

CEFDA :

COMMON EXCHANGE

FORMAT FOR

DEVELOPMENT

ACTIVITY INFORMATION



Third edition, May 1994

*Prepared by Anne DiLauro for the
Coordinating Unit for the International Network
for Development Information Exchange
(INDIX)*

indix



Table of Contents

<i>Preface</i>	<i>1</i>
<i>Introduction</i>	<i>3</i>
I. What is the Common Exchange Format for Development Activity Information?	3
II. Relationship of organizations to development activity	4
III. Standards used in the CEFDA	6
III.1 Future Standards	8
IV. Implementation of the CEFDA	9
V. Headings used in the field descriptions	11
<i>Field Descriptions</i>	<i>13</i>
List of Fields	13
<i>Annex 1 Country and region codes</i>	<i>51</i>
<i>Annex 2 Language codes</i>	<i>61</i>
<i>Annex 3 Currency codes</i>	<i>63</i>
<i>Annex 4 Sample conversion tables and sample converted records</i>	<i>75</i>
<i>Annex 5 Description of the ISO 2709 format</i>	<i>95</i>
<i>Annex 6 CEFDA worksheet</i>	<i>99</i>
<i>Annex 7 CEFDA tag-data format</i>	<i>103</i>

This page is intentionally left blank

Preface

The International Network for Development Information Exchange (INDIX) was formed in the recognition that, with the increasing scarceness of financial resources for development activities, close cooperation among donor agencies is needed to prevent duplication of effort and wastage of resources.

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

Among the requirements for an effective exchange of computerized information among donor agencies is the use of a common record format. A proposed Common Exchange Format for Development Activity Information (CEFDA) was thus designed by information experts from ACCIS, IDRC, UNDP and USAID and presented to the INDIX group at its First General Meeting held in Paris in June 1991. At that time, the group was known under the name Informal Study Group on Exchange of Development Information.

The meeting recommended the adoption of the CEFDA and it is now being used by organizations contributing data to the DAI CD-ROM (Development Activity Information on CD-ROM), created and distributed by the Coordinating Unit for INDIX.

In September 1992, a revised edition of this document was published. It incorporated the decisions of the Steering Committee for the Coordinating Unit for INDIX concerning changes suggested by delegates to the First General Meeting in June 1991.

The Second General Meeting of the INDIX group was held in Paris in October 1993. At this meeting, the group decided to continue its work on a more permanent basis, and, as a reflection of this, to change its name to the International Network for Development Information Exchange (INDIX).

This latest revision does not contain any changes to the CEFDA itself. The revised sections of this document are Annex 1 Country and region codes; and Annex 3 Currency codes. These sections have been updated with the inclusion of the latest codes for newly independent states, supplied by the ISO 3166 and ISO 4217 Maintenance Agency Secretariats, and the U.N. Statistical Office.

At the Second General Meeting in October 1994, the delegates recommended the development of two more standards for the CEFDA : a universal subject, or sector, classification scheme for development activities; and an authority file for the names of organizations entered in certain CEFDA fields. Working groups which met to discuss these issues proposed the establishment of five new CEFDA

fields to support the use of these standards once they are developed. When these standards are established, information about the new fields will be published in a future edition of this document. In this edition, more information about the proposed new fields can be found in Section III.1 Future Standards.

This document also contains, as Annex 7, a description of the CEFDA tag-data format.

Introduction

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

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

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

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

The format is designed for retrieval of information by subject, geographical area, and organization. It is not designed for the management of financial flows, for comparative analysis, or for the keeping of statistics. It could be used, however, as a general guide by organizations wishing to design their own internal development activity database.

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

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

The CEFDA consists of:

- a record structure, in the form of a list of data fields, and

¹ United Nations. General Assembly. Resolution 35/81 of December 1980.

- guidelines as to the content of each field (the field descriptions).

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

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

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

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

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

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

II. Relationship of organizations to development activity

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

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

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

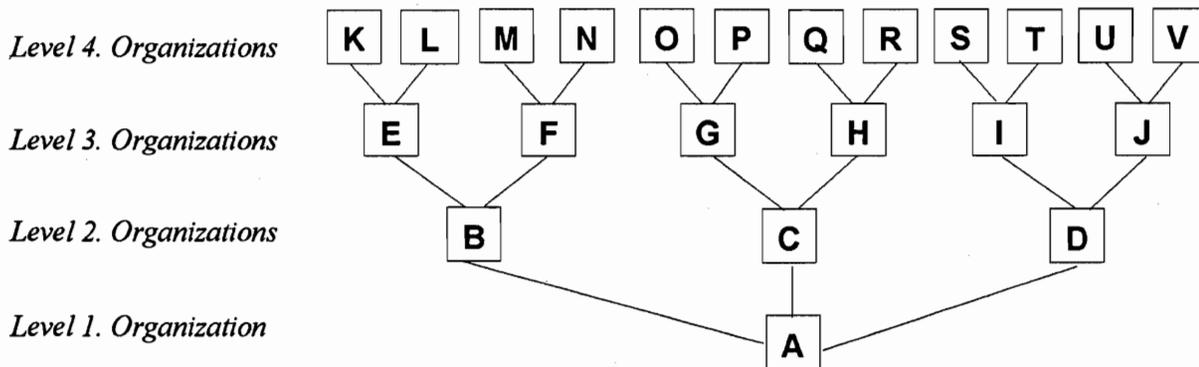
Thus, for the purposes of the CEFDA:

- The organization reporting an activity, whether it funds the activity from its own regular budget or whether it funds it using extrabudgetary or external resources, is termed the "Funding Organization".

NOTE: The organization reporting the activity is not necessarily the organization submitting the record in an exchange agreement. The "funding organization" may have reported the activity to an intermediary organization, such as a cooperative information system, which might in turn submit the record to an exchange partner or to the Coordinating Unit for INDIX for inclusion on the DAI CD-ROM. For examples of this, see under field 004 - Submitting organization.

- The organization to which the "Funding Organization" provides funds for the specific purpose of implementing that particular activity (the next branch of the tree) is termed "Executing Entity". Note that the Executing Entity is the organization that is the direct recipient of the funds provided by the "Funding Organization". In some cases, the Executing Entity will use the funds to implement a specific activity; in other cases the Executing Entity will be the final beneficiary of the activity.
- The organization that provided extrabudgetary or external funding to the "Funding Organization", earmarked specifically for that particular activity, is termed "Funding Source".

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



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

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

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

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

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

To illustrate with an example:

- USAID has provided a grant to the non-governmental organization CARE to help farmers to install on-farm sprinkler irrigation systems in Ecuador. CARE will carry out the work in collaboration with the Ecuadorean Institute for Water Resources and the Ministry of Social Welfare, Subsecretary of Rural Development.
- When USAID reports the activity through the CEFDA, it will cite itself as "funding organization" and CARE as the executing entity.
- When CARE reports the activity through the CEFDA, it will cite itself as "funding organization", USAID as funding source, and the national entities - Ecuadorean Institute for Water Resources and the Subsecretary of Rural Development - as executing entities.
- These two Ecuadorean institutions may, in their turn, be "funding organizations", and so on.

III. Standards used in the CEFDA

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

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

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

Country/region codes

To identify the country or region that is the focus of the development activity, the three-letter codes of ISO 3166 have been adopted.² Although ISO 3166 does not include regional codes, it makes provision for the creation of regional codes based on user-defined groupings. The regional groupings proposed for the CEFDA reflect those of the United Nations Statistical Office's "Standard Country or Area Codes for Statistical Use".³ The three-letter codes adopted to represent these groupings were devised by the United Nations Advisory Committee for the Co-ordination of Information Systems (ACCIS) following ISO 3166 guidelines. The codes are reproduced in Annex 1. Other geographical, economic or political groupings may be created, according to the needs of exchange partners. To conform to ISO 3166 guidelines, codes for these should begin with "Q". Requests for the inclusion of codes for other regional groupings should be addressed to the Coordinating Unit for INDIX.

Language of record

To indicate the language used in the record, ISO 639 has been adopted.⁴ The codes are reproduced in Annex 2.

Currency

To identify the currency in which a budget figure is reported, ISO 4217 has been adopted.⁵ The codes are reproduced in Annex 3.

Date of record

To indicate the date on which the record was last updated, ISO 2014, described under field 003, has been adopted.⁶

-
- 2 International Organization for Standardization. Codes for the Representation of Names of Countries. 3rd edition, Geneva, ISO, 1988. (ISO 3166-1988) and updates from the ISO 3166 Maintenance Agency Secretariat
 - 3 United Nations Statistical Office. Standard Country or Area Codes for Statistical Use. New York, U.N., 1982. (ST/ESA/STAT/SER.M/49/Rev.2)
 - 4 International Organization for Standardization. Codes for the Representation of Names of Languages. Geneva, ISO, 1988. (ISO 639-1988)
 - 5 International Organization for Standardization. Codes for the Representation of Currencies and Funds. 4th ed. Geneva, ISO, 1990 (ISO 4217-1990) and updates from the ISO 4217 Maintenance Agency Secretariat
 - 6 International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014-1976)

Subject descriptors

Particularly important is a standard means of describing the subject of the development activity. The OECD Macrothesaurus⁷ is recommended for this purpose. It is a thesaurus of descriptors published in three separate language editions - English, French and Spanish - and widely used in development information systems.

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

Additional non-ISO standard codes

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

III.1 Future Standards

Two standards for the CEFDA remain to be developed:

- a universal subject or sector classification scheme for development activities that will overcome the problem of language inherent in the use of descriptors and that will create a bridge between the multitude of classification schemes presently in existence;
- and an authority file for the names of organizations cited in the record as Funding Organization, Funding Source or Executing Entity.

These proposed standards were the subject of studies undertaken by two consultants prior to the Second General Meeting of the INDIX group in October 1994. Various options were presented by the consultants and discussed in two working groups during this meeting. Their conclusions are presented below.

