Improving the quality of development activity information * Standardizing institution names

Prepared by Anne Di Lauro, Consultant

ACKNOWLEDGEMENTS:

SUMMARY

This paper studies approaches to the standardization of institution names in the framework of CEFDA (Common Exchange Format for Development Activity Information). It covers exchange of development activity information (DAI) both bilaterally and through the DAI CD-ROM. It describes computerized institution authority files (IAF) and outlines the special needs of an IAF for the international development community. It concludes that the most appropriate kind of IAF for DAI exchange is one in which only codes, based on organization acronyms, are standardized.
Three possible scenarios are offered. Discussion might bring forth other possibilities or different combinations of possibilities.

SCENARIO 1
The Coordinating Unit for Exchange of Development Activity Information would devise, maintain and distribute an authority file of mnemonic codes based on acronyms. These codes would apply <u>only</u> to the several hundred major funding organizations and international organizations. CEFDA records would include both the codes and the institution names as normally cited locally. Use of these codes would be <u>mandatory</u>.

SCENARIO 2
The Coordinating Unit for Exchange of Development Activity Information would devise, maintain and distribute an authority file of mnemonic codes, based on acronyms, for <u>all</u> institutions cited in development activity records (funding organizations, funding sources and executing agencies). CEFDA records would include both the codes and the institution names as normally cited locally. Use of these codes would be <u>optional</u>, but strongly recommended, with the hope that over time their use in the development assistance community would become universal.

SCENARIO 3
It would be <u>mandatory</u> for CEFDA users to apply an IAF <u>of their choice</u>. Whenever an organization exchanged data with another organization, or contributed data to the DAI CD-ROM, it would also supply either its authority file or information about its rules for form of institution name. The Coordinating Unit for Exchange of Development Activity Information would maintain an IAF for use on the DAI CD-ROM.

Under all three options, the Coordinating Unit would be responsible for facilitating retrieval on institution name on the DAI CD-ROM using an IAF as a "black box" interfacing with the data contributed to the DAI CD-ROM so that users searching on one form of institution name would automatically retrieve the institution under all forms used by contributers, without having to know a code.

ISN 11771
503 93 IM

INTRODUCTION

The Common Exchange Format for Development Activity Information (CEFDA) provides for standardization of certain data elements through the use of codes for country names, currencies, languages, terms of assistance and status of activity.

No provision has been made, however, for the standardization of institution names in the fields for funding organization (040), funding source (100), and executing entity (090). Users of the DAI CD-ROM have been quick to point out the problems caused by this lack. For example, a user seeking information on the activities of the Canadian International Development Agency has to search for this organization under at least four forms of its name - its full name in English, its full name in French, its acronym in English and its acronym in French. There are at least eight possible ways of citing the United States Agency for International Development, and in the first edition of the DAI CD-ROM, ten separate ways were found of citing what in a library catalogue would be called "France. Ministère de la Coopération et du Développement".

Obviously, the solution to this problem is to standardize the way institution names are cited in CEFDA records through the use of an institution authority file (IAF). The purpose of this paper is to explore the possible ways of achieving this in the context of the development assistance community and its information needs.

Users of the DAI CD-ROM have also identified a second problem connected with institution name - the lack of clarity as to the role of the institution (funding organization, funding source, or executing entity) in the activity being described. The last section of the paper will seek to clarify this issue.

1. INSTITUTION AUTHORITY FILES

1.1 Computerized institution authority files

An institution authority file (IAF) is a tool for ensuring standardization of institution name in an information system in order to facilitate information retrieval and to achieve consistency in printed indexes. An IAF contains the form of institution name that the institution that created the file wishes to use. It also contains cross references from other forms of the name. IAFs are commonly used in libraries and bibliographic information systems to standardize corporate author names.

An IAF can simply take the form of a list or card file that is consulted for the correct form of a name. However, in a computerized system, the IAF is a database that can be linked to the main database (for example, the projects database) and act as a look-up file that allows a short code to be entered in the record

instead of the full form of the name. A link, invisible to the end user, between the main record and the authority record allows the full form of the name to be displayed or printed instead of the code.

The code can be numeric or it can be a mnemonic code constructed according to some system. Retrieval can be carried out on the code or on the full form of the name. If the software allows, it will also be possible to retrieve using variant forms of the name.

