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Codebook for websites of interest organizations

Why interests organize on only some issues

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Codebook for websites of interest organizations: Why interests organize on only some issues¹

Version: 1.1 (10 February 2015)

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¹ This codebook is partly based on Marcel Hanegraaff's 2010 codebook for interest groups at the WTO and IPCC-conferences, the INTEREURO Codebook (version 4.3, 2013) and Codebooks of several Capstone projects at Leiden University 2006-2009. The author would like to acknowledge the financial support of the Netherlands Organization of Scientific Research through a NWO VENI grant [451-12-017]

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Introduction

This Codebook is a product of the project 'Why interests organize on only some issues: Assessing the density and diversity of interest organizations in Western Europe' (NWO-Veni, 2013-2017). This project is motivated by the puzzle that in some policy domains, such as education, development and health care, a large number and variety of organizations is politically active whereas in other domains, such as defense, banking and housing, there are only a small number of organizations active, commonly representing only a relatively narrow variety of interests. To date, these differences have not been systematically assessed. The research project fills this gap in the literature by describing and explaining the variation in the number (density) and character (diversity) of interest organizations in the full range of policy domains, economic sectors and interest guilds in the United Kingdom, Germany, France and the Netherlands. The research design of this project is, as part of a broader argument, described in a recent conference paper: see: <http://ssrn.com/abstract=2431609>

This document continues with outlining the design of the research, followed by a general description of each variable and the concept it is aimed to measure. The latter part of the Codebook consists of summaries of the specific variables. The specific variable labels defined in that section are used throughout the text in capitals (e.g. ID).

Research design

This section describes the key concepts, explanatory model and types of actors studied in the project.

Studying populations of interest organizations

Interest organizations operating in the same setting and time period are referred to as members of a population (sometimes labelled 'interest system') (Gray & Lowery 1996). The 'population' of interest organizations is sliced up into domains based on organizational resources such as members and subsidies on which the interest organizations in that domain ultimately rely. These resources may be related to the policy area which is lobbied, the economic sector whose interests are represented, or the socio-political base from which members are attracted. Organisations which are similar in these regards act in the same domain and may be called 'like-groups'. The number of interest organizations in a domain indicates the density of the domain. In this project, the classification of groups into domains or organizational environments is done on the basis of several UN-coordinated statistical schemes (e.g. ISIC_ECSECTOR and COFOG_GVTSECTOR).

Diversity is a second characteristic of a domain. So far, little work has been done on the organizational diversity. The project aims to include a very broad range of organizations, differentiated by their organizational base and several more specific their organizational characteristics (Minkoff 2002). The organizational base denotes whether an organization relies on members or operates individually, as do public affairs departments of companies and (semi)public institutions. Members-based organizations are further differentiated by the type of constituents: companies, public organizations, citizens or professionals. A distinct domain is diverse in its base when the group of interest organizations which is part of it, depend on different types of resources such as government funding, citizen-membership fees and business-membership contributions. The 'resource base' and 'operational style' variables pertain to the measurement of diversity: membership type (MEMBERSHIP), policy orientation (POLICY_INTEREST), participatory opportunities (REPRESENTATION&PARTICIPATION), and the strategic focus of interest organizations (INSIDE_LOBBY) (Berkhout 2013).

The project uses the population-ecological 'Energy-Stability-Area' (ESA) model to explain density and diversity (Gray & Lowery 1996, Messer, Berkhout & Lowery 2010). This Codebook does not concern data collection on explanatory factors. But please note that the domain-classifications are chosen in such a way as to create links with these explanatory factors.

The ESA model suggests that three contextual factors determine the carrying capacity of interest domains for the number of interest organizations. These factors should, albeit in a more complex way, also explain the diversity of interest domains. First, the number of potential constituents (members) in a domain is expected to be positively related to the number of organizations that can form and survive. This is measured by the economic value added in the sector of concern, or the number of citizens that are members of organizations in the domain (Wessels 1997). This is the 'area' or 'supply' term of the model and is expected to be self-limiting in nature as competitive pressures and economies of scale at some point reduce the establishment of new organizations. The second expectation is that relatively large numbers of organizations are active in domains in which the government is also relatively active (Baumgartner & Leech 2001, Leech et al. 2005). Third, it is expected that more organizations can form and survive when there is policy uncertainty. Together with the actual government activity in the domain, this provides 'energy' that organizations can use to mobilize. Policy uncertainty is operationalized in terms of the extent to which political parties attend to, and have diverging positions on, on-going issues in the domain.