Universal sector classification scheme for development activities

The working group which met to discuss this issue made the following recommendations:

- (a) the development of a new sector classification scheme based on codes representing different subjects and areas of interest to development aid agencies; and

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

- (b) the addition of two new fields to the CEFDA:
- one for the local sector code used by the inputting agency; and
 - one for the future CEFDA sector code.

Standardization of institution names

The working group which discussed this issue made the following recommendations:

- (a) the development of an institution authority file (IAF) containing codes representing the names of major funding organizations and international organizations involved in development assistance; and
- (b) the addition of three new Institution Code fields to the CEFDA, corresponding to the institution names in the Funding Organization, Executing Entity and Funding Source fields.

The delegates to the Second General Meeting resolved to accept these recommendations. More information on the five proposed new fields will be published when these new standards have been established.

IV. Implementation of the CEFDA

Database and records

The data of each organization exported through the CEFDA will be in the form of a single data base, with one record for each activity. This means that an organization that maintains information about different aspects of each activity in either separate records or separate data bases will need to use its own internal linking mechanisms to draw the elements together to form a single record before exporting the data.

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

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

Physical characteristics

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

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

With regard to format, ISO 2709, although developed as an international standard for the exchange of bibliographic information, is also suitable for the exchange of development activity information. The field tagging scheme adopted for the CEFDA conforms to ISO 2709 requirements. The ISO 2709 format⁸ is described in Annex 5.

Standard codes

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

Creating fields with constant values

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

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

⁸ International Organization for Standardization. Format for Bibliographic Information Interchange on Magnetic Tape. Geneva, ISOP, 1981. (ISO 2709-1981)

Manual input

Although the CEFDA is designed to facilitate the sharing of computerized information about development activities, organizations that do not yet have a computerized system and that wish to participate in a cooperative information network, can contribute their data manually to the network coordinating centre, using the CEFDA worksheet reproduced in Annex 6.

Tag-data format

The Coordinating Unit for INDIX has developed a tag-data format which can be used by agencies which contribute their data to the DAI CD-ROM. This format is an alternative to ISO 2709; it consists of an ASCII file in which data is preceded by the appropriate CEFDA field identifier, delimited by a non-alphanumeric character such as "!". A description of the CEFDA tag-data format is found in Annex 7.

V. Headings used in the field descriptions

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

Use

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

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

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

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

Purpose

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

Description

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

Examples

This section gives examples of possible values for the field.

Conversion to the Common Exchange Format

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

Field Descriptions

List of Fields

Tag	Field name	Use ⁹
Administrative Data Fields		
001	Record identifier	S
002	Principal language of record	E
003	Date of record	S
004	Submitting organization	E
Development Activity Identification		
010	Activity ID	E
020	Activity title	E
030	Translated activity title	S
040	Funding organization	E
Development Activity Description		
050	Country/Region	E
060	Type of activity	S
070	Terms of assistance	S
080	Activity status	E
090	Executing entity	E
100	Funding source	S
110	Estimated, planned or actual start date	E
120	Estimated, planned or actual completion date	E
130	Budget description	O
131	Currency	O
140	OECD Macrothesaurus descriptors	S
150	Local descriptors	S
160	Notes	O
170	Abstract	S
Development Activity Source Documentation		
200	Source documentation	S
210	Contact	O

⁹ E=Essential (must appear in the record).

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

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

001 Record identifier

Use

Supplementary

Purpose

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

Description

1. The record identifier will usually be the record number of the activity in the source database. This information will be useful to exchange partners that have agreed to keep each other informed when data exchanged previously have been updated.
2. This field will never be repeatable.
3. The format of the record number will differ from one system to another.

Examples

650

91P002

002 *Principal language of record*

Use

Essential

Purpose

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

Description

1. The principal language of the record will usually be the language, or one of the languages, of the "funding organization".
2. The field should contain the appropriate two-letter language code selected from the list in Annex 2.
3. This field will not normally be repeatable.

Examples

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

Content of field 002: en

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

Content of field 002: es

Conversion to the Common Exchange Format

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

003 **Date of record**

Use

Supplementary

Purpose

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

Description

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

either in the form: yyyy-mm-dd

or in the form: yyyymmdd

where: yyyy stands for year, mm stands for month, and dd stands for day.

Examples

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

Content of field 003:

Either: 1991-04-12

Or: 19910412

004 Submitting organization

Use

Essential

Purpose

Field 004 is used to enter the name of the organization that submitted the computer record describing the activity, either to the exchange partner or to the Coordinating Unit for INDIX for inclusion on the DAI CD-ROM.

Description

1. The submitting organization will be either the organization that "reported" the activity, i.e. the "funding organization", or another organization acting as an intermediary, such as the coordinating centre of a cooperative information system.
2. The submitting organization should be entered in field 004 even if it is the same as the "funding organization" entered in field 040.
3. The submitting organization should be entered in free form, in the language (or one of the languages) of the submitting organization. Either the full name of the organization or its acronym may be entered.
4. If applicable, the name of the database or information system from which the data was produced should be added.

Examples

1. The activity was originally reported by the Food and Agriculture Organization of the United Nations (FAO) to the United Nations Advisory Committee for the Co-ordination of Information Systems (ACCIS) for inclusion in its Register of Development Activities of the United Nations System. ACCIS, in its turn, is submitting the record for inclusion on the DAI CD-ROM.

Content of field 004 (Submitting organization): United Nations Advisory Committee for the Co-ordination of Information Systems, Register of Development Activities of the United Nations System

Content of field 040 (Funding organization): FAO

2. The activity is reported by the United States Agency for International Development which submits the record for inclusion on the DAI CD-ROM.

Content of field 004 (Submitting agency): United States Agency for International Development, Development Information System (DIS)

Content of field 040 (Funding organization): U.S. Agency for International Development

Conversion to the Common Exchange Format

This field will not normally be present in the source database. It should be created, with the name of the submitting organization and of the source database as a constant value, at the time the data are converted to the CEFDA for export.

010 Activity ID

Use

Essential

Purpose

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

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

Description

1. The Activity Identification (ID) is assigned by the "funding organization" to provide a unique means of identifying the activity. It usually consists of a combination of letters and numbers and may take the form of:
 - a project number, often comprising a country code, a year, and a serial number
 - a contract number
 - a grant number
 - a file number
 - a budget codeor any other code assigned to the activity to identify it.
2. This field should not be repeatable.

Examples

BKF85069

BRA/88/019/G/01/99

3830107

3-P-75-0051

020 Activity title

Use

Essential

Purpose

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

Description

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

Examples

Lake Basin River Catchment Development

Apojo a la Ejecución de los Programas Forestales Prioritarios

Training and Technical Assistance for Housing, Urban Infrastructure and Institutional Development

Rehabilitation Assistance

Leishmaniasis. Andean Leishmaniasis Control (Peru) Phase III

030 ***Translated activity title***

Use

Supplementary

Purpose

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

Description

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

Examples

1. Field 020 (Activity title):

Regional Wood Energy Development Programme

- Field 030 (Translated activity title):

Programme Régional pour le Développement de l'Energie de Bois

2. Field 020 (Activity title):

Apoyo a la Ejecución de los Programas Forestales Prioritarios

- Field 030 (Translated activity title):

Support for the Execution of Priority Forestry Programmes

040 Funding organization

Use

Essential

Purpose

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

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

Description

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

Examples

UNDP

Centre International de l'Enfance

Australian International Development Assistance Bureau

Conversion to the Common Exchange Format

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

050 Country/region

Use

Essential

Purpose

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

Description

1. The data entered in this field takes the form of one or more three-letter codes selected from the list in Annex 1.
2. If the activity focuses on more than one country, the codes should be entered in separate occurrences of the repeatable field.
3. If the activity focuses on a region, the code for the region should be used, rather than the codes for the individual countries in the region.
4. If the activity is not limited to a particular country or region, the code QZA (indicating that the geographical coverage is global) should be entered in this field.

Examples

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

Content of field 050: TTO

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

Content of field 050: QNB

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

Content of field 050: SEN

MLI

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

Content of field 050: QMD

 QRE

 IRN

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

Content of field 050: QZA

Conversion to the Common Exchange Format

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

060 **Type of activity**

Use

Supplementary

Purpose

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

Description

1. Types or modes of assistance are described in terms such as project, non-project assistance, technical assistance, technical cooperation, training, research, emergency relief, food aid, capital assistance, structural adjustment, commodity support, cash transfers, etc.
2. Data is entered in this field according to the terminology used by the "funding organization".
3. If the activity comprises more than one type of assistance, each type should be entered in a separate occurrence of the repeatable field.

Examples

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

Content of field 060: Technical co-operation project

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

Content of field 060: Non-project assistance

Conversion to the Common Exchange Format

If this field is not present in the database of the reporting organization because all development activities are of the same type, for example training, the field may be created, containing a constant value, at the time the data are converted to the CEFDA for export.

070 Terms of Assistance

Use

Supplementary

Purpose

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

Description

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

1 = grant

2 = loan

3 = credit

4 = equity investment

5 = donation

6 = other terms of assistance (in-kind, cost-sharing, debt-for-nature swap, etc.)

2. If the activity involves more than one mode of financing, the codes should be entered in separate occurrences of the repeatable field.
3. If code 6 is selected for this field, an explanatory note should be entered in field 160 (Notes).

Examples

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

Content of field 070: 1

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

Content of field 070: 1

6

Content of field 160 (Notes): Terms of assistance: In kind

Conversion to the Common Exchange Format

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

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

080 Activity Status

Use

Essential

Purpose

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

Description

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

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

Example

The activity is an on-going project.

Content of field 080: 2

Conversion to the Common Exchange Format

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

090 Executing entity

Use

Essential

Purpose

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

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

Description

1. The name of the executing entity is entered in the form and language used by the reporting organization.
2. It is recommended that organization names be entered in a consistent manner to facilitate retrieval.
3. If the "funding organization" is providing funds to more than one organization to carry out the development activity described in the record, each organization name should be entered in a separate occurrence of the repeatable field.

