



Which IPSV? A guide to the versions and formats available

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1. Introduction

The Integrated Public Sector Vocabulary (IPSV) is a controlled vocabulary, also known as an 'encoding scheme' for populating the Subject element of the e-Government Metadata Standard (e-GMS). It should be used with all the electronic resources produced in the UK public sector, so that citizens may access them more easily. IPSV complies with ISO 2788 and BS 8723, the International and British Standards for monolingual thesauri.

The IPSV was developed with the backing of the Department for Communities and Local Government (DCLG) (formerly the Office of the Deputy Prime Minister) and the e-Government Unit (e-GU) of the Cabinet Office.

The esd-toolkit is the official [home of the IPSV](#), where each new release is displayed online and vocabulary outputs may be downloaded in a variety of formats and styles. Linked to it is a [discussion forum](#), with useful advice on implementation and the opportunity for you to post suggestions for updating or improvement.

This Guide explains exactly what is in each different form of output, so you can choose and interpret what you get. Some definitions are given in section 9.

2. Summary of the options

- The IPSV can be viewed online, or downloaded in a variety of formats.
- As well as the full IPSV, there is an abridged version only one-fifth of the size, and there is an 'Internal Vocabulary' subset.
- Some formats are designed for direct use by humans; other are machine-readable so they can be loaded into a computer system.
- In addition to the current version, previous versions are retained indefinitely. Drafts of planned updates may sometimes be made available for comment.
- Mappings from the IPSV to certain other vocabularies are available too.
- The full IPSV and each of the subsets has its own home page, from which you can download all of the versions and formats described here.

As well as advising on the pros and cons of these options, this document will explain the basic data to be found in each of the outputs.

3. Full or abridged?

3.1 Differences in size and specificity

The full IPSV has over 3,000 preferred terms and 4,000 non-preferred, with a broad scope covering the interests of the UK public and voluntary sectors. It has considerable depth in the subjects of interest to local authorities and the providers of community information, but is shallower in other areas.

The abridged IPSV is about one-fifth of the size. It retains the whole broad scope at the upper levels of the IPSV, but omits the detail that applies mostly to local authorities and community information providers. Structurally, the upper levels of the two versions are identical.

3.2 Which to choose depends on what you want to use it for

The full version supports detailed indexing of the subjects it covers in depth. Community information resources can be retrieved more effectively by most portals and search engines if they carry Subject metadata at this level of detail. To support Priority Outcome R3 as required by DCLG, local authorities will need to use the full IPSV.

In contrast, the abridged IPSV supports broad categorisation rather than detailed indexing. If your organisation is not a local authority, evaluate the full IPSV to see how well it covers your own subject areas. If the depth is insufficient for detailed indexing, broad categorisation is all that can be done, with either version. You can choose either of them. The smaller size of the abridged version could make it easier to manage.

3.3 Additional indexing tools

Some organisations already use another thesaurus for indexing their own resources. (For example, GEMET is widely used in the environmental sector, and some public bodies have developed their own taxonomies.) Indexing with a specialised thesaurus, plus broad categorisation using the abridged IPSV, are complementary processes. A guidance note is in preparation on how to apply another vocabulary in tandem with the IPSV.

3.4 Interoperability

Whether indexing is done with the full IPSV or an alternative specialised vocabulary, the upper levels of the IPSV (as shown in the abridged version) provide a high-level structure to support semantic interoperability.

3.5 Main points summary

- Local authorities must use the full IPSV to meet DCLG Priority Outcome R3
- The full IPSV is designed for indexing, for all providers of community information
- The abridged version is enough to support broad categorisation, throughout the public sector.