Other information can be included in the IAF record that will enhance on-line retrieval and provide choices as to how data is displayed. The country of headquarters of the institution and the type of institution (international, governmental, non-governmental, etc.) can be used to retrieve, for example, "All non-governmental organizations in France". The full form of the name can be recorded in the authority file in several languages so that, in a multilingual environment, a choice can be made as to the language in which the name will appear in printed output. The mailing address of the institution can be included so that the IAF also acts as an address file.

This system has many advantages:

- the entry of a short code instead of a long name minimises the risk of error in data entry;

- the full name is entered only once in the system - in the authority record, thus economizing on computer storage space;

- the authority file becomes a powerful multipurpose tool for the enhancement of retrieval and display.

An IAF must be maintained and updated. New names must be verified and added, and changes in existing names must be documented. This work can be time consuming but the investment is essential for a system providing information retrieval services and printed output.

1.2 Rules for form of institution name

The form of entry in an IAF is governed by rules. The French standard for form of institution names is found in NF Z 44-060 - "Documentation : Catalogue d'auteurs et d'anonymes : Forme et structure des vedettes de collectivités-auteurs"[1].

Libraries in the English-speaking world use the second edition of

[1]Paris, Association française de normalisation, 1983.

the Anglo-American Cataloguing Rules(AACR2)[2]. At the risk of oversimplifying, in summary these rules state that an institution ("corporate body") should be entered directly under the name by which it is predominately identified except when the wording of the name (Department of.., Division of ..., Ministry of ..., Faculty of ..., Branch, etc.) implies that it is a subordinate part of a parent body. In this case the institution is entered as a subheading under the name of the parent body.

Examples

>   Indonesia. Ministry of Public Works
>   Université Catholique de Louvain. Département de Démographie

The application of these rules can sometimes produce different results, depending on how the rules are interpreted.

Abstracting and indexing services tend not to follow library rules for institution names. For example, whereas a library following AACR2 would use the entry "United Kingdom. Overseas Development Adminstration", an abstracting and indexing service would probably use the entry "Overseas Development Administration (UK)" or even just "ODA".

Attempts are being made by the International Federation of Library Associations and Institutions (IFLA) in the framework of its programme for Universal Bibliographic Contol, to create an International Authority System which would include institution names. However, national bibliographic agencies have been found to be reluctant to abandon national cataloguing practices[3].

1.3 Authority Files and Data Exchange

There are two approaches to authority files in data exchange.

a) Informal data exchange

When two organizations exchange data with each other on an informal basis they would normally also provide information about the standards used in the database. If both exchange partners are using an IAF, they will either provide the full authority file or provide information on how the entries are constructed.

---

[2]Anglo-American Cataloguing Rules. 2nd ed. revised. Chicago, American Library Association; Ottawa, Canadian Library Association; London, The Library Association, 1988. Chapt 24 - "Headings for Corporate Bodies"

[3]Baudiquez, M. and Bourdon, F. Management and use of name authority files : personal names, corporate bodies and uniform titles : evaluation and prospects. Munich, Saur, 1991. P. 27.

For example, Exchange Partner A uses a system of acronyms, while Exchange Partner B uses the full form of the institution name in English, following AACR2. Provided that each partner has information about the standards used in the IAF of the other, there should be no problem for retrieval on institution name.

The problem arises when the partners do not use an IAF.

b) Formal data exchange

In a cooperative information system, participants agree formally to adopt common standards so that they can share information in a particular subject area. An IAF would be maintained by a central coordinating unit and updates would be distributed regularly to the participants. When a participating agency came across a name that was not already in the authority file, it would communicate it to the coordinating unit. It may need to receive notification of the code of the new name from the coordinating unit before finalizing the preparation of the record. The coordinating unit would need to be geared to giving an immediate reply to such requests.

CEFDA users may find themselves in either of these situations.

2. WHAT SORT OF INSTITUTION AUTHORITY FILE FOR CEFDA?

2.1 Existing Institution Authority Files

Most national libraries control institution names and many make their authority files (or lists) available. Probably the best known of these is the name authority of the United States Library of Congress.

In the context of this paper, a survey was undertaken of the use of institution authority files among producers and users of development information. The survey is described in the annex. Thirty of the forty-two organizations that responded used or planned to use an IAF.