Examples

1. The activity described in the record is a programme to provide support to community nutrition through the Caribbean Food and Nutrition Institute.
Content of field 090: Caribbean Food and Nutrition Institute
2. The activity described in the record consists of a grant to the Government of Papua New Guinea for the carrying out of rural development programmes.
Content of field 090: GOPNG

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

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

Ain Shams University. Dept. of Civil Engineering,
Cairo

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

Content of field 090: Government of Algeria

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

Content of field 090: Government of the Solomon Islands

Conversion to the Common Exchange Format

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

100 Funding source

Use

Supplementary

Purpose

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

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

Description

1. This field will contain the name of the organization or fund that provided extra-budgetary, external, in-kind or other funding support to the "funding organization" specifically for performing this particular development activity.
2. This field should not contain the name of an organization that provides extra-budgetary funds to give general support to the "funding organization" itself and that are not designated for any particular development activity.
3. The name of the funding source is entered in the form and language used by the reporting organization.
4. It is recommended that organization names be entered in a consistent manner to facilitate retrieval.
5. If the "funding organization" is receiving external resources from more than one organization specifically to carry out the development activity described in the record, each organization name should be entered in a separate occurrence of the repeatable field.

Examples

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

Content of field 100: UNDP

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

Content of field 100: UNFPA

UNICEF

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

Content of field 100: UN Capital Development Fund

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

Conversion to the Common Exchange Format

1. If the source database uses an automated authority file for organization names, as described in Section IV, of the Introduction, the authority code in this field should be replaced automatically by the full form of the name for exchange purposes.
2. If the field for funding source in the source database contains both the names of funding organizations and the names of internal programmes and funding sources (such as Regular Budget) this information may be retained in field 100 of the CEFDA.

110 ***Estimated, planned or actual start date***

Use

Essential

Purpose

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

Description

1. This field should contain the date that the "funding organization" considers to be the starting date.
2. Only the year should be entered. It should appear in the form yyyy, for example, 1991.
3. If the year is a fiscal year, a clarifying note should be entered in field 160 (Notes). If it is a calendar year, there is no need to enter a clarifying note in field 160.

Examples

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

Content of field 110: 1992

2. The activity began in calendar year 1988.

Content of field 110: 1988

Conversion to the Common Exchange Format

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

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

120 ***Estimated, planned or actual completion date***

Use

Essential

Purpose

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

Description

1. This field should contain the date that the "funding organization" considers to be the completion date.
2. If the activity was terminated prior to planned completion (with activity status 4 in field 080), the date of termination should be entered in this field.
3. Only the year should be entered. It should appear in the form yyyy, for example, 1991.
4. If the year is a fiscal year, a clarifying note should be entered in field 160 (Notes). If it is a calendar year, there is no need to enter a clarifying note in field 160.
5. If the activity described in the record is an ongoing programme with no envisaged completion date, this should be indicated in this field using a symbol, for example "++++", agreed to between exchange partners. A clarifying note should be added in field 160.

Examples

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

Content of field 120: 1996

2. The activity was completed in calendar year 1989.

Content of field 120: 1989

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

Content of field 120: +++++

Conversion to the Common Exchange Format

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

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

130 Budget description

Use

Optional

Purpose

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

Description

1. The information in this field will be in descriptive form. It will include one or more figures showing the level of funding approved by the "funding organization" for the activity described in the record, and any necessary explanatory or qualifying information.
2. Descriptive information will be entered in the language, or one of the languages, of the "funding organization".
3. The amount of funding will be given as either a single figure indicating the total amount approved by the "funding organization" for the activity, or several figures showing a breakdown of the budget by such elements as mode of financing or year.
4. If the activity described in the record is being funded using more than one mode of financing (e.g. grant and loan), the field should contain the amount for each mode of financing in order to give an accurate picture of the level of assistance being provided. (See example 1 below.)
5. If the source database provides an annual breakdown of the budget rather than a total figure, the annual figures should be given together with the years to which they apply. (See example 2 below.)
6. For activities that are ongoing, completed, cancelled, or in abeyance, the figure(s) provided may be either the amount(s) approved or the actual committed amount(s). A clarifying note may be added. (See example 3 below.)
7. If the activity is in the planning stage, the anticipated amount(s) may be provided in order to give some indication of the size of the activity.
8. The figure(s) reported in this field will be in the currency used in the financial system of the "funding organization". The currency will be indicated in field 131.

9. The figures will be entered as they appear in the source database, either with or without punctuation. If the figures appear in units of a thousand or a million, an explanatory note should be added, as in the examples below.
10. The field may also contain other information such as the source of the budget information, or a warning against regarding the data as official or against using it for sectoral, regional or country analysis.
11. The field may be either repeatable or non-repeatable.

Examples

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

Content of field 130: Grant: 32367 X 000

 Loan: 17633 X 000

 Source of data: 1992 Congressional presentation

 Units of data: Thousands of US dollars

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

Content of field 130: Annual amounts X 000:

 1989: 11

 1990: 10

 This data should not be used as a basis for sectoral
 or regional analysis.

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

Content of field 130: UNDP contribution, Initial approval:

 110,000

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

Content of field 130: Estimated amount: 65 X 000

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

Content of field 130: 426544000

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

Content of field 130: 50 milione

131 Currency

Use

Optional(Essential if field 130 - Budget description - is provided)

Purpose

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

Description

The currency of the budget figure should be indicated using the codes listed in Annex 3.

Examples

The "funding organization" operates in French francs.

Content of field 131: FRF

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

Content of field 131: USD

Conversion to the Common Exchange Format

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

140 OECD Macrothesaurus descriptors

Use

Supplementary

Purpose

Field 140 is used to indicate the subject of the development activity using descriptors selected from the Macrothesaurus for Information Processing in the Field of Economic and Social Development (the OECD Macrothesaurus).¹⁰

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

Description

1. This field will contain descriptors that describe the main subjects of the activity and the geographic area(s) on which it is focused.
2. The descriptors entered in this field must be selected from the Macrothesaurus.
3. If the source database contains both Macrothesaurus and non-Macrothesaurus descriptors and these are not distinguished by being entered in separate fields, the descriptors should not be entered here but in field 150.
4. Any number of descriptors may be selected. They should be entered:
 - either as separate occurrences of a repeatable field,
 - or as a descriptor string with each descriptor between special characters.
5. The descriptors may be entered in any one of the official languages of the Macrothesaurus. (At present there are three official language versions - English, French and Spanish.)

Examples

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

¹⁰ Organization for Economic Co-operation and Development. Macrothesaurus for Information Processing in the Field of Economic and Social Development. 4th. ed. Paris, OECD, 1991.

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

Conversion to the Common Exchange Format

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

150 Local descriptors

Use

Supplementary

Purpose

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

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

Description

1. This field will contain descriptors or subject headings that describe the main subjects of the activity and the geographic area(s) on which it is focused.
2. If the descriptor field in the source database contains a mixture of descriptors from both the Macrothesaurus and other sources, they should be entered here, rather than in field 140.
3. The field may also be used, when descriptors from the Macrothesaurus have been entered in field 140, to enter descriptors that do not fall within the scope of the Macrothesaurus, but that the "funding organization" requires for its own needs, for example, names of cities, names of lakes, and names of regions at the subnational level.
4. Any number of descriptors or subject headings may be selected. They should be entered:
 - either as separate occurrences of a repeatable field,
 - or as a descriptor string with each descriptor between special characters.
5. The descriptors or subject headings will normally be entered in the language, or one of the languages, of the "funding organization".

Examples

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

Content of field 150: Balance of payments -- Econometric models
 Fiscal policy -- Econometric models
 Structural adjustment -- Small open economies

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

Content of field 150:

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

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

Content of field 140 (OECD Macrothesaurus descriptors):

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

Content of field 150 (Local descriptors):

/CALCUTTA//BOMBAY/

Conversion to the Common Exchange Format

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

160 Notes

Use

Optional

Purpose

Field 160 is used:

- to enter any information necessary to clarify fields 070 (Terms of assistance), 110 (Estimated, planned or actual start date) and 120 (Estimated, planned or actual completion date);
- to indicate the source of the descriptors or subject headings that have been entered in field 150 (Local descriptors);
- to add any other information that could assist the user.

Description

1. A clarifying note is entered in field 160 when code 6 (other terms of assistance) has been entered in field 070 - Terms of assistance. (See example 1 below.)
2. If necessary, a note is entered in field 160 to add further information about the start date entered in field 110 and the completion date entered in field 120.
 - When the years entered as start date and completion date refer to fiscal years, field 160 is used to enter an appropriate explanatory phrase. It is not necessary to enter a note to indicate that the start date or completion date is a calendar year. (See examples 2 and 3 below.)
 - Field 160 may also be used to enter any other information to clarify the start date and completion date, such as an indication of the reporting organization's definition of starting date (for example, the date the activity was approved, the date the funds were obligated, the date on which the activity was begun, or the first year of the budget amount reported in the record) or of completion date (for example, the last year of the budget amount reported in the record). (See examples 4 and 5 below.)
 - Field 160 is also used to indicate that a programme is ongoing (when "++++" is entered instead of completion date in field 120). (See example 6 below.)
3. When descriptors or subject headings have been entered in field 150 (Local descriptors), the title of the thesaurus, subject headings list or descriptor list from which the local descriptors were taken should be noted in field 160. (See examples 7 and 8 below.)

4. Any other information about the activity that might help the user should be entered in field 160. (See example 9 below.)
5. Notes are entered in free form using the language and terminology of the reporting organization.
6. When there is more than one note, they may be entered either as separate occurrences of a repeatable field or in paragraph form. (See example 10 below.)

