



AN INITIATIVE BY THE  
NATO HQ  
TRANSLATION SERVICE

# ENGLISH STYLEGUIDE



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 Clear writing

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## Introduction

This Style Guide is intended for users of the English language throughout NATO. It is issued as part of the “Clear Writing” initiative launched by the IS Translation Service’s English translation team.

English language translators and terminologists in the NATO HQ Translation Service are guided by official publications; the Concise Oxford English Dictionary is the base reference for spelling and British English is the norm.

## Abbreviations

**The Concise Oxford English Dictionary (COED) is the standard reference for abbreviations.** Refer also to the Guidance for the Development and Publication of NATO Terminology, C-M(2007)0023, or subsequent editions, for descriptions of various forms of abbreviation and how to write them.

**Abbreviations formed of the initial letters of words** can be helpful shorthand and are often normal usage in-house, but should be used judiciously. It would be cumbersome to refer constantly to the Consultation, Command and Control Board when everyone says C3 Board, but little is gained by shortening further to C3B.

Use only existing abbreviations, and do not translate a French abbreviation if there is not already an English equivalent. Thus the Committee of Staff Representatives is the CRP (Comité des représentants du personnel).

The first time an abbreviation appears in a text, its full form should be given – CNAD (Conference of National Armaments Directors). In principle full forms that are not proper nouns do not require initial capitals – ALTBMD (active layered theatre ballistic missile defence) – but in practice many drafters put capitals on every word.

English abbreviations can be made plural, as required by sense and usage, by writing an “-s” in lower case after the last letter (never preceded by an apostrophe!). But note those that are already pluralized: CPR (Civilian Personnel Regulations), TOR (terms of reference) and ROE (rules of engagement). French abbreviations are not pluralized.

**Contractions** ending in the last letter of the contracted word are written without a full stop – Mr, Mrs, Dr, Coy (military company).

Other shortenings of words that do not end in the last letter are usually written with full stops – alt., Div. (referring to a military division).

Standard language abbreviations are to be written as in the COED (e.g., etc., PS).

## Administrative tribunal

The proceedings of the Administrative Tribunal are published in French and English. Each version follows a specific format.

An example of the written proceedings in English is at [Annex 1](#).

## And/or

Use the conjunction “and” to indicate that both or all of the items listed are included. Use the conjunction “or” when only one of the items listed is concerned. To avoid ambiguity, use the expression “and/or” to show that one or more items in a list may be concerned.



Any discrete airborne, surface or subsurface object detected by electronic, acoustic and/or visual sensors



In this example, the object cannot be simultaneously in the air, on the surface and under the surface, so the corresponding adjectives are separated by “or”. On the other hand, the detection may be performed by one or any combination of the types of sensor listed, so they are separated by “and/or”.

(Note: the French equivalent of “and/or” is most often “ou”, or when greater precision is required: “...ou..., ou les deux” or “soit... soit..., ou les deux”)

## Apostrophes

**Plurals:** The apostrophe is never used to form plurals. (The superfluous apostrophe mistakenly used to form a plural is often known as the “greengrocer’s apostrophe”, owing to the practice of writing signs such as “carrot’s 50p per lb”.)

**Place names:** It is rare for an apostrophe to appear in place names (Bury St Edmunds, Earls Court, Golders Green), but there are some cases where it is used (King’s Cross, St John’s Wood, Land’s End.)

**Possessives:** No apostrophe may be used with the pronouns *hers*, *ours*, *theirs*, *yours*, *its*. The last of these is a frequent cause of confusion; *it’s* is the shortened version of *it is*.

## Capitalization

Do not use capitals except where required by the grammar of the language, e.g. for proper nouns, nationalities or official titles.

**Compound terms.** If capitals are required in compound names or terms, generally give all the significant words an initial capital, but not articles, conjunctions and prepositions ("the", "and", "to", etc.).

✓ The NATO Maintenance and Supply Organization

**Proper nouns and derivatives.** Capitalize the first letters of proper nouns (the individual names given to persons, animals or things to distinguish them from the class), including nicknames. Do not capitalize the whole surname (as is sometimes done in French).

✓ Wolfgang Amadeus Mozart  
Carlos the Jackal (*where "the Jackal" is part of the name*)  
The Great Communicator

**Titles and ranks.** Capitalize the first letter of titles and ranks pertaining to specific individuals,

✓ the King of England  
the Belarusian, Belgian and Uzbek Representatives  
a briefing by Lieutenant Colonel A... (*named*)  
the Chairman (*of a specific committee*)

but not when used generically.

✓ the kings of England  
the national representatives  
officers ranking from lieutenant commander up to admiral  
at the start of meetings, chairmen should remind participants of security constraints...

**Institutions, official bodies, commercial companies, associations, etc.** Capitalize the first letter of names of institutions, official bodies, commercial companies, associations, etc., including NATO committees and groups at all levels, even if temporary.

✓ the International Court of Justice  
the Ministry of Foreign Affairs  
the Panel on Air Defence Weapons

Boeing Military Airplane Company  
the NATO Ramblers Club  
the Ad Hoc Working Group

**Movements, religions, churches and political parties, and their adherents.** Capitalize the first letter of movements, religions, churches and political parties and their adherents,

- ✓ the Mujaheddin (*considered as a recognizable group*)  
an Orthodox priest (*of the Eastern Orthodox Church*);  
a Marxist  
a Republican candidate (*referring to the political party*)

but not such words used generically.

- ✓ orthodox belief (*i.e. conventional*)  
republican views (*i.e. not specific to a party*)

**Treaties, agreements, legislation and official documents.** Capitalize the first letter of names of treaties, agreements, legislation and official documents or series of documents, and references to specific major sub-divisions of documents,

- ✓ the Status of Forces Agreement  
the Vehicle Registration Act  
Allied Administrative Publications  
Annex A, Section 6

but not minor sub-divisions or general descriptions.

- ✓ paragraph (5), 3rd line  
annexes to NATO working papers and documents

**Race, nationality or language.** Capitalize the first letter of nouns and adjectives denoting race, nationality or language.

- ✓ former Soviet citizens;  
the rights of Aboriginals (*referring to the specific Australian racial group*)  
dialects of Uzbek

**Dates, spans of time and events.** Capitalize the first letter of months, days, holidays, historical periods and events,



- ✓ the month of March  
Wednesday  
Labour Day;  
the Depression  
the Middle Ages  
the Six-Day War

but not seasons, centuries or decades.

- ✓ spring  
the nineteenth century  
the twenties

**Countries, regions, cities, etc.** Capitalize the first letter of countries, regions, cities and specific administrative and geographic divisions and topographical features,

- ✓ the Near East  
Central America  
the Fulda Gap  
Paris  
the Straits of Gibraltar  
the Hudson River (but the river Thames)

as well as points of the compass and their adjectival forms when they are parts of official designations or have special connotations,

- ✓ Allied Forces North Europe  
South Yorkshire (*an administrative unit, not just the southern part of the county*)  
the defence of the West

but not when they are used generically.

- ✓ northern Europe  
to the south-west

**Trade names.** Capitalize the first letter of trade names,

- ✓ Kevlar fibre

unless they have become established as common nouns.

✓ nylon fabrics

**Scientific terms, theories and laws.** Capitalize the first letter of proper nouns and their derivatives in scientific terms, theories and laws (but not in units of measurement - see below),

✓ a Gaussian distribution  
Ohm's law

except in the names of chemical elements, elementary particles and minerals.

✓ the element germanium  
fermions obey Fermi-Dirac statistics  
the mineral forsterite

Do not capitalize the names of scientific theories and laws when they do not contain a proper noun.

✓ the second law of thermodynamics  
the general theory of relativity

**Headings.** Capitalize the first letter of a heading. If the heading contains a colon, capitalize the first letter that follows the colon.

✓ Clinical assessment: Background

## Special cases

**Partners.** Capitalize the first letter when referring to partners in the Partnership for Peace

✓ NATO Partner countries will be involved in the talks.

but not those in any of NATO's other partnerships (Mediterranean Dialogue, Istanbul Cooperation Initiative, "Partners across the globe").

✓

A meeting of the Mediterranean Dialogue partners with NATO Member countries will be held on Thursday.

**Units of measurement.** Do not capitalize the first letter of units of measurement written in full, in particular Système international (SI) units, even when they are derived from proper nouns,

✓ hertz (frequency); newtons (force)

with some exceptions in temperature measurement:

✓ degrees Celsius *or* Fahrenheit

but

✓ kelvins (*formerly* degrees Kelvin)

**Abbreviations or symbols for units of measurement.** Capitalize the first letter of abbreviations or symbols for units of measurement derived from proper nouns, and prefixes denoting multiples of one million units or more (mega-, giga-, tera-),

✓ V (volts); Pa (pascals); GW (gigawatts); MPa (megapascals)

but do not capitalize symbols for units which are common nouns, and prefixes denoting divisions or lesser multiples.

✓ s (seconds); cm (centimetres); mW (milliwatts); kg (kilogram)

**Prefix hyphenated to proper word.** When a prefix is hyphenated to a proper noun or adjective, capitalize that noun or adjective, but do not capitalize the first letter of the prefix.

✓ anti-Soviet propaganda  
non-Newtonian fluids

**Contracting parties.** In some legal or contractual documents, such as treaties, construction contracts or leases, the contracting parties may be distinguished by initial capitals, although this is not compulsory.

✓ the Principal (*the party requesting and paying for the works under a contract*)

## the States Parties

**Institutions.** Certain institutions may have to be capitalized depending on the context and precise meaning:



the **G**overnment (*meaning a particular body of persons*)

the **S**tate (*considered as a concept of law or political philosophy*)

## Commonly misused words and phrases

1. In the following pairs, each word or phrase has its own meaning but they are often confused.



**car park/parking:** the place where cars are parked is a car park. Parking is an activity and there is no plural form.

**compare with/compare to:** the first expresses contrast, the second similarity. “He is very tall compared with his brother”; “Shall I compare thee to a summer’s day?”

**complement/compliment:** as nouns, “complement” is a thing that completes something and “compliment” is an expression of praise or approval. Similarly, “to complement” is to complete or supplement something, while “to compliment” is to express praise or approval (pay a compliment).

**consist of/consist in:** “consist of” means “be made up of”; “consist in” means “have as its essential qualities”.

“The group consisted of five string players and two singers.”

“Moral government consists in rewarding the righteous and punishing the wicked.”

**continual/continuous:** “continual” means “regularly recurring”, while “continuous” means “ongoing” or “uninterrupted”.

**convince/persuade:** these are often interchangeable (“I convinced him that it was true” and “I persuaded him that it was true” are both acceptable), but “convince” may not be followed by an infinitive (“I persuaded him to go” is correct, but “I convinced him to go” is wrong).

**discreet/discrete:** “discreet” means “showing discernment” or “unobtrusive”; “discrete” means “separate” or “distinct”.

**disinterested/uninterested:** a disinterested person is one who is impartial or free from personal interest; an uninterested person is indifferent.

**due to/owing to:** the thing that is “due to” must be a noun, while “owing to” refers to a clause. For example, “the delay was due to snow” but “the train was late owing to snow”.

