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E C L A C

Economic Commission for Latin America and the Caribbean

COMPUTERIZED ADDRESS FILE MANUAL



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## INTRODUCTION

The purpose of this document is to describe the system governing the computerized address file (ADDRESS), used in the distribution of documents and publications produced by the ECLAC system since mid-1979, the way in which this computerized address file operates and the possibilities it offers for its users.

The ADDRESS file is a computerized data base containing information relating to organizations and individuals of interest to its users for the dispatch of documentation, the exchange of correspondence or matters relating, for example, to the location of people whose participation is sought for some conference or whom it may be necessary to reach for a mission or to convey information or advice to them or for any other purpose in which it might be of assistance to its users.

For the purposes specified in the preceding paragraph, the system permits the automatic production of labels and control lists to be used in the dispatch of documents and publications. It also helps in the production of catalogues containing information on individuals and institutions of interest to the users.

The ADDRESS file is organized in units of information known as "records", of which there is one for each person or institution included. These records are identified by a number whose sequence depends on its date of entry into the data base. This number is used to gain access to the information contained in the record or to update it when necessary. Each record of addresses is made up of fields of information such as "given name", "family name", "physical address", "city", etc., by which the corresponding information is classified. In the system, a computational length, which may or may not be entirely filled, is reserved for the fields. Those fields which always fill the space assigned to them are known as fixed length fields and always consist in a number or code. This is the case of the following fields: "ID ADDRESS" (identification number of each ADDRESS record: when that number contains less than five digits, as many zeros as are needed to make up five digits are prefixed to it), "Country code", "Mode of dispatch", "Description of recipient", "Preferred language", "Alternative language", "Date of entry", "Source of entry", "Supplier of entry", "Date of updating", "Source of updating" and "Supplier of updating". All the other fields are known as variable length fields.

In addition to recording a truly enormous variety of information, the ADDRESS file uses a system of symbols for data which can be coded since codes are useful for any data base because of the small amount of space they use as well as because they are easy to manipulate. In addition, the codes make it possible to verify the information they represent easily and rapidly when special programmes are used for this purpose. The final chapter of this document contains all the code tables used by the ADDRESS file.

The main purpose of the system under which the ADDRESS file is operated is to ensure that, once information has been properly stored in the data base, it can be retrieved. It is particularly easy to retrieve information which was entered in code form, such as that relating, for example, to subjects of interest,

developed by each user, in respect of which it is wished to maintain contact with the persons or institutions whose addresses are contained in this data base. However, perhaps the most important feature in the coded information category are the documents distribution lists used to produce the labels employed in dispatching the documents to which they refer.

From the point of view of the users of the ECLAC system, the distribution lists are classified as "institutional" and "divisional". The former include recipients of political interest for the body in question (ECLAC, ILPES or CELADE), and the latter, recipients of technical interest for the user-units (Transport, Statistics, International Trade, etc.).

The following is an example of how an information recorded is reproduced in a set of labels and as an entry in a user's catalogue. The nomenclature used in both cases is explained further on in this paper.

Label:

07790:BIM  
CLI  
JEFE, SECCION COMERCIO EXTERIOR Y BALANCE DE PAGOS  
DIVISION DE ESTADISTICA Y ANALISIS CUANTITATIVO  
CEPAL - COMISION ECONOMICA PARA AMERICA LATINA Y EL CARIBE  
CASILLA 179-D  
SANTIAGO  
CHILE

Catalogue:

JEFE, SECCION COMERCIO EXTERIOR Y BALANCE DE PAGOS  
DIVISION DE ESTADISTICA Y ANALISIS CUANTITATIVO  
CEPAL - COMISION ECONOMICA PARA AMERICA LATINA Y EL CARIBE  
CASILLA 179-D  
SANTIAGO

07790 : CL : I : 8010 PE ESAY : 8302 AI ES CK : ES : : BGLP : CEPAL

\*DIS: :NSE, :MCN, :BIB, :BIM, :BIS \*WHY: SICO, BICO

## DESCRIPTION OF EACH COMPUTATIONAL FIELD IN THE ADDRESS FILE

There follows a description of each of the 30 fields of information which make up the ADDRESS file with an indication of the purpose for which each of them is used.

**ID ADDRESS.**- Accommodates five digits which identify each information record. These digits are assigned when new information records are added to the ADDRESS data base.

One of the most useful aspects of this field is that its contents are used to make up control files for future reference showing where a given document was sent and containing in sequence the numbers of the records of each recipient of copies of the document concerned, with the record numbers grouped in accordance with the number of copies dispatched.

Periodically, records are taken out of the data base when documents are returned or for other reasons and the respective record numbers are not re-used except when the same recipient is reincorporated into the data base.

**COUNTRY CODE.**- This two-character code represents the country of residence of the individual or institution to which a record relates. The country code ALPHA-2 developed by ISO is used. This is composed of two letters which are grouped nemonically to represent the name of each country.

This field eliminates the tiresome task of incorporating in each record the full name of the country of the recipient of documents although this information is provided by the system in each of its outlets (labels, lists and catalogues) by converting the codes to formal names of countries using another computerized file containing the code-name relationship both in English and Spanish. In addition, the information contained in this field can be stored rapidly and retrieved very easily because of the small number of characters used.

**MODE OF DISPATCH.**- Field accommodating an alphabetic code only one character long which identifies the various modes of dispatch to be used in sending documents, depending on their place of destination.

The mode of dispatch code specifies the type of mode which should be used in any dispatch to each recipient. These modes may be ordinary mail, airmail, UN diplomatic pouch, by hand or internal within ECLAC, ILPES or CELADE.

The ordinary mail, by hand and internal modes of dispatch are used only within Chile. The other modes of dispatch are used for sending documents to other countries, with a single mode of dispatch used for each country, with the exception of dispatch to the United States, which may be done by ordinary mail (sea mail) or by pouch to New York or Washington, D.C.

In an ADDRESS record relating to sales of publications a different code is used, and the mode of dispatch for publications sent on the basis of this record is the responsibility of the staff member in charge of sales publications.

In the production of labels, this field makes it possible to put the labels in the alphabetical order of the respective dispatch code, which promotes good physical handling and dispatch; in addition, like the field described just above, it is basic to the production of the short list associated with each series of labels produced, which imposes a strict control on the dispatch of documents and makes it easier to calculate mailing costs.

GIVEN NAME.- When a record contains information relating to an individual, this field is used in conjunction with the FAMILY NAME field and contains the given name of the person, to which can be prefixed, if desired, some courtesy title such as MR, MRS, MISS, or EXCMO, for example: "EXCMO SEÑOR BENJAMIN" or "HIS EXCELLENCY MR PAUL". Or, when appropriate, the church or military rank should be prefixed, for example: "MONSEÑOR ANDRES" or "CAPITAN DE NAVIO ALBERTO".

If the person concerned is a married woman who uses her husband's last name, her first name and maiden name, if used, are located in this field, plus the work DE, for example: "MARIA CONSTANZA ALVARES DE".\*/

By combining the ID ADDRESS, COUNTRY, MODE OF DISPATCH, FIRST NAME and SURNAME codes, an alphabetical list by surnames is periodically produced, which enables the user to determine, prior to including a recipient in the data base, if that recipient is already in the base, thereby avoiding any duplication resulting in the misuse of computational space, which is always scarce.

SURNAME.- This field accommodates paternal and maternal surnames corresponding to first names described in the preceding field.

In the case of a married woman already described in the field immediately preceding this one, the family name of her husband is located in this field.

TITLE AND SECTION.- Possible alternatives to the incorporation of an institution into ADDRESS as a recipient of documents or as being of interest to a particular user are the incorporation of:

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\*/ Translator's note. This arrangement pertains only to Spanish-speaking countries.



- the institution itself,
- a unit of the institution,
- an individual in the institution,
- a function in the institution,
- combinations of the above.

In an ADDRESS record containing data relating to one of the last two alternatives, this field is used to accommodate that data, which is usually directly related to the DEPARTMENT field.

This field is also used for subdivisions of entities accommodated in the DEPARTMENT field, when sufficient computational space is not available in the latter field.

Some examples: "GENERAL MANAGER" (directly related to the INSTITUTION field), "CHIEF" (directly related to the DEPARTMENT field); "CHIEF, SAMPLING UNIT" (directly related to DEPARTMENT field); "NATIONAL ACCOUNTS SECTION" (directly related to DEPARTMENT field).

DEPARTMENT.- Field in which the first level of division of a recipient institution is coded. Sometimes it accommodates the second and first level together, separating them with a comma, and putting the second level in the first position and the first level after the comma.

If the addressee is a publication produced by an institution, the name of the publication should be coded in this field between quotation marks. If it is an English-speaking publication and its name begins with a definite article, the article is deleted so that the entry can be alphabetized according to the central part of its title.

Some examples: "STATISTICS DIVISION", "STATISTICS DIVISION, DEPARTMENT OF ECONOMIC AFFAIRS", ""NOTAS"".

INSTITUTION.- In this field, the name of the recipient institution is coded.

For purposes of the ADDRESS file, the word "institution" refers to the organization by which the addressee in question is identified.

If the institution is an international organization with a known acronym, the acronym is put first, followed by a dash between blank spaces and finally by the formal name of the institution, all in the language of the country of the institution or, if not, in English. If, on the other hand, the institution is a national body and has a known acronym, the acronym is codified after the name and in brackets.

If the institution is a publication such as a newspaper or a journal, it is coded between quotation marks, which means that in the production of catalogues, this kind of institution is listed before all the others and can be retrieved at a glance. If it is an

English-speaking publication and its name begins with a definite article, the article is deleted as in the field described above.

Some examples: "CEPAL - COMISION ECONOMICA PARA AMERICA LATINA Y EL CARIBE", "COMPAÑIA DE PETROLEOS DE CHILE (COPEC)", "EL MERCURIO", "NEW YORK TIMES".

POST OFFICE BOX.- Field in which is entered that part of an addressee's postal address which includes both the noun used to refer to post office boxes in the place concerned and the number or letter or combination thereof used to identify the box. The name of the physical or postal sector of the city in which the post office box is located is also placed in this field, separated by a comma from the above information. E.g: "CASILLA 179-D", "BOITE POSTALE D", "APARTADO AEREO 1430", "P O BOX 5160, MAKATI".

PREFIXED POSTAL CODE.- Field accommodating the code identifying the geographical sector of the country in which the addressee lives, if such a code exists, is incorporated prior to the name of the city.

CITY.- In this field the name of the city of the recipient is entered, followed, where appropriate, by the code or full name of the province or state to which the city belongs, separated by a comma.

SUFFIXED POSTAL CODE.- Field which performs similarly to the PREFIXED POSTAL CODE field but differs in that the information it contains corresponds to countries where the postal code is placed after the name of the city.

DESCRIPTION OF THE ADDRESSEE.- In this field the addressee is described in code, on the basis of pre-established guidelines. To do so, the field is divided into four subfields, each of them accommodating a letter code only one character long. Each subfield represents one of four different spheres of interest which form the addressee classification patterns used by ADDRESS.

In the first subfield it is determined whether the addressee is an individual or an institution. If the addressee is an individual within an institution, the code to use will be the one which corresponds to the institution. In the case of an institution, the type of institution concerned (United Nations bodies; other institutions at world, regional, or national level or foreign institutions) is coded.

The second subfield is left blank in the case of an individual, and in the case of an institution, its nature (governmental, non-governmental or mixed) is coded.

The third subfield is also left blank when the addressee is an individual, and when it is an institution, its geographical range of activities (world, regional or national) is coded.

Finally, the fourth subfield specifies the geographical location of the addressee (Latin America and the Caribbean or another region).

By way of example, the coding for two different cases is given below:

i. The code for Mr. JUAN PEREZ who lives in Bolivia will be "A P" ('A' followed by two spaces because he is an individual and 'P' because he is located in Latin America).

ii. The code for Mr. Vernon Peries who works in the UNDP office in India will be "BGMQ" ('B' for a United Nations institution, 'G' because it is a governmental body, 'M' because the range of its activities is national, since they concern only India, and 'Q' because the institution is located outside of Latin America and the Caribbean).

**AREA OF ACTIVITY OR ACRONYM.**- This field is used to contain two different categories of information, depending on the type of institution. If the institution is an international body and can be recognized by a certain acronym, that acronym is entered in the field in its Spanish version unless the institution is known throughout the world by a special acronym, e.g., "UNICEF", "UNESCO", in which case that special acronym constitutes the information which is entered. If the institution cannot be identified by an acronym, the field is left blank.

If the institution is a national body, a two digit letter-number code, which specifies the area of activity in which the institution is involved, is entered in the field. The choice of entry is determined by a list of codes of areas of activity drawn up by ADDRESS file.

**PREFERRED LANGUAGE.**- This field indicates which language, as between Spanish (ES) or English (IN), is the preferred language of communication with the recipient.

**ALTERNATIVE LANGUAGE.**- This field indicates that it is also possible to contact the recipient in the language not selected for incorporation in the PREFERRED LANGUAGE field.

**DATE OF ENTRY.**- A four-digit field which indicates the month and year of entry of the information for which the record was established. The first two digits consist in the last two digits of the year and the last two digits, to the number corresponding to the month in that year, e.g., "8402" designates February 1984.

**SOURCE OF ENTRY.**- Field which contains a two-character alphabetical code specifying the origin of the information contained in the record. This code is chosen from a list of possible codes drawn up by ADDRESS list, e.g., "CT" indicates that the source is a letter.

SUPPLIER OF ENTRY.- Field which consists of four alphabetical characters, the first two of which are taken from a code established by ADDRESS file to identify the data-base-user-unit. The following two characters are the initials of the individual responsible for the information within the user-unit; where appropriate, the last two spaces may remain blank.

The term "user-unit" refers to any organizational body, within or outside the ECLAC system, which has been incorporated in the data base with its respective address lists.

DATE OF UPDATING.- Field identical to DATE OF ENTRY, in which the date of the most recent updating of the record is entered.

SOURCE OF UPDATING.- Field identical to SOURCE OF ENTRY, in which the source of the most recent updating of the record is entered.

SUPPLIER OF UPDATING.- Field identical to SUPPLIER OF ENTRY, in which the data relating to the user-unit and member responsible for the most recent updating of the record are entered.

PHYSICAL ADDRESS.- As its name indicates, this field is used to enter information relating to the street and number of the addressee's domicile. The name of the building, floor or office number, etc., if any, are also entered in this field. When the name of the subdivision of the city is used, it is also entered in this field.

Any unit of information entered in this field must be separated from the preceding unit by a comma to give a clear presentation of each unit of information. Similarly, it is necessary to see that any abbreviation is entered without full stops so as to ensure the maintenance of a standard coding system and thus to use the available complicational space to the best advantage.

In order to maintain standards with regard to the order and way in which information is included in the field, the following guidelines shall normally be respected:

-Order (when dealing with the whole possible range of information):

- a. Number of building, floor and apartment or office number.
- b. Street and number, or number and street, depending on the custom of the country of destination (plus floor and apartment or office number if building names are not used in the place of destination).
- c. Subdivision or sector of city. An exception is made to this rule in the case of the city of Brasilia, which is divided into sectors, each of which bears a letter code. In this case that code is entered at the beginning of the field, separated from the rest by a comma.

-Form:

- a. "Avenida" is abbreviated AV, unless its name is a number.
- b. The information pertaining to the floor is entered by putting the word PISO or FLOOR or another word first, followed by the appropriate cardinal number.
- c. Apartment and office are abbreviated APT and OF, respectively (DEPTO for apartment in Spanish).
- d. If the address contains numerical fractions, they are written with a decimal point, e.g: kilometer 15 1/2 is codified as KM 15.5, which is also in keeping with the aim of abbreviating information whenever possible.

TELEPHONE.- In this field only one telephone number per addressee is entered. The area code to which the number belongs may also be included. Information relating to telephone extensions may also be entered in this field whenever necessary.

The normal procedure for coding information in this field is as follows:

- First, the area code, if there is one, is entered in accordance with the custom followed in the country concerned.
- Then the telephone number as such is entered. This unit of information may be subdivided according to custom, using hyphens or blanks.
- Finally, when a number has no extension, that extension is entered immediately preceded by an X and a full stop and set off from the unit preceding it by a comma.

CABLE.- Field in which the cable address is entered.

TELEX.- Field in which the telex number is given as well as the ANSWERBACK of that number.

These two items of information are separated by a blank.

Examples: "8233 MARA", "021-21345 PNUD".

OBSERVATIONS.- This field is used to record any information not entered in the other fields.

The information entered in the field has to be followed by a full stop, which will make it possible, if need be, to enter additional information under a special programme.

For records relating to subscribers to publications, a broad range of abbreviations is used to enter in this field all the identifying characteristics of subscription contract, such as information relating to renewals of the subscription.

Another very useful feature of this field is that it provides for the entry of the reasons for removing any record from the data base, including space for the date on which it was removed and for the distribution lists on which it was included. This information is particularly useful for future reference since a file is kept, in catalogue form, of records which have been removed.

**DESCRIPTORS.**- Key words which in and of themselves describe the topic or topics of interest to the addressee and dealt with by the ADDRESS user are entered in this field.

In the computational system now in use, space has been allocated for the entry of a record containing no more than 30 descriptors. If two or more descriptors are to be entered in this field, they must be separated by a comma and a blank.

To facilitate the retrieval of information needed, the standard terms (descriptors) given in the MACROTHESAURUS, a publication co-ordinated and maintained by the United Nations, are used, but when this publication does not contain a descriptor which is appropriate for any particular topic, a descriptor may be invented, in keeping with the following rule:

- A descriptor may be made up of more than one word, in which case the words must be separated by an underscore sign.
- No descriptor may be more than 60 characters long, made up of words and the underscored signs separating them.

Some examples of descriptors now in use by the users of ADDRESS:

ENCUESTAS DE HOGARES, CENTROS DE DOCUMENTACION,  
MUJERES, BIBLIOTECAS, TRANSPORTE MARITIMO, etc.

**RELATIONSHIPS.**- The information stored in this field specifies, in code, the relationship which exists between each user-unit of the ADDRESS file and the recipients. These relationships relate to the reason why each user-unit has entered an addressee in the data base; e.g: "courtesy", "important person", "exchange of documents", "important post", "subscription", etc..

Three different bodies of codes may be entered in this field, the first of which is the user-unit code referred to above in connection with the SUPPLIER OF INFORMATION field. The second type of code, which was also invented by the ADDRESS file, is a nemomonic representing a wide range of alternative user-recipient relationships, and the third makes it possible to describe the relationship specified by a code in the second group in greater detail.

As for coding, as many combinations of user-relationship codes are necessary may be entered providing there are not more than 30 of them in line with the computational system under which ADDRESS operates, each of them separated from the one preceding it by a comma and a blank; e.g.: "SICO, TRZZ" terms which mean, respectively, "courtesy of the Information Service" and "no specific reason given by the Transport and Communications Division". It should also be noted that there must be only one relationship code for each user.

This field makes it possible, inter alia, both to retrieve all the recipients of one or more user-unit and to retrieve all the recipients of a certain kind. In addition, the third group of codes permits greater accuracy in any selection; they can, for example, be used in records entered in respect of a subscription to a publication of the ECLAC system, where the date on which the subscription ends can be monitored or where it can be ascertained whether full payment has still not been made for the whole subscription period, and sometimes even whether the contract pertains to more than one publication to be issued during a given period; e.g.: "VPSU 83" refers to a subscription up to the end of 1983; "LDSU 84 C 1N 2R" designates a subscription to the end of 1984 for which an amount equivalent to the price of one publication coded as N plus two publications coded as R is owing. These examples show that codes in different groups are joined by an underscore sign.