4. Internal Vocabulary

4.1 Purpose and description

This specialised subset of the full IPSV is for managing internal information resources. Among the subjects it covers are:

- Financial management
- Health and safety
- Human resource management
- Information management
- Information and communication technology

Organisations need to be able to find all the resources that their staff require to do their jobs properly, whether or not the general public are interested in them. The necessary indexing terms are present in IPSV, but hard to find when surrounded by all the citizen-facing subjects. For the convenience of back-office staff, the Internal Vocabulary subset picks out all the “internal-facing” subjects and presents them separately.

At the time IPSV V2.00 was released, the Internal Vocabulary contained 756 preferred terms and 1,334 non-preferred. Its hierarchical structure is identical to that of the full IPSV. Initially it is provided in all the same formats as the full IPSV, but additional formats could be considered in the light of feedback.

4.2 Using the Internal Vocabulary

This subset is most useful for intranets and other systems to be accessed mainly by staff. It can be used to index (meta-tag) all documents entered into such systems. Staff will find it easier to make a good job of indexing when they have a shorter list to choose from, instead of the whole IPSV. The guidelines in the [Guide to Meta-tagging with IPSV](#) apply to the Internal Vocabulary too.

Sometimes the resources in internal systems are made available to the public too. Because all the Internal Vocabulary terms are present in IPSV, no further indexing is needed to achieve compliance with the e-GMS or DCLG requirements for Subject metadata.

5. Options for humans to read

5.1 Hierarchical style outputs

The esd-standards layout shows the full IPSV in the style familiar to LGCL users. For Version 2.00 there are approximately 180 pages. It has four sections:

- Top level headings
- Top two levels
- Complete hierarchies
- Complete hierarchies with non-preferred terms, scope notes and related terms. This section is illustrated on page 11.

This output is available in Word format at www.esd.org.uk/standards/ipsv/ipsv.doc or in PDF, at <http://www.esd.org.uk/standards/ipsv/ipsv.pdf>.

For the abridged version and internal vocabulary subset, similar hierarchical outputs are available, and of course they are much shorter. Download them in Word format from the subset home pages.

5.2 ISO 2788 style outputs

This style of output acts as an index, and is illustrated on page 12. It is easy to look up any preferred or non-preferred term to find a full entry in the style of ISO 2788, the international standard for monolingual thesauri. Details for every term include scope note, broader terms, narrower terms, related terms and history notes. This output for the full version, occupying 640 pages, is at http://www.esd.org.uk/standards/ipsv/IPSV_FullIndexV2.00.doc; for the abridged version (164 pages) it is at http://www.esd.org.uk/Standards/IPSV_abridged/2.00/IPSV_AbridgedIndexV2.00.doc; for the Internal Vocabulary it is at www.esd.org.uk/standards/ipsv/IPSV_InternalIndexV2.00.doc and occupies 169 pages.

5.3 User-friendly electronic version

With this output in HTML (Hypertext Mark-up Language), you can have the whole vocabulary on your own personal computer and it is very easy to use. There is no cumbersome printout to handle. You can navigate around the scheme and find the full details of every term, including preferred and non-preferred terms, scope notes, history notes, broader, narrower and related terms. (See illustration on Page 13.) Just download the zipped file, unzip it into an empty folder on your computer, open the index page (or you can start wherever you like) and the IPSV is at your fingertips. No need to go online while you are using it.

Some users keep the HTML version open while meta-tagging, so they can easily browse, select terms and copy-and-paste them into the meta-tagging application.

The full IPSV in HTML is at http://www.esd.org.uk/standards/ipsv/Full_IPSV_V2.00_in_HTML.zip. The abridged and internal subsets are not currently available in HTML, but could be released if there is sufficient demand.

6. Machine-readable options

Applications that use a controlled vocabulary, whether for meta-tagging or for search, work most conveniently if they can import the whole vocabulary and/or its updates directly. (See further advice in "[Design/selection criteria for software used to handle controlled vocabularies](#)".) A range of formats is available for the IPSV. To accompany the descriptions below, a brief extract of each is shown in the Appendix.