One example is the Institution Database of the International Development Research Centre (IDRC). It contains over 10,000 entries. There is one entry for each institution. The authority record contains the full name of the institution in English, French and Spanish (if applicable), its acronym(s), variant forms of the name, its address, country code and legal status. A six-digit code links the authority record to the development project record. Users do not have to know the code for searching. They can retrieve project records on any language version and any form of the name included in the authority record. It is planned to use this IAF for IDRIS (Inter-Agency Development Research Information System.)

It has not been possible to study all existing IAFs to see if they

5

would be suitable for adoption by CEFDA. A limited study was carried out in which a sample of twenty four institution names taken from the second edition of the DAI CD-ROM was checked in the Library of Congress Name Authorities (LC), in the OCLC bibliographic database and in the IDRC institution database to find out a) if they were included and b) the form of the name. None of these sources contained all of the names. The IDRC institution database contained 16, the Library of Congress Name Authority contained 13, and 11 were traced in the OCLC database. Each source contained at least one name that the others did not have. Five names were not found in any of the sources. As for form of name, LC and OCLC agreed with each other on the names that were found in both lists. IDRC differed slightly from LC in 3 cases. The differences were due to different interpretations of the AACR rules[4].

For reason outlined in section 2.2 below, no one existing IAF is recommended for adoption as _the_ CEFDA IAF. Those mentioned here, as well as others that have not yet been studied, could be used as sources for the eventual creation of a CEFDA IAF. They could also be candidates for adoption under Scenario 3 (see section 3 below).

2.2 Requirements for the CEFDA IAF

The proposed design for the CEFDA IAF is based on the following observations:

a) There should be only one entry for each institution in the CEFDA IAF.

b) Language bias should be avoided. DAI exchange partners should be free to refer to an international organization in any of its official languages. At the same time, unilingual users should not have to know, for instance, the official name in Dutch of the Netherlands Ministry of Foreign Affairs.

c) Users of the DAI CD-ROM should be able to search on the text of the name without having to know a code.

d) A potential DAI exchange partner may have more interest in adhering to national standards for institution names than in adopting an IAF imposed from outside. (Members of international cooperative information systems can find that in adhering to the standards of the system they are at odds with their own national standards.)

e) Although several authority files already exist that would no

---

[4]All three sources follow AACR2. Presumably, however, LC contains many entries dating back to the first edition of AACR in which the rules for subordinate bodies differ on some points.

doubt serve as a suitable basis for the CEFDA IAF, they would have both a language bias and a national cataloguing practice bias.

f) Some computerized systems have space limitations and require short forms of names. Many DAI exchange partners prefer to use acronyms rather than the full form of the name when an organization is well known within the development community, particularly for organizations of the United Nations family.

g) Except for well known acronyms, users would need to see the full form of name when displaying CEFDA records.

==> These observations point to a CEFDA IAF that controls codes rather than the full form of name. CEFDA records would contain both the IAF code and the text of the institution name in the form used locally.

2.3 The codes

The use of numeric codes would have two advantages over mnemonic codes based on acronyms:

    a) Numeric codes would avoid a language bias;

    b) When an institution changed its name and its acronym the code would not need to change.

However, a system of mnemonic codes based on acronyms would be

    a) more user friendly;

    b) less subject to error during data entry.

==> Therefore a system of mnemonic codes based on acronyms is recommended for CEFDA.

Two existing DAI systems that use unique mnemonic codes to control institution names have been examined.

EHMDAC

The EHMDAC Development Activity Database System at the WHO Division of Environmental Health has an IAF based on mnemonic codes of from three to eleven characters. Codes take the following forms:

Acronyms	e.g. ESCAP
Country name	e.g. AUSTRALIA (for AIDAB)
Country name plus acronym	e.g. GERMANY/GTZ
Institution type plus acronym	e.g. NGO/OXFAM

About 150 major donor and international agencies are controlled centrally. National users of the EHMDAC system are responsible for

creating authority codes at the national level.

The authority record includes the three-letter ISO country code of the institution's country of headquarters and a single-letter code indicating whether the instititution is national or international.

