



<b>For office use</b>	
<i>Date received</i>	<input type="text"/>
<i>Roster number</i>	<input type="text"/>
<i>Job reference</i>	<input type="text"/>

# Consultancy Company Registration

**Important** Please complete all sections of this form; otherwise it may be returned to you. You must also attach your company's literature or brochure, but you must complete this form as well. Please return this form to the address on page 6.

Please complete the form clearly by typing or by writing in capital letters – using a black pen.  
Use the original form; do not send a photocopy or reproduce it.

## Section 1 Company details

Company Name	<input type="text"/>	Acronym	<input type="text"/>
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Company Address	<input type="text"/>	Year established	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Country	<input type="text"/>	Postcode	<input type="text"/>
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Telephone	<input type="text"/>	Website	<input type="text"/>
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Fax	<input type="text"/>	E-mail	<input type="text"/>
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Name and designation of contact person in company	<input type="text"/>	Number of Professional Employees	<input type="text"/>
	<input type="text"/>		

List of International or National Aid Agencies for which the company has undertaken assignments

<input type="text"/>

Has your company undertaken any market development assignments?

no     yes     How many?

List markets for which you have substantive experience

<input type="text"/>



## Section 4 Company's job skills and work specialisations

The computer will search for consultancy companies using the **Skill Codes** and the **Work Specialisations** that you choose in this section. It is essential that you complete this section fully and choose suitable codes and work specialisations carefully. If you do not do so, the computer may fail to select your company from the database. The Skill Codes and Work Specialisations you choose must reflect your company's expertise.

### Skill Codes

The Skill Codes are listed on the pages 3 and 4 of this form. There is an example on this page showing **field of work** and **secondary field** of work, both are represented by a 4-character abbreviation and their description. **Please read them before you begin to complete this section.** You must use only the Skills Codes listed. Do not invent further codes to meet your requirements – the computer will not recognise them. You are required to indicate in the boxes provided by numbering in **order of priority** 1 (main choice) to no more than 20 areas of work your company deals in.

### Work Specialisations

As the Skill Codes may not cover specific areas of your company's work experience, this section (pages 5 and 6) allows you to indicate skills and experience in greater detail. You must enter a series of keywords or key phrases for this section.

For example, you may use them to highlight:

- words or phrases describing your company's work experience;
- particular industries or sectors in which your company has specialist experience or where it has applied its professional skills (for example, health, education);
- particular countries in which your company has had considerable working experience;
- specialist computer operating systems, languages or packages your company has worked with (for example, UNIX, C++).

Main field of work	<b>AGRI</b>	<b>Agriculture</b>
Secondary field	5	ADMN ADMINISTRATION
		AGRO AGRONOMY
		ANIM ANIMAL HUSBANDRY
		FISH FISHERIES
		FOST FORESTRY
		HORT HORTICULTURE
	1	PEST PEST AND DISEASE CONTROL
		RURA RURAL DEVELOPMENT
		SCIE AGRICULTURAL SCIENCES

	<b>ENVR</b>	<b>Environment</b>
	3	ENGX ENVIRONMENTAL ENGINEERING
	2	ENHE ENVIRONMENTAL HEALTH
		IMPA ENVIRONMENTAL IMPACT

## Skill Codes

Please indicate in boxes, 1 – 20 in order of priority areas in which your company is active.

<b>ADMN</b>	<b>Administration / Management</b>	<b>AGRI</b>	<b>Agriculture</b>	<b>ALMX</b>	<b>Archives, Libraries and Museums</b>
<input type="checkbox"/>	GENL GENERAL	<input type="checkbox"/>	ADMN ADMINISTRATION	<input type="checkbox"/>	LIBS ARCHIVES, LIBRARIES AND MUSEUMS
<input type="checkbox"/>	GOVN GOVERNMENT	<input type="checkbox"/>	AGRO AGRONOMY		
<input type="checkbox"/>	HUMA HUMAN RESOURCES	<input type="checkbox"/>	ANIM ANIMAL HUSBANDRY		
<input type="checkbox"/>	PRIV PRIVATISATION	<input type="checkbox"/>	FISH FISHERIES		
<input type="checkbox"/>	PSRF PUBLIC SECTION REFORM	<input type="checkbox"/>	FOST FORESTRY		
<input type="checkbox"/>	RELF DISASTER/FAMINE RELIEF	<input type="checkbox"/>	HORT HORTICULTURE	<b>APSX</b>	<b>Architecture, Town and Country Planning and Surveying</b>
<input type="checkbox"/>	STAT STATISTICS	<input type="checkbox"/>	PEST PEST AND DISEASE CONTROL	<input type="checkbox"/>	ARCH ARCHITECTURE
		<input type="checkbox"/>	RURA RURAL DEVELOPMENT	<input type="checkbox"/>	PLAN PLANNING
		<input type="checkbox"/>	SCIE AGRICULTURAL SCIENCES	<input type="checkbox"/>	SURV SURVEYING