6.1 esd-standard XML format

This file (illustrated on page 14) presents a 'flat list' of every term with details for each. It has an associated xsd schema at <http://www.esd.org.uk/standards/xmlschemas/taxonomy-v3.0.xsd>. Each term in this file, at <http://www.esd.org.uk/standards/ipsv/ipsv.xml>, is called an 'Item'. The following information is given for each item:

- ItemId - a unique number given to the term
- ConceptId – unique number for the concept represented by the term. In the case of preferred terms, it is usually identical to the ItemId; otherwise it differs
- Obsolete – a flag to indicate if the term has been deleted from the IPSV
- AddedInVersion - the version of the list in which the term was introduced. When a draft version of IPSV is published in advance of final approval, the version number is that of the approved version, not a number applicable to the draft
- LastUpdatedInVersion - the version of the list in which the term was last updated. As with the previous element, draft version numbers are not used
- AToZ - A flag to denote if the term should be used in the 'A to Z' page of a local authority website
- Preferred – a flag to denote if the term is preferred or non-preferred
- Type - the type of non-preferred term; in most cases this is 'synonym' but for misspellings the type is 'misspelling'
- Name - the term in words
- ScopeNotes - a scope note, clarifying what the term does or does not cover
- Shortcuts – shows any associated local authority shortcut terms
- HistoryNotes – a note of changes made to the term or concept between versions
- Useltem – the ItemId, ConceptId and name of the corresponding preferred term, if the Item is a preferred term
- BroaderItem - the ItemId, ConceptId and Name of a broader term (See definitions in section 9). In the event that an Item possesses more than one broaderItem, one of them is flagged as the 'default' broader term to support Web navigation 'bread-crumbs' and conversion of the list to mono-hierarchical format. The default broader term is marked "default=true", while all the other broader terms are marked "default=false"
- RelatedItem – the ItemId, ConceptId and name of a related term (See definitions in section 9). RelatedItem may occur many times for an item.

6.2 esd-standard XML output for monohierarchical applications

This file is shown on Page 15. It is identical to the normal esd-standard XML format, except that no Item is allowed to have more than one BroaderItem. If a preferred term in the IPSV has more than one broader term, the one designated as the default broader term is given as BroaderItem, with default=true, and the other one is suppressed. Download the file from <http://www.esd.org.uk/standards/ipsv/ipsvmono.xml>

6.3 Resource Description Framework Schema (RDFS)

The IPSV can be accessed as an RDF Schema at <http://www.esd.org.uk/standards/ipsv/ipsv.rdfs>. This schema should be referenced by IPSV metadata expressed in RDF format. See extract shown on Page 16.

Web page metadata in RDF format can be referenced by a 'link' tag such as

```
<link rel="meta" href=" http://www.dublincore.org/index.shtml.rdf" />
```

Technical guidance for using RDF metadata in RSS (RDF Site Summary, Rich Site Summary or Really Simple Syndication) syndication feeds is given at <http://www.esd.org.uk/documents/LAWsSyndicationTechnical.pdf>.

6.4 Hierarchical XML outputs

For IPSV version 2.0, a hierarchical XML format is available at: <http://www.esd.org.uk/standards/ipsv/ipsvhierarchy.xml>. The hierarchical format includes all the same data elements as the normal XML output (See 6.1). The only difference is that records for preferred terms appear in their hierarchical sequence. That is, preferred terms are nested within their broader preferred terms.

