

# iPROJEX – Infopro

## Data file structure and contents (XLS format)

Version	Date	Author	Modifications description
1.0	2012-05-22	EDP/CC	Initial version
1.1	2023-01-20	Elisa Matarrese (CCMC)	Updated following new sector classification

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## 1 Purpose

This document is intended to complement the [iPROJEX General User Guide](#) which explains:

- how to use the iPROJEX tool
- the different steps to perform when using iPROJEX (common to all modules)

The aim of this documentation is to give you detailed information on the Infopro module (XLS format):

- detailed information on the XLS file structure (field names, description...)
- explanation of all error and warning messages (displayed on the screen or included in the log files)

## 2 Introduction to the business area

The Information Procedure on Standards (Infopro) is also called Notification Procedure (Directive 98/34/EC).

According to this procedure, national bodies are requested to notify any new national standardization work to CCMC. The new work should be notified at the earliest possible stage at which the definition of the project has reached some stability.

The aim of the procedure is to leave enough time to interested parties established in other Member states to be informed of the project and to react.

Notification of new work should take place before the public enquiry is launched. Voting periods are usually rather short (a few weeks) and considering the time needed to reach the interested experts, notifications at enquiry stage do not enable the original aim of the system to be met and are considered as late notifications.

Any new subject to result in a national standard (except work identical to European or international work) started at national level has to be notified via iPROJEX. Amendments to/revisions of existing standards have also to be notified unless identical to European or international work.

Only one notification is required per project unless major changes are identified.

See [CENELEC BOSS](#) for further details.

### 3 XLS file structure

The XLS template for the Infopro module is available on the Expert Portals: [iProjex Infopro Template \(XLS\) - NEW](#)

The XLS file is composed of 4 sheets:

- **IPDATA** (main information on the notifications)
- **SECTOR** (information on the secondary subsectors)
- **ICS** (information on the secondary ICS)
- **EURINT** (information on European or International work to which the national project is related)

#### Important notices:

- Do not rename, move or remove any sheet or field!
- The file type has to be .xls not .xlsx

### 3.1 Data fields

#### 3.1.1 Header info (4 tabs)

Each sheet has a header composed of the following fields:

Name	Type	Data	Description	Obligation
<b>NSB</b>	String	Organisation name	(CEN or CENELEC member or affiliate name. Examples: AFNOR, UTE, NEN, DKE, UNI, DPS, SII...	Compulsory
<b>DATE</b>	Date	Date of file	Date the file was generated (in format YYYY-MM-DD) Example: 2024-04-27	Compulsory
<b>VERSION</b>	Integer	Version number	= 1	Compulsory

#### ➤ Action:

First fill in the NSB and DATE fields (cells B1 and B2) of the different sheets.

**Note:** the field VERSION is already filled in the template.

#### Example:

	A	B	C	D	E	F	G
1	NSB	DIN					
2	DATE	2006-08-01					
3	VERSION	1					
4	PROJID	PROJNOT	DOCREF	STDNAT	IPSTS	IPLANG	NOTD
5	11223344	1	DIN 6666	Other	1	DE	23-08-2006
6							

### 3.1.2 Notification information ('IPDATA' sheet)

This sheet contains the main information on the notification(s).

Name	Type	Data	Description	Obligation
<b>PROJID</b>	String	Project identification	Alpha-numeric code uniquely identifying a project. 8 characters maximum.	Compulsory
<b>PROJNOT</b>	Integer	Project notification number	Sequence number of the notification, i.e. 1 = first notification, 2 = second notification...	Compulsory
<b>DOCREF</b>	String	Document identifier	Reference of the document at the time of the notification.	Optional
<b>STDNAT</b>	String	Standard nature	Specification of the nature of the future national publication.  <u>Values:</u> - 'Standard' - 'Other'	Compulsory
<b>IPSTS</b>	Integer	Project status	Specifies the stage of progress at the time of notification.  <u>Values:</u> - 1 = Project established - 2 = Draft for public enquiry - 3 = Published standard - 4 = Merging - 5 = Splitting - 6 = Not active	Compulsory
<b>IPLANG</b>	String	Language of project	Language code indicating the language of the national project (ISO 639).  Examples: it, lv, es...	Compulsory
<b>NOTD</b>	Date	Notification date	Date at which the NSB has notified CCMC of the project.	Compulsory
<b>DISD</b>	Date	Draft issue date	Date of submission of a national draft standard to public enquiry.	Optional
<b>DEADLIN</b>	Date	Latest date for comments	Deadline for submission of comments on a national draft standard circulated for public enquiry.	Optional
<b>BASREF</b>	String	Basis national reference	Identifies one (or more) national technical document(s) which are revised/amended and are the subject of the notification.	Optional
<b>ENTITLE</b>	String	English title	The title of the national project in English.	Compulsory
<b>ENSCOPE</b>	String	English scope	The scope of the national project in English.	Optional

