
10.2. Contents of organization descriptions

The descriptions of organizations in Volume 1 of this *Yearbook* appear in alphabetic order of the first title or, in the case of some very large intergovernmental organizations known more usually by their initials, in alphabetic order of their initials. In both cases, this is normally English unless there is no official English translation or the organization is particularly concerned with some other language. A Latin name may be used instead of the English name, for example. Each such description is also identified by a sequence number for this edition which follows the alphabetic sequence. The basic layout used in describing each organization is indicated below. In the case of some large complex organizations with many semi-autonomous sub-units, such units may be described in separate entries.

The entry may be deliberately abridged when:

- insufficient information has been obtained for whatever reason, but particularly when the organization is in the process of formation;
- a brief mention is adequate to: clarify the nature of the organization; or explain why a more extensive description is not included; or explain why it is not eligible for to be classified Type A to D;
- the organization is apparently inactive or has ceased to exist.

1. Organization number: The number on the right of each title (e.g. •00123) is a sequence number with no significance other than as a fixed point of reference in the sequence of organizations in this edition of the *Yearbook*. Index cross-references refer to this number (to avoid the user having to remember a long organization name). The order of the organizations is therefore of no special significance, other than alphabetical access. The same number is used in other publications of the Union of International Associations:

- *International Congress Calendar* (quarterly)
- *Transnational Associations* (bi-monthly periodical)
- *Encyclopedia of World Problems and Human Potential*

2. Organization name: The official English title usually appears first, followed by its abbreviation or initials if any. It is normally followed by the French name and any initials, and then, when available, the Spanish and German names and initials. Where appropriate, names in other languages are also given. When an organization does not have an official name in English or French, the editors may provide translated versions (unless the organization strongly objects). An asterisk then

follows the unofficially translated name.

Organizations may be located in this Volume by any current or previously used official name or abbreviation, or by the name of the chief executive officer. The index in Volume 3 lists the current English and French names in alphabetical order of all significant keywords they contain, the titles being "rotated" to make them accessible by these keywords.

3. Main address: The main address for correspondence, normally the office of the Secretary-General or of the Executive President, is inset beneath the organization names. Telephone, telefax, e-mail and telex numbers are also given when available. The personal names of the officers given in the address are included in the main alphabetical sequence. Address locations are indexed by country in Volume 2.

4. Secondary addresses: These are inset in smaller type. Addresses included here are registered offices, continental regional offices, information offices and addresses for secondary correspondence. These are also indexed by country in Volume 2.

5. Electronic services: An organization's home page is indicated, with an indication (in case of multiple home pages) as to which aspect of the organization it refers.

6. Founded / Established: The date and location of founding (or of "establishment" in the case of intergovernmental organizations) are indicated under this heading. In the absence of a precise legal date, the date of the first General Meeting is given. Other information on the history and changes in structure or name of the organization is also given. Where another organization is cited, its title is given (usually in English) and, following the title, in parentheses, its abbreviation and its *Yearbook* sequence number indicating where a description of that organization appears. If there is no separate description, an explanatory comment may be given (for example: "inactive"; "meeting series"; "treaty"; secretariat country for tracing in Volume 2; "see:" followed by the reference number of mother body). Organization names and abbreviations without separate descriptions, including alternative or previous names, may appear simply in italics but are also listed in the overall alphabetic sequence of Volume 1.

7. Aims: Principal objectives are summarized, wherever possible on the basis of the organization's statutes. In some cases keywords are given in italics. These are then used to determine classification of the organization in Volume 3.

8. Structure: The key organs and commissions of the organization are enumerated, together with some indication of the frequency of their meetings and of composition of the executive body. Where another organization is cited, its title is given (usually in English) and, following the title, in parentheses, its abbreviation and its Yearbook sequence number, etc., as described under "Founded/Established" above. The name of such an organ may occasionally simply appear in italics. Such titles may also be included as cited or subsidiary titles in the overall alphabetic sequence of Volume 1.

9. Languages: Official and working languages used by the organization, where available. "Official languages" are normally those specified in the statutes of the organization.

