P16 NOTES</b>	

APPENDIX F

APPENDIX F: MEETINGS OF THE IDRIS TECHNICAL WORKING GROUP

Participants at the first meeting of the IDRIS Technical Working Group, Mont Ste. Marie, 24-26 May 1983

Dr. Gordon C. Butler  
National Research Council  
Canada [representing IFS]

Mr. Jean Comeau  
Special Assistant to the President  
PINS Coordinator, IDRC

Ms. Judith Furberg  
Information Secretary, IFS

Dr. Charles A. Godfrey  
Associate Director, Library and Computer, IDRC

Mr. S.T. (Fred) Groeman  
ZWO (Netherlands Organization for the Advancement of Pure  
Research)  
[representing NUFFIC]

Ms. Sharon Henry  
Deputy Librarian, IDRC

Ms Karin von Schläbrugge  
Information Officer  
SAREC

Mr. Paul McConnell  
Assistant to the President, IDRC

Ms. Gisèle Morin-Labatut  
Program Officer, IDRC

Mr. Don Thompson  
Consultant to IDRC

Ms. Wendy White  
Information Services Manager  
BOSTID

Mr. Klaus Wiesner  
Project Manager  
GATE

**APPENDIX F**

**Participants at the second meeting of the IDRIS Technical Working Group, The Hague, 16-19 April 1984**

Mr. Michael Arkin  
Consultant to IDRC

Ms. Mary Campbell  
IDRIS Project Coordinator  
IDRC

Ms. Judith Furberg  
Information Secretary, IFS

Dr. Charles A. Godfrey  
Deputy Director, Information Sciences Division  
IDRC

Mr. Victor Nachbar  
Head Documentalist, NUFFIC Library

Ms Karin von Schläbrugge  
Information Officer  
SAREC

Ms. Wendy White  
Information Services Manager  
BOSTID

Mr. Klaus Wiesner  
Project Manager  
GATE

**APPENDIX F**

**Participants at the third meeting of the IDRIS Technical Working Group,  
Ottawa, 13-15 October 1986**

Ms. Madeleine Audet  
Reference Specialist, IDRC

Ms. Mary Campbell  
IDRIS Project Coordinator  
IDRC

Ms. Judith Furberg  
Information Secretary, IFS

Mr. Terras A.G. Gavin  
Associate Director, Computer Systems Group  
IDRC

Ms. Erin O'Manique  
Assistant, User Training and Support, EDP Services  
IDRC

Ms Karin von Schläbrugge  
Information Officer  
SAREC

Ms. Wendy White  
Information Services Manager  
BOSTID

Mr. Klaus Wiesner  
Project Manager  
GATE