MIDAS

The new management information system - MIDAS - of the Directorate General for International Cooperation, Netherlands Ministry of Foreign Affairs has a computerized IAF using mnemonic codes of up to ten characters. The rules for creating the codes are the following:

- Codes must be unique.

- A known acronym is used when applicable. For international organizations, the English acronym is chosen.

- When two or more institutions have the same acronym, the two-letter ISO country code is added.

- For government ministries, the code is composed of the three letters MIN followed by the kind of ministry followed by the country code e.g. MINFININ (Ministry of Finance, India), MINFINKE (Ministry of Finance Kenya).

- For Embassies (other than Dutch) the code is composed of AMB plus the two-letter ISO country code of the government it represents followed by the code of the country in which it is located e.g. AMBUSKE (US Embassy in Kenya).

- For institutions that do not have acronyms, a short version of the name is used e.g. PHILLIPS. Country code is added if necessary in order to render the code unique.

All institution names used in MIDAS are controlled through the IAF.

Elements from both these systems for devising codes could be used as a basis for devising the CEFDA IAF codes.

Sources of information on acronyms in the development assistance community include:

- the OECD Development Centre's "Directory of NGOs",
- the World Bank's "Listing of International, Regional and National Organizations" (Washington, Terminology Unit, World Bank, 1991),
- the authority file of the UNDP's Development Cooperation Analysis System which contains acronyms and names of multilateral and industrialized country institutions.

2.4 Classifying institution by type

It has been suggested that the CEFDA IAF should provide a means of classifying institutions by type. Several of the IAFs surveyed included a field for institution type.

Generally, institutions are classified according to whether they are part of the United Nations, Governmental, or Non-governmental.

The MIDAS system described under 2.3 above classifies institutions according to the following types: UN organization, regional governmental organization, national governmental organization, semigovernmental organization, commercial, European Community, international financial organization, intergovernmental organization, national financial organization, non-commercial organization and unknown.

The 1985 Catalogue of External Support published by the WHO in the framework of the International Drinking Water Supply and Sanitation Decade lists support agencies under the following categories: DAC donors, Banks and funds, United Nations Organizations, Volunteer Organizations, International Reference and Research Centres and Non-governmental organizations.

A decision would need to be reached concerning the categories required for the CEFDA IAF.

2.4 Structure of the CEFDA IAF database

The CEFDA IAF would be a database constructed like a thesaurus database that would include the following data elements:

1   CEFDA IAF Code
2   Recommended full name in English
3   Recommended full name in French
4   Recommended full name in Spanish
5   Recommended full name - other language(s)
6   Other possible forms of name, including acronyms and former names, in all languages (Repeatable)
7   Institution type
8   ISO three-letter country code
9   Date of record
10 Notes

Other possible data elements would be:

11 Code of Parent organization (equivalent to Broader term in a Thesaurus)
12 Code of "Child" organization (equivalent to Narrower term in a Thesaurus)

EXAMPLE

```
1    ESCAP
2    Economic and Social Commission for Asia and the Pacific
3    Commission économique et sociale pour l'Asie et le Pacifique
4    Comisión economica y social para Asia y el Pacifico
6    UNESCAP
     UN. Economic and Social Commission for Asia and the Pacific
     ONU. Commission économique et sociale pour l'Asie et le
     Pacifique
     ONU. Comisión economica y social para Asia y el Pacifico
     CESAP
     CESPAP
     United Nations Economic and Social Commission for Asia and the
     Pacific
7    UN
8    THA
9    1993.10.05
```

Organizations could use the CEFDA IAF internally and would be free to change the data in the fields for recommended full name, as long as they retained the same codes.

If their software permitted, organizations that used the CEFDA IAF internally would enter only the code in their DAI records. The full form of the name would appear when the records were printed or displayed.

Records exported through CEFDA would contain both the code and the full form of the name as entered locally[5].

2.6 The CEFDA IAF database and the DAI CD-ROM

The CEFDA IAF database would be included on the DAI CD-ROM as an interface between the different forms of name used by the submitting institutions. Contributers' records would contain both the relevant code and the institution name as cited in the particular system of the contributer. For retrieval purposes, users would not need to know the code. By searching on any one of the variant forms of the name figuring in the CEFDA IAF record, they would retrieve all of the records containing the associated code.