**COMP** Computing

DAPR DESIGN, ANALYSIS AND PROGRAMMING

**ECON** Economics

MACR MACRO

MICR MICRO

**EDUC** Education

GENL GENERAL

LETR LECTURERS AND TRAINERS

NFED NON-FORMAL EDUCATION

SCSY SCHOOL SYSTEMS

SPED SPECIAL EDUCATION

**ELCT** Elections / Monitoring

ELEC GENERAL

TRAN TRAINING

**ENGX** Engineering

AGRI AGRICULTURE

CIVS CIVIL STRUCTURES

ELEC ELECTRICAL / ELECTRONICS

GENL GENERAL

HOSP HOSPITALS

INDU INDUSTRIALS

MARI MARINE

MECH MECHANICAL

MING MINING

**ENVR** Environment

ENGX ENVIRONMENTAL ENGINEERING

ENHE ENVIRONMENTAL HEALTH

IMPA ENVIRONMENTAL IMPACT

MANG ENVIRONMENTAL MANAGEMENT

PLAN ENVIRONMENTAL PLANNING

RESC RESOURCE ASSESSMENT

TECH TECHNOLOGICAL SERVICES

**FINX** Finance

BANK BANKING

GENL GENERAL

INSP INSURANCE AND PENSIONS

STOK SECURITIES AND CAPITAL MARKETS

TAXX TAXATION

**GEND** Gender Issues

ADMN ADMINISTRATION / GENERAL

DEVE DEVELOPMENT

ECON ECONOMICS

EDUC EDUCATION AND TRAINING

HESS HEALTH, SOCIAL SCIENCE AND WELFARE

LAWX LAW

**HEAL** Health

ADMN ADMINISTRATION / GENERAL

CMED CLINICAL MEDICINE

DENT DENTISTRY

MEDS MEDICAL SCIENCE

PARA PARA-MEDICAL

SPMD SOCIAL AND PREVENTATIVE MEDICINE

SURG SURGERY

**INDU** Industry

ADMN ADMINISTRATION / GENERAL

BUIL BUILDING AND CONSTRUCTION

CERA CERAMICS AND ALLIED PRODUCTS

CHEM CHEMICALS

COAL COAL PRODUCTS

ELEC ELECTRICAL AND ELECTRONICS

FOOD FOOD AND BEVERAGES

FURN FURNITURE

GLAS GLASS

HAND HANDICRAFTS

LEFO LEATHER AND FOOTWEAR

MACH MACHINERY AND EQUIPMENT

METS METALS AND METAL PRODUCTS

MNQY MINING AND QUARRYING

PACK PACKAGING

PETR PETROLEUM PRODUCTS

PRIN PRINTING (see also MEDIA / PUBLISHING)

RUPL RUBBER AND PLASTICS

TEXT TEXTILES AND CLOTHING

TOBA TOBACCO MANUFACTURE

TRAN TRANSPORT

UTIL UTILITIES

WOOD WOOD PRODUCTS (excluding furniture)

**LAWX** Law

CRIM CRIMINAL LAW

JUDI JUDICIARY

PRIV PRIVATE LAW

PUBL PUBLIC LAW

REFM REFORM

**MEDA** Media

JOUR JOURNALISM

PRAD PUBLIC RELATIONS / ADVERTISING

PUBL PUBLISHING



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I declare that the information I have given on this form is complete and correct to the best of my knowledge. I understand that any false answers or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for its immediate cancellation if an appointment has been accepted. I have no objection to the Secretariat making copies of this form available to other governmental or inter-governmental organisations.

Signed		Date	
Name of signatory		Designation	

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If there is any additional material that you wish to send, please attach it securely to this form. Please return the form to the address below.

Roster (Human Resources Section)  
Commonwealth Secretariat  
Marlborough House  
Pall Mall  
London SW1Y 5HX  
United Kingdom

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