The third group of codes is very useful for retrieving information on a certain very special kind of recipient; for example, "ILXE A BR" represents a former student (X) of a course held by ILPES (IL) in 1981 (E) in Brazil (BR) on Environmental Planning (A), and "ILPF W K" indicates an ILPES (IL) professor (PF) who teaches environmental policies and natural resources (W) and appraisal of integrated development projects and programmes (K).

This third body of codes was of course also developed by ADDRESS in accordance with the needs of the users.

DISTRIBUTION LISTS.- This field accommodates a four-character code which represents either a publication or a series of documents which the recipient may receive (all of these codes begin with a colon /: for example, ":AES" represents the Statistical Yearbook) or a list of recipients of special interest to a user. In the latter case, the code begins with the two-letter users' code applied to the owner of the list, and another two alphabetical characters, which refer to the subject matter dealt with by the user, are added. For example: "ESEH" stands for the Household Surveys list owned by the Statistics and Quantitative Analysis Division.\*/

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\*/ Translator's note. "División de Estadística y Análisis Cuantitativo" is represented by "ES" and "Encuestas de Hogares" by "EH".

Any code made up in this way is written in conjunction with a number made up of no more than three digits which shows the number of copies of a publication or document to be sent to the user. The two units of information are joined by an underscore sign, e.g. "RVE\_005".

In some very specific cases, such as in the case of dispatches to consignment, exchange-agreement and subscription recipients, another code, consisting in a single alphabetical character which is added to the other two units mentioned above, is used; e.g.: "CUE 020 N" (which indicates that 20 copies of the publication coded "CUE" are sent to the recipient on consignment /N/). This code is used in the index list of record numbers of each dispatch to show why documents are sent to recipients with a certain kind of relationship with the ADDRESS file user (consignment, subscription, standing order and exchange-agreement recipients), so that they can be identified rapidly when necessary. This code is of great assistance to the staff responsible for the physical dispatch of some documents because it shows them which recipient should receive which treatment.

If there is more than one distribution list to be incorporated in a record, they should be separated by a comma and a blank. The greatest possible number of distribution lists which can be entered into a single record under the computational system now used for ADDRESS is 48.

This field is of course used primarily for the automatic dispatch of documents and publications on the basis of a given distribution list. When one or more distribution lists are used for dispatching a document or publication the system also makes it possible to calculate with accuracy the number of copies of that document or publication which should be printed.



## PROCEDURES

In this chapter, the main features of the procedures involved in handling the ADDRESS file are described. In general terms, two types of procedures are carried out with the data base, i.e., the entry of information and information output.

The following are information entry procedures:

- a. Addition of new address records to the data base.
- b. Modification of the information already contained in the data base.

The following procedures relate to output:

- a. Production of catalogues and other special reference lists and information for user-units.
- b. Production of labels for the dispatch of documents and production of control lists used in this connection.

## ADDITIONS

The addition of addresses to the data base consists of several steps, namely:

- i. The information is coded on forms especially designed for this purpose.
- ii. The coded information is keyed into a computer file.
- iii. The information contained in the aforementioned computer file is validated.
- iv. The validated information is entered into the data base.

As mentioned above, the information is coded by means of a coding sheet such as that shown in table 1, which shows for each information field contained in the data base the tag used to identify each field and the maximum length of characters that can be entered into it. The previous chapter of this manual describes the code and characteristics of each field. Table 2 shows a coding sheet filled out with all the information pertaining to an address record.

The persons in charge of coding must be very accurate and consistent in their work. Any error that is entered into the data base can subsequently lead to further mistakes. It is not very difficult to correct these errors but it is difficult to detect them; consequently, provision has been made for several checks to be made during the information entry stage. The first of these consists of a visual check by the data-base operator for formal and substantive errors; this provides for standardized treatment of the various information fields.

Once the coding stage has been completed satisfactorily, the information is keyed into a computer file using a programme created to facilitate this stage, which prompts the operator to enter only the information contained in the fields. After the information has been entered, a visual check is made and any errors are corrected.



ECLAC -- ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

ADDRESS · DDB

ID ADDRESS (Control N°)

Country code \A-

Mode of dispatch \B-

Given name

\C- [Grid]

Surname

\D- [Grid]

Title and section

\E- [Grid]

Department

\F- [Grid]

Institution

\G- [Grid]

Post Office Box

\H- [Grid]

Prefixed postal code

\I- [Grid]

City

\J- [Grid]

Suffixed postal code

\K- [Grid]

ADDR2 · DDB

Description of the addressee

Acronym (International org.) or Area of activity (National org.)

Languages: ES(Spanish), IN(English) Preferred Alternative

\L- [Grid]

\M- [Grid]

\N- [Grid]

\O- [Grid]

Date of entry

Source of entry

Supplier of entry

Date of updating

Source of updating

Supplier of updating

\P- [Grid]

\Q- [Grid]

\R- [Grid]

\S- [Grid]

\T- [Grid]

\U- [Grid]

Street and number, city subdivision

\V- [Grid]

Telephone

\W- [Grid]

Cable

\X- [Grid]

Telex

\Y- [Grid]





"ADDRESS" CODING SHEET

TABLE 2

ECLAC - ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

ADDRESS . DDB

ID ADDRESS (Control N°)

=14488

Country code

\A-MX

Mode of dispatch

\B-V

Given name

\C- [Grid]

Surname

\D- [Grid]

Title and section

\E- [Grid]

Department

\F- JEFATURA DE SERVICIOS DE PLANIFICACION FAMILIAR

Institution

\G- INSTITUTO MEXICANO DEL SEGURO SOCIAL

Post Office Box

\H- [Grid]

Prefixed postal code

\I- 03100

City

\J- MEXICO, DF

Suffixed postal code

\K- [Grid]

ADDR2 . DDB

Description of the addressee

\L- E6MP

Acronym (International org.) or Area of activity (National org.)

\M- 1C

Languages: ES(Spanish), IN(English)

\N- ES \O- [Grid]

Date of entry

\P- 8310

Source of entry

\Q- AI

Supplier of entry

\R- LDAC

Date of updating

\S- [Grid]

Source of updating

\T- [Grid]

Supplier of updating

\U- [Grid]

Street and number, city subdivision

\V- MIER Y PESADO 120, COLONIA ADEL VALLE, DELEGACION BENITO JUAREZ

Telephone

\W- [Grid]

Cable

\X- [Grid]

Telex

\Y- [Grid]



The computer file thus produced then undergoes an automated check which is carried out by means of a specially designed programme called a "validation" programme, as it serves to verify that the information contained in certain fields is viable. This is feasible in fields that have codes, since they are already known and this makes it possible to avoid any coding or keying errors that may not have been detected previously. They then become valid entries which can be added to a file that is free of error. Any errors that may be found are corrected and this stage is repeated until the revised file is found to be free of error. When this stage has been completed successfully, the file, along with the new address records, is put through a programme which enters them into the data base.

#### MODIFICATIONS

Through different channels, each user-unit will be informed periodically of changes in some of the addresses contained in the data base: changes in a physical address, in the names of officials occupying certain important posts, in the formal name of a unit in the agency for which the address is kept, etc., or additions to information previously entered into the ADDRESS file, such as a telex number, a postal code, or the second surname of an individual, or changes made previously as a result of initial errors in coding or keying, e.g.: the use of a public institution code instead of a private one or the dispatch of documentation by regular mail when it might have been more practical and economical to send it by hand through the institution's own messengers.

It may also be that another document is to be sent to given addressee; in such a case, the distribution-list code for the other document should be added to the record in question.

All the above is accomplished by means of different computer programmes which are especially designed for the various types of changes that can be made in the data base.

One change that is frequently made is the elimination of existing records in the ADDRESS file. This is done when documents are returned by the Post Office, when explicit requests are made by addressees, when duplications are found, subscriptions are not renewed, etc. The complete elimination procedure is carried out as follows:

1. Once the record that is to be eliminated has been found, the "Observations" field is modified and the cause and date of deletion are established, as well as the material which was being sent to the addressee in question.
2. Catalogue of all records that are to be deleted is produced periodically so as to give a final picture of the situation. After this is done, another computer programme is used to delete these records from the data base.

## CATALOGUES AND SPECIAL LISTS

Catalogues are printed lists which present in standardized format all the information contained in the address records. Computer programmes are used to compose and print the catalogues.

A catalogue may either be assembled from a given group of address records or it may cover the complete data base.

Two types of formats have been used so far in the production of catalogues. In one, the address records appear in alphabetical order by country of destination and by addressee, and in the other, they are set out in ascending numerical order according to the numbers assigned to each ADDRESS record.

Table 3 shows a page from an alphabetical catalogue and table 4 provides an explanation of the format of the catalogue which also helps interpret the symbols used. All alphabetical catalogues are organized according to the following order:

1. In alphabetical order by the Spanish name officially used in the United Nations for each country.
2. Within each country, individuals are listed first, organized alphabetically by surname. Then follow the records on institutions, organized according to the names of the institutions.

In order to facilitate use of the catalogue, each record is divided into two parts. The first part contains the complete address as it would appear on a letter, with a dash at the left of the line used for purposes of alphabetizing, i.e., next to the line showing the name of the organization or, in its absence, next to the line showing the given name and surnames of the individual. The second part contains three types of information, as follows:

1. Additional address data, such as telephone number, cable, address, telex number and physical address, if available, and if the postal address appears in the first part.
2. Coded descriptions of the addressee's activities and relationship with the ECIAC system, as well as descriptors of addressee's interests.
3. Information that can be used to facilitate the use and management of the ADDRESS file.

The catalogue also makes it possible for individual users to make corrections in the address entries in the catalogue itself as changes occur. This is helpful to users, inasmuch as it enables them to have an up-to-date reference document and it also facilitates the work of updating the records in the data base.

Special lists for user reference are another type of printed output which is produced by the ADDRESS file. As indicated by the name, these are lists which contain information, usually partial, from every address record that might be of interest to a user. These lists are drawn up with the aid of computer tools associated with the system used for the data base. For example, a special

AUSTRALIA (CONT.)

-----  
MARCOS HENRIQUE C CORTES

- EMBASSY OF BRAZIL  
CANBERRA HOUSE, 40 MARCUS CLARKE STREET, FLOOR 11  
CANBERRA, ACT 2601

01762 : AU : A : 7708 LD VP : 8006 CT DD : ES : : FGMQ : 1D  
\*DIS: :RVE, :NSE \*WHY: SICO  
\*TEL: 47-8466

GIFT AND EXCHANGE SECTION, LIBRARY

- LA TROBE UNIVERSITY  
BUNDOORA, VICT 3083

02257 : AU : A : 7807 CU VPRI : 8009 CT DD : IN : ES : EHMQ : 31  
\*DIS: :RVI, :CUE, :CUI, :RIB, :AES, :EEI, :NSE, :NSI, :PNX  
\*DES: BIBLIOTECAS \*WHY: SICO, CL, BI

JOHN HORACEK

LIBRARY  
- LA TROBE UNIVERSITY  
BUNDOORA, VICT 3083

09620 : AU : A : 8105 FA SI : : IN : : EHMQ : 31  
\*DIS: :NSE, :NSI \*WHY: SICO

- LIBRARY OF NEW SOUTH WALES  
MACQUARIE STREET  
SYDNEY, NSW 2000

03583 : AU : A : 7912 FI NY : 7912 FI NY : IN : : EHMQ : 33  
\*DIS: :RVI, :AES, :EEI \*DES: BIBLIOTECAS \*WHY: NYDD

R B MCKERN

DEAN  
SCHOOL OF BUSINESS ADMINISTRATION  
- MACQUARIE UNIVERSITY  
SYDNEY, NSW

02512 : AU : A : 7811 LD RVAG : 7811 LD RVAG : IN : : EHMQ : 31  
\*DIS: :RVI \*WHY: RVCO

DEPARTMENT OF ECONOMICS, FACULTY OF ECONOMICS AND POLITICS  
- MONASH UNIVERSITY  
CLAYTON, VICT 3168

02508 : AU : A : 7811 LD RVAG : 7811 LD RVAG : IN : : EHMQ : 31  
\*DIS: :RVI, :AES, :NSE, :NSI \*WHY: SICO, RVCO



TABLE 4

EXPLANATION OF CATALOGUE FORMAT

The record for each addressee in the catalogue consists of two parts.

The first part contains the complete address as it would appear on a letter, with a dash at the left of the line used for purposes of alphabetizing in the catalogue.

Example 1

a) Address of an individual

(Dash) - GIVEN NAME AND SURNAME (Alphabetized by surname)

ADDRESS (Post office box or street and number)

CITY AND POSTAL CODE (Postal code, if used, may be prefixed or suffixed, depending on local usage)

b) Address of an organization. Note that only the lines showing the organization's name and the city are essential; others are optional.

GIVEN NAME AND SURNAME

FUNCTIONAL TITLE

NAME OF DEPARTMENT

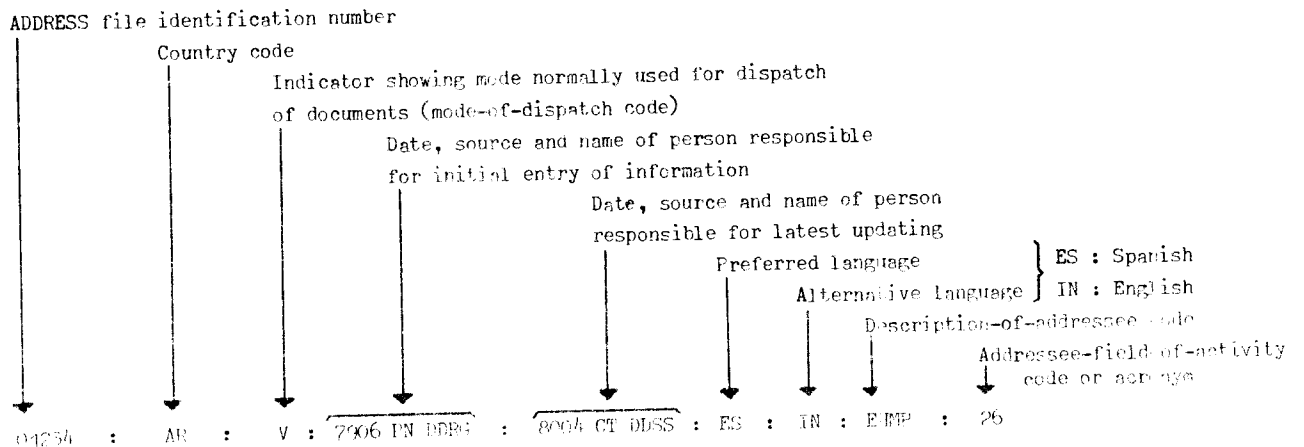
(Dash) - NAME OF ORGANIZATION (In alphabetical order)

ADDRESS (Post office box or street and number)

CITY AND POSTAL CODE (Postal code, if used, may be prefixed or suffixed, depending on local usage)

The second part of the entry contains three types of information: 1) additional address data, such as telephone number; 2) coded descriptions of addressee's activities and interests; 3) codes and other information to facilitate the use and management of the file. The second and following lines contain certain optional fields which are identified by a combination of an asterisk, a three-letter mnemonic code and a colon-e.g. \*DIS:- which facilitates interpretation of the information. If one of the three-letter identifiers is missing, this means that no information is available for that field or that it is not being used.

Example 2 (Information units are separated from each other by colons [:]).



- \*DIS : Distribution lists. \*DES : Addressee-interest descriptors.
- \*WBX : Reason for users' interest in addressee.
- \*DIR : Physical address (appears in this position only when a post office box appears in the first part of the entry).
- \*TEL : Telephone number. \*CBL : Cable address. \*TLX : Telex number.
- \*ORS : Observations concerning addressee, or pertaining to management of the file.

list might consist of a list of all records pertaining to subscribers of a publication; it would show the subscriber identification number, the subscription expiration date, the publication subscribed to, etc.; this would all be organized correlatively by subscription expiration dates or some other parameter chosen by the user. Such a list would enable the person in charge of subscriptions to take action, e.g.: to send a letter announcing that a subscription is about to expire or to request payment of a balance due. This information can also be obtained from the ADDRESS file if it has previously been entered into it.

Table 5 shows a list which represents two distinct steps, i.e., the retrieval of information from the data base, on the one hand, and, on the other, the handling of such information by the user by means of a text editing programme which enables him to produce the desired format.

Another type of special list which is very useful to the person in charge of maintaining the data base is one which gives an alphabetical list of surnames of all addressees included in the ADDRESS file. This list makes it possible to avoid duplication when entering new records into the data base; it also makes it possible to obtain rapidly the identification number for a given addressee when only his given name and surname are known and changes must be made in his record. Table 6 gives an example of such a list, as follows:

- Column 1 shows the identification number for each record,
- Column 2 shows the mode-of-dispatch code,
- Column 3 shows the country code,
- Column 4 shows the content of the first subfield under the description-of-addressee code,
- Finally, columns 5 and 6 show the content of the given name and surname fields.

#### LABELS AND RELATED LISTS

The dispatch of documents requires address labels and monitoring procedures so as to ensure that mistakes are not made and to allow the dispatcher to keep a record of what documents have been sent, and when and to whom they were sent. Special programmes are used to create sets of labels and control lists based on the information contained in the data base plus the weight of each shipment. These programmes make it possible to standardize the presentation and organization of the information contained in the labels and related lists.

The production of labels is organized at several levels in order to facilitate the physical dispatch of documents by the various modes used. The information on each addressee is first organized according to the mode-of-dispatch code contained in each record and then, in ascending order, according to the country code and finally the identification number used for each record.

The labels used are self-adhesive and are produced on a continuous sheet with perforated edges. They can thus be printed on a printer connected to the computer which handles the data base.