For example, there may be fifty records that cite ESCAP as the executing entity. All of the records would contain the code "ESCAP" together with the form of the name used locally. Some of these records might contain the form "UNESCAP", others "Economic and Social Comission for Asia and the Pacific", and others "UN. Economic and Social Commission for Asia and the Pacific". If a user in France searches on "Commission économique et sociale pour l'Asie et le Pacifique" (by highlighting it in the guided search mode, for

---

[5]Some new fields would need to be added to the CEFDA data definition to contain the codes.

example). The search software would go to the authority file, find the code, and retrieve all of the records containing the code, displaying them as they have been contributed, with the different forms of the institution name.

The CEFDA IAF could also be used on the DAI CD-ROM as a tool for enhanced retrieval. One could search, for example, on development activities funded by any German institution. Or one could narrow a search in a particular subject area to activities funded by United Nations organizations.

2.7 Should all institution names be standardized?

The question arises of whether it is necessary to standardize all institutions cited in DAI records.

It has been suggested[6] that 90% of users' needs would be met if only the names of a core of several hundred organizations were controlled through a centralized IAF. This core would include all of the United Nations agencies and bodies concerned with development, all of the national (governmental) development agencies, all development banks and funds, and only the major, i.e. most active, non-govermental organizations. (This does not mean that 90% of the institutions cited in DAI records fall into this category - only that 90% of users' questions would concern these institutions.[7])

Random sampling of the second edition of the DAI CD-ROM indicates that the majority of institutions outside this group have been cited only once.

Certainly, in the short term, it would be more feasible to aim for controlling only a limited number of institution names through the CEFDA IAF. This would have the advantage of requiring very little upkeep as additions and changes would not be very frequent.

2.8 Should use of an IAF be mandatory or optional for CEFDA?

The opinion has been expressed that making an IAF a mandatory part of CEFDA would discourage participation in DAI exchange through CEFDA. The survey described in the annex shows that a good proportion of DAI providers and users already use an IAF, and others have said they would use one if it were available. The use of an IAF would not only improve the quality of DAI exchange but

---

[6] By Mr. Ingvar Ahman.

[7] This hypothesis has not been tested and the meeting might decide it is worth following up by carrying out a study of the usage of the DAI CD-ROM.

would also improve the quality of inhouse information management.

The three scenarios outlined in the next section include different options regarding this question.

3. THREE POSSIBLE SCENARIOS FOR STANDARDIZING INSTITUTION NAMES

These three options are offered as a basis for discussion at the meeting. Other possibilities or combinations of possibilities will no doubt emerge from the discussions.

SCENARIO 1

The Coordinating Unit for Exchange of Development Activity Information would devise, maintain and distribute an authority file of mnemonic codes based on acronyms. These codes would apply only to the several hundred major funding organizations and international organizations. When exporting records to other organizations or to the DAI CD-ROM, CEFDA users would include both the code and the institution name as normally cited in their own systems. As there would be a limited number of codes, it would not be too much to expect CEFDA users to accept these as mandatory.

CEFDA users who already have a computerized IAF should be able to create an automatic means of including the CEFDA IAF codes in their data at the time of data export.

The CEFDA IAF database would serve as a tool for searching on the DAI CD-ROM. As, under this option, the CEFDA IAF would contain codes for only major donor and international agencies, it would not serve as a tool for searching on other names[8].

SCENARIO 2

The Coordinating Unit for Exchange of Development Activity Information would devise and maintain an authority file of mnemonic codes, based on acronyms, for all institutions likely to be cited in development activity records (i.e. all funding organizations, funding sources and executing agencies). When exporting records to other organizations or to the DAI CD-ROM, CEFDA users would include both the code and the institution name as normally cited in their own systems. Use of these codes would be optional, but strongly recommended, with the hope that over time their use in the development assistance community would become universal.

Under this option, the CEFDA IAF would be very large and require considerable upkeep. A system for building codes for national

---

[8]The question arises of whether it would be possible to apply two different techniques in the creation of the indexes on the DAI CD-ROM.

institutions would need to be devised that would ensure that each code is unique. Codes for national institutions could begin with the appropriate ISO 2-letter country code. National focal points could be designated for the gathering of names and the assigning of codes.

