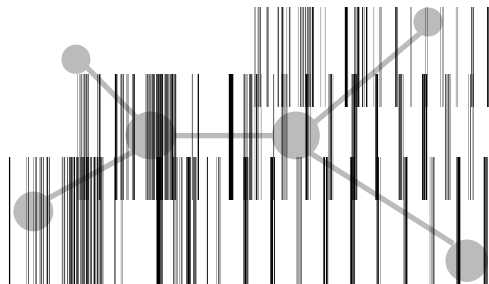


IRM Administrator's Report



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Abstract

A summary of the status of IRM administration.

Recommendation

For information only.

IRM Administrator's Report (as of January 17th, 2001)

- 1145 IRM codes are assigned or reserved (57%), up from 1138 IRM codes in October 2001 and 1117 in May, 2001.
 - 633 of these codes have maintenance fees paid (55%; down from 59% in October 2001, but up from 44% in May, 2001). This is expected to climb as annual fees are paid. As companies integrate these payments into their financial systems, prompt payment is expected to become more common.
 - The first reclamation of IRM codes may occur in April, 2002 if payment is not received. This will be 18 months from the date of the first invoice being sent out.
 - No IRM codes have yet been reclaimed due to non-payment of IRM fees. However, 7 are in the "Owing" state (payment 6-12 months overdue). Another 127 are "Being Reclaimed" (12-18 months overdue). This is lower than in October, 2001 and indicates that many have been paid. It is expected that many of the IRM's in this state will be paid for soon.
 - Requests for codes that may become available due to non-payment will be handled strictly based on the first inquiry into their availability. A better policy may need to be developed. We are maintaining the list of requestors in the database.
 - We are now requesting written confirmation of information changes (e.g. due to company purchases or name changes)
 - No IRM code splitting has yet been implemented, although several scenarios requiring this have been discussed.
 - IRM emails are being distributed on approximately a 2 week schedule. Each time emails regarding new assignments, reservations or returns are circulated, IRM lists at <http://www.ifast.org> are updated.
 - Education and consultation regarding the IRM assignment process is ongoing, largely by responding to emailed inquiries.
 - The IFAST secretariat (particularly Megan Hayes) has been of great assistance, as well as the IFAST website management team, particularly Guadalupe Perez, in Mexico.
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