6.5 Plain text, ISO 2788 style

This format is for users with their own thesaurus management software designed for ISO 2788 compliant vocabularies, which should be able to import it directly. (MultiTes users will find this exceptionally simple; others may need to edit the file slightly, depending on their preferred import format.) An extract is shown on Page 17. Download the full IPSV in this format from www.esd.org.uk/standards/ipsv/IPSV_Full_V2.00Plain.txt

Terms are listed in alphabetical sequence, and for each of them the following information is included:

- Name of term
- TNR – Term Number. For preferred terms, this is also the concept identifier and it corresponds with ItemId in esd-standards outputs
- SN – Scope Note
- USE – corresponding preferred term. (This element occurs only for non-preferred terms)
- UF – Use For. Corresponding non-preferred term. Repeatable element
- NS – Normal Spelling. Corresponding preferred term in the event that the non-preferred term in question is a misspelling
- MS – Mis-Spelling. Corresponding misspelt non-preferred term
- BT – Broader Term
- NT – Narrower Term
- RT – Related Term
- DBT – Default Broader Term. This element occurs when a term has more than one broader term, and it indicates which one to prefer in the event of converting to monohierarchical display.
- LID – LGCL Concept ID. Supports mapping from preferred terms in the LGCL
- HN – History Note. Describes changes made to the term or concept between versions
- SC – Subset code. If code 'G' is present, this term is included in the abridGed version of IPSV. Code 'N' indicates the iNternal Vocabulary subset
- INP – Date the term was first input
- UPD – Date the term or its relationships was last modified

6.6 Plain text abridged/Internal subsets, ISO 2788 style

These outputs include only the preferred and non-preferred terms that are present in the subset, plus their details. The format is exactly as for the full version in plain text, except that the following elements are omitted – NS, MS, DBT, LID, SC. Download them from

http://www.esd.org.uk/Standards/IPSV_abridged/2.00/IPSV_Abridged_V2.00Plain.txt and www.esd.org.uk/standards/ipsv/IPSV_InternalV2.00Plain.txt.

6.7 Comma-delimited ASCII text

This output is for users who wish to import the full IPSV into a database or spreadsheet. It includes exactly the same elements as the plain text output described at 6.5. An extract is shown on Page 18. Download it from www.esd.org.uk/standards/ipsv/IPSV_Full_V2.00CommaDel.txt

6.8 Spreadsheet style – esd-standards CSV format

This output may be found at www.esd.org.uk/standards/ipsv/ipsv.csv. It presents IPSV in tabular form with one row per (preferred or non-preferred) term and one column for each of the following values:

- ConceptId – unique number for the concept represented by the term
- Id – a unique number given to the term
- Name – the term itself
- Used – the identity number of the preferred term to be used if the term itself is non-preferred
- UseName – the text of the preferred term to be used if the term itself is non-preferred
- Level1 – the top level term of the branch of the hierarchy where the term resides
- Level2 – the second level term (if any) of the branch of the hierarchy where the term resides
- Level n – as above repeated for the maximum depth of the hierarchical structure
- ScopeNote – scope note, clarifying what the term does or does not cover
- HistoryNotes – notes of changes made to the term or concept between versions

- Shortcuts – any associated local authority shortcut terms
- Obsolete – TRUE or FALSE to indicate if the term is now obsolete
- AToZ – TRUE or FALSE to indicate if the term might be suitable for a Local Authority Web site A-Z page
- Default – TRUE or FALSE to indicate if the term above the current term in the hierarchy represents the default broader term (used where applications only support mono-hierarchies)
- Category – no longer used
- Preferred – TRUE or FALSE to indicate if the term is preferred
- NonPreferredType – the type of non-preferred term where the term is non-preferred
- RelatedItemIds – the identity numbers of related terms
- RelatedItemNames – the text of related terms

There is no illustration in this Guide, because the table is too wide to present in a reader-friendly way.

7. Updates and archival versions

Each time an update of the IPSV is released, the latest version takes the place of the old in the online display, and similarly an updated output in each of the usual formats is made available on the IPSV home page. However, the previous versions and outputs are not deleted. They are retained and can be accessed by inserting the version number in the URL. For example, after Version 1.00 was superseded by Version 2.00, the URL

<http://www.esd.org.uk/standards/ipsv/viewer> points to version 2.00 and the superseded online version is only accessible from the URL <http://www.esd.org.uk/standards/ipsv/1.00/viewer/>

In advance of a new release, a draft version may be displayed online, and some downloadable outputs may be presented on a separate resources page corresponding to the draft version.