The mapping of the population of interest organizations requires data sources. In each country, we use (1) 'top down' data sources related to the policy process such as registers of letters written to the parliament, membership lists of public affairs associations, or contributions to consultation-rounds, and (2) 'bottom up' data sources, based on organizational type such as directories of associations and chamber of commerce registrations. Making such a combination is relatively labour-intensive as it requires triangulation between the various sources (e.g. Jentges et al. 2012). Nonetheless, compared to relying on a single source, it crucially reduces potential sampling bias (Berkhout & Lowery 2008, Berkhout & Lowery 2010, Sorurbakhsh 2014, Wonka et al. 2010). It also makes it possible to assess the differences between the interests represented before government

and those collectively organised in society. The precise data sources used are further described below.

What counts as 'interest organization'? Attributes of interest groups include being organized, not being part of the state and not seeking public office (Beyers, Eising & Maloney 2008 1106, Jordan et al. 2012 12, Lowery & Brasher 2003 7-8). These criteria differentiate interest group studies from other fields in political science such as social movement studies, studies on political parties or policy studies. Within the field of study of interest groups there is distinction between those using 'behavioral' definitions and those relying on 'collective action' definitions (and some combining them).

A typical example of recent use of the collective action definition of interest groups is in the descriptive, comparative study of Jordan et al (2012 143) (also see: Johnson (2013)). The Directory of British Associations used in their study include organizations with (1) voluntary membership and that are (2) organized at the national level (and regional associations with national relevance). This 'collective action'-oriented definition prioritizes interest aggregation, i.e. acting collectively to reach certain goals, over interest articulation, i.e. participation in the policy process. The authors are not immediately interested in the purposeful political orientation of associations. They intend 'to capture the entire reservoir of organizations actually and *potentially* participating in national political processes' (Jordan et al. 2012 144).

A typical example of the use of the behavioral definition of interest groups are the studies by Lowery and Gray, relying on lobby registration rolls in the US states. They include all organizations showing some political interest. They note that 'the most valid indicator of broadscale political activity now available is provided by lobby registration rolls' (Gray and Lowery, 1996, 7). Such 'behavior'-oriented studies prioritize the political interest or activity over organizational form, and consequently include individual institutions such as hospitals, municipalities or firms who lobby. These are, of course, explicitly excluded from collective action definitions of interest groups. As will become clear below, this inclusive approach requires specific differentiations in the data collection: in other words, data on some variables most notably those pertaining to membership, do not apply to institutional lobbyists.

This study explicitly spans both conceptions of what an ‘interest group’ is. This follows from the use of the above-mentioned data sources (registers, directories) without using any a-priori filter criterion. That is, with the inclusion of ‘top-down’ sources it employs a behavioral or functional definition on the one hand and, with the use of directories of associations, a collective action or associational definition on the other hand (Jordan, Halpin & Maloney 2004). Commonly researchers employ either policy-interest or membership as criterion to include or exclude organizations from their study. This substantially influences the choice of theories, research approach and has substantial implications for the external validity of the research (Halpin & Jordan 2012 11-17).

As said, some scholars combine these definitions. Table 1 suggests some labels for the organizations studied depending on different combinations of political orientation and organizational forms. The underlying study includes organizations from the upper-right and lower-left quadrants.

	Only membership groups	All types of organizations
Explicit political goals	Interest intermediators (e.g. filtered from official sources)	Pressure participants (e.g. from lobby register)
Goals need not be directly policy-oriented	Associations in ‘civil society’ (e.g. from directory of associations)	Social movements or commercial organizations (e.g. selected from media sources)

Table 1: Typology of group definitions in the field of interest representation by political interest and organisational form

Data collection: data sources and classification

Data sources: directories of associations and participation in parliament

Bottom-up sources: directories²

The relevant section of the German OECKL Deutschland provides a complete overview of all nationally-relevant German civil-society organisations. We rely a selection of organisations made by other researchers (Jentges et al. 2012). They filter organisations that are ‘politically active’, which is defined along three characteristics: political interest, organisation, and informality. This leads to a sampling frame of 4830 organisations. OECKL has a commercial goal and actively gathers entries. See: <https://www.oeckl-online.de/>³

The Dutch Pyttersen’s Almanak registers collective action organisations which are (primarily) non-profit and ‘of supra-local interest’, and comprises 9601 organisations.⁴ This directory has a commercial goal, and entries are gathered ‘actively’. This directory is published (i.e. updated) once a year until 2014. The project relies on a sample from a digital list of records provided by the publisher of the ‘final’ state of the Almanak ultimo 2013.⁵

The Directory of British Associations is similar to the abovementioned directories in that it reports collective action organisations of ‘national’ interest. As noted earlier, it has been used in previous studies (Johnson 2013, Jordan & Greenan 2012). We sample from a digitised version of the paper edition 2012.