Examples

1. Terms of assistance: In-kind (The activity described in the record is the provision of food aid in kind, and the code 6 has been entered in field 070 - Terms of assistance.)
2. Start date and completion date refer to fiscal year 1 April
3. Start/completion date: FY 1 Oct to 30 Sept
4. Start date is date funds committed
5. Start/completion date is reported year. FY April 1
6. Ongoing programme (The symbol "++++" was entered in field 120.)
7. Descriptors taken from Macrothesaurus and in-house list
8. Descriptor source: ILO Thesaurus
9. ACC Programme Classification: 045
10. Start and completion dates are reported years. Descriptor source: Agrovoc. ACC Programme Classification: 045

Conversion to the Common Exchange Format

This field will normally be created at the time the data are converted to the CEFDA for export. Some of the information may be constant (such as information about start date, or the source of the local descriptors). Other elements may be drawn from the source record itself (such as the local classification code), while some elements may need to be created by program (such as the clarification of the terms of assistance.) The notes field in the source database may also be added at the discretion of the reporting organization.

170 Abstract

Use

Supplementary

Purpose

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

Description

1. The abstract will be written in the language, or one of the languages, of the "funding organization".
2. If the source database contains several descriptive data elements, for example, a pre-project summary of aims and a post-project summary of results, these may be placed together in the abstract field.

Examples

1. Project to reduce the consumption of fuelwood in Mali by establishing a self-sufficient, private sector system for producing and distributing affordable fuel-efficient metal cookstoves in Bamako. Volunteers in Technical Assistance (VITA) will implement the project in cooperation with the Laboratoire d'Energie Solaire, which operates under Mali's National Office of Water and Energy.
2. The Cairo Metro, a high-capacity mass transport system, is being built by the Egyptian Ministry of Transport. The underground section of the line, running through densely populated areas, will be excavated by the cut-and-fill method. The purpose of this project is to train Egyptian researchers and technicians in the use of instrumentation for field measurement of ground motion in excavations. Egyptian engineers will determine the ground response to tunnelling, and produce a numerical simulation model for soil-structure interaction.

Post-project summary: To assess the effects of underground construction on adjacent buildings and structures, researchers from Ain Shams University and the University of Alberta, Canada, studied ground reaction characteristics of the Cairo area. Field measurements of a tunnel and an underground station of one of the Cairo Metro lines were compiled based on a technique called the "Observational Method". This involved equipment installation in the ground to measure horizontal and vertical ground movements, water pressure, internal stresses in the structural elements, and soil pressure. Collected data was used to identify the overall geotechnical performance of the two areas.

200 Source documentation

Use

Supplementary

Purpose

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

Description

1. The following kinds of documents will be listed in this field:
 - Program and design documents produced at the planning stage, outlining the development approach, the scope and the details of the planned development activity;
 - Implementation, monitoring and evaluation documents outlining experience in the course of the development activity (progress reports, evaluation reports, final reports, terminal reports, etc.);
 - Research studies and technical reports describing methodologies and technologies that have been researched, tested or applied by the development activity (including published works, journal articles, theses and dissertations produced as a result of the activity).
2. The documents and reports should be described in free form and in the language of the "funding organization". Each document description should include the following elements:
 - document number, symbol, call number or other identification
 - title
 - author (if cited on the document)
 - date of publication or issue
 - availability (if relevant. For example, whether permission to see the document must be obtained from the government or organization receiving assistance, the source from which the document is available, if different from the contact point entered in field 210, the form in which it is available, etc.)
3. This field may be either repeatable, with each document description in a separate occurrence of the field, or non-repeatable, with the document descriptions entered one after the other.

Examples

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

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

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

Conversion to the Common Exchange Format

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

Example 1: Reports listed in library database

Example 2: Source documentation available from contact point.

210 Contact

Use

Optional (but strongly recommended for inclusion)

Purpose

The purpose of field 210 is to facilitate access to additional information about development activity by providing the name and address of the unit within the "funding organization" that is responsible for responding to requests for further information about the activity described in the record.

Description

1. The contact point entered in field 210 will usually be the unit responsible for providing the source documentation described in field 200 and/or for answering specific enquiries about the activity.
2. The name, address, telephone number and fax number of the contact point should be entered in paragraph form.
3. The name of a contact person may be included at the discretion of the "funding organization".

Example

United Nations Development Programme Documentation and Statistics Office,
Bureau for Programme Policy and Evaluation, Room DC1-20, 1 United Nations
Plaza, New York, NY 10017, USA.

Conversion to the Common Exchange Format

This field will normally be created at the time the data are converted to the CEFDA.

This page is intentionally left blank

Annex 1 Country and region codes

Source: International Organization for Standardization. Codes for the Representation of Names of Countries. 3rd. ed. Geneva, ISO, 1988 (ISO 3166-1988); and updates issued by the ISO 3166 Maintenance Agency Secretariat, Berlin. Regional groupings reflect those of the UN Statistical Office's Standard Country or Area Codes for Statistical Use. New York, U.N., 1982 (ST/ESA/STAT/SER.M/49/Rev.2). The codes for the regions were devised, following ISO 3166 guidelines, by the UN Advisory Committee for the Co-ordination of Information Systems (ACCIS).

NOTE: In part I, the codes for countries that have recently ceased to exist have been retained as they might still be required to describe completed activities. These entries are marked *.

I. COUNTRIES IN ALPHABETICAL ORDER

Afghanistan	AFG	Bahamas	BHS
Albania	ALB	Bahrain	BHR
Algeria	DZA	Bangladesh	BGD
American Samoa	ASM	Barbados	BRB
Andorra	AND	Belgium	BEL
Angola	AGO	Belize	BLZ
Anguilla	AIA	Benin	BEN
Antigua and Barbuda	ATG	Bermuda	BMU
Argentina	ARG	Bhutan	BTN
Armenia	ARM	Bolivia	BOL
Aruba	ABW	Bosnia and Herzegovina	BIH
Australia	AUS	Botswana	BWA
Austria	AUT	Bouvet Island	BVT
Azerbaijan	AZE	Brazil	BRA

British Indian Ocean Territory	IOT	Côte d'Ivoire	CIV
Brunei Darussalam	BRN	Croatia	HRV
Bulgaria	BGR	Cuba	CUB
Burkina Faso	BFA	Cyprus	CYP
Burma <i>see</i> Myanmar		Czech Republic	CZE
Burundi	BDI	* Czechoslovakia	CSK
Byelorussian SSR <i>see</i> Belarus			
Belarus	BLR	Denmark	DNK
		Djibouti	DJI
Cambodia	KHM	Dominica	DMA
Cameroon	CMR	Dominican Republic	DOM
Canada	CAN		
Cape Verde	CPV	East Timor	TMP
Cayman Islands	CYM	Ecuador	ECU
Central African Republic	CAF	Egypt	EGY
Chad	TCD	El Salvador	SLV
Chile	CHL	Equatorial Guinea	GNQ
China	CHN	Eritrea	ERI
Christmas Island	CXR	Estonia	EST
Cocos (Keeling) Islands	CCK	Ethiopia	ETH
Colombia	COL		
Comoros	COM	Falkland Islands (Malvinas)	FLK
Congo	COG	Faroe Islands	FRO
Cook Islands	COK	Fiji	FJI
Costa Rica	CRI	Finland	FIN
		France	FRA

French Guiana	GUF	Iceland	ISL
French Polynesia	PYF	India	IND
French Southern Territories	ATF	Indonesia	IDN
		Iran (Islamic Republic of)	IRN
Gabon	GAB	Iraq	IRQ
Gambia	GMB	Ireland	IRL
Georgia	GEO	Israel	ISR
* German Democratic Republic	DDR	Italy	ITA
Germany	DEU	Ivory Coast <i>see</i> Côte d'Ivoire	
Ghana	GHA		
Gibraltar	GIB	Jamaica	JAM
Greece	GRC	Japan	JPN
Greenland	GRL	Jordan	JOR
Grenada	GRD		
Guadeloupe	GLP	Kazakhstan	KAZ
Guam	GUM	Kenya	KEN
Guatemala	GTM	Kiribati	KIR
Guinea	GIN	Korea, Democratic People's Republic of	PRK
Guinea-Bissau	GNB	Korea, Republic of	KOR
Guyana	GUY	Kuwait	KWT
		Kyrgyzstan	KGZ
Haiti	HTI		
Heard and McDonald Islands	HMD	Lao People's Democratic Republic	LAO
Honduras	HND	Latvia	LVA
Hong Kong	HKG	Lebanon	LBN
Hungary	HUN		

Lesotho	LSO	Morocco	MAR
Liberia	LBR	Mozambique	MOZ
Libyan Arab Jamahiriya	LBY	Myanmar	MMR
Liechtenstein	LIE		
Lithuania	LTU	Namibia	NAM
Luxembourg	LUX	Nauru	NRU
		Nepal	NPL
Macau	MAC	Netherlands	NLD
Macedonia, the Former Yugoslav Republic of	MKD	Netherlands Antilles	ANT
Madagascar	MDG	New Caledonia	NCL
Malawi	MWI	New Zealand	NZL
Malaysia	MYS	Nicaragua	NIC
Maldives	MDV	Niger	NER
Mali	MLI	Nigeria	NGA
Malta	MLT	Niue	NIU
Marshall Islands	MHL	Norfolk Island	NFK
Martinique	MTQ	Northern Mariana Islands	MNP
Mauritania	MRT	Norway	NOR
Mauritius	MUS		
Mexico	MEX	Oman	OMN
Micronesia (Federated States of)	FSM		
Moldova, Republic of	MDA	Pakistan	PAK
Monaco	MCO	Palestine	PSE
Mongolia	MNG	Palau	PLW
Montserrat	MSR	Panama	PAN
		Papua New Guinea	PNG