This option would be more onerous for the Coordinating Unit than Scenario 1 since it would have to create and maintain a much larger IAF. Because the use of codes would be optional, the Coordinating Unit would have to pre-process the data contributed to the DAI CD-ROM that did not contain CEFDA IAF codes.

SCENARIO 3

It would be mandatory for CEFDA users to apply an IAF of their choice. Whenever an organization exchanged data with another organization, or contributed data to the DAI CD-ROM, it would also supply either its authority file or information about its rules for form of institution name.

CEFDA users who are already using an IAF would not have to make any adjustments. Those who are not using an IAF would make a choice between using:

- the authority file used by the library of their institution;

- their national authority file;

- the authority file of another development information system.

The principle of allowing users to retrieve all records relating to a particular institution regardless of the variety of ways it has been cited on the DAI CD-ROM would still apply. The Coordinating Unit for Exchange of Development Activity Information would maintain an IAF for this purpose. The field for variant title would contain all of the different forms of name that the contributers to the DAI CD-ROM had employed.

Of the three solutions, this solution would be the most onerous for the Coordinating Unit because all data contributed to the DAI CD-ROM would have to be pre-processed to facilitate searching.

4. ROLE OF INSTITUTIONS IN DEVELOPMENT ACTIVITIES

Some users of the DAI CD-ROM have expressed puzzlement as to the role of institutions in relation to development activities.

This final section of the paper aims to clarify the CEFDA guidelines regarding the various relationships that an institution can have to a particular development activity.

13

CEFDA provides for three possible roles that an institution can play in a development activity. Three separate fields are provided for institution name depending on its relationship to the activity described in the record. (The field for submitting organization is not taken into account here as it does not have a role in regard to the development activity but only in regard to the record.)

In CEFDA, an organization that is managing information about a development activity and that has created a record of the activity and is reporting that activity (i.e. sending its record of the activity) to another organization or to a cooperative information system or to the DAI CD-ROM is referred to in that record as the "Funding Organization". This terminology is quite separate from type of organization discussed under section 2.4. The organization may or may not not be categorized as a donor organization. It may have received funds from another organization which it is using to manage the activity. It may even be, in United Nations terminology, an "Executing agency". As long as it is <u>reporting</u> its part in the activity, it is, for CEFDA purposes, the "Funding Organization".

The organization to whom or through whom the "Funding Organization" is giving assistance is called the "Executing Entity". It may be what is called in United Nations terminology an "Executing agency", or it might be an organization at the national level. As long as the institution is being cited in the record of another organization as being the recipient of funds for a development activity, it is the executing entity.

Now that the second edition of the DAI CD-ROM provides four separate indexes for the four institution fields (funding organization, funding source, executing entity and submitting organization), the distinction should be clearer to the user.

One area of confusion remains however. As there is no field for co-funder (i.e. an organization that the "Funding Organization" reports as co-funder of the activity), this information has been placed in funding source. This means that many of the institutions in the funding source index are rather unexpected. It may be worth considering adding a field to CEFDA for co-funders.

ANNEX
USE OF INSTITUTION AUTHORITY FILES AMONG USERS AND PRODUCERS
OF DEVELOPMENT INFORMATION

A brief questionnaire was distributed to sixty five organizations selected from the mailing list of the Coordinating Unit for Exchange of Development Activity Information. Forty-two replies were received.

Those surveyed were asked to supply the following information:

1. In your development-related database(s), do you assure standardization of institution names through the use of an authority file of institution names?

2. If the answer to question 1 is "yes",

   a) Are all institution names standardized, or only those of donors and international agencies?

   b) Is the authority file manual or computerized?

   c) Do you use codes to represent the institution name in your database(s)? Are the codes numeric or mnemonic?

3. Please add here, or attach, any additional information or comments.

Thirty-one of the forty-two responding institutions either have or plan to have some kind of authority file for institution names for their development-related databases, or follow a standard for form of institution name. Of these, twenty four have or are planning to have computerized authority files. Of these, fifteen use or will use numeric or mnemonic codes.

As a means of sharing this information among members of the development information community, a summary of replies is given in this annex.

15

SUMMARY OF RESPONSES TO THE QUESTIONNAIRE

Australian International Development Assistance Bureau
No institution authority file.