There is no French directory of associations similar to the directories in the other countries (e.g. Woll 2009). Similar to the Eurolob II project (Kohler-Koch, Quittkat & Kurczewska 2013, 7-8), the project therefore uses the members of the two major business interest federations

² At a later stage additional sources may be considered, such as the Dutch Kamer van Koophandel register (Chamber of Commerce register) which includes all organisations legally registered in the Netherlands. It mainly comprises primarily for-profit organisations: companies, legal entities, and organisations that take part in Dutch economic flows. In the underlying project, organisations may be selected using the classification of the register and a search string (Similar to: Berkhout 2010, 63-111, Poppelaars 2009).

³ Login information available through Joost.

⁴ We are interested in section A ‘Organisaties, stichtingen en verenigingen’.

⁵ The University of Amsterdam Library provides online access to the digital version (see: http://lib.uva.nl/primo_library/libweb/action/display.do?fn=display&doc=UVA_ED001180049&vid=UVA).

(Saurugger 2013, fig. 7.1). These are the 220 professional member-federations⁶ of the French association for small- and medium-sized companies *Confédération Général des Petites et Moyennes Entreprises* (CGPME)⁷ and the 87 member-federations of MEDEF.⁸ Please note the exclusion of the trade-only federations *Assemblée permanente des chambres de métiers et de l'artisanat* (APCMA), and *L'Assemblée des Chambres Françaises de Commerce et d'Industrie* (ACFCI / CCI France). These have been excluded because they have only regional chambers and not sectoral ones, and can therefore not be compared with the directories in the other countries studied. In order to complement the business interest associations with 'civil society organisations', the study also includes the 133 Members (*Titulaire* and *Suppleant*) of the *Le conseil national de la vie associative*.⁹

Main top-down sources¹⁰

The Lobbyliste is the directory of the *Bundestag* in Germany. Organisations that wish to enter the *Bundestag* are not obliged to register: this is voluntary. Not registered are institutions, corporations or public foundations (or their umbrella organisations), nor those local or regional organisations whose interests are advocated by supra-regional (i.e. national) associations.

In the Netherlands, the project uses the external participants of *hoorzittingen / gesprekken* in the *Tweede Kamer* (2011-2014). This data has been retrieved from the official website of

⁶ Please note that the CGPME also has 123 territorial members ('Unions territoriales interprofessionnelles'). These are excluded because it is inconsistent with the 'supra-local' criteria used in the other countries.

⁷ See: <http://www.cgpme.fr/le-reseau/federations>

⁸ See: <http://www.medef.com/medef-corporate/le-medef/federations.html>

⁹ See: <http://www.associations.gouv.fr/112-le-conseil-national-de-la-vie.html> and the list at: <http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000000822053&dateTexte=&fastPos=22&fastRegId=1068093957&oldAction=rechTexte>

¹⁰ At a later stage the following top-down sources may be included:

Lobbylist Tweede Kamer (lobby list House of Representatives) is comprises primarily umbrella and industry organisations, societal organisations, local governments and Public Affairs people – individual organisations are in principle excluded. Goal is transparency in public policy making, registration is obligatory when entering the House of Representatives. Frequently updated list.

BVPA (Beroepsvereniging voor (Professional Association for) Public Affairs) is itself an interest organisation, representing the interests of Dutch Public Affairs professionals. It has some 600 members, working for companies, industry organisations, advisory bureaus, NGO's, and public bodies / (local) governments. The goal of this list is to increase transparency and information flow among the members of the BVPA – organisations are adopted when joining the BVPA, in the end this is voluntary. Unknown update frequency – probably more than once a month.

A register of lobbyists has recently been introduced at the *Assemblée Nationale* in France. See: <http://www.assemblee-nationale.fr/representants-interets/liste.asp>.

the parliament in the context of the Interarena project and the organisational records have been generously shared by the researchers (See for further details: Pedersen, Halpin & Rasmussen 2013).