PLANNING AGENCIES OF ECLAC MEMBER COUNTRIES IN LATIN AMERICA AND THE CARIBBEAN

| COUNTRY                 | INSTITUTION AND ADDRESS   | RESPONSIBLE OFFICIAL   |
|-------------------------|---|--|
| *** ANTIGUA AND BARBUDA | MINISTRY OF ECONOMIC DEVELOPMENT, TOURISM AND ENERGY<br>ST JOHN'S           | PERMANENT SECRETARY<br>TELEFONO:<br>TELEX: 122<br>CABLE:                                   |
| *** ARGENTINA           | SECRETARIA DE ESTADO DE PLANEAMIENTO<br>25 DE MAYO 453<br>1002 BUENOS AIRES | BRIGADIER JOSE MIRET<br>SECRETARIO DE ESTADO<br>TELEFONO: 326311<br>TELEX: 21464<br>CABLE: |
| *** BAHAMAS             | OFFICE OF THE PRIME MINISTER<br>P O BOX 7147<br>NASSAU                      | DIRECTOR<br>ECONOMIC PLANNING UNIT<br>TELEFONO:<br>TELEX:<br>CABLE:                        |
| *** BARBADOS            | MINISTRY OF FINANCE AND PLANNING<br>BRIDGETOWN                              | HARCOURT WILLIAMS<br>ACTING PERMANENT SECRETARY<br>TELEFONO:<br>TELEX: 222<br>CABLE:       |
| *** BELIZE              | MINISTRY OF FINANCE AND ECONOMIC PLANNING<br>BELMOPAN, CAYO DISTRICT        | HUGH MC KAIN<br>HEAD<br>CENTRAL PLANNING UNIT<br>TELEFONO: 082161<br>TELEX:<br>CABLE:      |

TABLE 6

13889 V US E JAMES M  
13961 A EC E RUBEN  
05417 A PE E GIOVANNI  
07714 A PE A NOEL  
02583 A EG A ISMAIL-SABRI  
12001 V UY E RAIMUNDO JOSE  
09131 V US A ARTHUR B  
05247 V AR E CARLOS E  
11703 A DO E ABEL  
12864 A DO E LUZ MARIA  
13421 V AR D JUAN  
08607 A VE A EULOGIO  
01446 V BR A CLAUDIO  
06908 I CL B FRANCISCO  
08928 A BO E ISIDRO  
10004 V MX A LOURDES  
08785 V MX E LUIS  
14375 I CL B SERGIO  
11329 A PY A P ANGEL N  
08376 V UY E GERARDO  
09368 V AR A PABLO  
05932 V BR E CORI LOUREIRO  
09206 A PE E MANUEL  
13082 PE A MARITZA  
13858 V AR A GUILLERMO EDUARDO  
13283 O CL E MIGUEL  
14477 O CL C SANDRA  
14682 O CL E HERNAN  
10409 V CR A GUILLERMO  
14800 O CL A MANUEL  
09684 A PA E RAUL  
14926 PA A YADIRA  
09549 A GB A KATH  
02856 V US E RICHARD N  
03014 A BS E H E THE HON PAUL L  
10220 V CH B MOSES  
01134 A ET B ADEBAYO  
07447 A MA E PHILIPPE  
04954 V AR A CARLOS  
13601 V CH B P  
05802 V UY E JUAN CARLOS  
13853 A PE A FREDDY  
07839 V AR A MARCELO E  
02638 M CL B FRANCOIS  
04911 A SV A OVIDJO ANTONIO  
00984 V BR E FRANCISCO  
06433 O CL A OSCAR  
10334 V UY A CESAR A  
12525 V MX A ALONSO  
07764 M CL B MIGUEL ANGEL  
09931 V US E RODOLFO J  
04774 V BR E SERGIO  
07607 V MX A SERGIO JAIME  
12073 A PE A ANIBAL  
07795 V BR A WALDO FERNANDO  
14750 A BO E EFRAIN  
13545 A PE A JOSE  
13551 A PE A JOSE  
07684 A VE E MARISOL  
10256 A PY E FERNANDO

AANESTAD  
ABAD M  
ABANTO CAMACHO  
ABARCA BEGAZO  
ABDALLA  
ABELLA FRASCHINI  
ABELSEN  
ABIHAGGLE  
ABREU  
ABREU  
ABUD SACRE  
ACACIO CASTILLO  
ACCURSO  
ACEBES  
ACEZEY  
ACEVEDO  
ACEVEDO  
ACEVEDO  
ACHA DUARTE  
ACHARD  
ACHAVAL BECU  
ACIOLI  
ACOSTA  
ACOSTA PANTLIK  
ACUNA  
ACUNA  
ACUNA  
ACUNA ECHEVERRIA  
ACUNA HERNANDEZ  
ACUNA PENA  
ADAMES  
ADAMES  
ADAMS  
ADAMS  
ADDERLEY  
ADEBANJO  
ADEDEJI  
ADHEMAR  
ADLERSTEIN  
ADOSSAMA  
ADROHER PARRA  
AEDO ZAVALA  
AFTALION  
AGOSTINI  
AGREDA C  
AGRETTI DE AGUINO  
AGUERO  
AGUIAR BELTRAN  
AGUILAR  
AGUILAR  
AGUILAR  
AGUILAR  
AGUILAR  
AGUILAR GOMEZ  
AGUILAR GUTIERREZ  
AGUILAR M  
AGUILAR RONCAL  
AGUILAR RONCAL  
AGUILERA  
AGUILERA FIGUERA

Table 7 shows the content of each label and gives an explanation of this content. Each label has a capacity to hold information in a maximum space of 10 lines and 44 columns. Each set of labels is divided into two subsets, one for the dispatch of more than one copy of the document in question and another for the dispatch of only one copy. Each subset begins with three formatting labels containing asterisks `/*` which fill all the available space. This is done to make it easier to begin printing as it makes it possible to tabulate the printer before the first useful label is printed.

Two types of control list are made up for each set of labels. One is a summary of the shipment and the other is a list of indexes. The summary list is given in exactly the same order as the labels and it contains the pertinent information on each country, indicating the name of the country, the number of labels produced, the number of documents to be dispatched and their total weight. It also provides space for noting down the number of envelopes and packages to be used. The part of the summary list that shows pouch shipments also gives coded information on the destination of the diplomatic pouch used in each case, and at the end of each summary list is added a mini-summary of pouch shipments organized according to pouch destination.

The summary list is used to monitor shipments made by the unit responsible for the physical dispatch of documents and by the units which actually transmit the documents, such as the Post Office, the pouch unit and the messenger unit. This list helps all of these units determine their shipping costs. Table 8 gives an example of a summary list.

An index list shows the identification number of each addressee. A document shipment may originate in either of two ways, i.e., through a distribution list or through a selection of addressee identification numbers; both possibilities are reflected in the format of the index list. If a document is dispatched on the basis of a selection of identification numbers, the corresponding index list will merely be a list of such numbers given in ascending order. If a document is dispatched on the basis of a distribution list set up within the ADDRESS file, the relevant index list will be organized in the same way but will be based on the number of copies sent.

An index list is used as a historical reference to show to whom a given document was dispatched and how many copies were sent. Table 9 gives an example of a typical index list.



Table 8

This table shows the summary list used to monitor the dispatch of documents. For the purposes of this manual, several pages of the original summary list are condensed into each page herein.

This list also indicates in parentheses which part is used for the dispatch of more than one copy per addressee and which part is used for the dispatch of a single copy per addressee.

(More than one copy per addressee)

DISPATCH : DGI

DATE PAGE 1

AIRMAIL

| CF | COUNTRY  | LBL | COP | ENV | PKG | KGS   |
|----|----------|-----|-----|-----|-----|-------|
| AT | AUSTRIA  | 1   | 2   | ... | ... | 0.080 |
| ET | ETHIOPIA | 1   | 2   | ... | ... | 0.080 |
| IQ | IRAQ     | 1   | 2   | ... | ... | 0.080 |
| TH | THAILAND | 1   | 2   | ... | ... | 0.080 |
| 4  | SUBTOTAL | 4   | 8   |     |     | 0.320 |

DISPATCH : DGI

DATE PAGE 2

INTERNAL

| CF | COUNTRY  | LBL | COP | ENV | PKG | KGS |
|----|----------|-----|-----|-----|-----|-----|
| CL | CHILE    | 1   | 97  | ... | ... | ... |
| 1  | SUBTOTAL | 1   | 97  |     |     |     |

DISPATCH : DGI

DATE PAGE 3

BY HAND

| CF | COUNTRY  | LBL | COP | ENV | PKG | KGS   |
|----|----------|-----|-----|-----|-----|-------|
| CL | CHILE    | 4   | 31  | ... | ... | 1.240 |
| 1  | SUBTOTAL | 4   | 31  |     |     | 1.240 |



| DISPATCH :DGI |                          | POUCH |     |     |     |       | DATE | PAGE 4 |
|---------------|--------------------------|-------|-----|-----|-----|-------|------|--------|
| CF            | COUNTRY                  | LBL   | COP | ENV | PKG | KGS   | PCH  |        |
| AR            | ARGENTINA                | 1     | 3   | ... | ... | 0.120 | RUE  |        |
| BR            | BRASIL                   | 1     | 2   | ... | ... | 0.080 | RSB  |        |
| CH            | SWITZERLAND              | 1     | 2   | ... | ... | 0.080 | GIN  |        |
| CO            | COLOMBIA                 | 1     | 3   | ... | ... | 0.120 | RGB  |        |
| MX            | MEXICO                   | 2     | 7   | ... | ... | 0.280 | MEX  |        |
| TT            | TRINIDAD AND TOBAGO      | 1     | 19  | ... | ... | 0.760 | FOS  |        |
| US            | UNITED STATES OF AMERICA | 2     | 12  | ... | ... | 0.480 | NYC  |        |
| UY            | URUGUAY                  | 1     | 3   | ... | ... | 0.120 | MVD  |        |
| US            | UNITED STATES OF AMERICA | 3     | 14  | ... | ... | 0.560 | WAS  |        |
| 9             | SUBTOTAL                 | 13    | 65  |     |     | 2.600 |      |        |

(only one copy per addressee)

| DISPATCH :DGI |                        | AIRMAIL |     |     |     |       | DATE | PAGE 5 |
|---------------|------------------------|---------|-----|-----|-----|-------|------|--------|
| CF            | COUNTRY                | LBL     | COP | ENV | PKG | KGS   |      |        |
| AN            | NETHERLANDS ANTILLES   | 1       | 1   | ... | ... | 0.040 |      |        |
| BE            | BELGIUM                | 8       | 8   | ... | ... | 0.320 |      |        |
| BS            | BAHAMAS                | 2       | 2   | ... | ... | 0.080 |      |        |
| BZ            | BELIZE                 | 2       | 2   | ... | ... | 0.080 |      |        |
| CA            | CANADA                 | 3       | 3   | ... | ... | 0.120 |      |        |
| ES            | ESPANA                 | 1       | 1   | ... | ... | 0.040 |      |        |
| FR            | FRANCE                 | 1       | 1   | ... | ... | 0.040 |      |        |
| GB            | UNITED KINGDOM         | 2       | 2   | ... | ... | 0.080 |      |        |
| HT            | HAITI                  | 3       | 3   | ... | ... | 0.120 |      |        |
| SE            | SWEDEN                 | 1       | 1   | ... | ... | 0.040 |      |        |
| VG            | BRITISH VIRGIN ISLANDS | 1       | 1   | ... | ... | 0.040 |      |        |
|               | SUBTOTAL               | 25      | 25  |     |     | 1.000 |      |        |

DISPATCH - :DGI----- DATE ----- PAGE 6

BY HAND

| CP | COUNTRY  | LBL | COP | ENV | PKG | KGS   |
|----|----------|-----|-----|-----|-----|-------|
| CL | CHILE    | 1   | 1   | ... | ... | 0.040 |
| 1  | SUBTOTAL | 1   | 1   |     |     | 0.040 |

DISPATCH - :DGI----- DATE ----- PAGE 7

REGULAR MAIL

| CP | COUNTRY  | LBL | COP | ENV | PKG | KGS   |
|----|----------|-----|-----|-----|-----|-------|
| CL | CHILE    | 1   | 1   | ... | ... | 0.040 |
| 1  | SUBTOTAL | 1   | 1   |     |     | 0.040 |

| DISPATCH - :DGI----- |                           |       |     |     |     |       | DATE ----- | PAGE 8 |
|----------------------|---------------------------|-------|-----|-----|-----|-------|------------|--------|
|                      |                           | POUCH |     |     |     |       |            |        |
| CF                   | COUNTRY                   | LBL   | COP | ENV | PKG | KGS   | PCH        |        |
| AG                   | ANTIGUA AND BARBUDA       | 2     | 2   | ... | ... | 0.080 | POS        |        |
| AR                   | ARGENTINA                 | 2     | 2   | ... | ... | 0.080 | BUE        |        |
| BB                   | BARBADOS                  | 3     | 3   | ... | ... | 0.120 | POS        |        |
| BR                   | BRASIL                    | 2     | 2   | ... | ... | 0.080 | RSE        |        |
| CH                   | SWITZERLAND               | 4     | 4   | ... | ... | 0.160 | GIN        |        |
| CO                   | COLOMBIA                  | 1     | 1   | ... | ... | 0.040 | BGO        |        |
| DM                   | DOMINICA                  | 2     | 2   | ... | ... | 0.080 | POS        |        |
| GD                   | GRENADA                   | 2     | 2   | ... | ... | 0.080 | POS        |        |
| GY                   | GUYANA                    | 4     | 4   | ... | ... | 0.160 | POS        |        |
| JM                   | JAMAICA                   | 5     | 5   | ... | ... | 0.200 | POS        |        |
| KN                   | ST. KITTS-NEVIS           | 1     | 1   | ... | ... | 0.040 | POS        |        |
| LC                   | SAINT LUCIA               | 2     | 2   | ... | ... | 0.080 | POS        |        |
| MS                   | MONTSERRAT                | 1     | 1   | ... | ... | 0.040 | POS        |        |
| MX                   | MEXICO                    | 2     | 2   | ... | ... | 0.080 | MEX        |        |
| PR                   | PUERTO RICO               | 1     | 1   | ... | ... | 0.040 | NYC        |        |
| SR                   | SURINAME                  | 3     | 3   | ... | ... | 0.120 | POS        |        |
| TT                   | TRINIDAD AND TOBAGO       | 6     | 6   | ... | ... | 0.240 | POS        |        |
| US                   | UNITED STATES OF AMERICA  | 18    | 18  | ... | ... | 0.720 | NYC        |        |
| UY                   | URUGUAY                   | 1     | 1   | ... | ... | 0.040 | MVD        |        |
| VC                   | SAINT VINCENT AND THE GRE | 2     | 2   | ... | ... | 0.080 | POS        |        |
| VI                   | UNITED STATES VIRGIN ISLA | 2     | 2   | ... | ... | 0.080 | NYC        |        |

DISPATCH \_ :DGI-----

DATE ----- PAGE 9

POUCH

| CF | COUNTRY                  | LBL | COP | ENV | PKG | KGS   | PCH |
|----|--------------------------|-----|-----|-----|-----|-------|-----|
| US | UNITED STATES OF AMERICA | 5   | 5   | ... | ... | 0.200 | WAS |
| 22 | SUBTOTAL                 | 71  | 71  |     |     | 2.840 |     |
| 50 | TOTAL                    | 120 | 299 |     |     |       |     |

DISPATCH \_ :DGI-----

DATE ----- PAGE 10

POUCH SUMMARY

| PCH   | COP | KGS   |
|-------|-----|-------|
| RGD   | 4   | 0.160 |
| BSB   | 4   | 0.160 |
| RUE   | 5   | 0.200 |
| MEX   | 9   | 0.360 |
| MVD   | 4   | 0.160 |
| NYC   | 33  | 1.320 |
| POS   | 52  | 2.080 |
| GIN   | 6   | 0.240 |
| WAS   | 19  | 0.760 |
| TOTAL | 136 | 5.440 |

TABLE 9

DISTRIBUTION

21-May-84

1

:DGI\_097

10503

:DGI\_019

02498

:DGI\_013

00274

:DGI\_010

00475 00496 02764

:DGI\_006

00257

:DGI\_005

03171

:DGI\_003

00830 02382 03751

:DGI\_002

01485 02497 02592 02763 02810 02816 02818 02819 02820 03343 04420

:DGI

00024 00171 00498 00586 00589 00590 00649 00661 00796 00797 00800 00819 01028 01133 01148 01153 01154 01194  
01403 01518 01525 01592 01653 01717 01973 02037 02096 02099 02311 02419 02565 02738 02739 02740 02746 02747  
02748 02749 02750 02751 02757 02807 02817 02822 02824 02829 02830 02832 03014 03015 03016 03017 03018 03019  
03021 03022 03023 03236 03237 03238 03239 03240 03241 03242 03251 03269 03279 03281 03282 03283 03284 03379  
03513 03782 04497 04555 05517 07114 07134 07138 07139 07149 07150 07152 07409 07768 07769 08535 09247 09437  
10760 11872 12003 12095 12903 14420 15037 15038

TABLES OF CODES

This chapter presents a compilation of the various tables of codes used by the ADDRESS file.

With the sole exception of the Country Code, as described previously, and of the "List of States or Provinces in some countries and their codes", most of these tables have been created and developed especially for the ADDRESS file in order to provide for optimum treatment of the information.

Following is a matrix which shows the tables of codes, on the one hand, and, on the other, the computer information fields for each ADDRESS record using them:

| FIELD                         | Country code | Mode-of-dispatch code | List of States and Provinces | Description-of-Addressee code | Area-of-activity code | Source code | User code | List of Descriptors | Relationships code | Relationship-associated code | Distribution-list code | Type-of-dispatch code | Pouch code |
|-------------------------------|--------------|-----------------------|------------------------------|-------------------------------|-----------------------|-------------|-----------|---------------------|--------------------|------------------------------|------------------------|-----------------------|------------|
| Country code                  | X            |                       |                              |                               |                       |             |           |                     |                    |                              |                        |                       |            |
| Mode of dispatch              |              | X                     |                              |                               |                       |             |           |                     |                    |                              |                        |                       |            |
| City                          |              |                       | X                            |                               |                       |             |           |                     |                    |                              |                        |                       |            |
| Description of addressee      |              |                       |                              | X                             |                       |             |           |                     |                    |                              |                        |                       |            |
| Area of activity or acronym   |              |                       |                              |                               | X                     |             |           |                     |                    |                              |                        |                       |            |
| Source of addition            |              |                       |                              |                               |                       | X           |           |                     |                    |                              |                        |                       |            |
| Supplier of addition          |              |                       |                              |                               |                       |             | X         |                     |                    |                              |                        |                       |            |
| Source of updating            |              |                       |                              |                               |                       | X           |           |                     |                    |                              |                        |                       |            |
| Supplier of updating          |              |                       |                              |                               |                       |             | X         |                     |                    |                              |                        |                       |            |
| Descriptors                   |              |                       |                              |                               |                       |             |           | X                   |                    |                              |                        |                       |            |
| Relationships                 | X            |                       |                              |                               |                       |             | X         |                     | X                  | X                            |                        |                       |            |
| Distribution lists            |              |                       |                              |                               |                       |             |           |                     |                    |                              | X                      | X                     |            |
| Label production summary list |              |                       |                              |                               |                       |             |           |                     |                    |                              |                        |                       | X          |

Some tables show more than one order, as is the case with the Country Code and the User Code in the ADDRESS file.