8. Mapping files

For the convenience of local authority users, some separate files of mappings to IPSV terms have been prepared, from the LGCL (Local Government Category List) Version 1.03 and from the LGSL (Local Government Services List) Version 2.02. Every preferred term in the LGCL, and every item in the LGSL, has a mapping to at least one IPSV term. In some cases, one LGCL or LGSL item maps to more than one IPSV term and it is important to check which mapping is more appropriate in the context where it is being applied. In other cases, more than one LGCL term or LGSL term maps to the same IPSV term.

The available files are as follows:

- | | |
|--|--|
| • LGCL IPSV Mapping | www.esd.org.uk/standards/lgcl/1.03/lgclipsvmapping.xml |
| • LGCL IPSV Mapping as a Word document | www.esd.org.uk/standards/lgcl/1.03/lgclipsv.doc |
| • LGCL IPSV Mapping as an Adobe Acrobat PDF document | www.esd.org.uk/standards/lgcl/1.03/lgclipsv.pdf |
| • LGCL IPSV Mapping as a CSV spreadsheet | www.esd.org.uk/standards/lgcl/1.03/lgclipsv.csv |
| • LGSL IPSV Mapping | www.esd.org.uk/standards/lgsl/2.02/lgslipsvmapping.xml |
| • LGSL IPSV Mapping as a Word document | www.esd.org.uk/standards/lgsl/2.02/lgslipsv.doc |
| • LGSL IPSV Mapping as an Adobe Acrobat PDF document | www.esd.org.uk/standards/lgsl/2.02/lgslipsv.pdf |
| • LGSL IPSV Mapping as a CSV spreadsheet | www.esd.org.uk/standards/lgsl/2.02/lgslipsv.csv |

9. Glossary of terms used in this document

Most of the terms in this glossary are drawn from ISO 2788, and the definitions here are consistent with this standard. Some additional and more rigorous definitions may be found at <http://www.willpowerinfo.co.uk/glossary.htm>

Broader term. Preferred term broader in scope than the term in question, with a hierarchical link established between the two. In a thesaurus, broader terms are usually tagged BT.

Categorisation. A type of indexing in which resources are assigned to broad subject categories rather than being analysed in detail.

Controlled vocabulary. An encoding scheme that gives a finite list of all the terms available for use with a particular element of the metadata.

Encoding scheme. A list or set of rules applying to the values that may be used to populate an element in a metadata scheme. There are three common types of encoding schemes: controlled vocabularies, formal notations, or parsing rules.

Indexing. Intellectual analysis of the subject matter of an information resource to identify the concepts represented in it, and allocation of the corresponding preferred terms to allow the resource to be retrieved. Also known as meta-tagging, when the preferred terms are added to metadata.

Meta-tagging. Addition of indexing terms to the metadata of a resource.

Narrower term. Preferred term narrower in scope than the term in question, with a hierarchical linkage between the two. In a thesaurus, narrower terms are usually tagged NT.

Non-preferred term. Term in a thesaurus that is not valid for use in metadata, but is provided as an entry point to help people find the appropriate preferred term.

Preferred term. Term in a thesaurus that is used to represent a concept, and is valid for use in metadata.

Related term. Preferred term with a meaning so close to that of the term in question that a non-hierarchical link is established between the two. In a thesaurus, this type of link is known as an associative relationship and related terms are tagged RT.

Scope note. Note which clarifies the meaning of a concept, represented by a preferred term. A scope note need not be a full definition.