In the United Kingdom, the project uses the external participants 'providing evidence' to Select and Bill Committees of the Houses of Parliament. Again, this data has been retrieved from the official website of the parliament in the context of the Interarena project and the organisational records have been generously shared by the researchers (See for further details: Pedersen, Halpin & Rasmussen 2013).

In France, the project relies on original data-collection rather than data collected in the context of previous projects. A list of external participants in committee meetings has been constructed on the basis of the parliamentary agendas of the ongoing legislature as reported in the *Feuilleton* of the *Assemblée Nationale*.¹¹ Please note that we sample agendas rather than groups.

Data collection: classifying interest groups

We collect data on the (1) the origin of the resources of the interest organization, most notably the type of members or supporters, (2) the way it operates and the types of activities it engages in, and (3) the environment it interacts with. In this section, all variables are described throughout the text. In the next section, the variables are summarized in formal terms.

The unit of analysis is the organization. Please note that organizations are not (always) unitary actors. For instance, Greenpeace consists of distinct country-organizations, Électricité de France (EDF) operates distinct government relations offices and the German Verband der Chemischen Industrie has several different sectoral-organised sub-units (Fachverbände). Use the precise organizational unit specified in the data source and follow the data source specific instructions when applicable. For instance, in the Lobby Liste of the Bundestag, Greenpeace Germany is the unit registered and should therefore be selected for coding. This implies that its membership mobilisation scope (RESOURCE_SCOPE) is 'national'

¹¹ See: <http://www.assemblee-nationale.fr/agendas/feuilletons/index.asp>

rather than 'international', despite the fact that all Greenpeace-offices collectively have members in various countries.

(1) The resource base: members

The differences in the types of members mobilized is one of the most important indicators of the diversity of an interest domain. As noted above, we include both membership and non-membership organizations such as firms, (semi) public agencies or lobby consultancy organizations (MEMBERSHIP).

What counts as 'membership'? We use a broad definition of membership-relations. Members may be individuals and / or organisations. They voluntarily financially support the association in a non-ad-hoc manner and primarily without direct (material) benefits. This implies that commercial transactions, tax payments, shareholdings or insurance policies do not count as membership relationships. Some organisations may talk about 'supporters', 'constituents', 'donors' or 'sponsors' rather than members. These provide critical resources to organisations and are here defined as members. Members need not have specific rights such as voting rights at membership meetings but usually have such rights. Last, there may be only two or three members, but excluded from the definition of membership are cases where individual institutions rely on a single sponsor and legally can only rely on that sponsor (e.g. the Ministry of Finance is not a member of the Financial Market Authority).

Theories of collective action point to variation in the magnitude of collective action depending on the type and potential number of members of an organisation. The classification used here relates to these typical differences. As said, members may be individuals or organisations (MEMBERSHIP). On the first, we differentiate between individuals as professionals, employees, persons and citizens. Individuals act in the first roles when their membership is directly associated with the work they do. This is for instance the case for the British Association of Journalists, the Association of Plumbing Contractors or the French Confédération générale du travail. Individuals act as 'persons' when their joint activities or shared characteristics is inherently tied sociological or physical condition, such as their age (groups of elderly), ethnicity (migrant groups), sexual orientation (gay groups), health (e.g. patient groups) and religion etc. The potential number of members of such groups is 'naturally' limited by the numbers of persons with certain

relatively 'unchangeable' characteristics. Individuals are classified as citizens on all other cases where they act collectively. This is regardless of whether they do so to voice certain political positions, defend certain interests, pursue certain causes, support each other or just for recreation. In this case, the shared concern or interest may change (i.e. people may change political preferences, hobby or social concern). Second, as regards organizations as members, we differentiate between (a) public institutions such as public agencies and government departments, (b) semi-public organisations such as at government agencies at 'arm's length', (c) publicly-owned companies (e.g. water companies, schools etc), and (d) commercial firms. Note that membership-organisations may have multiple types of members (MEMBERSHIP2 and MEMBERSHIP3).