**effect/affect:** usually, “effect” is a noun and “affect” is a verb. For example, “the decision will have a significant effect on relations” or “the decision will affect relations significantly”. It is possible to effect (bring about) a change, and “affect” exists as a noun meaning a disposition or a mood, but these are used less commonly.

**enormity/enormousness:** “enormity” denotes outrageousness or wickedness, as in “the enormity of his crime”. “Enormousness” merely refers to size.

**imply/infer:** the speaker implies (makes an implication), the listener infers (draws an inference).

**if/in case:** these are used differently depending on whether something actually happens or is expected to happen. “John took an umbrella if it rained” means that he only took it if it was raining; “John took an umbrella in case it rained” means that he took the umbrella anyway, so that he had it if there should be rain.

**irritate/aggravate:** a person may be irritated and a condition may be aggravated. For example, “John was irritated by Mary’s attitude”; “John’s eczema was aggravated by scratching”. John cannot be aggravated by Mary (or her attitude).

**lay/lie:** in the present tense, “lay” is a transitive verb and “lie” is intransitive.

“It is time to lay our cards on the table.”

“The costs lie where they fall.”

**less/fewer:** “less” is the comparative form of “little” (in the sense of “not much” rather than “small”) and “fewer” is the comparative form of “few”. For example, “there is little/less cheese in the fridge”; “there are few/fewer people at the concert”.

**licence/license:** in British English, “licence” is a noun and “license” is a verb.

**on the contrary/to the contrary:** “on the contrary” means “on the other hand” or “far from it”; “to the contrary” means “to the opposite effect”.

“The Committee was not in favour of the proposal; on the contrary, it was unanimously against.”

“I will assume that you agree with the proposal unless I hear to the contrary.”

**principal/principle:** “principal” is an adjective meaning “main” or “most important” and also a noun designating a person of the highest authority (in an organization such as a school). “Principle” is a noun meaning a “fundamental truth or proposition”.

**practice/practise:** in British English, “practice” is a noun and “practise” is a verb.

**with regard to/with regards to:** these are quite different, but that does not prevent people from misusing them. The first means “in respect of”, the second means “with best wishes to”.

2. The following are simply wrong:



**between you and I:** “you and I” is correct only as the subject of a sentence (nominative). Here, however, it is the object (accusative) so the correct form is “between you and me”.

**comprised of:** estate agents’ English. It is correct to say “the house comprises five rooms” or “the house consists of five rooms”, but not “the house is comprised of five rooms”.

**different to/than:** in British English, “different from” is the only correct form.

**in his capacity of:** should be “in his capacity as”.

**would of:** this is seen and heard increasingly often; the user means “would have” which, in the “would’ve” form, sounds like “would of”.

3. Watch out for the following faux-amis:



**eventual** means “ultimate” (unlike French *éventuel* which means “possible”)

**global** means “worldwide” (unlike French *global* which means “overall”, “comprehensive”)

**indifferently** means “unconcernedly” or “not very well” (unlike French *indifféremment* which means “indiscriminately”. A senior member of the Interpretation Service was once heard to say “I speak English and French indifferently.”)

**suppress** is sometimes used incorrectly at NATO (“suppress a post”, “suppress an allowance”). Use “delete” or “abolish” instead.

4. The following cannot be used in the plural:

**advice**

**information**

**training**

5. Prepositions: the following collocations are correct; beware of wrong usage influenced by other languages.

**participate in** (not to)

**welcome to** (not in)

**member of** (not in)

6. As a general rule, when a noun does service as an adjective, it must be in its singular form. Thus:

**Partnership Policy** (not Partnerships)

**fuel interoperability** (not fuels)

Also: **a six-month contract** (not six-months)

However: **a centuries-old tradition** (the plural is essential here)

## 7. **Who** vs. **whom**

According to the rules of formal grammar, **who** should be used in the subject position in a sentence, while **whom** should be used in the object position, and also after a preposition. For example:

*Who made this decision?* [here, **who** is the subject of the sentence]

*Whom do you think we should support?* [here, **whom** is the object of **support**]

*To whom do you wish to speak?* [here, **whom** is following the preposition **to**]

If in doubt, ask yourself how the clause beginning who/whom would read in the form of a sentence giving he, him, she, her, they or them instead: if the who/whom person turns into **he/she/they**, then **who** is right; if it becomes **him/her/them**, then it should be **whom**.

In this example: *Tom was furious with Mary, whom he despised* – **whom** is correct because he despised **her**.

But in *Tom criticised Mary, who he thought was wrong* – **who** is correct, because it is **she**, not her, who is considered wrong.

Use of **whom** has all but disappeared from spoken English, and seems to be going the same way in most forms of written English too. If you are not sure, it is much better to use **who** when **whom** would traditionally have been required than to use **whom** incorrectly for **who**. Alternatively, recast the sentence to avoid the issue altogether.

## Countries

See [Annex 2](#).

The following place names should be noted:

Bosnia and Herzegovina;

**the former Yugoslav Republic of Macedonia**. The first reference to this country in a particular document should be accompanied by the following footnote:

Turkey recognises the Republic of Macedonia with its constitutional name.



This denomination is politically very sensitive and there can be no deviation from it. Never use the abbreviation 'FYROM' or acronyms such as 'ARM' to refer to the country's army.

Ukraine should not be preceded by 'the', and its capital is spelled Kyiv.

The terms **United Kingdom (UK)** and **Great Britain (GB)** are often used interchangeably, but be careful how you use them, as they refer to two different (though overlapping) entities.



United Kingdom = a political term designating England + Wales + Scotland + Northern Ireland. Its official name is “United Kingdom of Great Britain and Northern Ireland”.

Great Britain = a geographical term designating the island northwest of France and east of Ireland. It is made up of England, Wales and Scotland.

British Isles = a geographical term designating Great Britain + the island of Ireland + adjacent islands (such as the Isle of Man, Shetland, Orkney... )

The adjective pertaining to the United Kingdom is “British”. The government of the UK is called the British government. A citizen of the UK is called a British citizen.

## Currencies

See Annex 2.

## Dates and times

The days of the month are indicated using cardinal Arabic figures from 1 to 31.

The months are abbreviated as follows with an initial capital letter:



Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

The time of day should be expressed according to the 24-hour clock, with a colon separating the hours and minutes:



8:45, 15:20

The date should be expressed in the following format, without “th” or commas:



26 October 2011  
Wednesday 26 October 2011

## Silence procedure

The date/time format for silence procedures is laid down in EXS(2000)061, para 10.5, and is as follows:

“Silence Procedure ends: 1 Feb 2012 16:30”

## Decision sheets

Each complete section, from "The Committee..." to the semi-colon or full stop at the end of the section, should read as a single sentence, with one subject.

English-language decision sheets are written in the past tense and it is important to ensure the correct sequence of tenses. See “Verbs”.

## Fonts

Italics should be used for:

- titles of books, films, plays, works of art, periodicals
- names of ships (but not “the”)
- foreign words (but see Foreign words section below)
- titles of conferences

## Footnotes

Footnotes should be in a smaller font size than the main text. Footnote references should be in superscript and located after any punctuation unless it is used within a parenthetical note.



The Member countries agreed the document.<sup>1</sup>  
One country made a break of silence,<sup>1</sup> whereas the 27 others agreed to continue discussions.

These Regulations apply to permanent members of staff (subject to the Ottawa Agreement<sup>1</sup>).

## Foreign words

Foreign words should be italicized:



He was presented with a *fait accompli*.  
The Chairman has made this point *ad infinitum*.

However, this does not apply to certain words (often Latin or French) which have passed into English usage:



An *ad hoc* Committee will be created.  
Candidates should send in their *curriculum vitae*.  
The *chargé d'affaires* was appointed for a five-year period.

## Forms of address

### Honorifics

No full stop after Mr, Mrs, Ms or Dr, as they are contractions.

A full stop may be used after titles which are abbreviations (e.g. Prof., B.A.). (See section on Abbreviations, Shortenings.) Note the exception of Rt. in Rt.Hon.

Never use an honorific to introduce yourself (“Good morning, my name is Mrs Clutterbuck” is quite wrong). It should be used only as a mark of respect for others.

In the context of meetings, national representatives (regardless of rank) should be referred to as ‘the Canadian Representative’, ‘the Danish Representative’, etc; the person in the chair should be referred to as “the Chairman” rather than by name or other title (but see section on gender-neutral language below).

## Gender-neutral language

To be used in job descriptions.

In other texts, gender-neutral language should be used as much as possible, but not to the point of clumsiness.

Committees may have any of the following, depending on the preference of the person concerned.



Chairman/Chairwoman/Chairperson/Chair

## Hyphenation

### Compounds

Use the forms given in the COED for individual words or expressions. Note that recent editions of the COED have removed the hyphen previously found in many compound words or between prefixes and roots of words. When the COED lists two forms – one with a hyphen and one without – use the unhyphenated form.



cooperate  
coordination  
resettle  
intravenous  
breastplate



co-operate  
co-ordination  
re-settle  
intra-venous  
breast-plate

Note that some words must nevertheless be hyphenated, for example for phonological reasons or for the sake of clarity:



re-educate  
sea-urchin  
part-time



reeducate  
seaurchin  
parttime

or to distinguish them from other words; for example, a distinction needs to be made between *recover* and *re-cover*.

### Attributive/predicative adjectives

A compound adjective used attributively will usually be hyphenated:

✓ a well-known politician  
an often-repeated argument

✗ a well known politician  
an often repeated argument

but not when it is used predicatively:

✓ this politician is well known  
the argument is often repeated

✗ this politician is well-known  
the argument is often-repeated

## Letters

### General

The common form of address in formal letters is “Dear”.

- where a name is mentioned, the signature is traditionally “Yours sincerely”
- where no name is mentioned (e.g. “Dear Sir” to a person unknown), the signature is traditionally “Yours faithfully”
- if the name of the addressee is mentioned in their address line (bottom left-hand side of the letter), “Yours sincerely” should be used to close even though the person is not named personally (e.g. “Dear Ambassador”)

Do not try to replicate long-winded French wording.

### From the Secretary General

- to an Ambassador:  
Addressee: His [or Her] Excellency  
Mr David Brown  
Ambassador  
Head of the Swiss Mission to NATO  
Opening: Dear Ambassador,  
Signature: Yours sincerely,
- to a Minister:  
Addressee: His [or Her] Excellency  
Mr D. Brown  
Minister

Opening: Dear Minister,  
Signature: Yours sincerely,

- to a member of staff: Addressee: Mr D. Brown  
Opening: Dear Mr Brown,  
Signature: Yours sincerely,

## From an Ambassador

- to the Secretary General: Addressee: Mr David Brown  
Secretary General  
North Atlantic Treaty Organization  
Opening: Dear Secretary General,  
Signature: Yours sincerely.
- to an Ambassador: Addressee: His [or Her] Excellency  
Mr David Brown  
Ambassador  
Opening: Dear Ambassador,  
Signature: Yours sincerely,
- to an ASG: Addressee: Mr D. Brown  
Assistant Secretary General  
Opening: Dear Assistant Secretary General,  
Signature: Yours sincerely,
- to a Minister: Addressee: His [or Her] Excellency  
Mr D. Brown  
Minister [of...]  
Opening: Dear Minister,  
Signature: Yours sincerely,

## From an ASG


- to another ASG:
  - Addressee: Mr D. Brown  
Assistant Secretary General
  - Opening: Dear Mr Brown, *or*  
Dear Assistant Secretary General,
  - Signature: Yours sincerely.
  
