10.2. Contents of organization descriptions

Order of descriptions
The descriptions of organizations in this volume appear in alphabetic order of the first title. In the case of a few intergovernmental organizations known more usually by their initials (eg WHO, UNESCO), the abbreviation is used instead of the title.

Listed in the one alphabetic sequence are all titles and abbreviations of the organizations in this edition, their former titles and abbreviations, and titles and abbreviations of subsidiary bodies mentioned in their descriptions. The index in Volume 3 also lists keywords in titles.

Each description is identified by a sequence number assigned for this edition. The sequence number follows the alphabetic sequence.

For some types of organization no description is included in this edition due to limitations imposed by printing and binding. In such cases, no sequence number is assigned and an explanatory comment is given instead of the description (for example: "no longer active"; "meeting series"; "treaty"). All descriptions can be found in the Yearbook Online.

A description may be abridged when sufficient information has not yet been obtained, or when the organization is classified as one of the types for which extensive information is either not collected or not included in the book version due to limitations imposed by printing and binding; see below under "Codes", or the Appendix "Types of organization" for further information.

Descriptions always include the following information.

Organization name
The organization's name is given in all languages in which it is available. Normally the names are given in the order:
− European languages (starting with English, French, Spanish, German)
− transliterated languages (Arabic, Russian, Japanese, etc)
− artificial languages (Esperanto, Ido, Occidental, etc)
− historical languages (Latin, etc)

The order may be changed to reflect the organization's concern with a particular language.

For example, an organization promoting the use of Latin may have its Latin name in the first position.

Abbreviations follow the appropriate name.

When an organization does not have an official name in English or French, the editors may provide translated versions. An asterisk then follows the unofficially translated name.

Organization number
The number to the right of each title (eg •00123) is a sequence number with no significance other than as a fixed point of reference in the sequence of organizations in this edition of the Yearbook. Cross-references in organization descriptions, other volumes in this series and indexes refer to this number. The order and numbering of the organizations is of no significance other than alphabetical access.

Descriptions may include the following information.

Addresses
The main address for correspondence is inset beneath the organization names. Telephone, fax, e-mail and other media addresses are also given when available.

Secondary addresses are inset in smaller type below the main address. Included here are registered offices, continental regional offices, information offices and addresses for secondary correspondence.

The address of the organization's home page is given, if known, with an indication as to which aspect of the organization it refers where appropriate.

Address locations are indexed by country in Volume 2.

For various reasons no address is given for some organizations. In such cases, the reason for this absence is given.

History
The date and location of founding or of establishment are indicated under this heading. In the absence of a precise legal date, the date of the first General Meeting is given. Other information on the history and changes in structure or name of the organization is also given.

Where another organization is cited, if it has a description included in this edition, its first title is given, followed by its abbreviation and the sequence number allotted to it for this edition. If it has no description included in this edition (eg former names, subsidiary bodies), all its titles and abbreviations are given, but no sequence number; these titles are included in the overal alphabetical sequence with a reference to this description.

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

Structure
The key organs and commissions of the organization are enumerated, together with some indication of the frequency of their meetings and of composition of the executive body.

Where another organization is cited, it is treated as explained under "History" above.

Languages
Official and working languages used by the organization are listed.

Staff
The number of paid and voluntary staff are given.

Finance
Sources of funding and the annual budget figureare given.

Where another organization is cited, it is treated as explained under "History" above.

Activities
Under this heading appears a summary of the main activities and programme concerns of each organization. Special emphasis is placed on developmental activities, where relevant.

Where another organization is cited, it is treated as explained under "History" above.

Events
Listed here are the dates and locations of previous and future periodic meetings or other events. For a fuller list of events, for more details on the events listed here, and for full indexes to them, users are directed to the *International Congress Calendar.*

Publications
Listed here are the titles of major periodical and non-periodical publications of the organization. Titles in italics are indexed and classified in Volume 4.

Information Services
Listed here are the names of libraries, databanks and library and publications consultancy services operated by the organization. Websites of these services are listed with the organization's address (see above). Titles in italics are indexed and classified in Volume 4.

Members
Listed here are the types of membership and numbers of members. This may include the list of countries represented or in which members are located. These countries are indexed and cross-referenced in Volume 2.

Where another organization is cited, it is treated as explained under "History" above.

Note on country names
It is not the intention of the editors to take a position with regard to the political or diplomatic implications of geographical names or continental groupings used.

The geographical names used in this publication are chosen for the sake of brevity and common usage. Wherever possible, the country (or territory) name preferred by the organization concerned is used, providing this is possible within the limits of standardization required for mailing or statistical purposes. It is important to note that some organizations insist on the inclusion of territories on the same basis as countries, or on the inclusion of countries or territories that are not recognized by other organizations.

Political changes over the years may lead to some questions in an organization's description. Briefly: countries referred to in an organization's description retain their old form when referring to a date prior to the change. For example, towns referred to in events prior to 1991 still retain their country as German DR (Democratic Republic) or Germany FR (Federal Republic), while subsequent dates refer simply to Germany.

Consultative Status
Where the organization has an officially recognized relationship to a major intergovernmental organization, this is indicated. Cited organization are treated as explained under "History" above.

IGO Relations

Where the organization has a special relationship to an intergovernmental organization, this is indicated. Cited organization are treated as explained under "History" above. It should be noted that tenuous links, or links that have not been confirmed by both parties, have been omitted from the printed descriptions, although they are available in the Yearbook Online and are included in the statistics.

NGO Relations

Where the organization has a special relationship with international non-governmental organizations, this is indicated. Cited organization are treated as explained under "History" above. It should be noted that tenuous links, or links that have not been confirmed by both parties, have been omitted from the printed descriptions, although they are available in the Yearbook Online and are included in the statistics.

Date

The last line of the description includes the date on which the most recent information has been received. Two forms are used:
- 2020.02.16: the organization checked the description and returned it on that date;
- 2018: the organization has not checked the description since that date, but information has been received in the given year from another reliable source (which may be the organization's own website).

Old dates, or no date, may be an indication that an organization is becoming inactive.

Codes

Organizations are coded by type, indicated by a single upper case letter printed in bold at the end of the description. The upper case type code may be preceded by a letter code printed in lower case. The type code of Intergovernmental organizations is followed by an asterisk, '*'. For further information, see the Appendix: "Types of organization".