Board on Science and Technology for International Development
(BOSTID), National Research Council, Washington (Wendy White)
Have computerized authorty file. All names. No codes.
Contribute to IDRIS.

CAB International, Oxford (Peter Gooch, Development Services)
CABI Projects database is just starting. For CAB abstracts
database, they control a limited number of names through CAB
Thesaurus. Computerized. No codes.

Centre de Coopération internationale en recherche agronomique pour
le développement (CIRAD) (Dr Jan van der Burg)
They have computerized authority file. All names. No codes.
They consult "Scientific, Technical and Commercial
Organisations: a dictionary of initials. Jean Murith,
Technique et Documentation (Lavoisier), 1987.

Centre International de l'Enfance, Paris (Daniel Baudin)
No authority file but they follow AFNOR Z 44-060 (Vedettes de
collectivités-auteurs).

Chr. Michelsen Institute. Department of Social Science and
Development (Kirsti Hagen Andersen)
Have computerized authority file. All names. Full name or
abbreviated.

Climate Change Secretariat, Geneva (Janos Pasztor, Consultant)
(Name changed from Earth Council Information System?)
Have computerized authority file with mnemonic codes. All
names.

Commission of the European Communities, Brussels. (Roberto
Borselli)
Have manual authority file in which only names of donors and
international agencies are standardized. They use mnemonic
codes. Sent their list of acronyms for international /
regionnal / bilateral / and other lending / financing
institutions in both English and French.

Danish International Development Agency (Mrs. Anja Moller
Rasmussen)
Have authority file that is both manual and computerized.
Includes all names. Use mnemonic codes. Use ISO standards.

Data for Development, Marseille (CESIA, Conseil en Systèmes d'Information)
    No institution authority file.

Deutsche Gesellschaft fur Technische Zusammenarbeit, Eschborn (A. Helfer)
    No institution authority file.

IBISCUS, Paris (M. Michel Guignard)
    Have computerized authority file containing, for each institution, name, acronym, other language versions, city and country. All names. No codes.

Instituut voor Ontwikkelingsvraagstukken (IVO), Tilburg (Tinka Ewoldt-Leicher, Documentalist, IDIN project).
    Don't use authority file yet but would welcome one. (IDIN Newsletter of June 1993 says they have an Acronyms database containing 1500 acronyms of development institutes and organizations all over the world.)

Inter-American Development Bank, Washington (Roberto Queroz Guimaraes, Chief, Information Technology Office)
    In the process of integrating various systems containing institution names. Key for institution is its acronym and country.

International Development Research Centre, Ottawa (Mary Campbell)
    Institution database of over 10,000 records uses numeric codes. Will be used for IDRIS. (Described in section 2)

International Federation of Red Cross and Red Crescent Societies, Geneva (Lynda Allen)
    Computerized database of information about each national society.

International Foundation for Science, Stockholm. (Judith Furberg)
    Member of IDRIS. Follow IDRIS standards. Sent a copy of their "Directory of Grantees".

International Labour Office (Eleanor Frierson, Kathi Hill)
    Bibliographic database (using MINISIS) has computerized corporate name authority file. Does not use codes but verifies full name at time of data entry. Project management data contributed to DAI CD-ROM through ACCIS is basically financial, with no authority control. There is also a project management system based on field offices (using Micro-ISIS) which uses acronyms for donors only.

International Save the Children Alliance, Geneva (Shepard Harder)
    No development related database. Staff of only 2.

International Union of Forestry Research Organizations. Special Programme for Developing Countries. (Mr Riley)
> No institution authority file. "We would be pleased to obtain an authority file listing when available. Please keep us informed of developments in this field."

International Youth Foundation, Battle Creek, MI (Benjamin Alvarez on behalf of Carol O'Laughlin)
> No authority file in "Youthnet", the information and exchange system of children and youth programs.

John D. and Catherine T. MacArthur Foundation, Chicago. Grants Management Research and Information. (Mr. Richard Kaplan)
> Have a computerized list of grantees with system-generated unique numbers.

Kreditanstalt für Wiederaufbau , Frankfurt (Wolfgang Abel)
> Have computerized authority file with numeric codes. All names.

Netherlands. Ministry of Foreign Affairs. Directorate General for International Cooperation. (Harry Putker)
> New management information system - MIDAS. Has computerized authority file with mnemonic codes. All names. (Described in section 2.)