- to a member of staff:
  - Addressee: Mr D. Brown
  - Opening: Dear Mr Brown,
  - Signature: Yours sincerely,

## Military ranks

See Annex 3.

## Number

The following are plural nouns and require a plural verb:


 **criteria, data, media**

*None* and *neither* take a singular verb:

 **None of the participants has any objection.  
Neither France nor Greece has sent a representative to the meeting.**

## Numerals

Write single-figure numbers in letters (one to nine). In other cases, use figures (10 and above).

 **The format of a map or chart on which the cartographic detail is extended to two edges of the sheet, normally north and east, thus leaving two margins only.**

A special naval chart, at a scale of 1:50,000, designed for naval fire support and close air support during coastal or amphibious operations and showing detailed hydrography and topography in the coastal belt.

In general, a comma should be used to separate billions, millions, thousands and hundreds:

 There are 937,132,000 native speakers of Chinese in the world.

However, the comma should be omitted in figures denoting pagination, column numbers and line numbers in poetry, and in mathematical workings, even though there may be more than three figures; also in library numbers, as: Harleian MS24456. And in practice, it is often omitted in numbers with fewer than five digits.

## Fractions/decimal point


Use a full stop to separate integers from the fractional part of a number.

 The average family has 2.4 children.

When a fraction is written in words, a hyphen should be used (*one-quarter*, etc).

**Metric system.** Normally give measurements using metric (Système international) units. If necessary, show measurements in the English system in brackets after metric ones.

**Mathematical symbols.** Do not use mathematical symbols in place of lexical expressions.

 greater than  
the same as  
plus or more

 >  
=  
+

## Currencies

See Annex 2.

## Organizations and officials



In the case of an organization from an English-speaking country, the national usage should be followed.

When an organization has English as one of its official or working languages, the English form that it uses for its own name and for the titles of its officials should be followed.

In other cases, check whether an English form is in common use; invent one only as a last resort.

## Punctuation

Use punctuation as a tool to clarify meaning and avoid ambiguity. It is not possible here to provide a complete guide to English punctuation. However, bear the following specific points in mind:

### Brackets

(If a whole sentence is in brackets, put the full stop inside.) Otherwise, the full stop should be after the brackets (like this).

### Commas

Place commas between items in a list but generally speaking not before the conjunctions “and”, “or”.



NATO cannot be held responsible for any faults, errors or omissions in relation to these documents.

In maintenance, a comprehensive scrutiny supplemented by measurement and physical testing in order to determine the condition of an item.

It may be necessary to repeat the word “and” if one of the items in the list also contains it.



The work includes dismantling, demolition, structural work, finishing and technical systems and services.

Use commas to separate a clause or phrase which is parenthetical (i.e. it could be removed from the sentence without affecting the structure of the latter).



An area, usually in the theatre of operations, where troops are assembled before beginning active operations.

No comma should be used after e.g. or i.e.

## Dashes

The en-dash (en rule) and em-dash (em rule) serve different purposes. The following conventions are generally but not rigorously observed in our service.

Use an en-dash (ctrl + minus key on the numerical keypad) to denote a span of numbers (15–21, 1998–2004) or dates (May–October).

Use the em-dash, represented as the en-dash with a space before and after, to insert an interruption or additional information into a sentence.

- ✓ The em-dash allows additional information to be added within a sentence by breaking away from that sentence – as I’ve done here.

In some cases – and I won’t go into all of them – writers may find this convention useful.

## Spelling

Use the preferred British English spelling indicated in the latest edition of the Concise Oxford English Dictionary (COED).

- ✓ labour
- ✓ through
- ✓ axe
- ✓ aluminium
- ✓ paediatrics
- ✓ theatre


- ✗ labor
- ✗ thru
- ✗ ax
- ✗ aluminum
- ✗ pediatrics
- ✗ theater


However, American spelling may be used when referring to US government departments:

- ✓ US Department of Defense

Suffixes -ise/-ize, etc.

Use the suffixes *-ize*, *-ized*, *-ization* (with a z rather an s) in cases where both spellings are in use:

 standardize  
harmonized  
organization

 standardise  
harmonised  
organisation

However, *-ise* should be used in the following cases:

- when the verb corresponds to a noun with *-is-* as part of its stem (*televise*, *excise*, *compromise*)
- when the verb corresponds to a noun with an ending other than *-ism*, *-ization*, *-izer* or *-y* (*advertise*, *advise*, *despise*, *incise*). There are some exceptions to this rule (*aggrandize*, *recognize*)
- when *-ise* is the termination of a noun (*disguise*, *exercise*, *surprise*)

In verbs such as *analyse* or *paralyse*, *-lys-* is part of the Greek stem and not a suffix; for this reason, the spelling *-yze* should not be used.

## Suffix -ment

The ending *-ment* should be added to the complete verbal form (*acknowledgement*, *development*, *excitement*). An exception is made for *judgment* when used in a legal context.

## Geographical names

Place names should be spelt according to the official usage of the country concerned if there is an official local spelling in letters of the roman alphabet. However, where a well-established English conventional form exists, it should be used (e.g. *Brussels*, *Prague*, *The Hague*).

See Annex 2 on names of countries.

## English-French divergences

The following words are commonly misspelt in English owing to the French influence:

[abbreviation](#), [address](#), [apartment](#), [battalion](#), [personal](#), [professional](#)

## Transliteration

Transliteration from other languages can be tricky, and the French and English versions can be quite different. The BBC is often a good source of guidance.

In the case of Russian, the now-defunct Russian Language Service produced a guide to transliteration into English – see Annex 4.

## Types of document

The types of document in use at NATO are set out in Annex 5.

## Verbs

**Legal** documents: “shall” mode is used:

“These provisions shall apply to all the works under this call for bids described in these special administrative clauses. The work shall be carried out by firms with a specialized skilled workforce. Before the works begin, the details of all subcontractors and the identity of the members of the workforce who may work on the NATO site shall be submitted to NATO for approval.”

**Minutes** and other records of meetings: the past tense is used, as in the following example:

“The COMMITTEE noted that Restaurant Committee representatives would soon travel to Paris to see a demonstration of a new prepaid card system, and therefore decided that there was no point in sending out a message to staff on this subject for the time being.”

## Subjunctive

The subjunctive is not used extensively in English, but there are cases where it is needed, often to indicate a hypothetical situation. For example:

*“If I were a rich man, I would...” (I am not a rich man)*

*“If I were you...” (clearly I am not you)*

On the other hand, “If I was...” would indicate that the situation might have existed in the past. “If I was rude, I apologize” means that perhaps I was in fact rude.

## Word order

### Prepositions

There is no real reason why a preposition should not be placed at the end of a sentence in modern English, and it may even be unavoidable:

- ✓ The hotel had not been paid for.
- ✓ They must be sure of the commitment they are taking on.

### Split infinitives

It is commonly believed that it is grammatically incorrect to split an infinitive, and for this reason it is best avoided in formal writing. However, it is certainly better to split the infinitive than to write a clumsy or ambiguous sentence. For example:

- ✓ The Committee decided to quickly elect a Chairman.

If the word order is changed, the meaning may also change:

- ✓ The Committee decided quickly to elect a Chairman.
- ✓ The Committee decided to elect a Chairman quickly.

## Annex 1: Administrative Tribunal

Example of written proceedings in English

### **A. Proceedings**

1. The NATO Administrative Tribunal (Tribunal) has been seized of an appeal, dated xxx and registered on xxx by xxx, against the NATO International Staff. The appellant is currently a staff member of the NATO International Staff.

2. The Comments of the respondent, dated xxx, were registered on xx. The Reply of the appellant, dated xx, was registered on xx.

3. An oral hearing was held on xx at NATO Headquarters. The Tribunal was composed of Mr XX, President, Mrs XX and Mr XX, judges. The Tribunal heard arguments by Maître XX and Maître XX, of XX, Brussels, representing the appellant, and Mr XX, Deputy NATO IS Legal Adviser and Mr XX, Assistant Legal Adviser, NATO IS, representing the respondent, in the presence of Mr XX, President NATO IS Staff Association.

4. The appeal was lodged prior to the coming into force, on 1 July 2013, of amendment 12 to the NATO Civil Personnel Regulations (NCPR), amending Annex IX thereto and, amongst others, establishing the Tribunal. Pursuant to the Transitional Provisions contained in Art. 6.10 of new Annex IX of the NCPR, appeals pending before the NATO Appeals Board on 30 June 2013 are transferred to the Tribunal. They shall be decided by the Tribunal in accordance with the provisions of Annex IX in effect prior to when the new regulations entered into force, i.e. the regulations governing complaints and appeals as approved by the Council on 20 October 1965, and amended by PO/73151 of 22 November 1973.

## **B. Factual background of the case**

5. The material facts of the case may be summarized as follows.

6. [...]

## **C. Summary of Parties' Principal Contentions, Legal Arguments, and Relief Sought**

### *(i) The appellant's contentions*

7. Appellant requests:

8. [...]

**(ii) *The respondent's contentions***

9. Respondent requests:

10. [...]

**D. Considerations and conclusions**

**(i) *Considerations on admissibility***

11. The appeal is admissible.

**(ii) *Considerations on the merits***

12.

**E. Costs**

13. Article 4.8.3 of ("old") Annex IX to the NCPR provides as follows: "In cases where it is admitted that there were good grounds for the appeal, the Board shall order the NATO body to reimburse, within reasonable limits, justified expenses incurred by the appellant..." Appellant who works at NATO Headquarters is not entitled to reimbursement of travel and subsistence costs. The appeal being successful appellant is entitled to the reimbursement of the costs of retaining counsel, up to a maximum of € 4,000 (four thousand euros).

**F. Decision**

FOR THESE REASONS

The Tribunal decides that:



- The remaining submissions in the appeal are dismissed;
- The security deposited by xxx shall be reimbursed.

Done in Brussels, [date]

## Annex 2: Countries and currencies

### Countries and currencies

Territories are highlighted.