Paraguay	PRY	Seychelles	SYC
Peru	PER	Sierra Leone	SLE
Philippines	PHL	Singapore	SGP
Pitcairn	PCN	Slovakia	SVK
Poland	POL	Slovenia	SVN
Portugal	PRT	Solomon Islands	SLB
Puerto Rico	PRI	Somalia	SOM
		South Africa	ZAF
Qatar	QAT	Spain	ESP
		Sri Lanka	LKA
Réunion	REU	Sudan	SDN
Romania	ROM	Suriname	SUR
Russian Federation	RUS	Svalbard and Jan Mayen Islands	SJM
Rwanda	RWA	Swaziland	SWZ
		Sweden	SWE
St. Helena	SHN	Switzerland	CHE
Saint Kitts and Nevis	KNA	Syrian Arab Republic	SYR
Saint Lucia	LCA		
St. Pierre et Miquelon	SPM	Taiwan, Province of China	TWN
Saint Vincent and the Grenadines	VCT	Tajikistan	TJK
Samoa	WSM	Tanzania, United Republic of	TZA
San Marino	SMR	Thailand	THA
Sao Tome and Principe	STP	Togo	TGO
Saudi Arabia	SAU	Tokelau	TKL
Senegal	SEN	Tonga	TON
		Trinidad and Tobago	TTO

Tunisia	TUN	Yemen	YEM
Turkey	TUR	* Yemen, Democratic	YMD
Turkmenistan	TKM	Yugoslavia	YUG
Turks and Caicos Islands	TCA		
Tuvalu	TUV	Zaire	ZAR
		Zambia	ZMB
Uganda	UGA	Zimbabwe	ZWE
Ukraine	UKR		
Ukrainian SSR <i>see</i> Ukraine			
United Arab Emirates	ARE		
United Kingdom	GBR		
United States	USA		
United States Minor			
Outlying Islands	UMI		
Uruguay	URY		
* USSR	SUN		
Uzbekistan	UZB		
Vanuatu	VUT		
Vatican City State (Holy See)	VAT		
Venezuela	VEN		
Viet Nam	VNM		
Virgin Islands (British)	VGB		
Virgin Islands (U.S.)	VIR		
Wallis and Futuna Islands	WLF		
Western Sahara	ESH		

II. REGIONAL GROUPINGS

AFRICA QMA

EASTERN AFRICA QMB

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

MIDDLE AFRICA QMC

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

NORTHERN AFRICA QMD

Algeria
Egypt
Libyan Arab Jamahiriya
Morocco
Sudan
Tunisia
Western Sahara

SOUTHERN AFRICA QME

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

WESTERN AFRICA QMF

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

AMERICAS QNA

CARIBBEAN **QNB**

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

CENTRAL AMERICA **QNC**

- Belize
- Costa Rica
- El Salvador
- Guatemala
- Honduras
- Mexico
- Nicaragua
- Panama

NORTHERN AMERICA **QND**

- Bermuda
- Canada
- Greenland
- St. Pierre et Miquelon
- United States

SOUTH AMERICA **QNE**

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

ASIA QRA

EASTERN ASIA **QRB**

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

SOUTHEASTERN ASIA QRC

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

SOUTHERN ASIA QRD

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

WESTERN ASIA QRE

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

EUROPE QSA

EASTERN EUROPE QSB

Bulgaria
 Czech Republic
 Hungary
 Poland
 Romania
 Slovakia

NORTHERN EUROPE QSC

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

SOUTHERN EUROPE QSD

Albania
 Andorra
 Bosnia and Herzegovina
 Croatia
 Gibraltar
 Greece
 Italy
 Macedonia, the Former Republic of
 Malta
 Portugal
 San Marino
 Spain
 Vatican City State
 Yugoslavia

WESTERN EUROPE	QSE	POLYNESIA	QTE
Austria		American Samoa	
Belgium		Cook Islands	
France		Fiji	
Germany		French Polynesia	
Liechtenstein		Samoa	
Luxembourg		Tonga	
Monaco		Wallis and Futuna Islands	
Netherlands			
Switzerland			
OCEANIA	QTA	FORMER USSR	QVA
AUSTRALIA AND NEW ZEALAND	QTB	Armenia	
Australia		Azerbaijan	
New Zealand		Belarus	
		Estonia	
MELANESIA	QTC	Georgia	
New Caledonia		Kazakhstan	
Norfolk Island		Latvia	
Papua New Guinea		Lithuania	
Solomon Islands		Moldova, Republic of	
Vanuatu		Russian Federation	
		Tajikistan	
MICRONESIA	QTD	Turkmenistan	
Christmas Island		Ukraine	
Cocos (Keeling) Islands		Uzbekistan	
Guam			
Kiribati		INTER-REGIONAL	QWA
Marshall Islands			
Micronesia		GLOBAL	QZA
Nauru			
Niue			
Northern Mariana Islands			
Pitcairn			
Palau			
Tokelau			
Tuvalu			
United States Minor Outlying Islands			

Annex 2 Language codes

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

Afrikaans	af	Finnish	fi
Albanian	sq	French	fr
Amharic	am		
Arabic	ar	German	de
Armenian	hy	Greek	el
		Gujarati	gu
Bengali	bn		
Bhutani	dz	Hebrew	iw
Bulgarian	bg	Hindi	hi
Burmese	my	Hungarian	hu
Byelorussian	be		
		Icelandic	is
Cambodian	km	Indonesian	in
Chinese	zh	Italian	it
Croatian	hr		
Czech	cs	Japanese	ja
Danish	da	Korean	ko
Dutch	nl		
		Laotian	lo
English	en	Latvian	lv
Estonian	et	Lithuanian	lt

Malagasy	mg	Swedish	sv
Malay	ms		
Maltese	mt	Tamil	ta
		Thai	th
Nepali	ne	Tibetan	bo
Norwegian	no	Turkish	tr
Persian	fa	Ukrainian	uk
Polish	pl		
Portuguese	pt	Vietnamese	vi
Punjabi	pa		
Romanian	ro		
Russian	ru		
Sanskrit	sa		
Serbian	sr		
Serbo-Croatian	sh		
Sindhi	sd		
Singhalese	si		
Slovak	sk		
Slovenian	sl		
Somali	so		
Spanish	es		
Sudanese	su		
Swahili	sw		

Annex 3 Currency codes

Selected from: International Organization for Standardization. Codes for the Representation of Currencies and Funds. 4th ed. Geneva, ISO, 1990. (ISO 4217), Table A.1 (E), and amendments issued by the ISO 4217 Maintenance Agency Secretariat.

Note: BCEAO = Banque Centrale es Etats de l'Afrique de l'Ouest
BEAC = Banque des Etats de l'Afrique Centrale

Country	Currency	Code
Afghanistan	Afghani	AFA
Albania	Lek	ALL
Algeria	Algerian Dinar	DZD
American Samoa	US Dollar	ASD
Andorra	Andorran Peseta	ADP
Angola	Kwanza	AOK
Anguilla	East Caribbean Dollar	XCD
Antarctica	No universal currency	
Antigua	East Caribbean Dollar	XCD
Argentina	Argentine Peso	ARP
Armenia	Russian Ruble	RUR
Aruba	Aruban Guilder	AWG
Australia	Australian Dollar	AUD
Austria	Schilling	ATS
Azerbaijan	Russian Ruble	RUR
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BDT

CEFDA: Common Exchange Format for Development Activity Information

Barbados	Barbados Dollar	BBD
Belgium	Belgian Franc	BEF
Belize	Belize Dollar	BZD
Belarus	Russian Ruble	RUR
Benin	CFA Franc BCEAO	XOF
Bermuda	Bermudan Dollar	BMD
Bhutan	Indian Rupee	INR
	Ngultrum	BTN
Bolivia	Bolivian Peso	BOP
Bosnia and Herzegovina	No currency allocated yet.	
Botswana	Pula	BWP
Bouvet Island	Norwegian Krone	NOK
Brazil	Cruzeiro Real	BRR
British Virgin Islands	US Dollar	USD
Brunei	Brunei Dollar	BND
Bulgaria	Lev	BGL
Burkina Faso	CFA Franc BCEAO	XOF
Burma <i>see</i> Myanmar		
Burundi	Burundi Franc	BIF
Byelorussian SSR <i>See</i> Belarus		
Cambodia	Riel	KHR
Cameroon	CFA Franc BEAC	XAF
Canada	Canadian Dollar	CAD
Cape Verde	Cape Verde Escudo	CVE
Cayman Islands	Cayman Islands Dollar	KYD
Central African Republic	CFA Franc BEAC	XAF

Chad	CFA Franc BEAC	XAF
Chile	Chilean Peso	CLP
China	Yuan Renminbi	CNY
Cocos (Keeling) Islands	Australian Dollar	AUD
Colombia	Colombian Peso	COP
Comoros	Comoro Franc	KMF
Congo	CFA Franc BEAC	XAF
Cook Islands	New Zealand Dollar	NZD
Costa Rica	Costa Rican Colon	CRC
Cote d'Ivoire	CFA Franc BEAC	XAF
Croatia	Croatian Dinar	HRD
Cuba	Cuban Peso	CUP
Cyprus	Cyprus Pound	CYP
Czech Republic	Czech Koruna	CZK
Denmark	Danish Krone	DKK
Djibouti	Djibouti Franc	DJF
Dominica	East Caribbean Dollar	XCD
Dominican Republic	Dominican Peso	DOP
East Timor	Timor Escudo	TPE
	Rupiah	IDR
Ecuador	Sucre	ECS
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
Equatorial Guinea	CFA Franc BEAC	XAF
Eritrea	No currency allocated yet.	