COUNTRY CODES USED IN THE ADDRESS FILE, BASED ON ISO ALPHA-2 CODE, LISTED  
ALPHABETICALLY WITH STATES MEMBERS OF THE UNITED NATIONS FIRST

| COD   | PRINTED IN CATALOGUES          | PRINTED ON LABELS            |
|---|--------------------------------|------------------------------|
| ----  | -----                          | -----                        |
| A. STATES MEMBERS OF THE UNITED NATIONS <u>a/</u> |                                |                              |
| AF  | AFGANISTAN                     | AFGHANISTAN                  |
| AL  | ALBANIA                        |                              |
| DE  | ALEMANIA, REPUBLICA FEDERAL DE | GERMANY, FEDERAL REPUBLIC OF |
| HT  | ALTO VOLTA                     | UPPER VOLTA                  |
| AO  | ANGOLA                         |                              |
| AG  | ANTIGUA Y BARRUDA              | ANTIGUA AND BARBUDA          |
| SA  | ARABIA SAUDITA                 | SAUDI ARABIA                 |
| DZ  | ARGELIA                        | ALGERIA                      |
| AR  | ARGENTINA                      |                              |
| AU  | AUSTRALIA                      |                              |
| AT  | AUSTRIA                        |                              |
| BS  | BAHAMAS                        |                              |
| BH  | BAHREIN                        | BAHRAIN                      |
| BD  | BANGLADESH                     |                              |
| BB  | BARBADOS                       |                              |
| BE  | BELGICA                        | BELGIUM                      |
| BZ  | BELICE                         | BELIZE                       |
| BJ  | BENIN                          |                              |
| BT  | BHUTAN                         |                              |
| BU  | BIRMANIA                       | BURMA                        |
| BO  | BOLIVIA                        |                              |
| BW  | BOTSWANA                       |                              |
| BR  | BRASIL                         |                              |
| BG  | BULGARIA                       |                              |
| BI  | BURUNDI                        |                              |
| CV  | CABO VERDE                     | CAPE VERDE                   |
| CA  | CANADA                         |                              |
| TD  | CHAD                           |                              |
| CS  | CHECOSLOVAQUIA                 | CZECHOSLOVAKIA               |
| CL  | CHILE                          |                              |
| CN  | CHINA                          |                              |
| CY  | CHIPRE                         | CYPRUS                       |
| CO  | COLOMBIA                       |                              |
| KM  | COMORAS                        | COMOROS                      |
| CG  | CONGO                          |                              |
| CI  | COSTA DE MARFIL                | IVORY COAST                  |
| CR  | COSTA RICA                     |                              |
| CU  | CUBA                           |                              |
| DK  | DINAMARCA                      | DENMARK                      |
| DJ  | DJIBOUTI                       |                              |
| DM  | DOMINICA                       |                              |
| EC  | ECUADOR                        |                              |
| EG  | EGIPTO                         | EGYPT                        |
| SV  | EL SALVADOR                    |                              |
| AE  | EMIRATOS ARABES UNIDOS         | UNITED ARAB EMIRATES         |
| ES  | ESPAÑA                         |                              |
| US  | ESTADOS UNIDOS DE AMERICA      | UNITED STATES OF AMERICA     |

| COD | PRINTED IN CATALOGUES  | PRINTED ON LABELS      |
|-----|------------------------|------------------------|
| ET  | ETIOPIA                | ETHIOPIA               |
| FJ  | FIJI                   |                        |
| PH  | FILIPINAS              | PHILIPPINES            |
| FI  | FINLANDIA              | FINLAND                |
| FR  | FRANCIA                | FRANCE                 |
| GA  | GABON                  |                        |
| GM  | GAMBIA                 |                        |
| GH  | GHANA                  |                        |
| GD  | GRANADA                | GRENADA                |
| GR  | GRECIA                 | GREECE                 |
| GT  | GUATEMALA              |                        |
| GN  | GUINEA                 |                        |
| GQ  | GUINEA ECUATORIAL      |                        |
| GW  | GUINEA-BISSAU          |                        |
| GY  | GUYANA                 |                        |
| HT  | HAITI                  |                        |
| HN  | HONDURAS               |                        |
| HU  | HUNGRIA                | HUNGARY                |
| IN  | INDIA                  |                        |
| ID  | INDONESIA              |                        |
| IR  | IRAN                   |                        |
| IQ  | IRAQ                   |                        |
| IE  | IRLANDA                | IRELAND                |
| IS  | ISLANDIA               | ICELAND                |
| SR  | ISLAS SALOMON          | SOLOMON ISLANDS        |
| IL  | ISRAEL                 |                        |
| IT  | ITALIA                 | ITALY                  |
| LY  | JAMAHIRIYA ARABE LIBIA | LIBYAN ARAB JAMAHIRIYA |
| JM  | JAMAICA                |                        |
| JF  | JAPON                  | JAPAN                  |
| JO  | JORDANIA               | JORDIAN                |
| KH  | KAMPUCHEA DEMOCRATICA  | DEMOCRATIC KAMPUCHEA   |
| KE  | KENYA                  |                        |
| KW  | KUWAIT                 |                        |
| LS  | LESOTHO                |                        |
| LE  | LIRANO                 | LEBANON                |
| LR  | LIBERIA                |                        |
| LU  | LUXEMBURGO             | LUXEMBOURG             |
| MG  | MADAGASCAR             |                        |
| MY  | MALASIA                | MALAYSIA               |
| MW  | MALAWI                 |                        |
| MV  | MALDIVAS               | MALDIVES               |
| ML  | MALI                   |                        |
| MT  | MALTA                  |                        |
| MA  | MARRUECOS              | MOROCCO                |
| MU  | MAURICIO               | MAURITIUS              |
| MR  | MAURITANIA             |                        |
| MX  | MEXICO                 |                        |
| MN  | MONGOLIA               |                        |



| COD   | PRINTED IN CATALOGUES             | PRINTED ON LABELS                   |
|-------|-----------------------------------|-------------------------------------|
| ---   | -----                             | -----                               |
| MZ    | MOZAMBIQUE                        |                                     |
| NP    | NEPAL                             |                                     |
| NI    | NICARAGUA                         |                                     |
| NE    | NIGER                             |                                     |
| NG    | NIGERIA                           |                                     |
| NO    | NORUEGA                           | NORWAY                              |
| NZ    | NUEVA ZELANDIA                    | NEW ZEALAND                         |
| OM    | OMAN                              |                                     |
| NL    | PAISES BAJOS                      | NETHERLANDS                         |
| PK    | PAKISTAN                          |                                     |
| PA    | PANAMA                            |                                     |
| PG    | PAPUA NUEVA GUINEA                | PAPUA NEW GUINEA                    |
| PY    | PARAGUAY                          |                                     |
| PE    | PERU                              |                                     |
| PL    | POLONIA                           | POLAND                              |
| PT    | PORTUGAL                          |                                     |
| QA    | QATAR                             |                                     |
| GR b/ | REINO UNIDO                       | UNITED KINGDOM                      |
| SY    | REPUBLICA ARABE SIRIA             | SYRIAN ARAB REPUBLIC                |
| CF    | REPUBLICA CENTROAFRICANA          | CENTRAL AFRICAN REPUBLIC            |
| DD    | REPUBLICA DEMOCRATICA ALEMANA     | GERMAN DEMOCRATIC REPUBLIC          |
| LA    | REPUBLICA DEMOCRATICA POPULAR LAO | LAO PEOPLE'S DEMOCRATIC REPUBLIC    |
| DO    | REPUBLICA DOMINICANA              |                                     |
| CM    | REPUBLICA UNIDA DE CAMERUN        | UNITED REPUBLIC OF CAMEROON         |
| TZ    | REPUBLICA UNIDA DE TANZANIA       | UNITED REPUBLIC OF TANZANIA         |
| RO    | RUMANIA                           | ROMANIA                             |
| RW    | RWANDA                            |                                     |
| WS    | SAMOA                             |                                     |
| VC    | SAN VICENTE Y LAS GRANADINAS      | SAINT VINCENT AND THE GRENADINES    |
| LC    | SANTA LUCIA                       | SAINT LUCIA                         |
| ST    | SAO TOME Y PRINCIPE               | SAO TOME AND PRINCIPE               |
| SN    | SENEGAL                           |                                     |
| SC    | SEYCHELLES                        |                                     |
| SL    | SIERRA LEONA                      | SIERRA LEONE                        |
| SG    | SINGAPUR                          | SINGAPORE                           |
| SO    | SOMALIA                           |                                     |
| LK    | SRI LANKA                         |                                     |
| ZA    | SUDAFRICA                         | SOUTH AFRICA                        |
| SD    | SUDAN                             |                                     |
| SE    | SUECIA                            | SWEDEN                              |
| SR    | SURINAME                          |                                     |
| SZ    | SWAZILANDIA                       | SWAZILAND                           |
| TH    | TAILANDIA                         | THAILAND                            |
| TG    | TOGO                              |                                     |
| TT    | TRINIDAD Y TABAGO                 | TRINIDAD AND TOBAGO                 |
| TN    | TUNEZ                             | TUNISIA                             |
| TR    | TURQUIA                           | TURKEY                              |
| UG    | UGANDA                            | UGANDA                              |
| SU c/ | UNION SOVIETICA                   | UNION OF SOVIET SOCIALIST REPUBLICS |

| COD | PRINTED IN CATALOGUES | PRINTED ON LABELS |
|-----|-----------------------|-------------------|
| --- | -----                 | -----             |
| UY  | URUGUAY               |                   |
| VU  | VANUATU               |                   |
| VE  | VENEZUELA             |                   |
| VN  | VIET NAM              |                   |
| YE  | YEMEN                 |                   |
| YD  | YEMEN DEMOCRATICO     | DEMOCRATIC YEMEN  |
| YU  | YUGOSLAVIA            |                   |
| ZR  | ZAIRE                 |                   |
| ZM  | ZAMBIA                |                   |
| ZW  | ZIMBABWE              |                   |

B. OTHER COUNTRIES AND TERRITORIES

|       |  |                                       |
|-------|--|---------------------------------------|
| AD    | ANDORRA                                |                                       |
| AA d/ | ANGUILLA                               |                                       |
| AN    | ANTILLAS NEERLANDESAS                  | NETHERLANDS ANTILLES                  |
| BM    | BERMUDAS                               | BERMUDA                               |
| BN    | BRUNEI                                 |                                       |
| GI    | GIBRALTAR                              |                                       |
| GL    | GROENLANDIA                            | GREENLAND                             |
| GP    | GUADALUPE                              | GUADELOUPE                            |
| GU    | GUAM                                   |                                       |
| GF    | GUAYANA FRANCESA                       | FRENCH GUIANA                         |
| HK    | HONG KONG                              |                                       |
| KY    | ISLAS CAIMAN                           | CAYMAN ISLANDS                        |
| CK    | ISLAS COOK                             | COOK ISLANDS                          |
| TC    | ISLAS TURCAS Y CAICOS                  | TURKS AND CAICOS ISLANDS              |
| VG    | ISLAS VIRGENES BRITANICAS              | BRITISH VIRGIN ISLANDS                |
| VI    | ISLAS VIRGENES DE ESTADOS UNIDOS       | UNITED STATES VIRGIN ISLANDS          |
| KI    | KIRIBATI                               |                                       |
| LI    | LIECHTENSTEIN                          |                                       |
| MO    | MACAO                                  | MACAU                                 |
| MQ    | MARTINICA                              | MARTINIQUE                            |
| MC    | MONACO                                 |                                       |
| MS    | MONTSERRAT                             |                                       |
| NA    | NAMIBIA                                |                                       |
| NR    | NAURU                                  |                                       |
| NU    | NIUE                                   |                                       |
| NC    | NUEVA CALEDONIA                        | NEW CALEDONIA                         |
| PF    | POLINESIA FRANCESA                     | FRENCH POLYNESIA                      |
| PR    | FUERTO RICO                            |                                       |
| KR    | REPUBLICA DE COREA                     | REPUBLIC OF KOREA                     |
| KP    | REPUBLICA POPULAR DEMOCRATICA DE COREA | DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA |
| RE    | REUNION                                |                                       |
| EH    | SAHARA OCCIDENTAL                      | WESTERN SAHARA                        |
| AS    | SAMOA AMERICANA                        | AMERICAN SAMOA                        |
| KN    | SAN CRISTOBAL Y NIEVES                 | ST. KITTS-NEVIS                       |
| SM    | SAN MARINO                             |                                       |

| COD | PRINTED IN CATALOGUES | PRINTED ON LABELS         |
|-----|-----------------------|---------------------------|
| --- | -----                 | -----                     |
| FH  | SAN PIERRE Y MIQUELON | SAINT PIERRE AND MIQUELON |
| SH  | SANTA HELENA          | ST. HELENA                |
| VA  | SANTA SEDE            | HOLY SEE                  |
| CH  | SUIZA                 | SWITZERLAND               |
| TW  | TAIWAN                |                           |
| TF  | TIMOR ORIENTAL        | EAST TIMOR                |
| TK  | TOKELAU               |                           |
| TO  | TONGA                 |                           |
| TV  | TUVALU                |                           |
| ZZ  | ** PAIS DESCONOCIDO** |                           |

NOTES:

- a/ This list does not include the Byelorussian Soviet Socialist Republic or the Ukrainian Soviet Socialist Republic, as they are considered part of the Union of Soviet Socialist Republics for purposes of the ADDRESS file.
- b/ The Spanish and English names of this country are given in abbreviated form because of lack of space in the computer source file.
- c/ The Spanish name of this country is given in abbreviated form because of lack of space in the computer source file.
- d/ This code has been made up; it is not in ISO ALPHA-2.

COUNTRY CODES USED IN THE ADDRESS FILE, BASED ON ISO ALPHA-2 CODE, LISTED BY CODES a/

| COD | PRINTED IN CATALOGUES          | PRINTED ON LABELS            |
|-----|--------------------------------|------------------------------|
| --- | -----                          | -----                        |
| AA  | d/ ANGUILLA                    |                              |
| AD  | ANDORRA                        |                              |
| AE  | EMIRATOS ARABES UNIDOS         | UNITED ARAB EMIRATES         |
| AF  | AFGANISTAN                     | AFGHANISTAN                  |
| AG  | ANTIGUA Y BARBUDA              | ANTIGUA AND BARBUDA          |
| AL  | ALBANIA                        |                              |
| AN  | ANTILLAS NEERLANDESAS          | NETHERLANDS ANTILLES         |
| AO  | ANGOLA                         |                              |
| AR  | ARGENTINA                      |                              |
| AS  | SAMOA AMERICANA                | AMERICAN SAMOA               |
| AT  | AUSTRIA                        |                              |
| AU  | AUSTRALIA                      |                              |
| BB  | BARBADOS                       |                              |
| BD  | BANGLADESH                     |                              |
| BE  | BELGICA                        | BELGIUM                      |
| BG  | BULGARIA                       |                              |
| BH  | BAHREIN                        | BAHRAIN                      |
| BI  | BURUNDI                        |                              |
| BJ  | BENIN                          |                              |
| BM  | BERMUDAS                       | BERMUDA                      |
| BN  | BRUNEI                         |                              |
| BO  | BOLIVIA                        |                              |
| BR  | BRASIL                         |                              |
| BS  | BAHAMAS                        |                              |
| BT  | BHUTAN                         |                              |
| BU  | BIRMANIA                       | BURMA                        |
| BW  | BOTSWANA                       |                              |
| BZ  | BELICE                         | BELIZE                       |
| CA  | CANADA                         |                              |
| CF  | REPUBLICA CENTROAFRICANA       | CENTRAL AFRICAN REPUBLIC     |
| CG  | CONGO                          |                              |
| CH  | SUIZA                          | SWITZERLAND                  |
| CI  | COSTA DE MARFIL                | IVORY COAST                  |
| CK  | ISLAS COOK                     | COOK ISLANDS                 |
| CL  | CHILE                          |                              |
| CM  | REPUBLICA UNIDA DE CAMERUN     | UNITED REPUBLIC OF CAMEROON  |
| CN  | CHINA                          |                              |
| CO  | COLOMBIA                       |                              |
| CR  | COSTA RICA                     |                              |
| CS  | CHECOSLOVAQUIA                 | CZECHOSLOVAKIA               |
| CU  | CUBA                           |                              |
| CV  | CARO VERDE                     | CAPE VERDE                   |
| CY  | CHIPRE                         | CYPRUS                       |
| DD  | REPUBLICA DEMOCRATICA ALEMANA  | GERMAN DEMOCRATIC REPUBLIC   |
| DE  | ALEMANIA, REPUBLICA FEDERAL DE | GERMANY, FEDERAL REPUBLIC OF |
| DJ  | DJIBOUTI                       |                              |
| DK  | DINAMARCA                      | DENMARK                      |
| DM  | DOMINICA                       |                              |
| DO  | REPUBLICA DOMINICANA           |                              |

| COD | PRINTED IN CATALOGUES                  | PRINTED ON LABELS                     |
|-----|--|---------------------------------------|
| --- | -----                                  | -----                                 |
| DZ  | ARGELIA                                | ALGERIA                               |
| EC  | ECUADOR                                |                                       |
| EG  | EGIPTO                                 | EGYPT                                 |
| EH  | SAHARA OCCIDENTAL                      | WESTERN SAHARA                        |
| ES  | ESPAÑA                                 |                                       |
| ET  | ETIOPIA                                | ETHIOPIA                              |
| FI  | FINLANDIA                              | FINLAND                               |
| FJ  | FIJI                                   |                                       |
| FR  | FRANCIA                                | FRANCE                                |
| GA  | GABÓN                                  |                                       |
| GB  | b/ REINO UNIDO                         | UNITED KINGDOM                        |
| GD  | GRANADA                                | GRENADA                               |
| GF  | GUAYANA FRANCESA                       | FRENCH GUIANA                         |
| GH  | GHANA                                  |                                       |
| GI  | GIBRALTAR                              |                                       |
| GL  | GROENLANDIA                            | GREENLAND                             |
| GM  | GAMBIA                                 |                                       |
| GN  | GUINEA                                 |                                       |
| GP  | GUADALUPE                              | GUADELOUPE                            |
| GQ  | GUINEA ECUATORIAL                      |                                       |
| GR  | GRECIA                                 | GREECE                                |
| GT  | GUATEMALA                              |                                       |
| GU  | GUAM                                   |                                       |
| GW  | GUINEA-BISSAU                          |                                       |
| GY  | GUYANA                                 |                                       |
| HK  | HONG KONG                              |                                       |
| HN  | HONDURAS                               |                                       |
| HT  | HAITI                                  |                                       |
| HU  | HUNGRIA                                | HUNGARY                               |
| HV  | ALTO VOLTA                             | UPPER VOLTA                           |
| ID  | INDONESIA                              |                                       |
| IE  | IRLANDA                                | IRELAND                               |
| IL  | ISRAEL                                 |                                       |
| IN  | INDIA                                  |                                       |
| IQ  | IRAQ                                   |                                       |
| IR  | IRAN                                   |                                       |
| IS  | ISLANDIA                               | ICELAND                               |
| IT  | ITALIA                                 | ITALY                                 |
| JM  | JAMAICA                                |                                       |
| JO  | JORDANIA                               | JORDAN                                |
| JF  | JAFÓN                                  | JAPAN                                 |
| KE  | KENYA                                  |                                       |
| KH  | KAMPUCHEA DEMOCRATICA                  | DEMOCRATIC KAMPUCHEA                  |
| KI  | KIRIBATI                               |                                       |
| KM  | COMORAS                                | COMOROS                               |
| KN  | SAN CRISTOBAL Y NIEVES                 | ST. KITTS-NEVIS                       |
| KP  | REPÚBLICA POPULAR DEMOCRÁTICA DE COREA | DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA |
| KR  | REPÚBLICA DE COREA                     | REPUBLIC OF KOREA                     |
| KW  | KUWAIT                                 |                                       |

