

- if the source data is a letter, the large international organization index cards are checked to determine whether the information represents a change in an existing calendar entry or a new entry
- if it is a change, the index and chronological cards are modified
- if it is a new entry, the index is updated and the new chronological card is made out; the letter is marked with a 'C'
- the letter is grouped with others for filing in the dossier suspensu unless it is required by other departments, as indicated on the letter
- the new or modified chronological cards are accumulated in preparation for the monthly calendar; the modified cards are marked with a green cross which the printer treats as requiring a special marker in the calendar; all sources for changes are noted on the chronological cards with dates

- if the source data is a UIA yellow card, the same procedure is adopted; the yellow card is then filed in chronological order

- if the source data is a meeting program and/or list of participants, the same procedure is adopted; the source documents are then filed in a separate chronological file for Air France; after examination by Air France, indicated by 'AF', the source documents are then accumulated in a special file

- if the source data is an organization magazine, the same procedure is adopted; the magazine is then returned to the Information Unit Yearbook section

- if the source data is a specialized calendar, the procedure depends on the reliability of the calendar; entries are only accepted if the calendar is considered reliable but otherwise the procedure is the same as above; congress centre calendars are accumulated in a special file

- if the source data is a returned Yearbook entry, the same procedure is adopted but any information not indicated in the entry on future meetings is added to the entry; this is then returned to the Information Unit Yearbook section

- if the source information does not mention an international organization, the English keyword index is checked to determine whether the meeting is organized by a national organization
- if it is organized by a national organization, the chronological card is made out as before; keyword cards are made out if necessary

- when 200 cards have been accumulated for a monthly calendar supplement, these are sent to the printer; when returned with page proofs, the page proof numbers are noted on the chronological cards (this allows the printer to locate the composed type for a given entry when it has to be modified or used in the annual calendar at a later date)

Criteria for Selection of Meeting Entries

Criteria vary slightly depending on the material available. Data on international NGO meeting data is given preference, but United Nations, FAO, Unesco, Council of Europe, etc committee meetings are also taken if of importance or dealing with technical rather than administrative matters