Estonia	Kroon	EEK
Ethiopia	Ethiopian Birr	ETB
European Monetary Cooperation Fund (E.M.C.F.)	European Currency Unit (E.C.U.)	XEU
Faeroe Islands	Danish Krone	DKK
Falkland Islands (Malvinas)	Falkland Islands Pound	FKP
Fiji	Fiji Dollar	FJD
Finland	Markka	FIM
France	French Franc	FRF
French Guiana	French Franc	FRF
French Polynesia	CFP Franc	XPF
Gabon	CFA Franc BEAC	XAF
Gambia	Dalasi	GMD
Georgia	Russian Ruble	RUR
Germany	Deutsche Mark	DEM
Ghana	Cedi	GHC
Gibraltar	Gibraltar Pound	GIP
Greece	Drachma	GRD
Greenland	Danish Krone	DKK
Grenada	East Caribbean Dollar	XCD
Guadeloupe	French Franc	FRF
Guam	US Dollar	USD
Guatemala	Quetzal	GTQ
Guinea	Guinea Franc	GNF
Guinea-Bissau	Guinea-Bissau Peso	GWP

Guyana	Guyana Dollar	GYD
Haiti	Gourde	HTG
	US Dollar	USD
Honduras	Lempira	HNL
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Iceland Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
International Monetary Fund (I.M. F.)	SDR	XDR
Iran (Islamic Republic of)	Iranian Rial	IRR
Iraq	Iraqi Dinar	IQD
Ireland	Irish Pound	IEP
Israel	Shekel	ILS
Italy	Italian Lira	ITL
Ivory Coast <i>See</i> Cote d'Ivoire		
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Jordan	Jordanian Dinar	JOD
Kazakhstan	Russian Ruble	RUR
Kenya	Kenyan Shilling	KES
Kiribati	Australian Dollar	AUD
Korea, Democratic People's Republic of	North Korean Won	KPW

Korea, Republic of	Won	KRW
Kuwait	Kuwaiti Dinar	KWD
Krygyzstan	Som	KGS
Lao, People's Democratic Republic of	Kip	LAK
Latvia	Latvian Lats	LVL
Lebanon	Lebanese Pound	LBP
Lesotho	Rand	ZAR
	Loti	LSL
Liberia	Liberian Dollar	LRD
Libyan Arab Jamahiriya	Libyan Dinar	LYD
Liechtenstein	Swiss Franc	CHF
Lithuania	Lithuania Litas	LTL
Luxembourg	Luxembourg Franc	LUF
Macedonia, the Former Yugoslav Republic of	Denar	MKD
Macau	Pataca	MOP
Madagascar	Malagasy Franc	MGF
Malawi	Kwacha	MWK
Malayasia	Malaysian Ringgit	MYR
Maldives	Rufiyaa	MVR
Mali	CFA Franc BCEAO	XOF
Malta	Maltese Lira	MTL
Marshall Islands	US Dollar	USD
Martinique	French Franc	FRF
Mauritania	Ouguiya	MRO
Mauritius	Mauritius Rupee	MUR

Mexico	Mexican Peso	MXP
Micronesia, Federated States of	US Dollar	USD
Moldova, Republic of	Moldovan Lev	MDL
Monaco	French Franc	FRF
Mongolia	Tugrik	MNT
Montserrat	East Caribbean Dollar	XCD
Morocco	Moroccan Dirham	MAD
Mozambique	Metical	MZM
Myanmar	Kyat	BUK
Namibia	Rand	ZAR
Nauru	Australian Dollar	AUD
Nepal	Nepalese	Rupee
Netherlands	Netherlands Guilder	NLG
Netherlands Antilles	Netherlands Antillian Guilder	ANG
New Caledonia	CFP Franc	XPF
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba	NIC
Niger	CFA Franc BCEAO	XOF
Nigeria	Naira	NGN
Niue	New Zealand Dollar	NZD
Norfolk Islands	Australian Dollar	AUD
Northern Marina Islands	US Dollar	USD
Norway	Norwegian Krone	NOK
Oman	Rial Omani	OMR

CEFDA: Common Exchange Format for Development Activity Information

Pakistan	Pakistan Rupee	PKR
Palau	US Dollar	USD
Palestine	No currency under this entity.	
Panama	Balboa	PAB
	US Dollar	USD
Papua New Guinea	Kina	PGK
Paraguay	Guarani	PYG
Peru	Inti	PEI
Philippines	Philippine Peso	PHP
Pitcairn Island	New Zealand Dollar	NZD
Poland	Zloty	PLZ
Portugal	Portuguese Escudo	PTE
Puerto Rico	US Dollar	USD
Qatar	Qatari Rial	QAR
Reunion	French Franc	FRF
Romania	Leu	ROL
Rwanda	Rwanda Franc	RWF
Russian Federation	Russian Ruble	RUR
St. Helena	St. Helena Pound	SHP
St. Kitts and Nevis	East Caribbean Dollar	XCD
St. Pierre and Miquelon	French Franc	FRF
Saint Lucia	East Caribbean Dollar	XCD
Saint Vincent and the Grenadines	East Caribbean Dollar	XCD
Samoa	Tala	WST

San Marino	Italian Lira	ITL
Sao Tome and Principe	Dobra	STD
Saudi Arabia	Saudi Rial	SAR
Senegal	CFA Franc BCEAO	XOF
Seychelles	Seychelles Rupee	SCR
Sierra Leone	Leone	SLL
Singapore	Singapore Dollar	SGD
Slovakia	Slovak Koruna	SKK
Slovenia	Tolar	SIT
Solomon Islands	Solomon Islands Dollar	SBD
Somalia	Somali Shilling	SOS
South Africa	Rand	ZAR
Spain	Spanish Peseta	ESP
Sri Lanka	Sri Lanka Rupee	LKR
Sudan	Sudanese Pound	SDP
Suriname	Suriname Guilder	SRG
Swaziland	Lilangeni	SZL
Sweden	Swedish Krona	SEK
Switzerland	Swiss Franc	CHF
Syrian Arab Republic	Syrian Pound	SYP
Svalbord and Jan Mayen Islands	Norwegian Krone	NOK
Taiwan, Province of China	New Taiwan Dollar	TWD
Tajikistan	Russian Ruble	RUR
Tanzania, United Republic of	Tanzanian Shilling	TZS
Thailand	Baht	THB
Togo	CFA Franc BCEAO	XOF

Tokelau	New Zealand Dollar	NZD
Tonga	Pa'anga	TOP
Trinidad and Tobago	Trinidad and Tobago Dollar	TTD
Tunisia	Tunisian Dinar	TND
Turkey	Turkish Lira	TRL
Turkmenistan	Manat	TMM
Turks and Caicos	US Dollar	USD
Tuvalu	Australian Dollar	AUD
Uganda	Uganda Shilling	UGS
Ukraine	Karbovanet	UAK
Ukrainian SSR	<i>See</i> Ukraine	
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
United States	US Dollar	USD
United Minor Outlying Islands	US Dollar	USD
Upper Volta	<i>See</i> Burkina Faso	
Uruguay	Uruguayan Peso	UYP
Uzbekistan	Russian Ruble	RUR
Vanuatu	Vatu	VUV
Vatican City State (Holy See)	Italian Lira	ITL
Venezuela	Bolivar	VEB
Vietnam	Dong	VND
Virgin Islands, US	US Dollar	USD
Wallis and Futuna Islands	CFP Franc	XPF

Western Sahara	Moroccan Dirham	MAD
Yemen	Yemeni Rial	YER
Yugoslavia	New Yugoslavian Dinar	YUD
Zaire	Zaire	ZRZ
Zambia	Kwacha	ZMK
Zimbabwe	Zimbabwe Dollar	ZMD

This page is intentionally left blank

Annex 4 Sample conversion tables and sample converted records

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

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

A. Inter-Agency Development Research Information System - IDRIS

IDRIS		Common Exchange Format	
	Internal Sequence Number (ISN)	001	Record identifier (S)
...	(Field created containing the code "en".)	002	Principal language of record (E)
P040	Last date record updated	003	Date of record (S)
...	(Field created containing "International Development Research Centre IDRIS database")	004	Submitting organization (E)
P020	Agency file identifier	010	Activity ID (E)
P120	Title - English	020	Activity title (E)
P130	Title - other language	030	Translated activity title (S)
P110	Donor agency	040	Funding organization (E)
P410	Geographical area under study (Country or region name(s) in descriptor form converted to 3-letter codes by program. Geographic descriptors also entered in either CEFDA field 140 or CEFDA field 150.)	050	Country/region (E)
...	(All activities are research projects. Field created containing "Research project".)	060	Type of activity (S)
...	(All funding by grant. Field created containing the code "1".)	070	Terms of assistance (S)
P060	Status of project (Free text converted to codes by program.)	080	Activity status (E)
P310	Recipient institution	090	Executing entity (E)
P311	Institution name		
P312	Institution city		
...		100	Funding source (S)

P160	Date funds committed (in ISO form. Only first 4 digits transferred.)	110	Estimated
P170	Completion date of activity (In ISO form. Only first 4 digits transferred.)	120	Estimated
P191	Total funding by donor agency	130	Budget description (O)
P192	Currency code (ISO)	131	Currency (O)
P420	Macrothesaurus subject descriptors (If P420 is present, geographic descriptors in field P410 are added here.)	140	OECD Macrothesaurus descriptors (S)
P430	Non-thesaurus subject descriptors (If P420 is absent, geographic descriptors in field P410 are added here.)	150	Local descriptors (S)
...	(Field created containing "Start date is year funds committed"	160	Notes (O)
P440 P450 P610 P620 P630	Abstract - English Abstract - other language Post-project summary Post-project summary other language Training information	170	Abstract (S)
P340	Availability of documents	200	Source documentation (S)
P150	Contact in donor agency (field contains name only; address is added during conversion)	210	Contact (O)

SAMPLE SOURCE RECORD - IDRIS

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

Title: Industrial Instrumentation Technology Centre of Espirito Santo / SENAI

Total funding by donor agency: 426544000 JPY

-- Donor funding by fiscal year --

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

Contact in donor agency: Institute for International Cooperation

Date funds committed: 19850306 Completion date: 19900305

Status: Closed

-- Recipient Institutions --

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

-- Researchers --

Lorenzoni Borgo, Ivan A.
Function: Regional Director

-- Cooperating Institutions --

Japan. Ministry of Labour

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

Area under study: /Brazil/

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

CEFDA RECORD CONVERTED FROM IDRIS RECORD

Record identifier: 105
 Principal language of record: en
 Date of record: 19910415
 Submitted by: International Development Research Centre,
 IDRIS database
 Activity ID: 60/SDC/3-6
 Activity title: Industrial Instrumentation Technology
 Centre of Espirito Santo / SENAI
 Funding organization: JICA
 Country/Region: BRA
 Type of activity: Research project
 Terms of assistance: 1
 Activity status: 3
 Executing entity: SENAI/ES Industrial Instrumentation
 Technical Centre, Espirito Santo
 Start date: 1985
 Completion date: 1990
 Budget description: 426544000
 Currency: JPY

OECD Macrothesaurus

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

Notes: Start date is year funds committed
 Abstract: The project will establish the Industrial Instrumentation
 Technical Center of the Espirito Santo Regional Department of
 SENAI, to provide Brazilian trainees with knowledge and skill
 in the field of industrial instrumentation through training
 programs at the Center. The training programs will be
 conducted by Brazilian experts under the guidance of Japanese
 experts. The details of the training program will be agreed
 upon between the two governments. The General Director of
 SENAI will bear overall responsibility for the implementation
 of the project.
 Contact: Institute for International Cooperation, International
 Cooperation Centre Bldg., 10-5 Ichigaya Honmura-cho,
 Shinjuku-ku, Tokyo 162, Japan.