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Name	Type	Data	Description	Obligation
<b>FRTITLE</b>	String	French title	The title of the national project in French.	Optional
<b>FRSCOPE</b>	String	French scope	The scope of the national project in French.	Optional
<b>DETITLE</b>	String	German title	The title of the national project in German.	Optional
<b>DESCOPE</b>	String	German scope	The scope of the national project in German.	
<b>ENCOM</b>	String	English comment	National comment in English.	Optional
<b>FRCOM</b>	String	French comment	National comment in French.	Optional
<b>DECOM</b>	String	German comment	National comment in German.	Optional
<b>Main SECTOR</b>	String	Main sector	Sector classification code allocated to the national project. The main activity sector should be encoded in this field. Secondary activity sectors are encoded in sheet "SECTOR".  Examples: 01FOOD, 04BUIL, 07FUEL...  See list of sectors in Annex 2	Compulsory
<b>Main ICS</b>	String	Main ICS	ICS classification code allocated to the national project. Only the main ICS should be encoded in this field. Secondary ICS are encoded in sheet "ICS".  Examples: 01.040.25, 49.030.50	Optional
<b>ENKW</b>	String	English keyword	Keyword(s) in English.	Optional
<b>FRKW</b>	String	French keyword	Keyword(s) in French.	Optional
<b>DEKW</b>	String	German keyword	Keyword(s) in German.	Optional

**Example:**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>NSB</b>	DIN											
2	<b>DATE</b>	2008-03-07											
3	<b>VERSION</b>	1											
4	<b>PROJID</b>	<b>PROJNOT</b>	<b>DOCREF</b>	<b>STDNAT</b>	<b>IPSTS</b>	<b>IPLANG</b>	<b>NOTD</b>	<b>DISD</b>	<b>DEADLIN</b>	<b>BASREF</b>	<b>ENTITLE</b>	<b>ENSCOPE</b>	<b>FRTITLE</b>
5	11223344	1	DIN 6666	Other	1	DE	01-02-2008			DIN 1234	English title	English scope	Titre français
6	35741257	1	DIN 1547	Standard	2	DE	01-02-2008	15-02-2008	15-03-2008		Paints and varnishes		
7	25971475	1		Standard	1	DE	01-02-2008			DIN 147-4	Waterproofing	of roofs	

	N	O	P	Q	R	S	T	U	V	W
1										
2										
3										
4	<b>FRSCOPE</b>	<b>DETITLE</b>	<b>DESCOPE</b>	<b>ENCOM</b>	<b>FRCOM</b>	<b>DECOM</b>	<b>Main SSEC</b>	<b>Main ICS</b>	<b>ENKW</b>	<b>FRKW</b>
5	Scope français	Deutscher Titel	Deutsche Scope	English comment	Commentaire franç	Deutsche Ko C01		29.100.01	English keywords	Mots clés français
6										

### 3.1.3 Secondary sectors information ('SECTOR' sheet)

This sheet **only** contains information on **secondary sectors**.

The main sector has to be encoded under the first sheet **IPDATA** (field "main **SECTOR**").

This sheet remains empty if there are no secondary sectors (only NSB and DATE are to be filled in).

See list of sectors in Annex 2.

Name	Type	Data	Description	Obligation
<b>PROJID</b>	String	Project identification	Alpha-numeric code uniquely identifying a project. 8 characters maximum.	Compulsory if there are secondary sectors
<b>PROJNOT</b>	Integer	Project notification number	Sequence number of the notification, i.e. 1 = first notification, 2 = second notification...	Compulsory if there are secondary sectors
<b>SECTOR</b>	String	Secondary sector	Sector classification code allocated to the national project. Examples: 01FOOD, 04BUIL, 07FUEL...	Compulsory if there are secondary sectors

In case of several secondary sectors for a same notification, a row has to be created for each sector.