| COO | PRINTED IN CATALOGUES             | PRINTED ON LABELS                |
|-----|-----------------------------------|----------------------------------|
| --- | -----                             | -----                            |
| KY  | ISLAS CAIMAN                      | CAYMAN ISLANDS                   |
| LA  | REPUBLICA DEMOCRATICA POPULAR LAO | LAO PEOPLE'S DEMOCRATIC REPUBLIC |
| LB  | LIBANO                            | LEBANON                          |
| LC  | SANTA LUCIA                       | SAINT LUCIA                      |
| LI  | LIECHTENSTEIN                     |                                  |
| LK  | SRI LANKA                         |                                  |
| LR  | LIBERIA                           |                                  |
| LS  | LESOTHO                           |                                  |
| LU  | LUXEMBURGO                        | LUXEMBOURG                       |
| LY  | JAMAHIRIYA ARABE LIBIA            | LIBYAN ARAB JAMAHIRIYA           |
| MA  | MARRUECOS                         | MOROCCO                          |
| MC  | MONACO                            |                                  |
| MG  | MADAGASCAR                        |                                  |
| ML  | MALI                              |                                  |
| MN  | MONGOLIA                          |                                  |
| MO  | MACAO                             | MACAU                            |
| MQ  | MARTINICA                         | MARTINIQUE                       |
| MR  | MAURITANIA                        |                                  |
| MS  | MONTSERRAT                        |                                  |
| MT  | MALTA                             |                                  |
| MU  | MAURICIO                          | MAURITIUS                        |
| MV  | MALDIVAS                          | MALDIVES                         |
| MW  | MALAWI                            |                                  |
| MX  | MEXICO                            |                                  |
| MY  | MALASIA                           | MALAYSIA                         |
| HZ  | MOZAMBIQUE                        |                                  |
| NA  | NAHIBIA                           |                                  |
| NC  | NUEVA CALEDONIA                   | NEW CALEDONIA                    |
| NE  | NIGER                             |                                  |
| NG  | NIGERIA                           |                                  |
| NI  | NICARAGUA                         |                                  |
| NL  | FAISES BAJOS                      | NETHERLANDS                      |
| NO  | NORUEGA                           | NORWAY                           |
| NF  | NEPAL                             |                                  |
| NR  | NAURU                             |                                  |
| NU  | NIUE                              |                                  |
| NZ  | NUEVA ZELANDIA                    | NEW ZEALAND                      |
| OM  | OMAN                              |                                  |
| PA  | PANAMA                            |                                  |
| FE  | PERU                              |                                  |
| FF  | POLINESIA FRANCESA                | FRENCH POLYNESIA                 |
| FG  | PAFUA NUEVA GUINEA                | PAFUA NEW GUINEA                 |
| PH  | FILIFINAS                         | PHILIPPINES                      |
| PK  | PAKISTAN                          |                                  |
| PL  | POLONIA                           | POLAND                           |
| PM  | SAN FIERRE Y MIQUELON             | SAINT PIERRE AND MIQUELON        |
| FR  | FUERTO RICO                       |                                  |
| PT  | PORTUGAL                          |                                  |
| PY  | PARAGUAY                          |                                  |

| COD   | PRINTED IN CATALOGUES            | PRINTED ON LABELS                   |
|-------|----------------------------------|-------------------------------------|
| ---   | -----                            | -----                               |
| QA    | QATAR                            |                                     |
| RE    | REUNION                          |                                     |
| RO    | RUMANIA                          | ROMANIA                             |
| RW    | RWANDA                           |                                     |
| SA    | ARABIA SAUDITA                   | SAUDI ARABIA                        |
| SB    | ISLAS SALOMON                    | SOLOMON ISLANDS                     |
| SC    | SEYCHELLES                       |                                     |
| SD    | SUDAN                            |                                     |
| SE    | SUECIA                           | SWEDEN                              |
| SG    | SINGAFUR                         | SINGAPORE                           |
| SH    | SANTA HELENA                     | ST. HELENA                          |
| SL    | SIERRA LEONA                     | SIERRA LEONE                        |
| SM    | SAN MARINO                       |                                     |
| SN    | SENEGAL                          |                                     |
| SO    | SOMALIA                          |                                     |
| SR    | SURINAME                         |                                     |
| ST    | SAO TOME Y PRINCIPE              | SAO TOME AND PRINCIPE               |
| SU c/ | UNION SOVIETICA                  | UNION OF SOVIET SOCIALIST REPUBLICS |
| SV    | EL SALVADOR                      |                                     |
| SY    | REPUBLICA ARABE SIRIA            | SYRIAN ARAB REPUBLIC                |
| SZ    | SWAZILANDIA                      | SWAZILAND                           |
| TC    | ISLAS TURCAS Y CAICOS            | TURKS AND CAICOS ISLANDS            |
| TD    | CHAD                             |                                     |
| TG    | TOGO                             |                                     |
| TH    | TAILANDIA                        | THAILAND                            |
| TK    | TOKELAU                          |                                     |
| TN    | TUNEZ                            | TUNISIA                             |
| TO    | TONGA                            |                                     |
| TP    | TIMOR ORIENTAL                   | EAST TIMOR                          |
| TR    | TURQUIA                          | TURKEY                              |
| TT    | TRINIDAD Y TABAGO                | TRINIDAD AND TOBAGO                 |
| TU    | TUVALU                           |                                     |
| TW    | TAIWAN                           |                                     |
| TZ    | REPUBLICA UNIDA DE TANZANIA      | UNITED REPUBLIC OF TANZANIA         |
| UG    | UGANDA                           | UGANDA                              |
| US    | ESTADOS UNIDOS DE AMERICA        | UNITED STATES OF AMERICA            |
| UY    | URUGUAY                          |                                     |
| VA    | SANTA SEDE                       | HOLY SEE                            |
| VC    | SAN VICENTE Y LAS GRANADINAS     | SAINT VINCENT AND THE GRENADINES    |
| VE    | VENEZUELA                        |                                     |
| VG    | ISLAS VIRGENES BRITANICAS        | BRITISH VIRGIN ISLANDS              |
| VI    | ISLAS VIRGENES DE ESTADOS UNIDOS | UNITED STATES VIRGIN ISLANDS        |
| VN    | VIEI NAM                         |                                     |
| VU    | VANUATU                          |                                     |
| WS    | SAMOA                            |                                     |
| YD    | YEMEN DEMOCRATICO                | DEMOCRATIC YEMEN                    |
| YE    | YEMEN                            |                                     |
| YU    | YUGOSLAVIA                       |                                     |
| ZA    | SUDAFRICA                        | SOUTH AFRICA                        |

| COD | PRINTED IN CATALOGUES | PRINTED ON LABELS |
|-----|-----------------------|-------------------|
| --- | -----                 | -----             |
| ZM  | ZAMBIA                |                   |
| ZR  | ZAIRE                 |                   |
| ZW  | ZIMBABWE              |                   |
| ZZ  | ** PAIS DESCONOCIDO** |                   |

NOTES:

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- c/ The Spanish name of this country is given in abbreviated form because of lack of space in the computer source file.
- d/ This code has been made up; it is not in ISO ALPHA-2.



COUNTRY CODES USED IN THE ADDRESS FILE, BASED ON ISO ALPHA-2, IN ALPHABETICAL ORDER a/

| COD   | PRINTED IN CATALOGUES          | PRINTED ON LABELS            |
|-------|--------------------------------|------------------------------|
| ---   | -----                          | -----                        |
| AF    | AFGANISTAN                     | AFGHANISTAN                  |
| AL    | ALBANIA                        |                              |
| DE    | ALEMANIA, REPUBLICA FEDERAL DE | GERMANY, FEDERAL REPUBLIC OF |
| HV    | ALTO VOLTA                     | UPPER VOLTA                  |
| AD    | ANDORRA                        |                              |
| AO    | ANGOLA                         |                              |
| AA d/ | ANGUILLA                       |                              |
| AG    | ANTIGUA Y BARBUDA              | ANTIGUA AND BARBUDA          |
| AN    | ANTILLAS NEERLANDESAS          | NETHERLANDS ANTILLES         |
| SA    | ARABIA SAUDITA                 | SAUDI ARABIA                 |
| DZ    | ARGELIA                        | ALGERIA                      |
| AR    | ARGENTINA                      |                              |
| AU    | AUSTRALIA                      |                              |
| AT    | AUSTRIA                        |                              |
| BS    | BAHAMAS                        |                              |
| BH    | BAHREIN                        | BAHRAIN                      |
| BD    | BANGLADESH                     |                              |
| BB    | BARBADOS                       |                              |
| BE    | BELGICA                        | BELGIUM                      |
| BZ    | BELICE                         | BELIZE                       |
| BJ    | BENIN                          |                              |
| BM    | BERMUDAS                       | BERMUDA                      |
| BT    | BHUTAN                         |                              |
| BU    | BIRMANIA                       | BURMA                        |
| BO    | BOLIVIA                        |                              |
| BW    | BOTSWANA                       |                              |
| BR    | BRASIL                         |                              |
| BN    | BRUNEI                         |                              |
| BG    | BULGARIA                       |                              |
| BI    | BURUNDI                        |                              |
| CV    | CABO VERDE                     | CAPE VERDE                   |
| CA    | CANADA                         |                              |
| TD    | CHAD                           |                              |
| CS    | CHECOSLOVAQUIA                 | CZECHOSLOVAKIA               |
| CL    | CHILE                          |                              |
| CN    | CHINA                          |                              |
| CY    | CHIPRE                         | CYPRUS                       |
| CO    | COLOMBIA                       |                              |
| KM    | COMORAS                        | COMOROS                      |
| CG    | CONGO                          |                              |
| CI    | COSTA DE MARFIL                | IVORY COAST                  |
| CR    | COSTA RICA                     |                              |
| CU    | CUBA                           |                              |
| DK    | DINAMARCA                      | DENMARK                      |
| DJ    | DJIPOUTI                       |                              |
| DM    | DOMINICA                       |                              |
| EC    | ECUADOR                        |                              |
| EG    | EGIPTO                         | EGYPT                        |

| COD | PRINTED IN CATALOGUES            | PRINTED ON LABELS            |
|-----|----------------------------------|------------------------------|
| --- | -----                            | -----                        |
| SV  | EL SALVADOR                      |                              |
| AE  | EMIRATOS ARABES UNIDOS           | UNITED ARAB EMIRATES         |
| ES  | ESPANA                           |                              |
| US  | ESTADOS UNIDOS DE AMERICA        | UNITED STATES OF AMERICA     |
| ET  | ETIOPIA                          | ETHIOPIA                     |
| FJ  | FIJI                             |                              |
| PH  | FILIPINAS                        | PHILIPPINES                  |
| FI  | FINLANDIA                        | FINLAND                      |
| FR  | FRANCIA                          | FRANCE                       |
| GA  | GABON                            |                              |
| GM  | GAMBIA                           |                              |
| GH  | GHANA                            |                              |
| GI  | GIBRALTAR                        |                              |
| GD  | GRANADA                          | GRENADA                      |
| GR  | GRECIA                           | GREECE                       |
| GL  | GROENLANDIA                      | GREENLAND                    |
| GP  | GUADALUPE                        | GUADELOUPE                   |
| GU  | GUAM                             |                              |
| GT  | GUATEMALA                        |                              |
| GF  | GUAYANA FRANCESA                 | FRENCH GUIANA                |
| GN  | GUINEA                           |                              |
| GQ  | GUINEA ECUATORIAL                |                              |
| GW  | GUINEA-BISSAU                    |                              |
| GY  | GUYANA                           |                              |
| HT  | HAITI                            |                              |
| HN  | HONDURAS                         |                              |
| HK  | HONG KONG                        |                              |
| HU  | HUNGRIA                          | HUNGARY                      |
| IN  | INDIA                            |                              |
| ID  | INDONESIA                        |                              |
| IR  | IRAN                             |                              |
| IQ  | IRAQ                             |                              |
| IE  | IRLANDA                          | IRELAND                      |
| IS  | ISLANDIA                         | ICELAND                      |
| KY  | ISLAS CAIMAN                     | CAYMAN ISLANDS               |
| CK  | ISLAS COOK                       | COOK ISLANDS                 |
| SR  | ISLAS SALOMON                    | SOLOMON ISLANDS              |
| TC  | ISLAS TURCAS Y CAICOS            | TURKS AND CAICOS ISLANDS     |
| VG  | ISLAS VIRGENES BRITANICAS        | BRITISH VIRGIN ISLANDS       |
| VI  | ISLAS VIRGENES DE ESTADOS UNIDOS | UNITED STATES VIRGIN ISLANDS |
| IL  | ISRAEL                           |                              |
| IT  | ITALIA                           | ITALY                        |
| LY  | JAMAHIRIYA ARABE LIBIA           | LIBYAN ARAB JAMAHIRIYA       |
| JM  | JAMAICA                          |                              |
| JP  | JAPON                            | JAPAN                        |
| JO  | JORDANIA                         | JORDAN                       |
| KH  | KAMPUCHEA DEMOCRATICA            | DEMOCRATIC KAMPUCHEA         |
| KE  | KENYA                            |                              |
| KI  | KIRIBATI                         |                              |

| COD | PRINTED IN CATALOGUES         | PRINTED ON LABELS          |
|-----|-------------------------------|----------------------------|
| --- | -----                         | -----                      |
| KW  | KUWAIT                        |                            |
| LS  | LESOTHO                       |                            |
| LB  | LIBANO                        | LEBANON                    |
| LR  | LIBERIA                       |                            |
| LI  | LIECHTENSTEIN                 |                            |
| LU  | LUXEMBURGO                    | LUXEMBOURG                 |
| MO  | MACAO                         | MACAU                      |
| MG  | MADAGASCAR                    |                            |
| MY  | MALASIA                       | MALAYSIA                   |
| MW  | MALAWI                        |                            |
| MV  | MALDIVAS                      | MALDIVES                   |
| ML  | MALI                          |                            |
| MT  | MALTA                         |                            |
| MA  | MARRUECOS                     | MOROCCO                    |
| MQ  | MARTINICA                     | MARTINIQUE                 |
| MU  | MAURICIO                      | MAURITIUS                  |
| MR  | MAURITANIA                    |                            |
| MX  | MEXICO                        |                            |
| MC  | MONACO                        |                            |
| MN  | MONGOLIA                      |                            |
| MS  | MONTSERRAT                    |                            |
| MZ  | MOZAMBIQUE                    |                            |
| NA  | NAMIBIA                       |                            |
| NR  | NAURU                         |                            |
| NP  | NEPAL                         |                            |
| NI  | NICARAGUA                     |                            |
| NE  | NIGER                         |                            |
| NG  | NIGERIA                       |                            |
| NU  | NIUE                          |                            |
| NQ  | NORUEGA                       | NORWAY                     |
| NC  | NUEVA CALEDONIA               | NEW CALEDONIA              |
| NZ  | NUEVA ZELANDIA                | NEW ZEALAND                |
| OM  | OMAN                          |                            |
| NL  | PAISES BAJOS                  | NETHERLANDS                |
| PK  | PAKISTAN                      |                            |
| PA  | PANAMA                        |                            |
| PG  | PAPUA NUEVA GUINEA            | PAPUA NEW GUINEA           |
| PY  | PARAGUAY                      |                            |
| FE  | PERU                          |                            |
| FF  | POLINESIA FRANCESA            | FRENCH POLYNESIA           |
| PL  | POLONIA                       | POLAND                     |
| PT  | PORTUGAL                      |                            |
| FR  | PUERTO RICO                   |                            |
| QA  | QATAR                         |                            |
| GB  | b/ REINO UNIDO                | UNITED KINGDOM             |
| SY  | REPUBLICA ARABE SIRIA         | SYRIAN ARAB REPUBLIC       |
| CF  | REPUBLICA CENTROAFRICANA      | CENTRAL AFRICAN REPUBLIC   |
| KR  | REPUBLICA DE COREA            | REPUBLIC OF KOREA          |
| DD  | REPUBLICA DEMOCRATICA ALEMANA | GERMAN DEMOCRATIC REPUBLIC |

COD PRINTED IN CATALOGUES

PRINTED ON LABELS

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|       |  |                                       |
|-------|--|---------------------------------------|
| LA    | REPUBLICA DEMOCRATICA POPULAR LAO      | LAO PEOPLE'S DEMOCRATIC REPUBLIC      |
| DO    | REPUBLICA DOMINICANA                   |                                       |
| KP    | REPUBLICA POPULAR DEMOCRATICA DE COREA | DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA |
| CM    | REPUBLICA UNIDA DE CAMERUN             | UNITED REPUBLIC OF CAMEROON           |
| TZ    | REPUBLICA UNIDA DE TANZANIA            | UNITED REPUBLIC OF TANZANIA           |
| RE    | REUNION                                |                                       |
| RO    | RUMANIA                                | ROMANIA                               |
| RW    | RWANDA                                 |                                       |
| EH    | SAHARA OCCIDENTAL                      | WESTERN SAHARA                        |
| WS    | SAMOA                                  |                                       |
| AS    | SAMOA AMERICANA                        | AMERICAN SAMOA                        |
| KN    | SAN CRISTOBAL Y NIEVES                 | ST. KITTS-NEVIS                       |
| SM    | SAN MARINO                             |                                       |
| FM    | SAN PIERRE Y MIQUELON                  | SAINTE PIERRE AND MIQUELON            |
| VC    | SAN VICENTE Y LAS GRANADINAS           | SAINTE VINCENT AND THE GRENADINES     |
| SH    | SANTA HELENA                           | ST. HELENA                            |
| LC    | SANTA LUCIA                            | SAINTE LUCIA                          |
| VA    | SANTA SEDE                             | HOLY SEE                              |
| ST    | SAO TOME Y PRINCIPE                    | SAO TOME AND PRINCIPE                 |
| SN    | SENEGAL                                |                                       |
| SC    | SEYCHELLES                             |                                       |
| SL    | SIERRA LEONA                           | SIERRA LEONE                          |
| SG    | SINGAPUR                               | SINGAPORE                             |
| SO    | SOMALIA                                |                                       |
| LK    | SRI LANKA                              |                                       |
| ZA    | SUDAFRICA                              | SOUTH AFRICA                          |
| SD    | SUDAN                                  |                                       |
| SE    | SUECIA                                 | SWEDEN                                |
| CH    | SUIZA                                  | SWITZERLAND                           |
| SR    | SURINAME                               |                                       |
| SZ    | SWAZILANDIA                            | SWAZILAND                             |
| TH    | TAILANDIA                              | THAILAND                              |
| TW    | TAIWAN                                 |                                       |
| TP    | TIMOR ORIENTAL                         | EAST TIMOR                            |
| TG    | TOGO                                   |                                       |
| TK    | TOKELAU                                |                                       |
| TO    | TONGA                                  |                                       |
| TT    | TRINIDAD Y TABAGO                      | TRINIDAD AND TOBAGO                   |
| TN    | TUNEZ                                  | TUNISIA                               |
| TR    | TURQUIA                                | TURKEY                                |
| TV    | TUVALU                                 |                                       |
| UG    | UGANDA                                 | UGANDA                                |
| SU c/ | UNION SOVIETICA                        | UNION OF SOVIET SOCIALIST REPUBLICS   |
| UY    | URUGUAY                                |                                       |
| VU    | VANUATU                                |                                       |
| VE    | VENEZUELA                              |                                       |
| VN    | VIET NAM                               |                                       |
| YE    | YEMEN                                  |                                       |
| YD    | YEMEN DEMOCRATICO                      | DEMOCRATIC YEMEN                      |

| COD | PRINTED IN CATALOGUES | PRINTED ON LABELS |
|-----|-----------------------|-------------------|
| --- | -----                 | -----             |
| YU  | YUGOSLAVIA            |                   |
| ZR  | ZAIRE                 |                   |
| ZM  | ZAMBIA                |                   |
| ZW  | ZIMBABWE              |                   |
| ZZ  | ** PAIS DESCONOCIDO** |                   |

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MODE-OF-DISPATCH CODES

- A AIRMAIL
- I INTERNAL DISTRIBUTION (WITHIN UN BUILDING, SANTIAGO)
- M BY HAND (DELIVERED BY MESSENGER)
- O LOCAL MAIL (ONLY WITHIN CHILE)
- S SUBSCRIPTIONS (DISPATCHED AS REGISTERED PRINTED MATTER)  
(THE MACHINE INTERPRETS THIS AS A BLANK SPACE)
- V VIA POUCH (TO COUNTRIES TO WHICH ECLAC HAS POUCH SERVICE. IN THE  
CASE OF THE UNITED STATES, REFERS TO THE NEW YORK POUCH)
- W VIA POUCH TO WASHINGTON, DC

