

CUSTOMER/MEMBER CODING SYSTEM

EXHIBIT 33

The following codes would be used to identify the customer/member, his field of interest, his current and past purchases or subscriptions, etc. The card with the appropriate code would be prepared every time a new address was prepared for the mailing list

<u>Column</u>	<u>Code</u>	<u>Description</u>
1/2	UIA	organization code to identify the UIA cards
3		card code to indicate that it is the customer code card
4		continent or region code of address
5/6		country code
7/9		interest profile of customer based on Yearbook coding
10/13		sequential identification code - as received - as in Yearbook (for NGO/IGO)
14	0	unidentified
	1	college/university library
	2	international interest/institute library
	3	national/city/public library
	4	embassy/government delegation/commercial delegation
	5	government department
	6	Unesco national commission
	7	UN/Unesco, etc. delegations
	8	UN information centres/IGO institutes
15	0	IGO headquarters
	1	IGO regional or secondary address
	2	NGO headquarters
	3	NGO regional or secondary address
	4	NGO not in Yearbook
	5	National organization with international interests
16	0	Commercial firm or library
	1	General commercial firm (bank, chamber of commerce, radio)
	2	National organization
	3	Congress centre/convention bureau
	4	Travel agent/National tourist office
	5	Airline
	6	Hotel
17	0	Individual
	1	Bookshop
	2	Publication service
	3	Common Market NGO
	4	Foundation/Trust
18	0	Full member
	1	Associate member
	2	Corresponding member
	3	Corporate member
	4	Other membership category
	5	Personal contact
	6	Competitor
	7	ABCI member
19	0/9	Record of contact - either date first became member (year) or date to which dues are paid
20		Address not for sale or limited distribution of advertising

<u>Column Code</u>	<u>Description</u>
21	Groups interested in NGOs
0	NGOs who receive or have received Yearbook
1	National organizations who receive or have received Yearbook
2	Corresponding members
3	Influential national organizations
4	Organizations of NGOs in a given country
5	Unesco national commissions
6	National NGO campaign committees
7	Individuals doing research or working in this field
22	Accession or booklist (for sales)
23	Magazine published by the organization
1	Without bibliography
2	With bibliography
24	1 Contacted via bookshop (needed to control advertising)
2	Purchases advertising in the magazine
25	Purchasing history (maximum)
1/9	Allocated to ranges of purchase amounts per year
26	Purchasing history (current)
1/9	Allocated to ranges of purchase amounts per year
27	0 Used UIA research service under contract
1	Congress attender
2	Publication inquiry (for advertising campaigns)
29	FAIB member
30	Postal rate code
31	Language code
32	Year address created or checked as good
33	Date address good until
2	Columns reserved for each of the following publication groups
34/35	Magazine
36/37	Yearbook of International Organizations
38/39	Yearbook of International Congress Proceedings
40/41	Documents series
42/43	Congress science series
44/45	Supplements
46/47	Other

The first column indicates: free, exchange, standing order, ordinary subscription, multiple subscription, exception

The above layout is only an initial attempt. It might be preferable to eliminate the use of zero as a code to allow zero fill on the punched card input.