Norwegian Agency for Development Cooperation (NORAD) (Sidsel Bleken, Information and Documentation Centre)
> Information and Documentation Centre has computerized authority file. For multilateral organizations they use OECD list. Use acronyms. There are also other databases for projects. They have experience of trying to search on DAI CD-ROM and have to search their own data sometimes under NORAD and sometimes under Norwegian. Also they wonder why they are sometimes referred to as funding agency and sometimes as executing agency.

OECD. Development Assistance Committee. Creditor Reporting System (Bevan Stein, Head, Reporting Systems Division)
> Have computerized authority file. Donor agency names and multilateral aid agencies are given standard numeric codes and names in both English and French. Code is used for data entry but full form displayed.

OECD Development Centre, Paris (Alice Watson)
> Use Micro-ISIS which presently has no capability to create separate authority files. However, they can print indexes on fields containing institution name for checking. Use file numbers as codes. Would like to design something with computer produced codes that link institution names across databases.

OPEC Fund for International Development (Mr. Abdelkader Benamara)

Have computerized authority file which includes only donors and development agencies. Use both numeric and mnemonic codes.

OXFAM, Oxford (Pedr Arias)
Have computerized authority file using numeric codes. All names included. Data used for mail merges. Includes keywords. Sent sample record. Data comes from the institutions themselves (around 1000 development organizations.) Use a software called Client-Manager.

Plan International, Rhode Island (Chaichin Chen)
Have computerized institution authority file with mnemonic codes which they plan to develop into an organization profile database.

Rockefeller Foundation, New York. Library and Records Service (Meredith Averill)
Currently developing an automated grants management system. Will have a table of institution names. Currently have a manual file. Will have a non-mnemonic key but this will not be used for searching.

United Kingdon. Overseas Development Administration, Glasgow (Mr. J.D. Donachie)
Has computerized file of institution names. Uses three-character alphanumeric code. Enclosed record layout used in Statistics system, as well as that of British Council which uses an 8 character code.

Special Program for African Agricultural Research (SPAAR), Washington. (Peter Pee)
Manual authority file. All names. No codes.

Technical Centre for Agricultural and Rural Cooperation (CTA), Wageningen (Mr. Andires Dusink)
They have a computerized address list of about 30,000 subscribers to "Spore" on dBase IV. They have a field for acronym.

United Nations Advisory Committee for the Coordination of Information Systems (ACCIS) (Celine Walker)
No institution authority file. They do not have the resources to exercise quality control on data which they gather from 24 sources for their "Register of Development Activities of the United Nations System" and which they contribute to the DAI CD-ROM.

19

United Nations Development Programme (UNDP) (Linda Schieber, Chief, Documentation and Statistics Office)
> Have computerized authority file with mnemonic codes (acronyms). Sent copy of authority file covering multilateral institutions and institutions of industrialized countries. Used OECD DC's Directory of NGOs for translations. Indicates whether government, private, UN or NGO. In addition, each UNDP field office develops its own list.

United Nations High Commission for Refugees. Centre for Documentation on Refugees (Mr. Hans Thoolen)
> Authority list will be introduced in Autumn 1993 in line with UN authority lists.

University of Helsinki. Institute of Development Studies (Ms Riita Favorin)
> Use paper copy of a computerized university telephone catalogue.

U.S. Agency for International Development. Center for Development Information and Evaluation (Lee White)
> Have computerized authority file with numeric codes. All names. Both codes and full form of name are available.

World Bank, Information Services Division (Diane Hopkins)
> Have computerized authority file for records management databases only (Integrated Records and Archives Management System (IRAMS) - PROVENance database). Use MINISIS. Only internal names standardized. Use mnemonic codes. Sent some sample data. Also sent information about "Listing of International, Regional and National Organizations" issued by World Bank Terminology Unit.

World Health Organization. Division of Environmental Health. EHMDAC System (Mr. Ingvar Ahman)
> Have computerized authority file based on mnemonic codes. Described in section 2.

World Food Programme, Rome (Mr. J. M. Boucher, Chief, Statistics and Food Aid Information Branch)
> Have an organization code table in their database used by all WFP units for reference and reporting purposes. Contains names and codes of donors. Enclosed sample list of codes.