LIST OF STATES OR PROVINCES IN SOME COUNTRIES AND THEIR CODES

AUSTRALIA

|      |                              |
|------|------------------------------|
| ACT  | AUSTRALIAN CAPITAL TERRITORY |
| NSW  | NEW SOUTH WALES              |
| QLD  | QUEENSLAND                   |
| SA   | SOUTH AUSTRALIA              |
| TAS  | TASMANIA                     |
| VICT | VICTORIA                     |
| WA   | WEST AUSTRALIA               |

BRASIL

|    |                     |
|----|---------------------|
| AC | ACRE                |
| AL | ALAGOAS             |
| AM | AMAZONAS            |
| AP | AMAPA (TER)         |
| BA | BAHIA               |
| CE | CEARA               |
| DF | DISTRITO FEDERAL    |
| ES | ESPIRITO SANTO      |
| GO | GOIAS               |
| MA | MARANHAO            |
| MG | MINAS GERAIS        |
| MT | MATO GROSSO         |
| PA | PARA                |
| PB | PARAIBA             |
| PE | FERNAMBUCO          |
| PI | PIAUI               |
| PR | PARANA              |
| RJ | RIO DE JANEIRO      |
| RN | RIO GRANDE DO NORTE |
| RO | RONDONIA (TERR)     |
| RR | RORAIMA (TERR)      |
| RS | RIO GRANDE DO SUL   |
| SC | SANTA CATARINA      |
| SE | SERGIPE             |
| SP | SAO PAULO           |

CANADA

|    |  |
|----|--|
| AB | ALBERTA  |
| BC | BRITISH COLUMBIA                                     |
| MB | MANITOBA   |
| NB | NEW BRUNSWICK  |
| NF | NEW FOUNDLAND  |
| NS | NEW SCOTIA   |
| NT | NORTHWEST TERRITORIES (FRANKLIN, KEWATIN, MACKENZIE) |
| ON | ONTARIO  |
| PE | PRINCE EDWARD ISLAND                                 |
| PQ | QUEBEC   |
| SK | SASKATCHEWAN   |
| YT | YUKON TERRITORY                                      |

COLOMBIA

DEPARTMENTS:

ANTIOQUIA  
ATLANTICO  
BOLIVAR  
BOYACA  
CALDAS  
CAQUETA  
CAUCA  
CESAR  
CORDOBA  
CUNDINAMARCA  
CHOCO  
GUAJIRA  
HUILA  
MAGDALENA  
META  
NARINO  
NORTE DE SANTANDER  
QUINDIO  
RISARALDA  
SANTANDER  
SUCRE  
TOLIMA  
VALLE DEL CAUCA

INTENDENCIAS:

ARAUCA  
CASANARE  
PUTUMAYO  
SAN ANDRES Y PROVIDENCIA, ISLAS

COMISARIAS:

AMAZONAS  
GUAINIA  
GUAVIARE  
VAUPES  
VICHADA

(CAPITALS)

MEDELLIN  
BARRANQUILLA  
CARTAGENA  
TUNJA  
MANIZALES  
FLORENCIA  
POPAYAN  
VALLEDUPAR  
MONTERIA  
BOGOTA, DE  
QUIBDO  
RIOHACHA  
NEIVA  
SANTA MARTA  
VILLAVICENCIO  
PASTO  
CUCUTA  
ARMENIA  
PEREIRA  
BUCARAMANGA  
SINCELEJO  
IBAGUE  
CALI

ARAUCA  
YOPAL  
MOCOA  
SAN ANDRES

LETICIA  
OBANDO  
SAN JOSE DE GUAVIARE  
MITU  
PUERTO CARRENO



MEXICO

|     |   |
|-----|---|
| AGS | AGUASCALIENTES                            |
| BCN | BAJA CALIFORNIA NORTE                     |
| BCS | TERRITORIO FEDERAL DE BAJA CALIFORNIA SUR |
| CAM | CAMPECHE                                  |
| CHI | CHIHUAHUA                                 |
| CHS | CHIAPAS                                   |
| COH | COAHUILA                                  |
| COL | COLIMA                                    |
| DF  | DISTRITO FEDERAL                          |
| DUR | DURANGO                                   |
| GUA | GUANAJUATO                                |
| GUE | GUERRERO                                  |
| HGO | HIDALGO                                   |
| JAL | JALISCO                                   |
| MCH | MICHOACAN                                 |
| MEX | MEXICO                                    |
| MOR | MORELOS                                   |
| NLE | NUEVO LEON                                |
| NAY | NAYARIT                                   |
| OAX | OAXACA                                    |
| PUE | PUEBLA                                    |
| QRO | QUINTANA ROO                              |
| QUE | QUERETARO                                 |
| SIN | SINALOA                                   |
| SLP | SAN LUIS POTOSI                           |
| SON | SONORA                                    |
| TAB | TABASCO                                   |
| TAM | TAMAULIPAS                                |
| TLX | TLAXCALA                                  |
| VER | VERACRUZ                                  |
| YUC | YUCATAN                                   |
| ZAC | ZACATECAS                                 |

UNITED STATES

AK ALASKA  
AL ALABAMA  
AR ARKANSAS  
AZ ARIZONA  
CA CALIFORNIA  
CO COLORADO  
CT CONNECTICUT  
DC DISTRICT OF COLUMBIA  
DE DELAWARE  
FL FLORIDA  
GA GEORGIA  
HI HAWAII  
IA IOWA  
ID IDAHO  
IL ILLINOIS  
IN INDIANA  
KS KANSAS  
KY KENTUCKY  
LA LOUISIANA  
MA MASSACHUSETTS  
MD MARYLAND  
ME MAINE  
MI MICHIGAN  
MN MINNESOTA  
MO MISSOURI  
MS MISSISSIPPI  
MT MONTANA  
NC NORTH CAROLINA  
ND NORTH DAKOTA  
NE NEBRASKA  
NH NEW HAMSHIRE  
NJ NEW JERSEY  
NM NEW MEXICO  
NV NEVADA  
NY NEW YORK  
OH OHIO  
OK OKLAHOMA  
OR OREGON  
PA PENNSYLVANIA  
RI RHODE ISLAND  
SC SOUTH CAROLINA  
SD SOUTH DAKOTA  
TN TENNESSEE  
TX TEXAS  
UT UTAH  
VA VIRGINIA  
VT VERMONT  
WA WASHINGTON  
WI WISCONSIN  
WV WEST VIRGINIA  
WY WYOMING  
  
ZZ CANAL ZONE  
GP GUAM  
PR PUERTO RICO  
VI VIRGIN ISLANDS

VENEZUELA

STATES:

ANZOATEGUI  
APURE  
ARAGUA  
BARINAS  
BOLIVAR  
CARABOBO  
COJEDES  
FALCON  
GUARICO  
LARA  
MERIDA  
MIRANDA  
MONAGAS  
NUEVA ESPARTA  
PORTUGUESA  
SUCRE  
TACHIRA  
TRUJILLO  
YARACUY  
ZULIA

FEDERAL DISTRICT

FEDERAL TERRITORIES:

AMAZONAS  
DELTA AMACURO

DESCRIPTION-OF-ADDRESSEE CODES

CODE            TYPE OF ORGANIZATION (FIRST POSITION)

B            UNITED NATIONS  
C            OTHER ORGANIZATION AT WORLD LEVEL  
D            REGIONAL LEVEL  
E            NATIONAL LEVEL  
F            FOREIGN

NATURE OF ORGANIZATION (SECOND POSITION)

G            GOVERNMENTAL OR INTERGOVERNMENTAL  
H            NON-GOVERNMENTAL  
I            MIXED

GEOGRAPHICAL SCOPE OF ACTIVITIES (THIRD POSITION)

K            WORLDWIDE  
L            REGIONAL OR EXTRANATIONAL  
M            NATIONAL

GEOGRAPHICAL LOCATION (FOURTH POSITION)

P            LATIN AMERICA AND THE CARIBBEAN  
Q            OTHER AREAS

NOTE: In the case of individuals who are listed without any organization, code "A" should be listed in the first position, the second and third positions should be left blank, and the field should be completed by filling in the code "P" or "Q", as the case may be, in the fourth position.

ACTIVITY AREA CODES FOR NATIONAL AND FOREIGN BODIES

| CODE | ACTIVITY AREA  |
|------|--|
| 11   | EXECUTIVE OFFICES (NATIONAL, STATE OR PROVINCIAL )   |
| 12   | PARLIAMENTS AND BODIES DEPENDENT ON THEM   |
| 13   | MINISTRIES AND COURTS OF JUSTICE (NATIONAL, STATE OR LOCAL COURTS)   |
| 14   | MINISTRIES FOR FOREIGN RELATIONS AND DEPENDENT AGENCIES  |
| 15   | CENTRAL OR REGIONAL PLANNING MINISTRIES OR BODIES AND DEPENDENT AGENCIES   |
| 16   | MINISTRIES OF ECONOMICS AND DEPENDENT AGENCIES   |
| 17   | MINISTRIES OF TRANSPORT, COMMUNICATIONS AND PUBLIC WORKS AND DEPENDENT AGENCIES  |
| 18   | MINISTRIES OF ENERGY AND MINES, NATURAL RESOURCES OR RELATED MATTERS AND DEPENDENT AGENCIES  |
| 19   | MINISTRIES OF AGRICULTURE AND LIVESTOCK AND DEPENDENT AGENCIES   |
| 1A   | ARMED FORCES AND DEFENCE MINISTRIES  |
| 1B   | MINISTRIES OF HEALTH, LABOUR, EDUCATION, SOCIAL WELFARE AND DEPENDENT AGENCIES   |
| 1C   | OTHER MINISTRIES AND DEPENDENT AGENCIES  |
| 1D   | FOREIGN REPRESENTATION (DIPLOMATIC SERVICE)  |
| 1E   | CENTRAL BANKS  |
| 1F   | NATIONAL INSTITUTES OF STATISTICS  |
| 1G   | PUBLIC SERVICE ENTERPRISES (AIRPORTS; RAILWAYS; CUSTOMS SERVICES; PORT AUTHORITIES; TELEPHONE, WATER, ELECTRIC COMPANIES; POSTAL AND TELEGRAPH SERVICES, etc.) |
| 1H   | NATIONAL OR REGIONAL DEVELOPMENT CORPORATIONS  |
| 1I   | FOREIGN AID BODIES   |
| 1J   | REGULATORY OR SUPERVISORY INSTITUTIONS (INSURANCE, BANKS, etc., REGULATORY AGENCIES)   |
| 1Z   | OTHER STATE, PROVINCIAL OR LOCAL BODIES  |
| 21   | PRODUCERS' ASSOCIATIONS, CHAMBERS OF COMMERCE, CHAMBERS OF INDUSTRY, CHAMBERS OF CONSTRUCTION, etc.  |
| 22   | TRADE UNIONS AND PROFESSIONAL ASSOCIATIONS   |
| 23   | POLITICAL PARTIES  |
| 24   | CLERGY   |
| 25   | CHARITABLE ORGANIZATIONS (RED CROSS, CARITAS, etc.)  |
| 26   | COMMERCIAL, FINANCIAL, INDUSTRIAL, INSURANCE, SERVICE, BANKING ENTERPRISES   |
| 27   | MINING COMPANIES (SMALL- AND LARGE-SCALE MINING, PETROLEUM)  |
| 28   | MEANS OF COMMUNICATION (NEWSPAPERS, PERIODICALS, TV, RADIO, NEWS AGENCIES)   |
| 29   | SPECIALIZED JOURNALS   |
| 2A   | INFORMATION AND DOCUMENTATION SERVICES AND CENTRES   |
| 2B   | OTHER NON-PROFIT-MAKING INSTITUTIONS   |
| 31   | UNIVERSITIES   |
| 32   | EDUCATION AND TRAINING CENTRES NOT ASSOCIATED WITH UNIVERSITIES  |
| 33   | LIBRARIES NOT ASSOCIATED WITH OTHER BODIES   |
| 34   | RESEARCH OR STUDY INSTITUTES AND CENTRES NOT ASSOCIATED WITH UNIVERSITIES, ACADEMIES OF SCIENCE  |
| 9Z   | UNSPECIFIED BODIES   |

SOURCE-OF-ENTRY OR UPDATING CODES

AI DATA VERIFICATION AND SEARCH  
CB CABLES OR TELEX  
CN CONFERENCE OR MEETING REPORT  
CP ECLAC REGIONAL OFFICE  
CT LETTER RECEIVED  
CU QUESTIONNAIRE  
DD DOCUMENTS RETURNED  
DI NEWSPAPER  
FA ADDRESSOGRAPH FILE  
FI ALL OTHER FILES PRIOR TO ADDRESS FILE  
FP PROFORMA INVOICE  
KT DIVISION DECISION AFTER FAILURE TO RECEIVE QUESTIONNAIRE DISPATCHED  
LD LIST OF INSTRUCTIONS AND CIRCULARS  
NY INSTRUCTIONS SENT FROM NEW YORK CONCERNING DISPATCH ECLAC DOCUMENTS  
OC DOCUMENTS PURCHASE ORDER  
PE SPECIFIC REQUEST  
PN PERSONAL CONTACT  
RV JOURNAL, DIRECTORY OR OTHER NON-DAILY PUBLICATION  
XX SOURCE UNKNOWN

CODES OF UNITS AND DIVISIONS OF THE ECLAC SYSTEM AND OTHER BRANCHES  
OF THE UNITED NATIONS BELONGING TO THE ADDRESS FILE  
(ARRANGED IN ALPHABETICAL ORDER BY UNIT)

IA ADVISORY SERVICES PROGRAMME, ILPES  
AS BUILDINGS MANAGEMENT AND GENERAL SERVICES SECTION  
AE BUILDINGS MANAGEMENT UNIT  
LD CELADE  
LC CELADE SUBREGIONAL CENTRE IN COSTA RICA  
RV CEPAL REVIEW UNIT  
CN CLINIC  
CA COMMUNICATIONS AND FILE UNIT  
CC COMPUTER CENTRE  
CF CONFERENCE UNIT  
LF DEMOGRAPHY AREA, CELADE  
SC DEPUTY EXECUTIVE SECRETARY FOR CO-OPERATION AND SUPPORT SERVICES  
SD DEPUTY EXECUTIVE SECRETARY FOR ECONOMIC AND SOCIAL DEVELOPMENT  
DD DISTRIBUTION UNIT  
AD DIVISION OF ADMINISTRATION  
OP DIVISION OF OPERATIONS  
LI DOCUMENTATION AND POPULATION DATA PROCESSING AREA, CELADE (INFOPAL)  
DP DOCUMENTS AND PUBLICATIONS SERVICES  
CD DOCUMENTS AND PUBLICATIONS CONTROL UNIT  
UR PRINTING UNIT  
CP ECLAC  
AG ECLAC/FAO JOINT AGRICULTURE DIVISION  
XC ECLAC OFFICE IN BOGOTA  
XB ECLAC OFFICE IN BRASILIA  
XA ECLAC OFFICE IN BUENOS AIRES  
XM ECLAC OFFICE IN MEXICO  
XU ECLAC OFFICE IN MONTEVIDEO  
XW ECLAC OFFICE IN WASHINGTON  
XP ECLAC SUBREGIONAL HEADQUARTERS FOR THE CARIBBEAN  
DI ECLAC/UNIDO JOINT INDUSTRIAL DEVELOPMENT DIVISION  
DE ECONOMIC DEVELOPMENT DIVISION  
PE ECONOMIC PROJECTIONS CENTRE  
EI EDITORIAL AND LANGUAGE SERVICES UNIT  
UE ENERGY UNIT  
EX EXECUTIVE SECRETARY  
FI FINANCE SECTION  
SG GENERAL SERVICES UNIT  
IL ILPES  
ID ILPES HEAD OFFICE  
RE INFORMATION AND RECEPTION  
SI INFORMATION SERVICES  
PP INTER-AGENCY CRITICAL POVERTY PROJECT  
CI INTERNATIONAL TRADE AND DEVELOPMENT DIVISION  
LA JOINT ECLAC/CELADE HUMAN SETTLEMENTS PROGRAMME

ET JOINT ECLAC/CTC ON TRANSNATIONAL CORPORATIONS UNIT  
MA JOINT ECLAC/UNEP DEVELOPMENT AND ENVIRONMENT UNIT  
CL LATIN AMERICAN CENTRE FOR ECONOMIC AND SOCIAL DOCUMENTATION (CLADES)  
BI LIBRARY SERVICES  
TT LOCAL TRAFFIC AND TRANSPORT  
ME MESSENGERS  
RN NATURAL RESOURCES AND ENERGY DIVISION  
SE OFFICE OF THE EXECUTIVE SECRETARY  
OM OFFICE OF THE IMO REGIONAL ADVISOR FOR LATIN AMERICA  
SP PERSONNEL SECTION  
LP POPULATION AND DEVELOPMENT AREA, CELADE  
CR POST OFFICE  
PL PREALC, OFFICE IN SNATIAGO  
RD PRINTING AND DISTRIBUTION SECTION  
DM PROGRAMME ON THE LAW OF THE SEA AND THE DEVELOPMENT OF LATIN AMERICA  
PC PROGRAMME PLANNING AND CO-ORDINATION OFFICE  
MF PROJECT ON IMPLICATIONS FOR LATIN AMERICA OF THE INTERNATIONAL  
MONETARY AND FINANCIAL SYSTEM  
VP PUBLICATIONS SALES  
AA PURCHASING AND MANAGEMENT OF EQUIPMENT AND SUPPLIES  
ER RADIO STATION  
PR REGIONAL PROJECT FOR TRAINING IN PLANNING, PROGRAMMING, AGRICULTURAL  
PROJECTS AND RURAL DEVELOPMENT (PROCADES)  
RG REGISTRY  
II RESEARCH PROGRAMME, ILPES  
TC SCIENCE AND TECHNOLOGY UNIT  
SS SECURITY AND SAFETY UNIT  
DS SOCIAL DEVELOPMENT DIVISION  
ES STATISTICS AND QUANTITATIVE ANALYSIS DIVISION  
LB SYSTEM FOR DOCUMENTATION ON POPULATION IN LATIN AMERICA, CELADE (DOCPAL)  
CT TELEPHONE SWITCHBOARD  
IC TRAINING PROGRAMME, ILPES  
LE TRAINING AND SPECIAL PROGRAMMES AREA, CELADE  
TR TRANSPORT AND COMMUNICATIONS DIVISION  
VI TRAVEL UNIT  
UD TYPING SERVICES UNIT  
PN UNDP/ECLAC LIAISON OFFICE  
UF UNICEF, OFFICE IN SANTIAGO  
MJ UNIT FOR THE INTEGRATION OF WOMEN IN DEVELOPMNT  
NY UNITED NATIONS HEADQUARTERS  
RH WATER RESOURCES UNIT



CODES OF UNITS AND DIVISIONS OF THE ECLAC SYSTEM AND OTHER BRANCHES OF THE  
UNITED NATIONS BELONGING TO THE ADDRESS FILE,  
ARRANGED IN ALPHABETICAL ORDER BY CODE