Short form	Long form	NAT O code 1	Capital/ admin centre	Adjective	Unit of currency	Code	Sub-unit
<b>Afghanistan</b>	Islamic Republic of Afghanistan	AFG	Kabul	Afghan	afghani	<b>AFN</b>	pul
<b>Aland Islands</b>	Aland Islands		Mariehamn	—	euro	<b>EUR</b>	cent
<b>Albania</b>	Republic of Albania	AL	Tirana	Albanian	leke	<b>ALL</b>	[qindar]
<b>Algeria</b>	People’s Democratic Republic of Algeria	ALG	Algiers	Algerian	Algerian dinar	<b>DZD</b>	centime
<b>American Samoa</b>	Territory of American Samoa		Pago Pago		US dollar	<b>USD</b>	cent
<b>Andorra</b>	Principality of Andorra		Andorra la Vella	Andorran	euro	<b>EUR</b>	cent
<b>Angola</b>	Republic of Angola		Luanda	Angolan	kwanza	<b>AOA</b>	cêntimo
<b>Anguilla</b>	Anguilla		The Valley	Anguillan	East Caribbean dollar	<b>XCD</b>	cent
<b>Antarctica</b>	Antarctica		—	Antarctic	—	—	—
<b>Antigua and Barbuda</b>	Antigua and Barbuda		Saint John’s	Antiguan, Barbudan	East Caribbean dollar	<b>XCD</b>	cent

<sup>1</sup> Country codes set out in SG(2009)0381 and used at NATO HQ. Some are different from those given in STANAG 1059 Edition 8.

<b>Argentina</b>	Argentine Republic		Buenos Aires	Argentine/Argentinian	Argentine peso	<b>ARS</b>	centavo
<b>Armenia</b>	Republic of Armenia	ARM	Yerevan	Armenian	dram	<b>AMD</b>	luma
<b>Aruba</b>	Aruba		Oranjestad	Aruban	Aruban guilder/florin	<b>AWG</b>	cent
<b>Australia</b>	Commonwealth of Australia	AUS	Canberra	Australian	Australian dollar	<b>AUD</b>	cent
<b>Austria</b>	Republic of Austria	AUT	Vienna	Austrian	euro	<b>EUR</b>	cent
<b>Azerbaijan</b>	Republic of Azerbaijan	AZE	Baku	Azerbaijani/Azeri	Azerbaijani manat	<b>AZN</b>	kepiq
<b>Bahamas, the</b>	Commonwealth of the Bahamas		Nassau	Bahamian	Bahamian dollar	<b>BSD</b>	cent
<b>Bahrain</b>	Kingdom of Bahrain		Manama	Bahraini	Bahraini dinar	<b>BHD</b>	filis
<b>Bangladesh</b>	People's Republic of Bangladesh		Dhaka	Bangladeshi	taka	<b>BDT</b>	poisha
<b>Barbados</b>	Barbados		Bridgetown	Barbadian	Barbadian dollar	<b>BBD</b>	cent
<b>Belarus</b>	Republic of Belarus	BLR	Minsk	Belarusian	Belarusian ruble	<b>BYR</b>	kopek
<b>Belgium</b>	Kingdom of Belgium	BE	Brussels	Belgian	euro	<b>EUR</b>	cent
<b>Belize</b>	Belize		Belmopan	Belizean	Belizean dollar	<b>BZD</b>	cent
<b>Benin</b>	Republic of Benin		Porto-Novo	Benin	CFA <sup>2</sup> franc	<b>XOF</b>	centime
<b>Bermuda</b>	Bermuda		Hamilton	Bermudian/Bermudan	Bermudian dollar	<b>BMD</b>	cent
<b>Bhutan</b>	Kingdom of Bhutan		Thimphu	Bhutanese	ngultrum <sup>3</sup>	<b>BTN</b>	chetrum
<b>Bolivia</b>	Plurinational State of Bolivia		La Paz	Bolivian	boliviano	<b>BOB</b>	centavo
<b>Bosnia and Herzegovina</b>	Bosnia and Herzegovina	BIH	Sarajevo	Bosnian	konvertibilna marka	<b>BAM</b>	fening

<sup>2</sup> Communauté financière africaine (African Financial Community)

<sup>3</sup> Pegged to the Indian rupee

<b>Botswana</b>	Republic of Botswana		Gaborone	Botswanan	pula	<b>BWP</b>	thebe
<b>Bouvet Island</b>	Bouvet Island		—	—	—	—	—
<b>Brazil</b>	Federative Republic of Brazil		Brasilia	Brazilian	real	<b>BRL</b>	centavo
<b>British Indian Ocean Territory</b>	British Indian Ocean Territory		—	—	US dollar	<b>USD</b>	cent
<b>Brunei</b>	Brunei Darussalam		Bandar Seri Begawan	Bruneian	Bruneian dollar	<b>BND</b>	cent
<b>Bulgaria</b>	Republic of Bulgaria	BU	Sofia	Bulgarian	leva	<b>BGN</b>	stotinka
<b>Burkina Faso</b>	Burkina Faso		Ouagadougou	Burkinan	CFA franc	<b>XOF</b>	centime
<b>Burma</b>	Union of Burma		Rangoon	Burmese	kyat	<b>MMK</b>	pya
<b>Burundi</b>	Republic of Burundi		Bujumbura	Burundi/Burundian	Burundi franc	<b>BIF</b>	centime
<b>Cambodia</b>	Kingdom of Cambodia		Phnom Penh	Cambodian	riel	<b>KHR</b>	sen
<b>Cameroon</b>	Republic of Cameroon		Yaoundé	Cameroonian	CFA franc	<b>XAF</b>	centime
<b>Canada</b>	Canada	CA	Ottawa	Canadian	Canadian dollar	<b>CAD</b>	cent
<b>Cape Verde</b>	Republic of Cape Verde		Praia	Cape Verdean	Cape Verdean escudo	<b>CVE</b>	centavo
<b>Cayman Islands</b>	Cayman Islands		George Town	Caymanian	Caymanian dollar	<b>KYD</b>	cent
<b>Central African Republic</b>	Central African Republic		Bangui	—	CFA franc	<b>XAF</b>	Centime
<b>Chad</b>	Republic of Chad		N'Djamena	Chadian	CFA franc	<b>XAF</b>	centime
<b>Chile</b>	Republic of Chile		Santiago	Chilean	Chilean peso	<b>CLP</b>	centavo
<b>China</b>	People's Republic of China		Beijing	Chinese	Renminbi yuan	<b>CNY</b>	jiao (10) fen (100)
<b>Christmas Island</b>	Territory of Christmas Island		Flying Fish Cove	—	Australian dollar	<b>AUD</b>	cent

<b>Clipperton Island</b>	Clipperton Island		—	—	—	—	—
<b>Cocos Islands</b>	Territory of Cocos (Keeling) Islands		West Island	—	Australian dollar	<b>AUD</b>	cent
<b>Colombia</b>	Republic of Colombia		Bogota	Colombian	Colombian peso	<b>COP</b>	centavo
<b>Comoros</b>	Union of the Comoros		Moroni	Comoran	Comoran franc <sup>4</sup>	<b>KMF</b>	—
<b>Congo</b>	Democratic Republic of the Congo		Kinshasa	Congolese	Congolese franc	<b>CDF</b>	Centime
<b>Congo</b>	Republic of the Congo		Brazzaville	Congolese	CFA franc	<b>XAF</b>	centime
<b>Cook Islands</b>	Cook Islands		Avarua	—	New Zealand dollar	<b>NZD</b>	cent
<b>Costa Rica</b>	Republic of Costa Rica		San José	Costa Rican	Costa Rican colon	<b>CRC</b>	centimo
<b>Côte d'Ivoire</b>	Republic of Côte d'Ivoire		Yamoussoukro	Ivorian	CFA franc	<b>XOF</b>	centime
<b>Croatia</b>	Republic of Croatia		Zagreb	Croat/Croatian	kuna	<b>HRK</b>	lipa
<b>Cuba</b>	Republic of Cuba		Havana	Cuban	Cuban peso	<b>CUP</b>	centavo
					convertible peso	<b>CUC</b>	centavo
<b>Cyprus</b>	Republic of Cyprus		Nicosia	Cypriot	euro	<b>EUR</b>	cent
<b>Czech Republic</b>	Czech Republic	CZ	Prague	Czech	koruna	<b>CZK</b>	halér
<b>Denmark</b>	Kingdom of Denmark	DE	Copenhagen	Danish	Danish krone	<b>DKK</b>	øre
<b>Djibouti</b>	Republic of Djibouti		Djibouti	Djiboutian	Djiboutian franc	<b>DJF</b>	—
<b>Dominica</b>	Commonwealth of Dominica		Roseau	Dominican	East Caribbean dollar	<b>XCD</b>	cent
<b>Dominican Republic</b>	Dominican Republic		Santo Domingo	Dominican	Dominican peso	<b>DOP</b>	Centavo

<sup>4</sup> Pegged to the euro

<b>Ecuador</b>	Republic of Ecuador		Quito	Ecuadorian	US dollar	<b>USD</b>	cent
<b>Egypt</b>	Arab Republic of Egypt	EGY	Cairo	Egyptian	Egyptian pound	<b>EGP</b>	piastre
<b>El Salvador</b>	Republic of El Salvador		San Salvador	Salvadorian/Salvadorean	US dollar	<b>USD</b>	cent
<b>Equatorial Guinea</b>	Republic of Equatorial Guinea		Malabo	—	CFA franc	<b>XAF</b>	centime
<b>Eritrea</b>	State of Eritrea		Asmara	Eritrean	nakfa	<b>ERN</b>	centime
<b>Estonia</b>	Republic of Estonia	ES	Tallinn	Estonian	euro	<b>EUR</b>	cent
<b>Ethiopia</b>	Federal Democratic Republic of Ethiopia		Addis-Ababa	Ethiopian	birr	<b>ETB</b>	cent
<b>Falkland Islands</b>	Falkland Islands		Stanley	—	Falkland pound	<b>FKP</b>	penny
<b>Faroe Islands</b>	Faroe Islands		Torshavn	Faroese	Danish krone	<b>DKK</b>	øre
<b>Fiji</b>	Republic of the Fiji Islands		Suva	Fijian	Fijian dollar	<b>FJD</b>	cent
<b>Finland</b>	Republic of Finland	FIN	Helsinki	Finnish	euro	<b>EUR</b>	cent
<b>former Yugoslav Republic of Macedonia, the<sup>5</sup></b>	former Yugoslav Republic of Macedonia, the	FYROM <sup>6</sup>	Skopje	Macedonian	denar	<b>MKD</b>	deni
<b>France</b>	French Republic	FR	Paris	French	euro	<b>EUR</b>	cent
<b>French Polynesia</b>	Overseas Lands of French Polynesia		Papeete	Polynesian	CFP <sup>7</sup> franc	<b>XPF</b>	centime
<b>French Southern and Antarctic Lands</b>	Territory of the French Southern and Antarctic Lands		—	—	euro	<b>EUR</b>	cent
<b>Gabon</b>	Gabonese Republic		Libreville	Gabonese	CFA franc	<b>XAF</b>	centime
<b>Gambia, the</b>	Republic of the Gambia		Banjul	Gambian	dalasi	<b>GMD</b>	butut

<sup>5</sup> Turkey recognizes the former Yugoslav Republic of Macedonia under its constitutional name.

<sup>6</sup> This code can be used only in IS or IMS internal memoranda (see ES(2000)30).