How to deal with 'indirect' membership? Some organisations such as the Dutch Rowing Federation are 'federations of associations'. Here the members are rowing clubs. The individual members of these clubs receive certain benefits associated with their clubs' membership of the federation such as the right to compete in regattas and a subscription to the magazine of the federation. In such cases we classify, under the variable MEMBERSHIP, the 'indirect' membership type, in this case the individual. The variable MEMBER_STRUCTURE pertains to 'umbrella', 'federation' or 'multi-level' organisational structures. Such 'levels' may have a geographical, sectoral or other meaning. Under the variable MEMBER_STRUCTURE we also note a somewhat different 'indirectness' that (mainly) occurs for certain non-membership organizations. This concerns a critical dependency of an organization on a single other organization, similar to a principal-agency relationship. Typical examples of these are think-tanks affiliated to political parties such as the German CDU-affiliated Konrad-Adenauer-Stiftung or fully government-funded 'advice-groups' such as the Dutch multi-culturalism policy consultancy Forum.

Where do the members come from? The area from which members are drawn is usually geographically limited. We differentiate between organisations that aim to attract members from the local, sub-national, national, supra-national, European or international level (RESOURCE_SCOPE). This concerns the orientation of the membership-recruiting and maintenance activities and not the level at which political, networking or other operational activities are aimed. Please be careful when the 'unit of analysis' is ambiguous. For instance, Greenpeace has members in various countries in the world. However, the country offices

individually engages in membership recruiting activities and is therefore classified as 'national'. In the case of non-membership organisations this variable refers to the geographical scope of (most of) the activities of the organisation. For instance, the government relationship office of the Deutsche Bahn is classified as national in scope and Lufthansa is classified as international.

(2) The operational style of the organization

This section only applies to membership organisations. The project uses a typology of interest organizations in order to express diversity of the interest domain (Berkhout 2010). The typology, visualised in figure 1, is based on several strategic choices of interest organisations regarding their (1) the policy orientation, (2) opportunities for participation, and (3) strategic focus. On each of these dimensions there are theoretical reasons to expect that organisations have to make a trade off. In practise, organisations probably differ quite a lot in the way they are able to deal with this. Some are able to pursue a lot of strategies at the same time whereas other specialise on each of the three dimensions presented. Each of these three dimensions are therefore measured through three distinct and independent questions.

First, leaders of interest organizations simultaneously attend to interests of supporters and policy makers. Public policy makers are interested in policy-related information and, as broad as possible, political support for policy programmes. Interest organisation vary in the extent to which they provide policy input and specify their conditions for support for public policy programmes (See variable: POLICY_INTEREST). This may be seen in press or policy statements. For members, the actual interest representation before government may be a nice 'by-product' of the other services, products or activities of the organisation which provided the key motivation for their membership. These are 'members-only' services, goods or benefits such as insurance, members-magazine or professional accreditation (See variable: MEMBERS_SERVICES). There may be a trade-off here in that a more diverse constituency or broader membership base may lead to more compromised policy demands but a stronger negotiation position vis-à-vis policy makers (Schmitter & Streeck 1999, Streeck & Kenworthy 2005) (See variable: BALANCE_PM).

Second, organizations differ in the way they make decisions, internally manage the organisation and shape the relationship with their members. To start, this includes participatory structures such as committees, membership-meetings and internal elections aimed at aggregating and then representing the preferences of the members (Kriesi 1996, 153) (See variable: REPRESENTATION&PARTICIPATION). This also pertains to the extent to which professional, managerial and administrative working procedures have been established to efficiently pursue the goals of the organisation (e.g. Klüver & Saurugger 2013) (See variable: ADMINISTRATION&MANAGEMENT). There are several organisational sociological reasons that organisations have to trade-off members involvement ('rationale of goal formation through representation') and professionalism ('rationale of goal implementation through administration') (Child, Loveridge & Warner 1973, 77-78) (See variables: BALANCE_MP). This should be observed in the form and locus of decision-making which tends to be divided, non-central and grass-roots level in case of representative rationality is prioritised, and tends to be unified, coordinated and at the top level of the hierarchy in the case of administrative rationality dominates. The literature mentioned highlights that organisations commonly have to trade these operational styles off. However, under certain circumstances organisations may be able to successfully combine professional administration with meaningful membership participation.

Last, interest organizations may potentially use a broad range of activities to pursue their political goals. One way is to seek access to policy makers and persuade them to develop policies favourable to the (members of the) interest organisation. This is an 'inside lobby' and commonly includes some policy-oriented documentation on the website (see variable: INSIDE_LOBBY). Organisations may also choose to voice their concern in a more public manner through campaigns to change public opinion or raise public awareness (Kollman 1998) (see variable: OUTSIDE_CAMPAIGNS). It has been argued that it is difficult to simultaneously convince the public and negotiate behind closed doors (Lasswell 1950, 236, Lipsky 1968, Schattschneider 1960, 40, Wilson 1974, 284-289). This implies that some organizations will prioritise the repertoire common to social movements (outside) and others specialize in insider lobbying such as the professionalized policy advocates of Public Affairs agencies (See variable: BALANCE_INOUT). However, in practise, it may very well be that organisation find ways to combine these distinct influence activities.