#### **Example:**

	Name Box	B	C	D
1	<b>NSB</b>	DIIN		
2	<b>DATE</b>	2006-08-01		
3	<b>VERSION</b>			
4	<b>PROJID</b>	<b>PROJNOT</b>	<b>SSEC</b>	
5	11223344	1	B01	
6	11223344	1	B27	
7	11223344	1	N14	
8				
9				

### 3.1.4 Secondary ICS information ('ICS' sheet)

This sheet **only** contains information on **secondary ICS**.

The main ICS has to be encoded under the first sheet **IPDATA** (field "main ICS").

This sheet remains empty if there are no secondary ICS (only NSB and DATE filled in).

Name	Type	Data	Description	Obligation
<b>PROJID</b>	String	Project identification	Alpha-numeric code uniquely identifying a project. 8 characters maximum.	Compulsory if there are secondary ICS
<b>PROJNOT</b>	Integer	Project notification number	Sequence number of the notification, i.e. 1 = first notification, 2 = second notification...	Compulsory if there are secondary ICS
<b>ICS</b>	String	Secondary ICS	ICS classification code allocated to the national project. Examples: 01.040.25, 49.030.50	Compulsory if there are secondary ICS

In case of several secondary ICS for a same notification, a row has to be created for each ICS.

#### **Example:**

	A	B	C	D
1	NSB	DIN		
2	DATE	2006.08.01		
3	VERSION	1		
4	PROJID	PROJNOT	ICS	
5	11223344	1	23.020	
6	11223344	1	23.040	
7	11223344	1	25.060.30	
8				
9				
10				

### 3.1.5 Related European/international work information ('EURINT' sheet)

This sheet contains information on European or International work to which the national project is related.

This sheet remains empty if there is no European or International relationship (only NSB and DATE filled in).

Name	Type	Data	Description	Obligation
<b>PROJID</b>	String	Project identification	Alpha-numeric code uniquely identifying a project. 8 characters maximum.	Compulsory if there is a relationship with a non national standard



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Name	Type	Data	Description	Obligation
<b>PROJNOT</b>	Integer	Project notification number	Sequence number of the notification, i.e. 1 = first notification, 2 = second notification...	Compulsory if there is a relationship with a non national standard
<b>ORIG</b>	String	Originating level	Originating level (European or international)  <u>Values:</u> - European - International	Compulsory if there is a relationship with a non national standard
<b>STDREF</b>	String	Non national standard reference	Designates the international or European work to which the national project is related	Optional
<b>RELAT</b>	String	Relationship	Identifies the relation between the national project and the European and/or International standards (cf ISO/IEC Guide 21-1:2005)  <u>Values:</u> - 'Identical' - 'Modified' - 'Not equivalent'	

**Example:**

	A	B	C	D	E	F	G
1	NSB	DIN					
2	DATE	2008-09-01					
3	VERSION	1					
4	PROJID	PROJNOT	ORIG	STDREF	RELAT		
5	11223344	1	European	EN 1234:2001	Not equivalent		
6	11223344	1	International	ISO 8547:1999	Modified		
7							
8							

## 4 Errors and Warnings

### Reminder:

An **Error** is a problem which will prevent the data record from being loaded into the CCMC database.

A **Warning** does not prevent the data record from being loaded but should be noted and possibly investigated by the user.