10. Staff: The number of paid and voluntary staff, where available.

11. Finance: Sources of funding and the annual budget figure, where available. The names of sponsoring bodies may be cited by title and abbreviation (usually in English), followed, where these bodies are included in the Yearbook, by the sequence number, as described under "Founded/Established" above.

12. Activities: Under this heading appears a summary of the main activities and programme concerns of each organization. Special emphasis is placed on developmental activities, where relevant. Where another organization is cited, its title is given (usually in English) and, following the title, in parentheses, its abbreviation and its Yearbook sequence number, etc., or (where not separately listed in the Yearbook) listed in the overall alphabetic sequence of Volume 1, as described under "Founded/Established" above. In the latter case, the title of a related body simply appears in italics.

13. Events: Date and location of previous periodic meetings or other events (exhibitions, seminars, etc.) held to date, and of future events (for more details, see the quarterly *International Congress Calendar*). Such conference information is extracted into two special indexes by date and by place of meeting (available directly from the editors).

14. Publications: Titles of major periodical and non-periodical publications produced. Those titles appearing in italics are extracted into Volume 4 of the Yearbook, "*International Organization Bibliography Resources*".

15. Information Services: Names of libraries, databanks and consultancy services in the library and publications field, operated by the organization. Those titles appearing in italics are extracted into Volume 4 of the Yearbook, "*International Organization Bibliography Resources*". Websites or other homepages are not listed here but following the organization's address.

16. Members: Types of membership and numbers of members. This includes, where available, the list of countries represented or in which members are located. An index by country of membership is given separately in Volume 2. Where another organization is cited, its title is given (usually in English) and, following the title, in parentheses, its abbreviation and its Yearbook reference number, etc., as described under "Founded/Established" above.

Note: The geographical names used in this book are chosen for the sake of brevity and common usage. Wherever possible, the country (or territory) name preferred by the organization concerned is used, providing this is possible within the limits of standardization required for mailing or statistical purposes. It is important to note that some organizations insist on the inclusion of territories on the same basis as countries, or on the inclusion of countries or territories which are not recognized by other organizations. It is not the intention of the editors to take a position with regard to the political or diplomatic implications of geographical names or continental groupings used.

17. Consultative Status: Where the organization has some officially recognized relationship to a major intergovernmental organization, this is indicated. The abbreviation of each cited body is given, or its title, usually in English followed by the abbreviation, in parentheses, and its Yearbook sequence number, etc., as described under "Founded/Established" above.

18. IGO Relations: Where the organization has some special relationship to an intergovernmental organization, this is indicated. The abbreviation of each cited body is given or, its title, usually in English followed by abbreviation, in parentheses, and its Yearbook sequence number, etc., as described under "Founded/Established" above. Note that the more tenuous links have been omitted from the printed descriptions, although they are available in the CD-ROM and online versions and are included in the statistics.

19. NGO Relations: Where the organization has some special relationship (organic or working) with international non-governmental organizations, this is indicated. Where another organization is cited, its title is given (usually in English) and, following the title, in parentheses, its abbreviation and its Yearbook sequence number, etc., as described under “Founded/Established” above. Note that the more tenuous links have been omitted from the printed descriptions, although they are available in the online versions and are included in the statistics.

20. Date: The last line of the entry may include a date, indicating the last date on which information was received. Two forms are used:

- 2017.02.16 indicates that the organization concerned checked the entry and returned it on that date;
- 2015 indicates that the organization concerned has not recently checked the entry, but information has been received in that year from another source.

Dates prior to 2015, or no date, may well be a first indication that an organization is becoming inactive.

21. Letter codes: Following the date is a single letter indicating the type of organization (see 1.3 “Types of organization”).

Some Type codes are preceded by one or two lower case letters. They have the following significance:

- b = bilateral
- c = conference series
- d = dissolved, dormant
- e = commercial enterprise
- f = foundation, fund
- j = research institute
- n = previously international, now national in scope
- p = proposed body
- s = information suspect
- v = individual members only
- x = no recent information received
- y = with international organizations as members

Intergovernmental organizations have the type code followed by an asterisk ‘*’.