<sup>7</sup> Comptoirs Français du Pacifique

<b>Georgia</b>	Georgia	GEO	Tbilisi	Georgian	lari	<b>GEL</b>	tetri
<b>Germany</b>	Federal Republic of Germany	GE	Berlin	German	euro	<b>EUR</b>	cent
<b>Ghana</b>	Republic of Ghana		Accra	Ghanaian	cedi	<b>GHS</b>	pesewa
<b>Gibraltar</b>	Gibraltar		—	Gibraltarian	Gibraltar pound	<b>GIP</b>	penny
<b>Greece</b>	Hellenic Republic	GR	Athens	Greek	euro	<b>EUR</b>	cent
<b>Grenada</b>	Grenada		Saint George's	Grenadian	East Caribbean dollar	<b>XCD</b>	cent
<b>Greenland</b>	Greenland		Nuuk	Greenlandic	Danish krone	<b>DKK</b>	øre
<b>Guadeloupe</b>	Guadeloupe		Basse-Terre	Guadeloupian	euro	<b>EUR</b>	cent
<b>Guam</b>	Territory of Guam		Hagatna	—	US dollar	<b>USD</b>	cent
<b>Guatemala</b>	Republic of Guatemala		Guatemala	Guatemalan	quetzal	<b>GTQ</b>	centavo
<b>Guernsey</b>	Bailiwick of Guernsey		St Peter Port	—	Guernsey pound	<b>GGP</b>	penny
<b>Guinea</b>	Republic of Guinea		Conakry	Guinean	Guinean franc	<b>GNF</b>	—
<b>Guinea-Bissau</b>	Republic of Guinea-Bissau		Bissau	—	CFA franc	<b>XOF</b>	centime
<b>Guyana</b>	Cooperative Republic of Guyana		Georgetown	Guyanese/Guyanese	Guyanese dollar	<b>GYD</b>	cent
<b>French Guiana</b>	French Guiana		Cayenne	Guyanese/Guyanese	euro	<b>EUR</b>	cent
<b>Haiti</b>	Republic of Haiti		Port-au-Prince	Haitian	gourde	<b>HTG</b>	centime
<b>Heard Island and McDonald Islands</b>	Territory of Heard Island and McDonald Islands		—	—	—	—	—
<b>Holy See (Vatican City)</b>	The Holy See (State of the Vatican City)		Vatican City	—	euro	<b>EUR</b>	cent
<b>Honduras</b>	Republic of Honduras		Tegucigalpa	Honduran	lempira	<b>HNL</b>	centavo
<b>Hong Kong</b>	Hong Kong Special Administrative Region		—	—	Hong Kong dollar	<b>HKD</b>	cent

<b>Hungary</b>	Republic of Hungary	HU	Budapest	Hungarian	forint	<b>HUF</b>	[fillér]
<b>Iceland</b>	Republic of Iceland	IC	Reykjavik	Icelandic	Icelandic kronur	<b>ISK</b>	—
<b>India</b>	Republic of India		New Delhi	Indian	Indian rupee	<b>INR</b>	paisa
<b>Indonesia</b>	Republic of Indonesia		Jakarta	Indonesian	rupiah	<b>IDR</b>	sen
<b>Iran</b>	Islamic Republic of Iran		Tehran	Iranian	rial	<b>IRR</b>	[dinar]
<b>Iraq</b>	Republic of Iraq		Baghdad	Iraqi	Iraqi dinar	<b>IQD</b>	fil
<b>Ireland</b>	Ireland	IRL	Dublin	Irish	euro	<b>EUR</b>	cent
<b>Isle of Man</b>	Isle of Man		Douglas	Manx	Manx pound	<b>IMP</b>	penny
<b>Israel</b>	State of Israel	ISR	—	Israeli	shekel	<b>ILS</b>	agora
<b>Italy</b>	Italian Republic		Rome	Italian	euro	<b>EUR</b>	cent
<b>Jamaica</b>	Jamaica		Kingston	Jamaican	Jamaican dollar	<b>JMD</b>	cent
<b>Japan</b>	Japan		Tokyo	Japanese	yen	<b>JPY</b>	[sen]
<b>Jersey</b>	Bailiwick of Jersey		Saint Helier	—	Jersey pound	<b>JEP</b>	penny
<b>Jordan</b>	Hashemite Kingdom of Jordan	JOR	Amman	Jordanian	Jordanian dinar	<b>JOD</b>	100 qirsh 1 000 fil
<b>Kazakhstan</b>	Republic of Kazakhstan	KAZ	Astana	Kazakh	tenge	<b>KZT</b>	tiyn
<b>Kenya</b>	Republic of Kenya		Nairobi	Kenyan	Kenyan shilling	<b>KES</b>	cent
<b>Kiribati</b>	Republic of Kiribati		Tarawa	Kiribatian	Australian dollar	<b>AUD</b>	cent
<b>Kuwait</b>	State of Kuwait	KU W	Kuwait	Kuwaiti	Kuwaiti dinar	<b>KWD</b>	fil
<b>Kyrgyzstan</b>	Kyrgyz Republic	KYR	Bishkek	Kyrgyz	som	<b>KGS</b>	tyiyn
<b>Laos</b>	Lao People's Democratic Republic		Vientiane	Laotian	kip	<b>LAK</b>	[att]



<b>Latvia</b>	Republic of Latvia	LA	Riga	Latvian	euro	<b>EUR</b>	cent
<b>Lebanon</b>	Lebanese Republic		Beirut	Lebanese	Lebanese pound	<b>LBP</b>	[piastre]
<b>Lesotho</b>	Kingdom of Lesotho		Maseru	—	loti	<b>LSL</b>	sente
<b>Liberia</b>	Republic of Liberia		Monrovia	Liberian	Liberian dollar	<b>LRD</b>	cent
<b>Libya</b>	Great Socialist People's Libyan Arab Jamahiriya		Tripoli	Libyan	Libyan dinar	<b>LYD</b>	dirham
<b>Liechtenstein</b>	Principality of Liechtenstein		Vaduz	Liechtensteinian	Swiss franc	<b>CHF</b>	centime
<b>Lithuania</b>	Republic of Lithuania	LI	Vilnius	Lithuanian	litas	<b>LTL</b>	centas
<b>Luxembourg</b>	Grand Duchy of Luxembourg	LU	Luxembourg	Luxembourgish	euro	<b>EUR</b>	cent
<b>Macau</b>	Macau Special Administrative Region		—	—	pataca	<b>MOP</b>	avo
<b>Madagascar</b>	Republic of Madagascar		Antananarivo	Madagascan	ariary	<b>MGA</b>	iraimbilanja
<b>Malawi</b>	Republic of Malawi		Lilongwe	Malawian	Malawian kwacha	<b>MWK</b>	tambala
<b>Malaysia</b>	Malaysia		Kuala Lumpur	Malaysian	ringgit	<b>MYR</b>	sen
<b>Maldives</b>	Republic of Maldives		Male	Maldivian	rufiyaa	<b>MVR</b>	laari
<b>Mali</b>	Republic of Mali		Bamako	Malian	CFA franc	<b>XOF</b>	centime
<b>Malta</b>	Republic of Malta	ML	Valletta	Maltese	l'euro (M)	<b>EUR</b>	cent
<b>Marshall Islands</b>	Republic of the Marshall Islands		Majuro	—	US dollar	<b>USD</b>	cent
<b>Martinique</b>	Martinique		Fort-de-France	Martiniquan	euro	<b>EUR</b>	cent
<b>Mauritania</b>	Islamic Republic of Mauritania	MA U	Nouakchott	Mauritanian	ouguiya	<b>MRO</b>	khoun
<b>Mauritius</b>	Republic of Mauritius		Port Louis	Mauritian	Mauritian rupee	<b>MUR</b>	cent
<b>Mayotte</b>	Territorial Collectivity of Mayotte		Mamoudzou	—	euro	<b>EUR</b>	cent

<b>Mexico</b>	United Mexican States		Mexico	Mexican	Mexican peso	<b>MXN</b>	centavo
<b>Micronesia</b>	Federated States of Micronesia		Palikir	Micronesian	US dollar	<b>USD</b>	cent
<b>Moldova</b>	Republic of Moldova	MOL	Chisinau	Moldovan	Moldovan leu	<b>MDL</b>	ban
<b>Monaco</b>	Principality of Monaco		Monaco	—	euro	<b>EUR</b>	cent
<b>Mongolia</b>	Mongolia		Ulaanbaatar	Mongolian	tugrik	<b>MNT</b>	möngö
<b>Montenegro</b>	Montenegro	MO N	Podgorica	Montenegrin	euro	<b>EUR</b>	cent
<b>Montserrat</b>	Montserrat		Plymouth	Montserratian	East Caribbean dollar	<b>XCD</b>	cent
<b>Morocco</b>	Kingdom of Morocco	MO R	Rabat	Moroccan	Moroccan dirham	<b>MAD</b>	centime
<b>Mozambique</b>	Republic of Mozambique		Maputo	Mozambican	metical	<b>MZN</b>	centavo
<b>Namibia</b>	Republic of Namibia		Windhoek	Namibian	Namibian dollar	<b>NAD</b>	cent
<b>Nauru</b>	Republic of Nauru		—	Nauruan	Australian dollar	<b>AUD</b>	cent
<b>Nepal</b>	Federal Democratic Republic of Nepal		Kathmandu	Nepalese	Nepalese rupee	<b>NPR</b>	paisa
<b>Netherlands</b>	Kingdom of the Netherlands	NZL	Amsterdam	Dutch	euro	<b>EUR</b>	Cent
<b>New Caledonia</b>	Territory of New Caledonia and Dependencies		Noumea	New Caledonian	CFP franc	<b>XPF</b>	centime
<b>New Zealand</b>	New Zealand		Wellington	—	New Zealand dollar	<b>NZD</b>	cent
<b>Nicaragua</b>	Republic of Nicaragua		Managua	Nicaraguan	cordoba	<b>NIO</b>	centavo
<b>Niger</b>	Republic of Niger		Niamey	Nigerien	CFA franc	<b>XOF</b>	centime
<b>Nigeria</b>	Federal Republic of Nigeria		Abuja	Nigerian	naira	<b>NGN</b>	kobo
<b>Niue</b>	Niue		Alofi	Niuean	New Zealand dollar	<b>NZD</b>	cent