### 4.1 Error messages

Error message	Explanation	Action to be taken
<b>This National Standardization Body does not exist in the CCMC database. Please give correct information.</b>	The national member or affiliate name contained in the file is not valid. This could potentially occur when your organization has recently changed name.	Re-check your organization name and otherwise contact the CCMC Database Unit ( <a href="mailto:dataservice@cencenelec.eu">dataservice@cencenelec.eu</a> )
<b>No data will be added. NSB indicated in the data file does not correspond to your user profile.</b>	This could potentially occur when your organization has recently changed name.	Re-check your organization name and otherwise contact the CCMC Database Unit ( <a href="mailto:dataservice@cencenelec.eu">dataservice@cencenelec.eu</a> )
<b>The National Project is already present in the CCMC database with the same information. No data will be loaded.</b>	The data is already registered in the CCMC central database.	No action needed.
<b>No data will be loaded. PROJID contains more than 10 characters.</b>	The Project identification has more than 8 characters.	Re-check your project identification. It should not have more than 8 characters.
<b>Compulsory field PROJID missing. No data will be loaded.</b>	Missing compulsory information 'PROJID'	Fill in the field 'PROJID' before uploading your file.
<b>Compulsory field PROJNOT missing. No data will be loaded.</b>	Missing compulsory information 'PROJNOT'	Fill in the field 'PROJNOT' before uploading your file.
<b>Compulsory field STDNAT missing. No data will be loaded.</b>	Missing compulsory information 'STDNAT'	Fill in the field 'STDNAT' before uploading your file.
<b>Compulsory field IPSTS missing. No data will be loaded.</b>	Missing compulsory information 'IPSTS'	Fill in the field 'IPSTS' before uploading your file.
<b>Compulsory field IPLANG missing. No data will be loaded.</b>	Missing compulsory information 'IPLANG'	Fill in the field 'IPLANG' before uploading your file.

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Error message	Explanation	Action to be taken
<b>Compulsory field SECTOR missing. No data will be loaded.</b>	Missing compulsory information 'Main SECTOR'	Fill in the field 'Main SECTOR' before uploading your file.
<b>Compulsory field ENTITLE missing. No data will be loaded.</b>	Missing compulsory information 'ENTITLE'	Fill in the field 'ENTITLE' before uploading your file.
<b>Invalid language code. Please give correct value for the language code.</b>	The language code provided for the field IPLANG does not correspond to the standard language code (ISO 639)	Re-check your language code (cf ISO 639) and then correct the field IPLANG before uploading your file.
<b>Sector code not present in the CCMC database. No data will be loaded.</b>	The sector code does not exist in the CCMC database.	Re-check your sector code (cf Annex 2) and otherwise contact CCMC ( <a href="mailto:dataservice@cencenelec.eu">dataservice@cencenelec.eu</a> )
<b>No main sector code defined. No data will be loaded.</b>	There must be at least one main sector (Main SECTOR).	Re-check your sectors (cf Annex 2): <ul style="list-style-type: none"> <li>- If there is only one sector allocated to the notification, then put it under sheet "IPDATA", field "Main SECTOR".</li> <li>- If there are several sectors allocated to the notification, then put the main sector in sheet "IPDATA", field "Main SECTOR" and enter the secondary sectors under sheet "SECTOR".</li> </ul>
<b>STDNAT contains an invalid value. No data will be loaded.</b>	The compulsory field 'STDNAT' contains an incorrect value.	Check and correct the field 'STDNAT'.  The 2 possible values are: <ul style="list-style-type: none"> <li>• Standard</li> <li>• Other</li> </ul>
<b>IPSTS contains an invalid value. No data will be loaded.</b>	The compulsory field 'IPSTS' contains an incorrect value.	Check and correct the field 'IPSTS'.  The 6 possible values are: <ul style="list-style-type: none"> <li>• 1 = Project established</li> <li>• 2 = Draft for public enquiry</li> <li>• 3 = Published standard</li> <li>• 4 = Merging</li> <li>• 5 = Splitting</li> <li>• 6 = Not active</li> </ul>
<b>Compulsory field NOTD missing. No data will be loaded.</b>	The compulsory field 'NOTD' contains an incorrect value.	Check and correct the field 'NOTDAT'.
<b>SYSTEM ERROR</b>	An unexpected error has occurred.	Contact <a href="mailto:dataservice@cencenelec.eu">dataservice@cencenelec.eu</a> .