Thesaurus. A controlled vocabulary that provides many links between terms to help with finding the right one. As well as the terms allowed for use in metadata, known as preferred terms, the thesaurus has other entry points from non-preferred terms, which are not valid for metadata. A thesaurus should comply with the international standard ISO 2788. *Note that the word “thesaurus” in everyday use refers to something different – not a controlled vocabulary and not usually compliant with ISO 2788.*

10. References on thesaurus construction

1. ISO 2788-1986 Documentation - Guidelines for the establishment and development of monolingual thesauri. Geneva: International Organization for Standardization; 1986.
2. BS 8723-1:2005 Structured vocabularies for information retrieval. Guide. Definitions, symbols and abbreviations. London: BSI; 2005
3. BS 8723-2:2005 Structured vocabularies for information retrieval. Guide. Thesauri. London: BSI; 2005
4. Aitchison, Jean; Gilchrist, Alan, and Bawden, David. Thesaurus construction and use: a practical manual. 4th ed. London: Aslib; 2000. 218 pp.
5. Will, Leonard. Thesaurus principles and practice. Available at: <http://www.willpowerinfo.co.uk/thesprin.htm>

11. Additional IPSV documentation

Name of document	Comment
IPSV FAQs	The easiest place to start
Guide to Meta-tagging with IPSV	Advice for webmasters and authors of electronic resources when entering metadata
Automatic categorisation for IPSV users	Tips before you implement automatic categorisation
Implementing IPSV to your own advantage	Hints for getting more out of IPSV, and adapting it to your own needs
IPSV Guidance Notes	Especially useful for local authority users
Design/selection criteria for software used to handle controlled vocabularies	Helps with choosing software for any part of the implementation
IPSV Editorial Policy	Includes discussion of the issues leading to development of the Policies now in force
IPSV Maintenance Guide	Useful for the IPSV editor and for developers of other category lists, thesauri, etc.
e-Government Metadata Standard (e-GMS)	Full details of all the metadata elements needed for interoperability in the public sector

Note: Comments on this Guide should be posted on the IPSV [discussion forum](#)

Appendix: A sample page for each output

Page from full IPSV in hierarchical style

This page is from the section which shows complete hierarchies, with non-preferred terms, scope notes and related terms

Business and industry | *Industry* | *Commercial activities and companies*

. **Business people**

- . . **Business men** | *Businessmen*
- . . **Business women** RT: Women's groups
- . . **Directors**
- . . **Employees** | *Professional staff* | *Staffing* | *Personnel (employees)* | *Staff (personnel)* | *Workers (employees)* | *Human resources (employees)* | *Workforce (employees)* RT: Personnel management
- . . . **Key workers** | *Key worker living scheme* RT: Housing SN: Persons employed in a frontline role in the public sector, delivering essential public services in an area where there are serious recruitment and retention problems, and who may therefore be eligible for help with affordable housing
- . . **Employers** RT: Companies | Personnel management
- . . **Professional people** RT: Professional associations
- . . **Trustees** RT: Charities | Executors
- . **Business practice and regulation** | *Company law* RT: Standards and specifications | Business sectors | Employment, jobs and careers
- . . **Business advice services** | *Small business advice services* | *Advice services (business)* RT: Business information services | Advice agencies
- . . **Business development** | *Development (businesses)* RT: Economic development | Regeneration | Enterprise agencies
- . . . **Business awards and grants** | *Business grants* | *Grants for businesses* | *Business support schemes* | *Support schemes (business)*
- . . . **Business opportunities** | *Opportunities for businesses*
- **Council opportunities** RT: Procurement SN: Opportunities for obtaining business from local authorities
- . . . **Business promotion**
- . . . **Business start-ups** | *Start-ups (business)* | *Starting a business* | *Setting up a business* | *Business startups*
- . . . **Job creation** RT: Employment, jobs and careers
- . . . **Relocation** | *Business relocation* | *Relocation of businesses* | *Moving sites (business)*
- . . . **Youth enterprise development** RT: Young people
- . . **Business management** | *Administration (business)* | *Management (business)* | *Business administration* RT: Employment relations | Management skills | Marketing SN: Applicable to public, private and voluntary organisations
- . . . **Business planning** | *Planning (business)* | *Business plans* | *Strategic planning* | *Forward plans* RT: Council policies and plans SN: Applies to public as well as private sector bodies
- . . . **Cooperation** | *Collaboration* | *Liaison*
- **Agreements** | RT International relations
- **Partnership working** | *Managing relationships (partnerships)* | *Multi-agency working* | *Multiagency working* | *Relationship management (partnerships)* RT: Committees | Partnerships
- **Teamwork** | *Accounting* | *Cost accounting* | *Income and expenditure accounts*
- . . . **Decision making**