Each of these dimensions is indicated using a six-point scale.

Figure 1: Categories of typical political organizations according to three dimensions

(3) The organizational environment

Interest groups, both membership and non-membership organisations, typically interact in multiple environments. Here we differentiate between the supporters or membership environment on the one hand and the policy agenda environment on the other.

First, the membership environment refers to the material or non-material interests that members of an organization share and that plausibly motivates them to act together. We assume interests to be shared among those who are engaged in similar (economic) activities, have similar (official) functions or have similar (public) concerns. In the case of non-collective action organizations such as the public affairs departments of individual firms or agencies, we classify the activities of the organization as a whole. We distinguish between 'economic', 'public sector' and 'civil society' interests.

On the first, businesses mainly share interests with companies in the same economic sector (ISIC_ECSECTOR). The business interest associations are classified by the types of economic activities of the company-members of the association. The membership environment is classified using a standard classification for economic activities, more specifically, the International Standard Industrial Classification of All Economic Activities (ISIC).

(Semi-)Public institutions such as universities, hospitals or water companies tend to join forces when they have similar tasks provided to them. This does not precisely match the ISIC scheme and therefore requires a similar standard. We use the Classification of the Functions of Government (COFOG) scheme for those cases where the ISIC classification is relatively superficial (COFOG_GVTSECTOR). For instance, the ISIC category 7523 'Public order and safety activities' does not differentiate between police, fire-protection and prisons services, whereas these are separate categories in COFOG (03.1 – 03.4). For instance, the Dutch 'Nederlandse Politiebond' should be classified under 'police'. This scheme does not only provide more precision, it also makes it possible to link interest group density to, most notably, government spending.

As regards 'civil society' interests, citizens may come together on topics such as nature conservation, development aid or car issues. Commonly, interest organizations develop a range of distinct activities in order to attract and maintain members and that indicate the nature of the shared interest, preference or goal. An example of such an activity is the monthly magazine of the Dutch car-drivers association ANWB. This is the most widely distributed magazine of the country (3,5 mln) and reflects their interest in various aspects of car-driving. For activities that do not fit in the ISIC-scheme, we use the classification by 'civil society' fields proposed in the United Nations Handbook on Nonprofit Institutions, the International Classification of Non-Profit Organizations (ICNPO) (designed to build on ISIC, see page 27-38, T3.3) (ICNPO_CIVILSECTOR). This is still insufficient to fully cover the range of interests and concerns that organizations may represent. Therefore the ICPNO categories are further subdivided on the basis of sub-headings of the category descriptions (See: Appendix) This leads to additional categories for 'social-political' causes and civil society organisations.

Second, interest organisations operate in the policy environment when they seek to influence public policy. Here we distinguish policy fields by the activities of government (POLICY_AGENDA). Previous projects such as the Encyclopedia project in the US (Bevan et al. 2013, Jordan et al. 2012) employ the classification scheme of the comparative policy agendas project (www.comparativeagendasproject.info). We follow their example. The involvement in public policy is more difficult to observe on organizational websites than the interests and activities of members. Interest organizations sometimes post press

statements, policy briefs or 'campaigns' on their websites. The German labor union IG Metall, for instance, has a section 'Kampagnen' where, among others, it highlights the importance of the inclusion of retirement-clauses in labor agreements. This indicates interest in policies regarding pension-schemes (which, in the abovementioned scheme would fall under category 5 'Labour and Employment', subcategory 503 'Employee Benefits'). We also use the COFOG scheme for this (POLICY_FIELD).

Coding instructions per variable

Please rely on the actual information or activities observed on the website rather than prior knowledge or aspired activities of the organization.

The headings in capitals and italics are the variable labels. The labels are used for all reference to variables.

Identification variables

The first variables relate to basic identification variables for the organisation and meta-information on the entry-record.¹²

ID

Identification seven-digit number of organisation.