## 4.2 Warning messages

Warning message	Explanation	Action to be taken
The Notification of National Project will be assigned in the CCMC database a notification number of <X>	<ul style="list-style-type: none"> <li>- For new notifications: The project notification number does not correspond to 1</li> <li>- For updates of existing notifications: The project notification number does not correspond to the existing notification number + 1</li> </ul>	No action needed. The correct notification number will be automatically assigned.
ICS code not present in the CCMC database. ICS information will not be loaded.	The ICS code does not exist in the CCMC database.	Re-check your ICS code and otherwise contact CCMC ( <a href="mailto:dataservice@cencenelec.eu">dataservice@cencenelec.eu</a> )
Field ORIG missing. The non national standard information will not be loaded.	There is at least one relationship with a non national standard and the field 'ORIG' is missing.	Fill in the field 'ORIG' before uploading your file otherwise your non national standards won't be loaded in the CCMC database.
Field RELAT missing. The non national standard information will not be loaded.	There is at least one relationship with a non national standard and the field 'RELAT' is missing.	Fill in the field 'RELAT' before uploading your file otherwise your non national standards won't be loaded in the CCMC database.
ORIG contains an invalid value. The non national standard information will not be loaded.	The field 'ORIG' contains an incorrect value.	<p>Check and correct the field 'ORIG' before uploading your file otherwise the non national standard information won't be loaded in the CCMC database.</p> <p>The 2 possible values are:</p> <ul style="list-style-type: none"> <li>• European</li> <li>• International</li> </ul>
RELAT contains an invalid value. The non national standard information will not be loaded.	The field 'RELAT' contains an incorrect value.	<p>Check and correct the field 'RELAT' before uploading your file otherwise the non national standard information won't be loaded in the CCMC database.</p> <p>The 3 possible values are:</p> <ul style="list-style-type: none"> <li>• 'Identical'</li> <li>• 'Modified'</li> <li>• 'Not equivalent'</li> </ul>

## ANNEX I – iPROJEX documentation per modules

Specific documentations are available for all the modules (per format):

<b>National Implementation</b>	<a href="#">iPROJEX - National Implementation - Data file structure and contents (XML format)</a> <a href="#">iPROJEX - National Implementation - Data file structure and contents (XLS format)</a>
<b>ICS</b>	<a href="#">iPROJEX - ICS - Data file structure and contents (XML format)</a>
<b>National Titles</b>	<a href="#">iPROJEX - National Titles - Data file structure and contents (XML format)</a> <a href="#">iPROJEX - National Titles - Data file structure and contents (XLS format)</a>
<b>Technical Body Titles and Scopes</b>	<a href="#">iPROJEX - TB Titles and Scopes - Data file structure and contents (XML format)</a>
<b>Keymark Certificates</b>	<a href="#">iPROJEX - Keymark - Data file structure and contents (XLS format)</a>

## ANNEX II – List of Activity Sectors

The Business Sectors are identified by *NN\_YYYYY* while the Activity Sectors are identified by *NNYYYYY*. Only the Activity Sectors have to be included in the INFOPRO notification.

CODE	TITLE
<b>01_FOODA</b>	<b>Food and agriculture</b>
01AAAA	Food_General
01AGRP	Agricultural, farming, fishing, forestry and related products
01AGRS	Agricultural, forestry, horticultural, aquacultural and apicultural services
01FOOD	Food, beverages and related products
<b>02_MINMT</b>	<b>Mining and metals</b>
02AAAA	Mining and Metals
02MINM	Mining, basic metals and related products
<b>03_CHEMI</b>	<b>Chemicals</b>
03AAAA	Chemicals_General
03CHEP	Chemical products
03PLAR	Plastic and rubber materials
03TOBA	Tobacco, tobacco goods and supplies
<b>04_CONST</b>	<b>Construction</b>
04AAAA	Construction_General
04BUIL	Construction work
04COSE	Architectural, construction services, Engineering and inspection services
04CPRO	Construction products, structures and materials; auxiliary products to construction (except electric
<b>05_MECHA</b>	<b>Mechanical and machinery</b>
05AAAA	Mechanical engineering_GENERAL
05LABO	Laboratory, optical and precision equipment (excl. glasses)
05MAAG	Agricultural machinery
05MACH	Industrial machinery excluding Machinery for the production and use of mechanical power
05MCON	Machinery for mining, quarrying, construction equipment
05TANK	Tanks, reservoirs, containers and pressure vessels
05WELD	Welding
<b>06_TRANS</b>	<b>Transport and vehicles</b>
06AAAA	Transport_General (including packaging)
06AIRS	Aircraft and spacecraft, and related equipment
06AUXT	Supporting and auxiliary transport services (Excluding travel agencies services)
06BOAT	Ships , boats and related equipment
06CARS	Motor vehicles, Vehicle bodies, trailers or semi-trailers, Parts and accessories for vehicles and th
06CBLW	Cable-supported transport systems with cabins
06CYCL	Motorcycles, bicycles and sidecars and related equipment
06RAIL	Railway and tramway locomotives and rolling stock and associated parts
06ROEQ	Road equipment and miscellaneous transport equipment
06TRAS	Transport services (excl. Waste transport)
06VEHO	Other non-mechanically-propelled vehicles