<b>Norfolk Island</b>	Territory of Norfolk Island		Kingston	—	Australian dollar	<b>AUD</b>	cent
<b>Northern Mariana Islands</b>	Commonwealth of the Northern Mariana Islands		Saipan	—	US dollar	<b>USD</b>	cent
<b>North Korea</b>	Democratic People's Republic of Korea		Pyongyang	North Korean	North Korean won	<b>KPW</b>	Jeon
<b>Norway</b>	Kingdom of Norway	NO	Oslo	Norwegian	Norwegian krone	<b>NOK</b>	øre
<b>Oman</b>	Sultanate of Oman	OM A	Muscat	Omani	Omani rial	<b>OMR</b>	baisa
<b>Pakistan</b>	Islamic Republic of Pakistan		Islamabad	Pakistani	Pakistani rupee	<b>PKR</b>	paisa
<b>Palau</b>	Republic of Palau		Melekeok	Palauan	US dollar	<b>USD</b>	cent
<b>Panama</b>	Republic of Panama		Panama	Panamanian	balboa	<b>PAB</b>	centesimo
					US dollar	<b>USD</b>	cent
<b>Papua New Guinea</b>	Independent State of Papua New Guinea		Port Moresby	(Papuan)	kina	<b>PGK</b>	toea
<b>Paraguay</b>	Republic of Paraguay		Asunción	Paraguayan	guarani	<b>PYG</b>	centimo
<b>Peru</b>	Republic of Peru		Lima	Peruvian	nuevo sol	<b>PEN</b>	centimo
<b>Philippines</b>	Republic of the Philippines		Manila	Filipino/Philippine	Philippine peso	<b>PHP</b>	centavo
<b>Pitcairn Islands</b>	Pitcairn, Henderson, Ducie and Oeno Islands		Adamstown	Pitcairnese	New Zealand dollar	<b>NZD</b>	cent
<b>Poland</b>	Republic of Poland	PL	Warsaw	Polish	zloty	<b>PLN</b>	grosz
<b>Portugal</b>	Portuguese Republic	PO	Lisbon	Portuguese	euro	<b>EUR</b>	cent
<b>Puerto Rico</b>	Commonwealth of Puerto Rico		San Juan	Puerto Rican	US dollar	<b>USD</b>	cent
<b>Qatar</b>	State of Qatar	QAT	Doha	Qatari	Qatari rial	<b>QAR</b>	dirham
<b>Reunion Island</b>	Reunion Island		Saint Denis	—	euro	<b>EUR</b>	cent

<b>Romania</b>	Romania	RO	Bucarest	Romanian	leu	<b>RON</b>	ban
<b>Russia</b>	Russian Federation	RUS	Moscow	Russian	Russian ruble	<b>RUB</b>	kopek
<b>Rwanda</b>	Republic of Rwanda		Kigali	Rwandan	Rwandan franc	<b>RWF</b>	centime
<b>Saint Barthelemy</b>	Overseas Collectivity of Saint Barthelemy		Gustavia	—	euro	<b>EUR</b>	cent
<b>Saint Helena</b>	Saint Helena		Jamestown	Saint Helenian	Saint Helenian pound	<b>SHP</b>	penny
<b>Saint Kitts and Nevis</b>	Federation of Saint Kitts and Nevis		Basseterre	—	East Caribbean dollar	<b>XCD</b>	cent
<b>Saint Lucia</b>	Saint Lucia		Castries	Saint Lucian	East Caribbean dollar	<b>XCD</b>	cent
<b>Saint Martin</b>	Overseas Collectivity of Saint Martin		Marigot	—	euro	<b>EUR</b>	cent
<b>Saint Pierre and Miquelon</b>	Territorial Collectivity of Saint Pierre and Miquelon		Saint-Pierre	—	euro	<b>EUR</b>	cent
<b>Saint Vincent and the Grenadines</b>	Saint Vincent and the Grenadines		Kingstown	—	East Caribbean dollar	<b>XCD</b>	cent
<b>Samoa</b>	Independent State of Samoa		Apia	Samoan	tala	<b>WST</b>	sene
<b>San Marino</b>	Republic of San Marino		San Marino	—	euro	<b>EUR</b>	cent
<b>Sao Tomé and Príncipe</b>	Democratic Republic of Sao Tomé and Príncipe		Sao Tomé	—	dobra	<b>STD</b>	cêntimo
<b>Saudi Arabia</b>	Kingdom of Saudi Arabia	SAU	Riyadh	Saudi	Saudi riyal	<b>SAR</b>	halala
<b>Senegal</b>	Republic of Senegal		Dakar	Senegalese	CFA franc	<b>XOF</b>	centime
<b>Serbia</b>	Republic of Serbia	SER	Belgrade	Serb/Serbian	Serbian dinar	<b>RSD</b>	para
<b>Seychelles</b>	Republic of Seychelles		Victoria	Seychellois	Seychelles rupee	<b>SCR</b>	cent
<b>Sierra Leone</b>	Republic of Sierra Leone		Freetown	Sierra Leonian/Leonean	leone	<b>SLL</b>	cent

<b>Singapore</b>	Republic of Singapore	SIN	Singapore	Singaporean	Singapore dollar	<b>SGD</b>	cent
<b>Sint Maarten</b>	Sint Maarten		Philipsburg	—	Netherlands Antillean guilder	<b>ANG</b>	cent
<b>Slovakia</b>	Slovak Republic	SK	Bratislava	Slovak/Slovakian	euro	<b>EUR</b>	cent
<b>Slovenia</b>	Republic of Slovenia	SN	Ljubljana	Slovene/Slovenian	euro	<b>EUR</b>	cent
<b>Solomon Islands</b>	Solomon Islands		Honiara	—	Solomon Islands dollar	<b>SBD</b>	cent
<b>Somalia</b>	Federal Republic of Somalia		Mogadishu	Somali/Somalian	Somali shilling	<b>SOS</b>	cent
<b>South Africa</b>	Republic of South Africa		Pretoria	South African	rand	<b>ZAR</b>	cent
<b>South Georgia and South Sandwich Islands</b>	South Georgia and the South Sandwich Islands		King Edward Point (Grytviken)	—	British pound sterling	<b>GBP</b>	penny
<b>South Korea</b>	Republic of Korea		Seoul	South Korean	South Korean won	<b>KRW</b>	[jeon]
<b>South Sudan</b>	Republic of South Sudan		Juba	South Sudanese	South Sudanese pound	<b>SSP</b>	piastre
<b>Spain</b>	Kingdom of Spain	SP	Madrid	Spanish	euro	<b>EUR</b>	cent
<b>Sri Lanka</b>	Democratic Socialist Republic of Sri Lanka		Colombo	Sri Lankan	Sri Lankan rupee	<b>LKR</b>	cent
<b>Sudan</b>	Republic of the Sudan		Khartoum	Sudanese	Sudanese pound	<b>SDG</b>	piastre
<b>Suriname</b>	Republic of Suriname		Paramaribo	Surinamese	Surinamese dollar	<b>SRD</b>	cent
<b>Svalbard</b>	Svalbard		Longyearbyen	—	Norwegian krone	<b>NOK</b>	øre
<b>Swaziland</b>	Kingdom of Swaziland		Mbabane	Swazi	lilangeni (pl. emalangeni)	<b>SZL</b>	cent
<b>Sweden</b>	Kingdom of Sweden	SWE	Stockholm	Swedish	Swedish krona	<b>SEK</b>	öre
<b>Switzerland</b>	Swiss Confederation	SWI	Bern	Swiss	Swiss franc	<b>CHF</b>	centime

<b>Syria</b>	Syrian Arab Republic		Damascus	Syrian	Syrian pound	<b>SYP</b>	Piastre
<b>Taiwan</b>	Taiwan, Republic of China		Taipei	Taiwanese	new Taiwan dollar	<b>TWD</b>	fen
<b>Tajikistan</b>	Republic of Tajikistan	TAJ	Dushanbe	Tajik	somoni	<b>TJS</b>	diram
<b>Tanzania</b>	United Republic of Tanzania		Dodoma	Tanzanian	Tanzanian shilling	<b>TZS</b>	cent
<b>Thailand</b>	Kingdom of Thailand		Bangkok	Thai	baht	<b>THB</b>	satang
<b>Timor-Leste</b>	Democratic Republic of Timor-Leste		Dili	East Timorese	US dollar	<b>USD</b>	cent
<b>Togo</b>	Togolese Republic		Lomé	Togolese	CFA franc	<b>XOF</b>	centime
<b>Tokelau</b>	Tokelau		—	—	New Zealand dollar	<b>NZD</b>	cent
<b>Tonga</b>	Kingdom of Tonga		Nuku'alofa	Tongan	le pa'anga	<b>TOP</b>	seniti
<b>Trinidad and Tobago</b>	Republic of Trinidad and Tobago		Port-of-Spain	Trinidadian; Tobagonian	Trinidad and Tobago dollar	<b>TTD</b>	cent
<b>Tunisia</b>	Tunisian Republic	TUN	Tunis	Tunisian	Tunisian dinar	<b>TND</b>	millime
<b>Turkey</b>	Republic of Turkey	TU	Ankara	Turk	Turkish lira	<b>TRY</b>	kurus
<b>Turkmenistan</b>	Turkmenistan	TU M	Ashgabat	Turkmen	Turkmen manat	<b>TMT</b>	tenge
<b>Turks and Caicos Islands</b>	Turks and Caicos Islands		Grand Turk (Cockburn Town)	—	US dollar	<b>USD</b>	cent
<b>Tuvalu</b>	Tuvalu		Funafuti	Tuvaluan	Tuvaluan dollar	<b>TVD</b>	cent
<b>Uganda</b>	Republic of Uganda		Kampala	Ugandan	Ugandan shilling	<b>UGX</b>	cent
<b>Ukraine</b>	Ukraine	UKR	Kyiv	Ukrainian	hryvnia	<b>UAH</b>	kopiyka
<b>United Arab Emirates</b>	United Arab Emirates	UAE	Abu Dhabi	—	UAE dirham	<b>AED</b>	fil
<b>United Kingdom</b>	United Kingdom of Great Britain and Northern Ireland	UK	London	British	British pound sterling	<b>GBP</b>	penny

<b>United States</b>	United States of America	US	Washington	American	US dollar	<b>USD</b>	cent
<b>Uruguay</b>	Oriental Republic of Uruguay		Montevideo	Uruguayan	Uruguayan peso	<b>UYU</b>	centesimo
<b>US Minor Outlying Islands</b>	United States Minor Outlying Islands		—	—	US dollar	<b>USD</b>	cent
<b>Uzbekistan</b>	Republic of Uzbekistan	UZB	Tashkent	Uzbek	som	<b>UZS</b>	tiyin
<b>Vanuatu</b>	Republic of Vanuatu		Port-Vila	Vanuatuan	vatu	<b>VUV</b>	—
<b>Venezuela</b>	Bolivarian Republic of Venezuela		Caracas	Venezuelan	bolivar	<b>VEF</b>	centimo
<b>Vietnam</b>	Socialist Republic of Vietnam		Hanoi	Vietnames	dong	<b>VND</b>	[10 hào 100 xu]
<b>Virgin Islands (GB)</b>	British Virgin Islands		Road Town	—	US dollar	<b>USD</b>	cent
<b>Virgin Islands (US)</b>	United States Virgin Islands		Charlotte Amalie	—	US dollar	<b>USD</b>	cent
<b>Wallis-et-Futuna</b>	Wallis-et-Futuna		Mata-Utu	—	CFP franc	<b>XPF</b>	centime
<b>Western Sahara</b>	Western Sahara		El Aaiun	Sahrawi	Moroccan dirham	<b>MAD</b>	centime
<b>Yemen</b>	Republic of Yemen		Sanaa	Yemeni	Yemeni rial	<b>YER</b>	fiils
<b>Zambia</b>	Republic of Zambia		Lusaka	Zambian	Zambian kwacha	<b>ZMK</b>	ngwee
<b>Zimbabwe</b>	Republic of Zimbabwe		Harare	Zimbabwean	Zimbabwean dollar	<b>ZWL</b>	cent

## Annex 3: Military ranks

### Military ranks

The tables set out below are taken from STANAG 2116 (Edition 6).