Unique identification-number for each organisation in the dataset. Starts with country-code (31 is The Netherlands, 49 is Germany, 44 is the United Kingdom, 33 is France). Subsequent number refer to the data source (main top down source is 1, main bottom up source is 2, secondary sources 3 and further). Identification numbers may be used to refer to organizations coded.

CODER

Name of coder. Who coded the website? Choose from dropdown box.

RECORD_NAME

Copy-paste the exact record as provided, including personal names, titles, and so on.

SELECTION

The data on external participants in parliamentary committees does not allow an a priori identification of whether a person is an interest organisation, i.e. whether he or she is 'organised', 'does not participate in elections' and 'is politically active'.

Does the record refer to an interest organisation?¹³

¹² Please note that Qualtrics registers some additional meta-information on the record such as the date and time of coding.

1. Perhaps, but the organisation cannot be found online or no longer exists¹⁴
2. Yes
3. Yes, but the interest is represented by a lobby consultancy where the client identity is unknown.¹⁵
4. No, this is an individual where the organisational affiliation does not exist or is not reported.
5. No, this is currently an elected person such as an active parliamentarian, minister or party representative.¹⁶
 - a. Government minister or secretary of state
 - b. Member of Parliament or party spokesperson
 - c. Sub-national or local elected person
6. No, this person does not act as an organisational representative but in some other capacity (usually university professors).¹⁷

NAME

Full name of the interest organisation.

Capitalise according to the organisational rules, for instance: Dairy Executives Association, Union des annonceurs, BOVAG, Bund der Deutschen Landjugend.

¹³ In case of ambiguity about the record please refer to the additional information in the data source from which it was sampled (see section Data sources: directories of associations).

¹⁴ You may find information about the organisation on other websites (e.g. on mergers, disbandment, etc). In that case use the REMARKS variable to copy-paste the information and source.

¹⁵ These are sometimes called 'hired guns' because they are hired by others to lobby on their behalf. Lobby consultancies are companies offering, among other services, public affairs services. Examples of lobby firms are PriceWaterHouseCoopers, the Dutch Dröge & van Drimmelen, Accenture, Burson-Marsteller, Freshfields Bruckhaus Deringer. 'Hired guns' or 'out-house lobbyists'. These are consultants, public affairs advisors or lawyers acting as lobbyists on behalf of their clients. such as KPMG, Freshfields Bruckhaus Deringer or Burson-Marsteller. Please note that parliamentary committees do not allow 'hired guns' as formal representants of other organisations – this category should not be used for data originating from parliamentary committee hearings.

¹⁶ Do not use this category for appointed officials (i.e. civil servants) such as the director of the National Audit Office (UK), army personnel or the chairman of the Central bank.

¹⁷ This category applies, for instance, to a professor of economics affiliated with a university providing evidence to a parliamentary committee (by presenting the 'state-of-the-art' of academic knowledge on a certain topic). Such a person is not politically active on behalf of the university. The category does not apply to the 'public affairs representative' or chairman of the same university because such person may be assumed to represent university interests rather than giving 'expert' input into the policy process. Do not use this category for lobby consultancies.

Make sure you use or check the correct spelling of the organisation. For instance, only add 'the' if this is incorporated in the official name such as in the case of The National Rifle Association.

In case of difference between the name found online and in the data source due to mergers, name changes and so on, note the name used online and use the REMARKS section to note previous names.¹⁸

Use the original, 'native' name of the organisation, do not fill in translations but use the alternative name variable (NAME_ALT) for translations where appropriate.¹⁹

In the data on external participants in parliamentary committees we cannot a priori distinguish between individual and organisational names. Here, please note the name of the organisation with which a person is affiliated. Please note the full details under NAME_ALT. For instance, when a record refers to 'Brigadier Mike Griffiths, Director Personal Services (Army)', we note 'British Army' under NAME and the full details as quoted under NAME_ALT.

NAME_ALT

Alternative names for the organisation (or alternative spellings) such as translations or the precise name that appears in the data sources (in case it is different from the name used online).

Applies when differences do not have substantial meaning such as between ABN-AMRO and ABNAMRO.

Also applies for specification of sections of organisations such as ABN-AMRO and ABN-AMRO Government Affairs. Here one may also include the name of the spokesperson of the organisation (between brackets), for instance British Army, Personal Services (Brigadier Mike Griffiths), or Renault (président-directeur général Carlos Ghosn).

¹⁸ For instance: Conseil national du patronat Français (CNPF) changed its name to Mouvement des Entreprises de France (MEDEF).