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<b>07_ENERU</b>	<b>Energy and utilities</b>
07AAAA	Energy and Utilities_General
07ELDI	Electricity distribution and equipment
07ENVI	Sewage, refuse, cleaning and environmental services
07FUEL	Fuels (solid and gaseous fuels, petroleum and distillates)
07GASD	Gas distribution and related services
07GENE	Electric Generation (including turbines)
07HOTW	Steam, hot water and associated products
07NUCL	Nuclear energy and related equipment
07OTEN	Other sources of energy supplies and distribution
07PUWA	Collected and purified water
07WWCS	Consulting services for water-supply and waste consultancy
<b>08_ELTEC</b>	<b>Electrotechnology</b>
08AAAA	Electrotechnology_General
08BATT	Accumulators, primary cells and primary batteries
08CABL	Insulated wire and cable
08EAPA	Electrical equipment and apparatus
08EMEC	Electronic, electromechanical and electrotechnical supplies
08EMOT	Electric motors and transformers
08LAMP	Lighting equipment and electric lamps
08LVIM	Low Voltage electrical installations material
<b>09_HOUVA</b>	<b>Household appliances and HVAC</b>
09HOUS	Household and other appliances
09HVAC	Heating, cooling and ventilation equipment (HVAC Equipment)
<b>10_DIGIS</b>	<b>Digital society</b>
10AAAA	Digital society_General
10COMP	Office and computing machinery, equipment and supplies except furniture and software packages
10ITSE	IT services: consulting, software development, Internet and support
10SOFT	Software package and information systems
10TCOM	Telecommunications services
10TELE	Radio, television, communication, telecommunication and related equipment
<b>11_HEALT</b>	<b>Healthcare and health &amp; safety</b>
11AAAA	Health_General
11HEAS	Health and social work services
11MEDP	Medical equipment, pharmaceuticals and personal care products
11WORK	Occupational clothing, special workwear and accessories
<b>12_CONSU</b>	<b>Consumer</b>
12AAAA	Consumer_General
12BOOK	Printed matter and related products
12FASH	Consumer clothing, footwear and accessories
12FURN	Furniture, furnishings and cleaning products
12GAME	Games and toys
12MUSA	Musical instruments, handicraft, art materials and accessories
12PYRO	Lighters, articles of combustible materials, pyrotechnics, matches and liquid or liquefied gas fuels
12RECS	Recreational, cultural and sporting services

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<b>12SPOR</b>	Sport goods
<b>12TEXF</b>	Leather and textile fabrics
<b>13_DEFCE</b>	<b>Defence and security</b>
<b>13AAAA</b>	Defence and security_General
<b>13DEFE</b>	Police and military and related support equipment
<b>13FIRF</b>	Fire-fight equipment
<b>13HELP</b>	Emergency , security and related support equipment
<b>14_SERVI</b>	<b>Services</b>
<b>14AAAA</b>	Services_General
<b>14ADMS</b>	Administration, community and social security services
<b>14BUSI</b>	Business services: law, marketing, consulting, recruitment, printing and security
<b>14EDUC</b>	Education and training services
<b>14INNO</b>	Research and development services and related consultancy services
<b>14LABS</b>	Laboratory services
<b>14MAIL</b>	Post and courier services
<b>14MAIN</b>	Repair and maintenance services
<b>14OCOS</b>	Other community, social and personal services
<b>14REAL</b>	Real estate services
<b>14SFIN</b>	Financial and insurance services
<b>14SINS</b>	Installation services (except software)
<b>14TEST</b>	Technical testing, analysis and consultancy services
<b>14TOUR</b>	Hotel, restaurant and travel