**B. United Nations Development Programme (UNDP),
Headquarters Programme and Project Management System**

UNDP	Common Exchange Format
	001 Record identifier (E)
... (Field created containing the code "en".)	002 Principal language of record (E)
...	003 Date of record (S)
... (Field created containing "United Nations Development Programme, Headquarters Programme and Project Management System")	004 Submitting organization (E)
Project number	010 Activity ID (E)
Title	020 Activity title (E)
...	030 Translated activity title (S)
(Field created containing "UNDP".)	040 Funding organization (E)
... (Converted from first 3 letters of project no)	050 Country/region (E)
Project type	060 Type of activity (S)
...	070 Terms of assistance (S)
Project status (Free text converted to codes by program.)	080 Activity status (E)
Govt counterpart agency	090 Executing entity (E)
Source of funds	100 Funding source (S)
Starting date (in form dd/mm/yy. Converted to 4-digit year by program.)	110 Estimated, planned or actual start date (E)

Project completed (in form dd/mm/yy. Converted to 4-digit year by program. Refers to actual completion date only. Estimated completion date computed using data element Duration.)	120	Estimated
UNDP contribution, initial approval (US\$) (Textual element added as a constant value: "Initial approval.")	130	Budget description (O)
(Field created containing the code "USD".)	131	Currency (O)
...	140	OECD Macrothesaurus descriptors (S)
Project descriptors	150	Local descriptors (S)
...	160	Notes (O)
...	170	Abstract (S)
...	200	Source documentation (S)
... (Field created containing "United Nations Development Programme Documentation and Statistics Office, Bureau for Programme Policy and Evaluation, Room DC1-20, 1 United Nations Plaza, New York, N.Y. 10017, USA")	210	Contact (O)

SAMPLE SOURCE RECORD - UNDP

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

FIRST APPROVAL DATE: 08/12/88
 LATEST APPROVAL DATE: 25/01/91
 YEAR LAST REPHASED: 1989
 SOURCE OF FUNDS: IPF
 EXECUTING AGENCY: GVT
 GOVT COUNTERPART AGENCY: MINISTRY OF HOUSING AND SOCIAL WELFARE
 PROJECT TYPE: FULL PROJECT ACTIVITY
 MAIN ACTIVITY: DEVELOPMENT PLANNING
 PROJECT STATUS: ACTIVE
 ECONOMIC SECTOR: HOUSING AND INFRASTRUCTURE
 DURATION: 0 YEARS, 90 MONTHS
 STARTING DATE: 28/11/88
 OPERATIONS START DATE: 28/11/88
 FIELD WORK COMPLETED:
 PROJECT COMPLETED:

UNDP CONTRIBUTION,	INITIAL APPROVAL	(US\$)	144,928
COST-SHARING,	INITIAL APPROVAL	(US\$)	0
UNDP CONTRIBUTION,	THIS REVISION	(US\$)	110,000
COST-SHARING	THIS REVISION	(US\$)	671,499
GCCC AMOUNT,	THIS REVISION	(LOCAL)	0
GOVERNMENT AMOUNT,	THIS REVISION	(LOCAL)	0

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

CEFDA RECORD CONVERTED FROM UNDP RECORD

Principal language of record: en
Submitted by: United Nations Development Programme,
Headquarters Programme and Project Management System
Activity ID: BRA/88/019/G/01/99
Activity title: TRAINING AND TECHNICAL ASSISTANCE FOR HOUSING,
URBAN INFRASTRUCTURE AND INSTITUTIONAL
DEVELOPMENT
Funding organization: UNDP
Country/Region: BRA
Type of activity: FULL PROJECT ACTIVITY
Terms of assistance:
Activity status: 2
Executing entity: MINISTRY OF HOUSING AND SOCIAL WELFARE
Funding source: IPF
Start date: 1988
Completion date: 1996
Budget description: Initial approval: 144,928
Currency: USD
Local descriptors: INFRASTRUCTURE
LOW COST HOUSING
URBAN PLANNING
MAPS
REAL PROPERTY
TAXES
REGISTER
PUBLIC ADMINISTRATION
COMPUTER SERVICES
ALTERNATIVE TECHNOLOGY
REGIONAL DEVELOPMENT
URBAN DEVELOPMENT
PROTOTYPES
TRAINING COURSES
SEMINAR
LOW COST
TECHNOLOGY
... etc.
Contact: United Nations Development Programme Documentation and
Statistics Office, Bureau for Programme Policy and Evaluation,
Room DC1-20, 1 United Nations Plaza, New York, N.Y. 10017, USA

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

ACCIS-RDA		Common Exchange Format	
	Master File Number (MFN)	001	Record identifier (E)
...	(Field created containing the code "en".)	002	Principal language of record (E)
...	(Field created containing the date on which annual data supplied to ACCIS)	003	Date of record (S)
...	(Field created containing "United Nations Advisory Committee for the Co-ordination of Information Systems, Register of Development Activities of the United Nations System")	004	Submitting organization (E)
02	Activity identifier	010	Activity ID (E)
21	Title	020	Activity title (E)
...		030	Translated activity title (S)
01	Reporting organization	040	Funding organization (E)
12	Country/area code	050	Country/region (E)
11	Type of activity (codes expanded to free text.)	060	Type of activity (S)
...	(For financing activities only. Computed from the presence of fields 41 -Grants, 42 - Loans, 43 - Credits, 44 - Equity investments)	070	Terms of assistance (S)
...	(All activities are on-going. Field created containing "2".)	080	Activity status (E)

...	(Field 14 "Executing agency" has a different meaning from CEFDA meaning. ACCIS could request this data element from participating agencies in future.)	090	Executing entity (E)
16	Funding sources	100	Funding source (S)
31	First year	110	Estimated, planned or actual start date (E)
32	Last year	120	Estimated, planned or actual completion date (E)
69 -107	For activities other than financing, annual budget figure in thousands of US dollars. Each field tag represents year. Each field, together with field tag preceded by "19", converted to a different occurrence of CEFDA field 13O.	130	Budget description (O)
41 -44	Financing activities. (Textual elements added as a constant value: "Thousands. Rounded to the nearest thousand.")		
	(Field created containing "USD".)	131	Currency (O)
...		140	OECD Macrothesaurus descriptors (S)
22	Descriptors	150	Local descriptors (S)
...	(Field created containing "Start and completion dates indicate timespan of reported expenditure /budget figures. Descriptors taken from <name of thesaurus, based on agency supplying original data>")	160	Notes (O)
...		170	Abstract (S)
...		200	Source documentation (S)
...		210	Contact (O)

SAMPLE SOURCE RECORD - ACCIS-RDA

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

CEFDA RECORD CONVERTED FROM ACCIS-RDA RECORD

Record identifier: 3975
Principal language of record: en
Date of record: 19900430
Submitted by: United Nations Advisory Committee for the
Co-ordination of Information Systems, Register
of Development Activities of the United
Nations System
Activity ID: FIJ87005F01
Activity title: Strengthening engineering design capabilities
Funding organization: FAO
Country/Region: FJI
Type of activity: Technical cooperation funded from extra-budgetary
resources
Terms of assistance: ...
Activity status: 2
Executing entity: ...
Funding source: UNDP
Start date: 1987
Completion date: 1991
Budget description: 1987: 46
1988: 98
1989: 132
1990: 50
1991: 23
Thousands. Rounded to the nearest thousand.
Currency: USD
Local descriptors: Agricultural engineering
Notes: Start and completion dates indicate timespan of reported
expenditure/budget figures. Descriptors taken from Agrovoc.