AA PURCHASING AND MANAGEMENT OF EQUIPMENT AND SUPPLIES  
AD DIVISION OF ADMINISTRATION  
AE BUILDINGS MANAGEMENT UNIT  
AG ECLAC/FAO JOINT AGRICULTURE DIVISION  
AS BUILDINGS MANAGEMENT AND GENERAL SERVICES SECTION  
BI LIBRARY SERVICES  
CA COMMUNICATIONS AND FILE UNIT  
CC COMPUTER CENTRE  
CD DOCUMENTS AND PUBLICATIONS CONTROL UNIT  
CF CONFERENCE UNIT  
CI INTERNATIONAL TRADE AND DEVELOPMENT DIVISION  
CL LATIN AMERICAN CENTRE FOR ECONOMIC AND SOCIAL DOCUMENTATION (CLADES)  
CN CLINIC  
CP ECLAC  
CR POST OFFICE  
CT TELEPHONE SWITCHBOARD  
DD DISTRIBUTION UNIT  
DE ECONOMIC DEVELOPMENT DIVISION  
DI ECLAC/UNIDO JOINT INDUSTRIAL DEVELOPMENT DIVISION  
DM PROGRAMME ON THE LAW OF THE SEA AND THE DEVELOPMENT OF LATIN AMERICA  
DP DOCUMENTS AND PUBLICATIONS SERVICES  
DS SOCIAL DEVELOPMENT DIVISION  
EI EDITORIAL AND LANGUAGE SERVICES UNIT  
ER RADIO STATION  
ES STATISTICS AND QUANTITATIVE ANALYSIS DIVISION  
ET JOINT ECLAC/CTC ON TRANSNATIONAL CORPORATIONS UNIT  
EX EXECUTIVE SECRETARY  
FI FINANCE SECTION  
IA ADVISORY SERVICES PROGRAMME, ILPES  
IC TRAINING PROGRAMME, ILPES  
ID ILPES HEAD OFFICE  
II RESEARCH PROGRAMME, ILPES  
IL ILPES  
LA JOINT ECLAC/CELADE HUMAN SETTLEMENTS PROGRAMME  
LB SYSTEM FOR DOCUMENTATION ON POPULATION IN LATIN AMERICA, CELADE (DOCPAL)  
LC CELADE SUBREGIONAL CENTRE IN COSTA RICA  
LD CELADE  
LE TRAINING AND SPECIAL PROGRAMMES AREA, CELADE  
LF DEMOGRAPHY AREA, CELADE  
LI DOCUMENTATION AND POPULATION DATA PROCESSING AREA, CELADE (INFOPAL)  
LP POPULATION AND DEVELOPMENT AREA, CELADE  
MA JOINT ECLAC/UNEP DEVELOPMENT AND ENVIRONMENT UNIT  
ME MESSENGERS  
MF PROJECT ON IMPLICATIONS FOR LATIN AMERICA OF THE INTERNATIONAL MONETARY  
AND FINANCIAL SYSTEM

MJ UNIT FOR THE INTEGRATION OF WOMEN IN DEVELOPMENT  
NY UNITED NATIONS HEADQUARTERS  
OM OFFICE OF THE IMO REGIONAL ADVISOR FOR LATIN AMERICA  
OP DIVISION OF OPERATIONS  
PC PROGRAMME PLANNING AND CO-ORDINATION OFFICE  
PE ECONOMIC PROJECTIONS CENTRE  
PL PREALC, OFFICE IN SANTIAGO  
PN UNDP/ECLAC LIAISON OFFICE  
PP INTER-AGENCY CRITICAL POVERTY PROJECT  
PR REGIONAL PROJECT FOR TRAINING IN PLANNING, PROGRAMMING, AGRICULTURAL  
PROJECTS AND RURAL DEVELOPMENT (PROCADES)  
RD PRINTING AND DISTRIBUTION SECTION  
RE INFORMATION AND RECEPTION  
RG REGISTRY  
RH WATER RESOURCES UNIT  
RN NATURAL RESOURCES AND ENERGY DIVISION  
RV CEPAL REVIEW UNIT  
SC DEPUTY EXECUTIVE SECRETARY FOR CO-OPERATION AND SUPPORT SERVICES  
SD DEPUTY EXECUTIVE SECRETARY FOR ECONOMIC AND SOCIAL DEVELOPMENT  
SE OFFICE OF THE EXECUTIVE SECRETARY  
SG GENERAL SERVICES UNIT  
SI INFORMATION SERVICES  
SP PERSONNEL SECTION  
SS SECURITY AND SAFETY UNIT  
TC SCIENCE AND TECHNOLOGY UNIT  
TR TRANSPORT AND COMMUNICATIONS DIVISION  
TT LOCAL TRAFFIC AND TRANSPORT  
UD TYPING SERVICES UNIT  
UE ENERGY UNIT  
UF UNICEF, OFFICE IN SANTIAGO  
UR PRINTING UNIT  
VI TRAVEL UNIT  
VP PUBLICATIONS SALES  
XA ECLAC OFFICE IN BUENOS AIRES  
XB ECLAC OFFICE IN BRASILIA  
XC ECLAC OFFICE IN BOGOTA  
XM ECLAC OFFICE IN MEXICO  
XP ECLAC SUBREGIONAL HEADQUARTERS FOR THE CARIBBEAN  
XU ECLAC OFFICE IN MONTEVIDEO  
XW ECLAC OFFICE IN WASHINGTON

LIST OF DESCRIPTORS USED BY ADDRESS FILE UP TO MARCH 1984

ACTIVIDAD\_BANCARIA  
ACTIVIDAD\_POLITICA  
ADUANA  
AGENCIA\_MARITIMA  
ALIMENTACION  
AMERICA\_LATINA  
ASENTAMIENTOS\_HUMANOS  
ASISTENCIA\_TECNICA  
ASPECTOS\_JURIDICOS  
ASUNTOS\_INTERNACIONALES  
ASUNTOS\_SOCIALES  
AYUDA\_AL\_DESARROLLO  
AYUDA\_AL\_EXTERIOR  
BALANZA\_DE\_PAGOS  
BIBLIOTECAS  
BID  
BIRF  
CAEM  
CAPACITACION  
CCI  
CENSOS\_DE\_POBLACION  
CENTROS\_DE\_DOCUMENTACION  
CEPA  
CEPAL  
CEPE  
CIENCIA  
CIENCIAS\_SOCIALES  
CIJ  
COMERCIO  
COMERCIO\_EXTERIOR  
COMERCIO\_INTERNACIONAL  
COMUNICACION  
CONDICIONES\_ECONOMICAS  
CONSIGNACION  
CONSTRUCCION\_NAVAL  
CONSULTORES  
CONTABILIDAD\_SOCIAL  
CONTENEDORES  
CONTROL\_DE\_LA\_CONTAMINACION  
COOPERACION\_ECONOMICA  
COOPERACION\_INTERNACIONAL  
COOPERACION\_REGIONAL  
CRECIMIENTO\_ECONOMICO  
CUENTAS\_NACIONALES  
DERECHO\_MARITIMO  
DERECHO\_PRIVADO  
DESARROLLO\_AGRICOLA  
DESARROLLO\_ECONOMICO  
DESARROLLO\_INDUSTRIAL  
DESARROLLO\_REGIONAL  
DESARROLLO\_RURAL  
DESARROLLO\_SOCIAL  
DISEMINACION\_DE\_LA\_INFORMACION  
DISTRIBUCION\_DEL\_INGRESO  
DOCENTES  
DOCUMENTACION

IRENAJE  
ECONOMIA  
ECONOMIA\_AGRARIA  
EDUCACION  
EDUCACION\_DE\_ADULTOS  
EDUCACION\_RURAL  
EMBALAJE  
EMPRESAS\_MULTINACIONALES  
EMPRESAS\_PUBLICAS  
ENCUESTAS\_DE\_HOGARES  
ENERGIA  
ENSENANZA  
ENSENANZA\_AGRICOLA  
ESTADISTICA  
ESTADISTICAS\_DE\_MEDIO\_AMBIENTE  
ESTADISTICAS\_DE\_PRECIOS  
ESTADISTICAS\_DE\_PRODUCCION  
ESTADISTICAS\_LABORALES  
ESTADISTICAS\_SOCIALES  
ESTIBAJE  
ESTUDIOS\_DE\_POBLACION  
ESTUDIOS\_ECONOMICOS  
ESTUDIOS\_LATINOAMERICANOS  
ESTUDIOS\_SOCIALES  
EXPEDICION\_DE\_CARGA  
EXPORTACIONES  
FACILITACION\_DE\_TRANSPORTE\_INTERNACIONAL  
FAMILIA  
FAO  
FINANCIAMIENTO  
FINANZAS\_PUBLICAS  
FLETE  
FMI  
GATT  
HISTORIA  
IMPORTACIONES  
INDEFINIDO  
INDUSTRIA  
INDUSTRIA\_FERROVIARIA  
INTEGRACION\_ECONOMICA  
INTEGRACION\_REGIONAL  
INVESTIGACION  
INVESTIGACION\_ECONOMICA  
INVESTIGACION\_SOCIAL  
ISO  
LEGISLACION  
MEDIO\_AMBIENTE  
MILITAR  
MIGRACIONES  
MINERIA  
MUJERES  
NEGOCIACIONES\_COMERCIALES  
NORMALIZACION  
NU  
NUTRICION

OACI  
OBRAS\_PUBLICAS  
OCIE  
OE A  
OIEA  
OIT  
OHM  
OHS  
ONUOI  
OPS  
PAISES\_SIN\_LITORAL  
PARTICIPACION\_SOCIAL  
PERIODISTAS  
PETROLEO  
PLANIFICACION  
PLANIFICACION\_ECONOMICA  
PLANIFICACION\_FAMILIAR  
PLANIFICACION\_SOCIAL  
PNUO  
PNUMA  
POBREZA  
PRESUPUESTO  
PRODUCTOS\_BASICOS  
PROMOCION\_DE\_EXPORTACIONES  
PROTECCIONISMO  
PROYECCIONES\_ECONOMICAS  
PUERTOS  
REASEGURO  
RECURSOS\_NATURALES  
RELACIONES\_EXTERIORES  
RESERVAS\_MONETARIAS  
RIEGO  
SEGURIDAD  
SEGUROS  
SERVICIO\_POSTAL  
SERVICIOS\_SOCIALES  
SIECA  
SISTEMA\_DE\_INFORMACION  
SOCIOLOGIA  
TECNOLOGIA  
TECNOLOGIA\_DE\_TRANSPORTE  
TELECOMUNICACIONES  
TRAFICO\_AEREO  
TRAFICO\_POR\_CARRETERA  
TRANSPORTE  
TRANSPORTE\_AEREO  
TRANSPORTE\_FERROVIARIO  
TRANSPORTE\_FLUVIAL\_Y\_LACUSTRE  
TRANSPORTE\_INTERNACIONAL  
TRANSPORTE\_MARITIMO  
TRANSPORTE\_MULTIMODAL  
TRANSPORTE\_POR\_CARRETERA  
TRANSPORTE\_URBANO  
TURISMO  
UNCIAD

UNESCO  
UNHCR  
UNICEF  
UNITAR  
UNRWA  
UFU  
VIETR  
VIVIENDA  
ZONA\_ARIDA

CODES OF RELATIONSHIPS EXISTING BETWEEN THE ADDRESSEES AND  
THE VARIOUS UNITS OF THE INSTITUTION

BD DEPOSITORY LIBRARY  
CC IMPORTANT POST, WITH NAME  
CF POSSIBLE RECIPIENTS OF CONFERENCE DOCUMENTS (FOR DD ONLY)  
CJ EXCHANGE AGREEMENT  
CN CONSIGNEES  
CO COURTESY  
CS IMPORTANT POST, WITHOUT NAME  
EF FORMER STAFF MEMBERS  
II IMPORTANT PERSON  
OI IMPORTANT BODY  
PF LECTURERS  
PT PROGRAMME OF WORK (ONLY FOR OFFICE OF THE EXECUTIVE SECRETARY)  
SO STANDING ORDERS  
SU SUBSCRIPTIONS  
XA FORMER STUDENTS 1977  
XB FORMER STUDENTS 1978  
XC FORMER STUDENTS 1979  
XD FORMER STUDENTS 1980  
XE FORMER STUDENTS 1981  
XF FORMER STUDENTS 1982  
XG FORMER STUDENTS 1983  
ZZ RELATIONSHIP UNKNOWN OR NON-EXISTENT

LIST OF RELATIONSHIP-ASSOCIATED CODES SUBMITTED  
BY USERS EMPLOYING THEM

A) CELADE AND PUBLICATIONS SALES

- F FAVOURABLE BALANCE
  - C NEGATIVE BALANCE
  - X CASE UNCLEAR OR WITH SOME ANOMALY
- .....

- 80 PAID UP TO 1980, INCLUSIVE
- 81 PAID UP TO 1981, INCLUSIVE

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. (AND SO ON, ADDING THE LAST TWO DIGITS FOR EACH YEAR)

B) ILPES TRAINING PROGRAMME

1.- SUBJECTS TAUGHT (FOR LECTURERS)

- C ECONOMIC ANALYSIS
- U INTERNATIONAL TRADE AND INTERNATIONAL ECONOMIC RELATIONS
- Z SHORT-TERM COMPATIBILIZATION
- A SOCIAL ACCOUNTING
- D ECONOMIC DEVELOPMENT
- Q AGRICULTURAL DEVELOPMENT AND PLANNING
- R AGRICULTURAL DIAGNOSIS
- K EVALUATION OF INTEGRATED DEVELOPMENT PROJECTS AND PROGRAMMES
- L ECONOMIC POLICY INSTRUMENTS
- V ECONOMIC INTEGRATION AND COMMON MARKETS
- B QUANTITATIVE METHODS
- G SPATIAL ORGANIZATION
- X TRANSPORT PLANNING
- T REGIONAL AGRICULTURAL PLANNING
- E ECONOMIC POLICY, FISCAL POLICY AND PUBLIC SECTOR
- Y INDUSTRIAL POLICY AND PLANS
- S POLICY, PROJECTS AND IMPLEMENTATION OF AGRICULTURAL PLANS
- W ENVIRONMENTAL POLICIES AND NATURAL RESOURCES
- P SOCIAL PROJECTS AND SOCIAL POLICY
- J TECHNIQUES OF REGIONAL ANALYSIS
- N TECHNIQUES OF SOCIAL RESEARCH
- M PLANNING TECHNIQUES AND MODELS
- F THEORY OF PLANNING
- O THEORY OF SOCIAL PLANNING AND SOCIOLOGY OF DEVELOPMENT
- H THEORIES OF REGIONAL GROWTH
- I THEORIES AND METHODS OF REGIONAL PLANNING



2.- COURSES AND COUNTRIES WHERE GIVEN (FOR STUDENTS)

A ENVIRONMENTAL PLANNING  
R REGIONAL DEVELOPMENT PLANNING  
S SOCIAL PLANNING  
P PLANNING AND ECONOMIC POLICY

.....  
BR BRAZIL  
CL CHILE

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(AND SO ON, USING ISO ALPHA-2 COUNTRY CODE)

NOTE.- EACH OF THESE CODES MAY BE USED IN ASSOCIATION WITH ANOTHER CODE IN THE SAME GROUP. IN THIS CASE, THEY ARE SEPARATED BY AN UNDERScore SIGN (  ); e.g.:   80  C ,   A  BR

DISTRIBUTION LIST CODES

:AES STATISTICAL YEARBOOK  
:BIB BIBLIOGRAFIAS DE LA BIBLIOTECA  
:BGS BULLETIN OF THE GROUP OF 77  
:BIM BOLETIN MENSUAL DE LA BIBLIOTECA  
:BIS BOLETIN SEMANAL DE LA BIBLIOTECA  
:CCP BROCHURE OF THE ILPES CENTRAL PLANNING COURSE  
:CDP COMUNICADOS DE PRENSA  
:CES CUADERNOS ESTADISTICOS  
:CIL CUADERNOS DEL ILPES  
:CPA BROCHURE OF THE ILPES ENVIRONMENTAL PLANNING COURSE  
:CPS BROCHURE OF THE ILPES SOCIAL PLANNING COURSE  
:CPX CEPALINDEX  
:CRC BI-ANNUAL CALENDAR OF ECLAC MEETINGS  
:CUE CUADERNOS CEPAL Y ESTUDIOS E INFORMES, EN ESPAÑOL  
:CUI CUADERNOS CEPAL Y ESTUDIOS E INFORMES, EN INGLES  
:DGE SPANISH DOCUMENTS FOR GENERAL DISTRIBUTION  
:DGI ENGLISH DOCUMENTS FOR GENERAL DISTRIBUTION  
:DLE SPANISH DOCUMENTS FOR LIMITED DISTRIBUTION  
:DLI ENGLISH DOCUMENTS FOR LIMITED DISTRIBUTION  
:DTC TELEPHONE DIRECTORY OF THE ECLAC SYSTEM  
:EEE ECONOMIC SURVEY, IN SPANISH  
:EEI ECONOMIC SURVEY, IN ENGLISH  
:EVP ECONOMIC SURVEY, PRELIMINARY VERSION  
:FAL BOLETIN FAL  
:FRD DEVELOPMENT FORUM  
:HZE CO-OPERATION AND DEVELOPMENT BULLETIN, IN SPANISH  
:HZI CO-OPERATION AND DEVELOPMENT BULLETIN, IN ENGLISH  
:IGE ILPES SPANISH DOCUMENTS FOR GENERAL DISTRIBUTION  
:IGI ILPES ENGLISH DOCUMENTS FOR GENERAL DISTRIBUTION  
:ILE ILPES SPANISH DOCUMENTS FOR LIMITED DISTRIBUTION  
:ILI ILPES ENGLISH DOCUMENTS FOR LIMITED DISTRIBUTION  
:INT INTERNAL DISTRIBUTION  
:ITE TERMINOLOGY NEWSLETTER, IN SPANISH  
:ITI TERMINOLOGY NEWSLETTER, IN ENGLISH  
:LDB BOLETIN DEMOGRAFICO DEL CELADE  
:LDN NOTAS DE POBLACION DEL CELADE  
:LDR DOCPAL REVISTA DE RESUMENES SOBRE POBLACION EN A L  
:LMD MONTHLY LIST OF DOCUMENTS  
:MCN MICRONOTICIAS  
:MLE CELADE MONOGRAPHS AND BOOKS, IN SPANISH  
:MLI CELADE MONOGRAPHS AND BOOKS, IN ENGLISH  
:NNN ADDRESS TO BE DELETED  
:NSE NOTAS SOBRE LA ECONOMIA Y EL DESARROLLO DE A L, SPANISH  
:NSI NOTAS SOBRE LA ECONOMIA Y EL DESARROLLO DE A L, ENGLISH  
:PLE ILPES PLANNING BULLETIN, IN SPANISH  
:PLI ILPES PLANNING BULLETIN, IN ENGLISH  
:PNX PLANINDEX  
:PVA VACANCY ANNOUNCEMENT