#### OFFICER PERSONNEL – ARMY

GRADING	NATO CODE	CA	UK	USA	BE	FR	LU
<b>National Title</b>	OF-10	No equivalent	Field Marshal	General of the Army	No equivalent	Maréchal de France	No equivalent
<b>General Officer</b>	OF-9	General/Général	General	General	Général/Generaal	Général d'Armée	No equivalent
<b>General Officer</b>	OF-8	Lieutenant General/Lieutenant Général	Lieutenant General	Lieutenant General	Lieutenant Général/Luitenant-Generaal	Général de Corps d'Armée	No equivalent
<b>General Officer</b>	OF-7	Major-General/ Major-Général	Major General (Maj.Gen.)	Major General	Général-Major/ Generaal Major	<b>Général de Division</b>	No equivalent
<b>General Officer</b>	OF-6	Brigadier-General/ Brigadier Général	Brigadier	Brigadier General	<b>Général de Brigade</b> / Brigade-generaal	Général de Brigade	No equivalent
<b>Senior or Field Grade Officer</b>	OF-5	Colonel/Colonel	Colonel	Colonel	Colonel/Kolonel	Colonel	Colonel
<b>Senior or Field Grade Officer</b>	OF-4	Lieutenant-Colonel/Lieutenant-Colonel	Lieutenant-Colonel (Lt.Col.)	Lieutenant-Colonel	Lieutenant-Colonel/Luitenant-Kolonel	Lieutenant-Colonel	Lieutenant-Colonel
<b>Senior or Field Grade Officer</b>	OF-3	Major/Major	Major	Major	Major/Majoor Capitaine-Commandant/ Kapitein-Commandant	Commandant	Major
<b>Junior Officer</b>	OF-2	Captain/Captaine	Captain	Captain	Captaine/Kapitein	Captaine	Captaine
<b>Junior Officer</b>	OF-1	Lieutenant/Lieutenant	Lieutenant	First Lieutenant	Lieutenant/Luitenant	Lieutenant	Lieutenant en premier
		Second Lieutenant/ Sous-Lieutenant	Second Lieutenant	Second Lieutenant	Sous-Lieutenant/ Onderluitenant	Sous-Lieutenant	Lieutenant

#### OFFICER PERSONNEL – NAVY

GRADING	NATO CODE	CA	UK	USA	BE	FR	LU
<b>National Title</b>	OF-10	No equivalent	Admiral of the Fleet	Fleet Admiral	No equivalent	Amiral de France	
<b>General Officer</b>	OF-9	Admiral/Amiral	Admiral	Admiral	Amiral/Admiraal	Amiral	
<b>General Officer</b>	OF-8	Vice-Admiral/ Vice-amiral	Vice-Admiral	Vice-Admiral	<b>Vice-amiral</b> / Vice-admiraal	Vice-amiral d'escadre	



<b>General Officer</b>	OF-7	<b>Rear-Admiral/</b> Contre-amiral	Rear-Admiral	Rear Admiral (upper half)	<b>Amiral de division/</b> Divisie-admiraal	Vice-amiral	
<b>General Officer</b>	OF-6	Commodore	Commodore (Cdre.)	Rear Admiral (lower half)	<b>Amiral de Flottille/</b> Flottielje Admiraal	Contre-amiral	
<b>Senior or Field Grade Officer</b>	OF-5	<b>Captain/Capitaine</b>	Captain	Captain	<b>Capitaine de vaisseau/</b> Kapitein-ter-zee	Capitaine de vaisseau	
<b>Senior or Field Grade Officer</b>	OF-4	Commander	Commander (Cdr.)	Commander	<b>Capitaine de frigate/</b> Fregatkapitein	Capitaine de frégate	
<b>Senior or Field Grade Officer</b>	OF-3	<b>Lieutenant-Commander/</b> Lieutenant-Commander	Lieutenant-Commander	Lieutenant-Commander	<b>Capitaine de corvette/</b> Korvetkapitein  <b>Lieutenant de vaisseau de 1ère classe/</b> Luitenant-ter-zee eerste klasse	Capitaine de corvette	
<b>Junior Officer</b>	OF-2	<b>Lieutenant/</b> Lieutenant	Lieutenant	Lieutenant	<b>Lieutenant de vaisseau/</b> Luitenant-ter-zee	Lieutenant de vaisseau	
<b>Junior Officer</b>	OF-1	<b>Sub-lieutenant/</b> Sous-lieutenant	<b>Sub-Lieutenant</b> Acting Sub-Lieutenant	Lieutenant Junior Grade	<b>Enseigne de vaisseau/</b> Vaandrig-ter-zee	Enseigne de vaisseau de 1ère classe	
		<b>Acting Sub-lieutenant/</b> Sous-lieutenant intérimaire	Midshipman	Ensign	<b>Enseigne de vaisseau de 2e classe/</b> Vaandrig-ter-zee tweede klasse	Enseigne de vaisseau de 2e classe	

## OFFICER PERSONNEL – AIR FORCE

GRADING	NATO CODE	CA	UK	USA	BE	FR	LU
<b>National Title</b>	OF-10	No equivalent	Marshal of the Royal Air Force	General of the Air Force	No equivalent	Maréchal de France	
<b>General Officer</b>	OF-9	<b>General/Général</b>	Air Chief Marshal	General	<b>Général/Generaal</b>	Général d'armée aérienne	
<b>General Officer</b>	OF-8	<b>Lieutenant-General/</b> Lieutenant-général	Air Marshal	Lieutenant General	<b>Lieutenant-général/</b> Luitenant-generaal	Général de corps aérien	
<b>General Officer</b>	OF-7	<b>Major-General/</b> Major-général	Air Vice Marshal	Major General	<b>Général-major/</b> Generaal-majoor	Général de division aérienne	
<b>General Officer</b>	OF-6	<b>Brigadier-General/</b> Brigadier-général	Air Commodore	Brigadier General	<b>Général de brigade/</b> Brigade-generaal	Général de brigade aérienne	
<b>Senior or Field Grade Officer</b>	OF-5	<b>Colonel/Colonel</b>	Group Captain (Gp.Capt.)	Colonel	<b>Colonel/Kolonel</b>	Colonel	
<b>Senior or Field Grade Officer</b>	OF-4	<b>Lieutenant-Colonel/</b> Lieutenant-colonel	Wing Commander (Wg.Cdr.)	Lieutenant Colonel	<b>Lieutenant-colonel/</b> Luitenant-kolonel	Lieutenant-colonel	
<b>Senior or Field Grade Officer</b>	OF-3	Major	Squadron Leader (Sqn.Ldr.)	Major	<b>Major/Majoor</b> <b>Capitaine-Commandant/</b>	Commandant	

					Kapitein-Commandant		
<b>Junior Officer</b>	OF-2	<b>Captain/Capitaine</b>	Flight Lieutenant (Flt.Lt.)	Captain	<b>Capitaine/Kapitein</b>	Capitaine	
<b>Junior Officer</b>	OF-1	<b>Lieutenant/</b> Lieutenant	Flying Officer	First Lieutenant	<b>Lieutenant/Luitenant</b>	Lieutenant	
		<b>Second-Lieutenant/</b> Sous-lieutenant	<b>Pilot Officer</b> Acting Pilot Officer	Second Lieutenant	<b>Sous-Lieutenant/</b> Onderluitenant	Sous-lieutenant	

## NON-OFFICER PERSONNEL – ARMY

NATO CODE	CA	UK	USA	BE	FR	LU
<b>OR-9</b>	<b>Chief Warrant Officer/</b> Adjudant-Chef	Warrant Officer I	<b>Sergeant Major /</b> Master Gunnery Sergeant	<b>Adjudant-Major/</b> <b>Adjudant-Majoor</b> Adjudant-Chef	<b>Major</b> Adjudant-Chef	<b>Adjudant-Major</b> Adjudant-Chef
<b>OR-8</b>	<b>Master Warrant Officer/</b> Adjudant-maître	Warrant Officer II Staff Sergeant	Master Sergeant	Adjudant	Adjudant	Adjudant
<b>OR-7</b>	<b>Warrant Officer/</b> Adjudant	Sergeant (3 years seniority)	Sergeant First Class Gunnery Sergeant	<b>Premier Sergent-Major/</b> Eerste Sergeant-Majoor	Sergent-Chef	Sergeant-Chef
<b>OR-6</b>	<b>Sergeant/Sergent</b> (3 years seniority)	Sergeant	Staff Sergeant	Premier Sergent-Chef/ Eerste Sergeant-Chef Premier Sergent/ Eerste Sergeant	Sergent-Chef	Premier Sergent
<b>OR-5</b>	Sergeant/Sergent	Corporal	Sergeant	Sergent/Sergeant	Sergent	Sergent
<b>OR-4</b>	<b>Master Corporal/</b> Caporal Chef	Lance Corporal	Corporal	<b>Premier Caporal-Chef/</b> <b>Eerste Korporaal-Chef</b> <b>Caporal-Chef/</b> Korporaal-Chef	Caporal Chef	Premier Caporal-Chef Caporal Chef
<b>OR-3</b>	Corporal/Caporal	Private (or equivalent) (Classes 1-3)	<b>Private First Class</b> Lance Corporal	Caporal/Korporaal	Caporal	Caporal 1ère classe Caporal
<b>OR-2</b>	<b>Private trained/</b> Soldat (formé)	Private (or equivalent) (Class 4)	Private E-1 Private First Class	<b>Premier Soldat/</b> Eerste soldaat	Soldat de 1ère classe	Premier Soldat-Chef Soldat-Chef
<b>OR-1</b>	<b>Private Basic/</b> Soldat		Private E-1	Soldat/Soldaat	Soldat	Soldat de 1ère classe Soldat

NON-OFFICER PERSONNEL – NAVY

NATO CODE	CA	UK	USA	BE	FR	LU
OR-9	Chief Petty Officer 1 <sup>st</sup> class/ Premier maître de 1 <sup>ère</sup> classe	Warrant Officer	Master Chief Petty Officer	Maitre- principal-Chef/ Oppermeester-Chef Maitre-principal/ Oppermeester	Major Maître principal	
OR-8	Chief Petty Officer 2 <sup>nd</sup> class/ Premier maître de 2 <sup>ème</sup> classe	No equivalent	Senior Chief Petty Officer	Premier-maitre chef/ Eerste meesterchef	Premier maître	
OR-7	Petty Officer 1 <sup>st</sup> class/ Maître de 1 <sup>ère</sup> classe	Chief Petty Officer	Chief Petty Officer	Premier maître/ Eerste meester	No equivalent	
OR-6	Petty Officer 2 <sup>nd</sup> class/ Maître de 2 <sup>ème</sup> classe	Petty Officer	Petty Officer First Class	Maitre-chef/ Meester-chef Maître/Meester	Maître	
OR-5	Petty Officer 2 <sup>nd</sup> class / Maître de 2 <sup>ème</sup> classe Master Seaman/ Matelot chef	Petty Officer	Petty Officer Second Class	Second-maitre/ Tweede meester	Second Maître	
OR-4	Leading Seaman/ Matelot de 1 <sup>ère</sup> classe	Leading Rating (but junior to military rank of Corporal)	Petty Officer Third Class	Premier quartier-maitre chef/ Eerste Kwartiermeester-chef Quartier- maitre chef/ Kwartiermeester-chef	Quartier-maitre de 1 <sup>ère</sup> classe	
OR-3	Able seaman/ Matelot de 2 <sup>ème</sup> classe	No equivalent	Seaman	Quartiermaitre/ Kwartiermeester	Quartier-maitre de 2 <sup>ème</sup> classe	
OR-2	Ordinary Seaman/ Matelot de 3 <sup>ème</sup> classe	Able Rating Ordinary Rating	Seaman Apprentic	Premier matelot/ Eerste matroos	Matelot breveté	
OR-1	Seaman/Matelot	Junior Rating	Seaman Recruit	Matelot/Matroos	Matelot	