**D. U.S. Agency for International Development(USAID) -
Development Information System**

USAID		Common Exchange Format	
	Internal Sequence Number (ISN)	001	Record identifier (E)
...	(Field created containing the code "en".)	002	Principal language of record (E)
P940	Date abstract last modified	003	Date of record (S)
...	(Field created containing "United States Agency for International Development, Development Information System (DIS)")	004	Submitting organization (E)
P010	Project number	010	Activity ID (E)
P060	Project title	020	Activity title (E)
...		030	Translated activity title (S)
...	(Field created containing "U.S. Agency for International Development")	040	Funding organization (E)
P040	Geographic name (Converted to 3-letter codes by program.)	050	Country/region (E)
...		060	Type of activity (S)
E503	Loan/Grant (converted to CEFDA codes by program)	070	Terms of assistance (S)
E440	Project status (Converted to CEFDA codes by program.)	080	Activity status (E)
...	(Information in abstract. Field added manually.)	090	Executing entity (E)
...	(Data never supplied as all USAID funding is from its own resources.)	100	Funding source (S)
E380	Beginning fiscal year (In form yy. Converted to 4 digits by program.)	110	Estimated, planned or actual start date (E)

E400	Ending Fiscal Year (In form yy. Converted to 4 digits by program.)	120	Estimated, planned or actual completion date (E)
E505	LOP cost (Textual elements supplied as a constant value: "X 000. Source is USAID Congressional presentation."	130	Budget description (O)
...	(Field created containing "USD")	131	Currency (O)
...		140	OECD Macrothesaurus descriptors
P400	Descriptor	150	Local descriptors (S)
...	(Field created containing "Start date and completion date: FY 1 Oct to 30 Sept. Descriptors taken from A.I.D. Thesaurus")	160	Notes (O)
P502	Project abstract	170	Abstract (S)
P700- P709	Documents related to project	200	Source documentation (S)
...	(Field created containing "Ms Virginia Van Brunt, DAI contact, A.I.D. Development Information Services Clearinghouse, 1500 Wilson Blvd. Suite 1010, Arlington VA 22209-2404, USA. Telephone 1-703-351-4006. Telefacsimile 1-703-351-4039")	210	Contact (O)

SAMPLE SOURCE RECORD - USAID

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

.....
ABSTRACT

Project to develop small-scale irrigation technologies and management systems in support of diversified cropping patterns in selected Indonesian eastern islands. The Ministry of Public Works and its Directorate General of Water Resources Development will implement the project.

The project will develop and construct irrigation systems to provide reliable water supply to 25,000 ha in South Sulawesi, Nusa Tenggara Barat (NTB), and Nusa Tenggara Timur (NTT), all regions of erratic precipitation. Water for at least double cropping will be provided by surface diversion at 3 sites, surface lift at 2 sites, and reservoirs and groundwater at 5 sites each. All four schemes will be used in S. Sulawesi and NTB; investments in NTT will focus on groundwater. All systems will maximize the irrigated area at each site and will be adaptable to areas outside the project. Groundwater efforts will afford the opportunity for developing farmer owned and operated shallow wells and expanding the private sector's role.

In a decentralization effort, the project will establish (S. Sulawesi) or strengthen (NTB, NTT) management programs of provincial and section Public Works offices. Activities include introducing improved management tools (use of economic and social criteria for site selection and of site profiles in the design process, developing a performance monitoring system and section-level management and maintenance schemes, and methods for managing local contractors). Training to support this effort includes 18 M.A. degrees in engineering and social sciences, short-term programs for 15 individuals, 24 association organizers (WUAO's - originally used in Sederhana II [4970252]) to encourage farmer participation in site selection, design, management, and maintenance and to promote establishment of WUA's. WUAO's will be supervised and, as an efficiency measure, will be moved between sites. Means of involving farmers at the 5 groundwater development sites will be determined during implementation.

The project will also support special studies: 5-8 on policy and management; 5-9 for producing plans and proposals; and 3-5 for evaluating project performance.

SAMPLE SOURCE RECORD - USAID (CONT.)

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

DOCUMENTS RELATED TO PROJECT

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

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

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

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

CEFDA RECORD CONVERTED FROM USAID RECORD

Record identifier: ISN=40525
Principal language of record: en
Date of record: 1991-03-21
Submitted by: United States Agency for International
Development, Development Information System (DIS)
Activity ID: 4970237
Activity title: Small Scale Irrigation Management
Funding organization: U.S. Agency for International Development
Country/Region: IDN
Type of activity: ...
Terms of assistance: 2
Activity status: 2
Executing entity: Ministry of Public Works
Funding source:
Start date: 1985
Completion date: 1993
Budget description: Grant: 32367; Loan: 17633 X 000. Source is USAID
Congressional presentation.
Currency: USD

Local descriptors:

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

Notes: Start date and completion date: FY 1 Oct to 30 Sept. Descriptors taken
from AID Thesaurus

Abstract:

Project to develop small-scale irrigation technologies and management
systems in support of diversified cropping patterns in selected Indonesian
eastern islands. The Ministry of Public Works and its Directorate General of
Water Resources Development will implement the project.
The project will develop and construct irrigation systems to provide reliable
water supply to 25,000 ha in South Sulawesi, Nusa Tenggara Barat (NTB), and
Nusa Tenggara Timur (NTT), all regions of erratic precipitation. Water for at
least double cropping will be provided by surface diversion at 3 sites,
surface lift at 2 sites, and reservoirs and groundwater at 5 sites each. All
four schemes will be used in S. Sulawesi and NTB; investments in NTT will
focus on groundwater. All systems will maximize the irrigated area at each

This page is intentionally left blank

Annex 5 Description of the ISO 2709 format

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

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

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

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

Record label

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

- (a) Record length (character positions 0 to 4). The number of character positions in the (logical) record including the record label, the directory, the datafields, the field separators and the record separator. A 5-digit decimal number right-justified and zero filled if necessary.
- (b) Record status (character position 5). A single character describing the status of the record (for example new or amended) to be defined for each implementation.
- (c) Implementation codes (character positions 6 to 9). Not defined. To be agreed to between exchange partners. Can be filled with zeros.
- (d) Indicator length (character position 10).¹³ A decimal digit showing the number of character positions for the indicators. If indicators are not used, this should be zero.

¹³ Indicators are used in some information systems to provide further information about data in the field. They are placed at the beginning of the field.

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

- (f) Base address of data (character positions 12 to 16). The position of the first character of the data, calculated from the total number of characters in the record label and the directory, including the field separator at the end of the directory. Five decimal digits, right justified and zero filled if necessary.
- (g) To be defined by user systems (character positions 17 to 19).

Directory map

- (h) character position 20 - one decimal digit showing the length of the "field length" part of each entry in the directory;
- (i) character position 21 - one decimal digit showing the length of the "starting character position" part of each entry in the directory;
- (j) character position 22 - one decimal digit showing the length of the "implementation defined" part of each entry in the directory;
- (k) character position 23 - reserved for future use.

Directory

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

A directory entry consists of the following elements:

- (l) The field tag. Three characters that identify the datafield. These may be numeric, alphabetic or alphanumeric;
- (m) The length of the datafield. The number of characters in the field, including indicators and the field separator, but excluding the record separator if the field is the last field of the record.
- (n) The starting character position. A decimal number giving the position of the first character of the field, relative to the base address of the data (i.e. the first character of the first field, which is zero).
- (o) An implementation-defined element.

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

Datafields

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

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

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

Example

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

```

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

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

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

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

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

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

```

Annex 6 CEFDA worksheet

This page is intentionally left blank

CEFDA Worksheet

Common Exchange Format for Development Activities

October 1991 Guidelines for data entry are provided in the CEFDA Manual * Page ____ of ____

001 Record Identifier		002 Language of Record		003 Date of Record	
010 Activity ID				080 Activity Status	
020 Activity Title					
030 Translated Activity Title					
040 Funding Organization					
050 Country/Region (Enter 3-letter codes from Annex 1 of the CEFDA Manual; if more than one code, separated by ;)					
060 Type of Activity (if more than one activity, separated by ;)					
070 Terms of Assistance (Enter 1, 2, 3, 4, 5, and/or 6; if more than one mode of financing, separated by ;)					
090 Executing Entity (if more than one entity, separated by ;)					
100 Funding Source (if more than one funding source, separated by ;)					

* Attach additional sheets if not enough space is provided on this worksheet

110 Start Date	120 Completion Date	130 Budget	
		131 Currency Code	
140 Macrothesaurus Descriptors (separated by ;)			
150 Local Descriptors (separated by ;)			
160 Notes			
170 Abstract			
200 Source Documents			
210 Contact			

The contribution of a database for incorporation into the CD-ROM constitutes permission to IDRC to copy the said database in whole or in part for the purposes of this activity. It is agreed that IDRC shall own the copyright of the comprehensive database on the CD-ROM, while each donor of databases retains its right to the contributed database.

Annex 7 CEFDA tag-data format

This is a very simple format which can be created on any wordprocessing or text editor system, and can also be generated by many database management systems. In this format, each data field is preceded by its CEFDA field tag, with a non-alphabetic character (usually !) before and after the tag; for example:

!020!Banana and plantain information network

The tag-data file is an ASCII text file with a maximum physical record length of 256 characters. Fields longer than 256 characters can span physical records. Each logical record begins with the character string !rec-id on a line by itself. There is no limit to the number of records that can be input in a tag-data file.

Other rules to remember when creating the file:

- although ! is the standard symbol that is used to delimit tags, any character that doesn't appear in the data may be used, as long as it is used consistently throughout the tag-data file;
- where fields are **repeatable**, each occurrence of the field must be preceded by the tag;
- fields can appear one after the other on the same line, or begin on separate lines - but the !rec-id legend must appear on a separate line at the beginning of the logical record, by itself;
- where a field **folds over** onto subsequent lines, the subsequent lines must be **indented one space**.
- field tags may appear in any order, after !rec-id

Below is an example of a tag-data file with a physical record length of 80 bytes. Note that fields may appear either by themselves on a separate line, one after the other on the same line, or in any combination of these two styles. In this particular file, long fields fold over on a word boundary, and the rest of the physical record is filled with blank spaces. This is acceptable; the blank spaces will be stripped before input.

In CEFDA tag-data format, the IDRIS record in Section A of Annex 4 of this document might look like this:

!rec-id

!001!105!002!en!003!19910415!010!60/SDC/3-6

!020!Industrial Instrumentation Technology Center of Espirito Santo / SENAI

!040!JICA!050!BRA

!060!Research project!070!1!080!3

!090!SENAI/ES Industrial Instrumentation Technical Center, Espirito Santo

!110!1985!120!1990

!130!426544000!131!JPY

!140!/technological institutes/ /instrumentation industry/ /electronics/
/measurement/ /Brazil/

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

!210!Institute for International Cooperation, International Cooperation Centre Bldg., 10-5 Ichigaya Honmura-cho, Shinjuku-ku, Tokyo 162, Japan.