Extract from full IPSV in ISO 2788 style

Business management

Scope note: Applicable to public, private and voluntary organisations

Use for: Administration (business)

Business administration

Corporate management

Management (business)

Broader Term: Business practice and regulation

Public administration

Narrower Term: Business planning

Cooperation

Decision making

Financial management

Human resource management

Information management

Knowledge management

Management control

Organisational development

Performance management

Programme management

Project management

Public relations

Resource management

Risk management

Related Term: Management skills

Managers

Marketing

Business opportunities

Use for: Opportunities for businesses

Broader Term: Business development

Narrower Term: Council opportunities

Business parks

Broader Term: Business premises

Business performance

Use: Performance management

Business planning

Scope note: Applies to public as well as private sector bodies

Use for: Action plans

Business plans

Forward plans

Planning (business)

Strategic planning

Broader Term: Business management

Narrower Term: Corporate policy

Feasibility studies

Prioritising

Related Term: Business continuity planning

Council policies and plans

Organisational development

Business plans

Use: Business planning

Page from full IPSV in HTML format

Business management - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

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Business management

Scope Note:

Applicable to public, private and voluntary organisations

Used For:

- [Administration \(business\)](#)
- [Business administration](#)
- [Corporate management](#)
- [Management \(business\)](#)

Broader Terms:

- [Business practice and regulation](#)
- [Public administration](#)

Narrower Terms:

- [Business planning](#)
- [Cooperation](#)
- [Decision making](#)
- [Financial management](#)
- [Human resource management](#)
- [Information management](#)
- [Knowledge management](#)
- [Management control](#)
- [Organisational development](#)

Done

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Extract from full IPSV in esd-standard XML format

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Extract from full IPSV for monohierarchical applications in esd-standard XML format

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Extract from full IPSV in RDF format

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Extract from full IPSV in plain text format, ISO 2788 style

Business management

TNR: 474
SN: Applicable to public, private and voluntary organisations
UF: Administration (business)
Business administration
Corporate management
Management (business)
BT: Business practice and regulation
Public administration
NT: Business planning
Cooperation
Decision making
Financial management
Human resource management
Information management
Knowledge management
Management control
Organisational development
Performance management
Programme management
Project management
Public relations
Resource management
Risk management
RT: Management skills
Managers
Marketing
DBT: Public administration
SC: G
N
INP: 2001-09-19
UPD: 2005-10-26

Business opportunities

TNR: 6078
UF: Opportunities for businesses
BT: Business development
NT: Council opportunities
LID: 8
INP: 2005-02-18
UPD: 2005-03-18

Business parks

TNR: 5968
BT: Business premises
INP: 2005-02-17
UPD: 2005-03-18

Business performance

TNR: 7636
USE: Performance management
SC: G
N
INP: 2005-10-05
UPD: 2005-10-26

Business planning

TNR: 6072
SN: Applies to public as well as private sector bodies
UF: Action plans
Business plans
Forward plans
Planning (business)
Strategic planning
BT: Business management
NT: Corporate policy
Feasibility studies
Prioritising
RT: Business continuity planning
Council policies and plans
Organisational development
LID: 520,3325
SC: G
N
INP: 2005-02-18
UPD: 2005-10-26

Extract from full IPSV as comma-delimited ASCII text

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