:RRP LIST OF UNDP RESIDENT REPRESENTATIVES IN THE REGION  
:RVE CEPAL REVIEW IN SPANISH  
:RVI CEPAL REVIEW IN ENGLISH  
CICA LIST OF CMEA AGENTS AND COUNTRY REPRESENTATIVES  
CLDI CLADES INFORMATION DOCUMENTS  
CLDM CLADES METHODOLOGY DOCUMENTS  
CLDR CLADES REFERENCE DOCUMENTS  
DDCF LIST OF POSSIBLE RECIPIENTS OF CONFERENCE DOCUMENTS  
ESBC CENTRAL BANK MANAGERS  
ESCE FOREIGN TRADE LIST  
ESCN NATIONAL ACCOUNTS LIST  
ESCO LIST OF STATISTICAL CORRESPONDENTS  
ESCP LIST OF POPULATION CENSUSES  
ESDE DIRECTORS OF STATISTICAL INSTITUTIONS  
ESDI INCOME DISTRIBUTION LIST  
ESDS SOCIAL STATISTICS LIST  
ESEC ECIEL EXPERTS  
ESEH HOUSEHOLD SURVEYS LIST  
ESEP LIST OF PRICE STATISTICS  
ESMA ENVIRONMENT LIST  
ESPR PRODUCTION STATISTICS LIST  
ETLS JOINT ECLAC/CTC UNIT ADDRESS LIST  
ILMP LIST OF MINISTRIES OF PLANNING IN LATIN AMERICA  
MJLS WOMEN'S UNIT ADDRESS LIST  
OPLD DIVISION OF OPERATIONS ADDRESS LIST  
PLCA LIST FOR PREALC CATALOGUE OF PUBLICATIONS (COMPLETE LIST)  
PLLE PREALC SPECIAL DISTRIBUTION LIST  
PLSI LIST FOR PREALC RESEARCH SERIES  
SEEM AMBASSADORS OF ECLAC COUNTRY MEMBERS IN SANTIAGO  
SEGA GRULAS IN VIENNA  
SEGB GRULAS IN BRUSSELS  
SEGS GRULAS IN GENEVA  
SEGU GRULAS IN NEW YORK  
SENU UNITED NATIONS BODIES  
SEOE AMBASSADORS OF COUNTRIES NOT MEMBERS OF ECLAC IN SANTIAGO  
SEOG GOVERNMENTAL BODIES  
SEOI INTERGOVERNMENTAL BODIES  
SERE MINISTRIES FOR FOREIGN AFFAIRS  
SIMC LIST OF MEANS OF COMMUNICATION  
TRFA INTERNATIONAL TRANSPORT FACILITATION LIST  
TRFL WATER AND LAKE TRANSPORT LIST  
TRGL DISTRIBUTION DOCUMENTS ON TRANSPORT IN GENERAL  
TRIN LIST ON INSTITUTIONAL ASPECTS OF TRANSPORT  
TRMM MULTIMODAL TRANSPORT LIST  
TRPL TRANSPORT PLANNING LIST  
TRRE CONTAINER REPAIRS AND MAINTENANCE LIST (REMAIN)  
TRSI RAIL INFORMATION SYSTEMS LIST  
TRTA CUSTOMS TRANSIT LIST  
TRTC ROAD TRANSPORT LIST  
TRTF RAIL TRANSPORT LIST  
TRTG TRANSPORT TECHNOLOGY LIST  
TRTM MARITIME TRANSPORT LIST  
TRUR URBAN TRANSPORT LIST

TYPE-OF-DISPATCH CODES

C DOCUMENTS SENT UNDER EXCHANGE AGREEMENTS

N DOCUMENTS SENT ON CONSIGNMENT

O DOCUMENTS SENT UNDER STANDING ORDER

S DOCUMENTS SENT BY SUBSCRIPTION

T FOR THE :INT LIST, CORRESPONDS TO DISPATCH OF ANY DOCUMENT  
RECEIVED IN ANY LANGUAGE

Y DOCUMENTS SENT TO HEADQUARTERS BY SEA IN BULK

POUCH CODE USED FOR THE DISPATCH OF DOCUMENTS AND PUBLICATIONS  
TO CERTAIN COUNTRIES

| COUNTRY OF DESTINATION       | PLACE         | POUCH CODE |
|------------------------------|---------------|------------|
| ANGUILLA                     | PUERTO ESPANA | POS        |
| ANTIGUA                      | PUERTO ESPANA | POS        |
| ARGENTINA                    | RUENOS AIRES  | RUE        |
| BARBADOS                     | PUERTO ESPANA | POS        |
| BELICE                       | SAN JOSE      | SJO */     |
| BRASIL                       | BRASILIA      | BSB        |
| COLOMBIA                     | BOGOTA        | BGO        |
| COSTA RICA                   | SAN JOSE      | SJO        |
| CUBA                         | MEXICO        | MEX        |
| DOMINICA                     | PUERTO ESPANA | POS        |
| EL SALVADOR                  | SAN JOSE      | SJO */     |
| ESTADOS UNIDOS               | NUEVA YORK    | NYC        |
| ESTADOS UNIDOS               | WASHINGTON    | WAS        |
| GRANADA                      | PUERTO ESPANA | POS        |
| GUADALUPE                    | PUERTO ESPANA | POS        |
| GUATEMALA                    | SAN JOSE      | SJO */     |
| GUAYANA FRANCESA             | PUERTO ESPANA | POS        |
| GUYANA                       | PUERTO ESPANA | POS        |
| HONDURAS                     | SAN JOSE      | SJO */     |
| ISLAS CAIMAN                 | SAN JOSE      | SJO */     |
| ISLAS TURCAS Y CAICOS        | PUERTO ESPANA | POS        |
| ISLAS VIRGENES (E.E.U.U.)    | NUEVA YORK    | NYC        |
| JAMAICA                      | PUERTO ESPANA | POS        |
| MARTINICA                    | PUERTO ESPANA | POS        |
| MEXICO                       | MEXICO        | MEX        |
| MONTSERRAT                   | PUERTO ESPANA | POS        |
| NICARAGUA                    | SAN JOSE      | SJO */     |
| PANAMA                       | SAN JOSE      | SJO */     |
| PUERTO RICO                  | NUEVA YORK    | NYC        |
| SAN CRISTOBAL Y NIEVES       | PUERTO ESPANA | POS        |
| SAN VICENTE Y LAS GRANADINAS | PUERTO ESPANA | POS        |
| SANTA LUCIA                  | PUERTO ESPANA | POS        |
| SUIZA                        | GINEBRA       | GIN        |
| SURINAME                     | PUERTO ESPANA | POS        |
| TRINIDAD Y TABAGO            | PUERTO ESPANA | POS        |
| URUGUAY                      | MONTEVIDEO    | MVD        |

NOTE:

\*/ Bulk dispatches for these countries are sent by air.

## POTENTIAL USES

If the information contained in the ADDRESS file is handled properly, services of other kinds can also be provided.

In addition to its use for monitoring subscriptions to publications as mentioned above, it has also been successfully employed to determine press-runs of the various documents and publications produced by the ECLAC system. A concrete example of its usefulness for this purpose is given in tables 10 and 11, which show the number of series documents and publications contained in each press-run as of the date of the tables. Table 10 gives figures for the institutional distribution of each publication or document, while table 11 shows the Divisional lists which may be used in addition to those shown in table 10 after the possibility of duplicating them has been ruled out. All of this can be done by carrying out special searches in the data base.

It has become notably easier to restructure the distribution lists through the use of the information retrieved in various successive searches in the data base, which have helped in the establishment of new distribution lists by yielding the kinds of recipients desired, geographical areas of interest and number of copies of a given document to be sent.

It may be that in the future other kinds of findings obtained from searches in the ADDRESS data base may serve for other purposes. The possibilities of finding new uses of the data base are limited only by the kinds of data handled and by the users' imagination.

TABLE 10

RNPRES.TTX

1 May 1984

PRESS-RUNS ASSIGNED TO HOUSE DOCUMENTS FOR FREE DISTRIBUTION, SALE AND STOCK

| DOCS | WITHIN ECLAC           |       |        |     |       |        |                   |        |      |       |      | HEADQUARTERS     |             | AD-<br>JUSTMENT<br>FIGURE | TOTAL<br>PRESS-<br>RUN |       |          |    |      |    |          |
|------|------------------------|-------|--------|-----|-------|--------|-------------------|--------|------|-------|------|------------------|-------------|---------------------------|------------------------|-------|----------|----|------|----|----------|
|      | DISTRIBUTION AND STOCK |       |        |     |       |        | SALE OF DOCUMENTS |        |      |       |      | DISTRIB<br>STOCK | FOR<br>SALE |                           |                        |       |          |    |      |    |          |
|      | FREE                   | CPBD  | EX/AGR | INT | STOCK | AUTHOR | TOTAL             | VPSU   | VPSO | STOCK | CPCN |                  |             |                           |                        | TOTAL |          |    |      |    |          |
| AE5  | ..                     | 1948  | 45     | 129 | 44    | 200    | 50                | 2416   | .    | ---   | ---  | 25               | 20          | 45                        | ..                     | 125   | 1200     | .. | + 14 | .. | 3800     |
| BGS  | ..                     | 245   | ---    | --- | ---   | ---    | 10                | 255    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | ---  | .. | 255      |
| PIR  | ..                     | 127   | ---    | --- | ---   | ---    | 50                | 177    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 3  | .. | 180      |
| IRM  | ..                     | 135   | ---    | 4   | ---   | ---    | 15                | 154    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 6  | .. | 160      |
| FIS  | ..                     | 95    | ---    | 1   | ---   | ---    | 15                | 111    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 5  | .. | 115      |
| PDF  | ..                     | 152   | ---    | --- | ---   | ---    | 50                | 202    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 8  | .. | 210      |
| CE5  | a/..                   | 135   | ---    | --- | ---   | ---    | 40                | 175    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 5  | .. | 180=1720 |
| CIL  | ..                     | 187   | 38     | --- | 44    | 40d/   | b/                | 309    | .    | ---   | ---  | 190              | 60          | 250                       | ..                     | ---   | ---      | .. | + 1  | .. | 560      |
| CFX  | ..                     | 859   | 45     | --- | 44    | 80     | 20                | 1048   | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 12 | .. | 1060     |
| CRG  | ..                     | 68    | ---    | --- | 44    | 20     | 50                | 182    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 8  | .. | 190      |
| CUE  | ..                     | 690   | 38     | --- | 44    | 150    | 10                | 932    | .    | ---   | ---  | 345              | 55          | 400                       | ..                     | ---   | 200      | .. | + 8  | .. | 1540     |
| CUI  | ..                     | 235   | 11     | --- | 27    | 50     | 10                | 333    | .    | ---   | ---  | 190              | 130         | 320                       | ..                     | ---   | 450      | .. | + 7  | .. | 1110     |
| DGE  | ..                     | 268   | 33     | --- | 44    | 95     | b/                | 440+b/ | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | ---  | .. | 440+b/   |
| DGI  | ..                     | 192   | 8      | --- | 27    | 70     | b/                | 297+b/ | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 3  | .. | 300+b/   |
| DLE  | ..                     | 115   | ---    | --- | 44    | 30     | b/                | 189+b/ | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 1  | .. | 190+b/   |
| DLI  | ..                     | 95    | ---    | --- | 27    | 25     | b/                | 147+b/ | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 3  | .. | 150+b/   |
| DTC  | ..                     | 182   | ---    | --- | ---   | ---    | 650               | 832    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 8  | .. | 840      |
| EEE  | ..                     | 883   | 38     | 89  | 44    | 150    | 30                | 1234   | .    | ---   | ---  | 25               | 20          | 45                        | ..                     | 50    | 500      | .. | + 1  | .. | 1830     |
| EET  | ..                     | 1058  | 11     | 47  | 27    | 75     | 10                | 1228   | .    | ---   | ---  | 20               | ---         | 20                        | ..                     | 100   | 2000     | .. | + 2  | .. | 3350     |
| EVF  | ..                     | 128   | ---    | --- | ---   | ---    | ---               | 128    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 2  | .. | 130 c/   |
| FAL  | ..                     | 1608  | ---    | --- | ---   | ---    | 50                | 1658   | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 2  | .. | 1660     |
| HZE  | ..                     | 1632  | ---    | --- | ---   | ---    | 100               | 1732   | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 8  | .. | 1740     |
| HZI  | ..                     | 791   | ---    | --- | ---   | ---    | 80                | 871    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 9  | .. | 880      |
| IGE  | ..                     | 84    | 33     | --- | 44    | 30d/   | b/                | 191+b/ | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 4  | .. | 195+b/   |
| IGI  | ..                     | 37    | 8      | --- | 27    | 15d/   | b/                | 87+b/  | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 3  | .. | 90+b/    |
| ILE  | ..                     | 64    | ---    | --- | 44    | 20d/   | b/                | 128+b/ | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 2  | .. | 130+b/   |
| ILI  | ..                     | 31    | ---    | --- | 27    | 10d/   | b/                | 68+b/  | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 2  | .. | 70+b/    |
| ITE  | ..                     | 501   | ---    | --- | ---   | ---    | 50                | 551    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 9  | .. | 560      |
| ITI  | ..                     | 183   | ---    | --- | ---   | ---    | 25                | 208    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 2  | .. | 210      |
| LDB  | ..                     | 424   | 45     | 48  | 44    | 50     | ---               | 611    | .    | 71    | 1    | 150              | 35          | 257                       | ..                     | ---   | ---      | .. | + 2  | .. | 870      |
| LIN  | ..                     | 381   | 45     | 56  | 44    | 50     | ---               | 576    | .    | 60    | ---  | 150              | 5           | 215                       | ..                     | ---   | ---      | .. | + 9  | .. | 800      |
| LIR  | ..                     | 392   | 45     | 55  | 44    | 50     | ---               | 586    | .    | 57    | 5    | 150              | 35          | 247                       | ..                     | ---   | ---      | .. | + 7  | .. | 840      |
| LMD  | ..                     | 297   | ---    | --- | 44    | 15     | ---               | 356    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 4  | .. | 360      |
| MEN  | ..                     | 1304  | ---    | --- | ---   | ---    | 70                | 1374   | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 6  | .. | 1380     |
| MLE  | ..                     | 188   | ---    | --- | 44    | 50     | ---               | 282    | .    | ---   | ---  | 150              | 35          | 185                       | ..                     | ---   | ---      | .. | + 3  | .. | 470      |
| MLI  | ..                     | 87    | ---    | --- | 27    | 25     | ---               | 139    | .    | ---   | ---  | 75               | 10          | 85                        | ..                     | ---   | ---      | .. | + 6  | .. | 230      |
| NSE  | ..                     | 11677 | ---    | --- | ---   | ---    | 800               | 12477  | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 13 | .. | 12490    |
| NSI  | ..                     | 3589  | ---    | --- | ---   | ---    | 800               | 4389   | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 1  | .. | 4390     |
| PFE  | ..                     | 1008  | 38     | 3   | 44    | 40d/   | ---               | 1133   | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 7  | .. | 1140     |
| PLI  | ..                     | 484   | 11     | --- | 27    | 20d/   | ---               | 542    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 8  | .. | 550      |
| PRX  | ..                     | 726   | 45     | --- | 44    | 50     | 5                 | 870    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | ---  | .. | 870      |
| FFF  | ..                     | 234   | ---    | --- | ---   | ---    | 15                | 249    | .    | ---   | ---  | ---              | ---         | ---                       | ..                     | ---   | ---      | .. | + 1  | .. | 250      |
| RVE  | ..                     | 1427  | 38     | 191 | 44    | 220e/  | 15                | 1935   | .    | 177   | ---  | 170              | 25          | 372                       | ..                     | 50    | 400 f/.. | .. | + 3  | .. | 2760     |
| RVI  | ..                     | 1407  | 11     | 52  | 27    | 120e/  | 5                 | 1622   | .    | 31    | ---  | 50               | ---         | 81                        | ..                     | 100   | 1500     | .. | + 7  | .. | 3310     |

a/ Distributed in conjunction with the CEPAL Customs series (CES + CUE).

b/ Number varies depending on the Division responsible in each case.

c/ Distributed in conjunction with the limited distribution series, in either Spanish or English, as the case may be.

d/ To be sent, for the time being, to Dr. Rosa Wachs, OP. T-247-A, X.303 (figures correspond to those in ADDRESS record 40907).

e/ Includes 10 copies per article for the authors of articles.

f/ Plans revised by letter from Dr. Hinds, RSC/OP.

g/ CES, CFA and CES data were deleted and will be restored when final arrangements have been made for them.

TABLE 11

LISDIV.TTT

1 May 1984

TABLE FOR ASSIGNMENT OF PRESS-RUNS TO DOCUMENTS FOR DISTRIBUTION  
ON THE BASIS OF INSTITUTIONAL AND DIVISIONAL LISTS

| DIVISIONAL<br>LISTS | - INSTITUTIONAL LISTS - |     |        |     | TOTAL<br>DIST.a/ | STOCK | TOTAL |
|---------------------|-------------------------|-----|--------|-----|------------------|-------|-------|
|                     | DGE                     | DGI | DLE    | DLI |                  |       |       |
| CLDI                | 30                      | 14  | 8      | 7   | 446              | b/    | 446   |
| CLDM                | 25                      | 11  | 8      | 6   | 207              | b/    | 207   |
| CLDR                | 32                      | 15  | 9      | 6   | 485              | b/    | 485   |
| ESBC                | ---                     | --- | ---    | --- | 16               | b/    | 16    |
| ESCE                | ---                     | --- | ---    | --- | 52               | b/    | 52    |
| ESCN                | ---                     | --- | ---    | --- | 117              | b/    | 117   |
| ESCO                | 6                       | 6   | 5      | 5   | 50               | b/    | 50    |
| ESCP                | 7                       | 7   | 7      | 7   | 97               | b/    | 97    |
| ESDE                | ---                     | --- | ---    | --- | 33               | b/    | 33    |
| ESDI                | ---                     | --- | ---    | --- | 134              | b/    | 134   |
| ESDS                | ---                     | --- | ---    | --- | 172              | b/    | 172   |
| ESec                | ---                     | --- | ---    | --- | 62               | b/    | 62    |
| ESEH                | ---                     | --- | ---    | --- | 134              | b/    | 134   |
| ESEP                | 1                       | --- | ---    | --- | 19               | b/    | 19    |
| ESMA                | ---                     | --- | ---    | --- | 27               | b/    | 27    |
| ESPR                | ---                     | --- | ---    | --- | 6                | b/    | 6     |
| ETLS                | ---                     | --- | ---    | --- | 104              | 50    | 154   |
| FLCA                | <-----                  | c/  | <----- | >   | 765              | 200   | 965   |
| FLLE                | <-----                  | c/  | <----- | >   | 91               | 150   | 241   |
| FLSI                | <-----                  | c/  | <----- | >   | 304              | 400   | 704   |
| TRFA                | 39                      | 21  | 20     | 15  | 312              | b/    | 312   |
| TRFL                | 5                       | --- | 1      | --- | 37               | b/    | 37    |
| TRGL                | 46                      | 22  | 21     | 15  | 147              | b/    | 147   |
| TRIN                | ---                     | --- | ---    | --- | 10               | b/    | 10    |
| TRMM                | 32                      | 14  | 17     | 10  | 294              | b/    | 294   |
| TRPL                | 14                      | 3   | 1      | 1   | 90               | b/    | 90    |
| TRRE                | 3                       | 5   | 3      | 4   | 214              | b/    | 214   |
| TRSI                | ---                     | --- | ---    | --- | 68               | b/    | 68    |
| TRTA                | 4                       | 3   | 4      | 3   | 127              | b/    | 127   |
| TRTC                | 14                      | 6   | 10     | 6   | 119              | b/    | 119   |
| TRTF                | 9                       | 6   | 7      | 6   | 151              | b/    | 151   |
| TRTG                | 1                       | 1   | 1      | 1   | 4                | b/    | 4     |
| TRTM                | 38                      | 24  | 22     | 17  | 354              | b/    | 354   |
| TRUR                | 1                       | --- | ---    | --- | 35               | b/    | 35    |

a/ Figures in this column include figures from the four preceding columns.  
b/ Number varies for each of the documents produced by the different divisions.  
c/ Number of no significance since in this case the use of more than one list does not result in dispatch duplications since the users concerned do not belong to the ECLAC system.