NON-OFFICER PERSONNEL – AIR FORCE

NATO CODE	CA	UK	USA	BE	FR	LU
OR-9	Chief Warrant Officer/ Adjutant Chef	Warrant Officer Master Aircrew	Chief Master Sergeant	Adjutant-Major/ Adjutant-Majoor Adjutant-Chef	Major Adjutant-Chef	
OR-8	Master Warrant Officer/Adjutant-maitre	Flight Sergeant Chief Technician	Senior Master Sergeant	Adjutant	Adjutant	
OR-7	Warrant Officer/Adjutant	Sergeant	Master Sergeant	Premier sergent-major/ Eerste sergent-majoor	No equivalent	

				Eerste sergeant-majoor		
<b>OR-6</b>	Sergeant/Sergent		Technical Sergeant	<b>Premier sergent-chef/ Eerste sergeant-chef Premier sergent/ Eerste sergeant</b>	Sergent-chef	
<b>OR-5</b>	<b>Sergeant/Sergent</b> Master Corporal/Caporal chef	Corporal	Staff Sergeant	Sergent/Sergeant	Sergent	
<b>OR-4</b>	Corporal/Caporal	No equivalent	Senior Airman/Sergeant	<b>Premier Caporal-Chef Eerste Korporaal-Chef Caporal-Chef Korporaal-Chef</b>	Caporal-chef	
<b>OR-3</b>	Private trained/ Soldat entraîné	<b>Junior Technician</b> <b>Senior Aircraftman</b> Leading Aircraftman	Airman First Class	Caporal/Korporaal	Caporal	
<b>OR-2</b>	Private Basic/Soldat	Aircraftman	Airman	Premier soldat/ Eerste soldaat	Aviateur (1ère classe)	
<b>OR-1</b>	Private basic/Soldat		Basic Airman	Soldat/Soldaat	Aviateur	

## Annex 4: Transliteration of Russian into English

Аа a	Бб b	Вв v	Гг g	Дд d	Ее ye/e *
Ёё yo**	Жж zh	Зз z	Ии i	Йй y	Кк k
Лл l	Мм m	Нн n	Оо o	Пп p	Рр r
Сс s	Тт t	Уу u	Фф f	Хх kh	Цц ts
Чч ch	Шш sh	Щщ shch	Ъ ”	Ы y	Ь ’
Ээ e	Юю yu	Яя ya			



\*ye (initially, and word-internally after **ъ, ь** and the ten vowel letters **а, е, ё, и, о, у, ы, э, ю, я**), or e (after consonants and **й**)”

\*\*yo (when **ё** is printed without the dots, as is normal Russian practice, the letter is transliterated as if it were the preceding letter e)

Examples:

Михаил Горбачев

Mikhail Gorbachev

Григорий Верещанский

Grigoriy Vereshchanskiy

Венедикт Васильевич Ерофеев

Venedikt Vasil'yevich Yerofeyev

Эльза Давыдовна Алексеева

El'za Davydovna Alekseyeva



This system can co-exist with established, historical spellings produced by different systems, e.g. traditional [St. Petersburg](#), [Kiev](#), [perestroika](#), [balalaika](#), instead of RLS [Sankt-Peterburg](#), [Kiyev](#), [perestroyka](#), [balalayka](#). But if namesakes of the composer [Tchaikovsky](#) and the famous Russian bass [Chaliapin](#) appear on an English-language list of NATO terrorist suspects, they should be spelt [Chaykovskiy](#) and [Shalyapin](#).

## Annex 5: Types of document in use at NATO

### **Action List (*Liste des mesures*)**

Usually an annex to a Decision Sheet, setting out action to be taken in accordance with decisions.

### **Action Sheet (AS) (*Suite donnée*)**

An Action Sheet sets out what has happened to a document, i.e. that it has been approved or noted by the Council, Committee, Group, etc (often at the end of a silence procedure).

### **Agenda (A) (*Ordre du jour*)**

A list of items for a forthcoming meeting. The Agenda just specifies the main points to be dealt with, any briefings to be given, and/or action that participants will need to take.

The heading takes this form:

*Meeting to be held at NATO Headquarters on 23 January 2015 at 10.00*

### **Annex (*Annexe*)**

Document attached to a Cover Note, or supplementary information added to a large document such as a STANAG.

It will be referred to as being “at annex”.

### **Appendix (*Appendice*)**

Annex to an Annex. The plural is *appendices*.

### **Chairman’s Report (*Rapport du président*)**

Report presented to the Council or to ministers when a group has been unable to agree on a point or reach consensus on a text. The Chairman of the Group concerned summarizes the situation and sets out the points of agreement and disagreement.

### **“chapeau” (*chapeau*)**

Introductory section or preamble, often of a political nature, and consisting of one or more paragraphs, possibly several pages. The inverted commas are used in English only.

### **Communiqué (*Communiqué*)**

The official text resulting from a meeting of Foreign Affairs or Defence Ministers.

**Checklist (*Aide-mémoire*)**

Notes provided to the Secretary General or senior official of NATO to prepare for a visit, meeting, etc. The checklist often summarizes the situation in the relevant country and the main issues in relations between that country and NATO.

**Cover note (*Note de couverture*)**

A text in the form of a letter and accompanying a document (at annex), sent by the International Staff to delegations or to a group.

**Decision Sheet (DS) (*Compte rendu de décisions* or *Relevé de décisions*)**

The minutes of a meeting, setting out the group's discussions, the questions raised and replies received, decisions and action to be taken. See also "record".

**Declaration (*Déclaration*)**

Generally used only for the official text issued at the end of a summit of heads of state and government.

**Document (D) (*Document*)**

The formal version of a working paper or notice approved by the group's parent committee. This is a finished text which is no longer subject to review and which can be referred to for future activities.

**Enclosure (*Pièce jointe*)**

An enclosed document which exists in its own right under another reference.

**Food-for-thought paper (*Document de réflexion*)**

An informal text presented to a group as a contribution to discussions.

**Hand-out (*Document de séance*)**

An informal text handed out during a meeting (often the content of a presentation).

**Interim report (*Rapport d'étape*)**

An intermediate report presented to the Council or to ministers (usually at their request) at a particular stage or milestone of a long-term project/study. See also "progress report".

**Media advisory/Press advisory (*Note aux médias/Note à la presse*)**

Notices sent to the press or published on the Internet for the press/media, informing them of a visit by the Secretary General to a particular country, a visit by a VIP to NATO, a meeting, or any other event they may wish to cover.

**Media lines/Press lines (*Éléments de langage*)**

Parts of a response or issues for inclusion in a press briefing or conference by the Secretary General, Spokesperson or other senior official.

**Memorandum (*Mémorandum*)**

An internal communication concerning the activities of NATO services, with a clearly-defined set of recipients. It may be *for action* or *for information*.

**Notice (N) (*Note*)**

An administrative or strictly temporary document; an informal (unfinalized) version of a text which may become a document (D).

**Office Notice (ON) (*Note de service*)**

A notice sent to all staff to inform them of a situation related to working at NATO.

**Non-paper (*Non-document*)**

An informal text submitted to a group by a nation as a contribution to discussions.

**Post description (*Description de poste*)**

An internal document drawn up for each IS post. It has a standardized presentation and structure, and forms the basis for vacancy notices.

**Press statement (*Déclaration à la presse*)**

A document distributed to the press in order to respond, usually briefly, to a specific event. For example, a press statement is often issued in connection with CMX.

**Press release (*Communiqué de presse*)**

A document distributed to the press, usually concerning decisions taken by the Organization or the results of action taken.

**Progress report (*Rapport d'activité/d'avancement*)**

The IS or a group submits a progress report to the Council or to ministers (usually at their request) to keep them informed of progress made in a particular issue, study, project, etc. It differs slightly from an interim report (see above) in that it is not time-specific.

**Record (R) (*Compte rendu*)**



In contrast with a decision sheet, a record sets out the discussions or results of meetings at which no official Alliance decisions are taken.

### **Reference (*Cote*)**

The official reference number of a document, usually consisting of the abbreviation of the issuing body, the abbreviation of the document type, the year and the serial number of the document: DPPC-N(2010)0002, NADC-D(2009)0456, etc. It may have a suffix indicating that amendments or additions have been made to the document (see “addendum”, “revision” and “corrigendum” at the end of this list).

### **STANAG (NATO Standardization Agreement) (*Accord de normalisation OTAN*)**

A STANAG is a NATO standardization document showing that the member nations have agreed to apply all or part of a standard, with or without reservations, to meet an interoperability requirement.

### **STANREC (NATO Standardization Recommendation) (*Recommandation de normalisation OTAN*)**

A STANREC is a NATO standardization document setting out one or more NATO or non-NATO standards to support an Alliance activity without any link to interoperability. A STANREC is used voluntarily; nations are not obliged to apply the standards in it.

### **Statement (*Communication*)**

A statement may be issued at defence or foreign affairs ministerials, in addition to or instead of a communiqué, and is less formal in nature.

### **Summary Record (*Compte rendu succinct*)**

A document which sets out the discussion held during a meeting.

### **Tasker (*Feuille d'instructions*)**

A tasker is a brief set of instructions from the Private Office asking a particular division to prepare notes, a briefing, a checklist, etc, for use by the Secretary General during events such as a visit, press conference or meeting.

### **Terms of Reference (TOR) (*Mandat*)**

A formal document setting out the remit, objectives, work areas and responsibilities of a group or a committee, its modus operandi, the frequency of its meetings, the length of its existence, etc. When a decision is taken to create a new group, it is usually asked to draw up its own terms of reference and to submit them to its parent committee for approval.

### **Vacancy notice (*Avis de vacance de poste*)**

A document based on a post description and published with a view to recruitment. It has a standardized presentation and structure.

### **Working paper (WP) (*Document de travail*)**

Preliminary version of a text (often technical) which may become a document or a STANAG.

Any document may subsequently acquire an additional text which amends or expands on its content, or which indicates the follow-up action which has been taken. These additional texts are paginated independently, except when pages are inserted in the basic document, and will come under one of the following categories:

- **Addendum (*Additif*)**, abbreviated as ADD*n*: addition of information to the initial document
- **Revision (*Version révisée*)**, abbreviated as REV*n*: a reworking of the previous text
- **Corrigendum (*Rectificatif*)**, abbreviated as COR*n*: a correction to the information in the initial document