¹⁹ For instance, Cymdeithas yr Iaith Gymraeg (Welsh Language Society).

NAME_ALT1

Same as NAME_ALT.

NAME_ABB

Official abbreviation of organisation.

Make sure to use the official use of capitals.²⁰

If there is no official abbreviation (e.g. Greenpeace), you need not fill in anything.

WEBSITE

Website-address of the 'political section' or 'about us' section of the interest organisation.

This is the page where you retrieve the largest part of the information needed.²¹ Use general webaddress in case a specific section does not exist. Copy URL from website to dataset (starting with http://)

HQ_OFFICE

In which city are the headquarters of the organisation?²²

DATASOURCE_O

Other record number under which the organisation is recorded within the sampling frame used in this study.

Check the aggregate list recording the sampling frame and note identification number.

In case you are coding a record from any non-Parliamentary French source (starting with 332 and higher), please check the presence of the organisation in parliamentary hearing/round tables and assign an ID number as follows: Please use as ID: 331xxxxy where xxx=Feuilleton-number and yy=ranknumber of organisation/person in order of appearance. Further note: Focus on the organisations/persons who appear in 'auditions' and 'table

²⁰ E.g. Friends of the Earth International is FoEI; European Environmental Bureau is EEB. Some organisations have an abbreviations as (part of) their official name, e.g. 'EUROFER - The European Steel Association'. In this case EUROFER would be the abbreviation.

²¹ For instance in case of Shell, you refer to the public affairs section, in the case of the Dutch Farmers Association (LTO), you refer to the 'about us' section, and in case of internal bureaucratic lobbying (e.g. municipality of Amsterdam, region of North-Cumberland) the relevant section of the organisational website.

²² Use 99 in case no head quarter address can be found. Use the address of the chairperson in case no other address is known. Use the international HQ address in case of multinational companies.

rondes' in committees. You ONLY need to look for these in the section that is usually headed 'Commissions et organes de contrôle'. You will find these agendas in: <https://www.dropbox.com/sh/d1k5qkcyoivya9q/AADhXQ6LDSMqkb5ybj3V96y3a?dl=0> .

They are downloaded in PDF and also merged in plain text.

In case you are coding a record from the UK Parliamentary source (ID starting with 441), please check the presence of the organisation in Directory of British Associations and assign an ID number as follows: 442xxxxyy where xxx is the page number and yy is the ranknumber of the organisation in order of the page. You will find a merged word document of the whole directory on dropbox.

Membership variables

These variables are about the main source of finance of the interest organization: most notably its members.

MEMBERSHIP

This variable is, firstly, used to differentiate between collective action organisations and individual institutions.²³ The variables on organisational style do not apply to non-membership organisations. Secondly, the variable differentiates types of membership and types of individual institutions.

- 1) Non-membership organization, type of organization is:
 - a) Commercial firm or company.²⁴
 - b) Publicly owned companies²⁵ or semi-public organizations.²⁶
 - d) Public agencies or authorities.²⁷

²³ Please find below a couple of example on the distinction of non-membership and membership organisations: Q: If we have an organization such as Friends of the Earth, where people can only donate, does donating make you automatically a member? or does it require more involvement. A: The codebook (see section: (1) The resource base: members) states that membership lies where the main source of finance of the interest organization comes from; since donations represent the main income for the organization therefore they are automatically a member. Q: For Natuurmuseum Fryslân, I interpret the visitors as members. Is that correct? A: No, commercial transactions do not count as membership.

²⁴ These include public affairs departments (i.e. 'in-house lobbyists') of companies such as Shell, the Royal Bank of Scotland, Siemens, Google, Sony or the Deutsche Bank.

²⁵ Such the Deutsche Bahn, French railway company SNCF or EDF. Including nationalised banks.

²⁶ such as universities and hospitals. Also include non-membership foundations or charities such as museums, 'Prins Bernard Foundation' etc.

- 2) Membership organization²⁸, members are:
- a) individuals as professional²⁹
 - b) individuals as employee³⁰
 - d) individuals 'as citizen'³¹ or in any other role³² (i.e. not work related)
 - e) Commercial firm or company³³
 - f) Publicly owned companies or semi-public organizations
 - h) Public agencies or authorities

MEMBERSHIP2

Does the organisation have multiple types of members?³⁴

No, the variable does not apply, continue coding with next variable

Yes, use the same categories as MEMBERSHIP and rank in order of resource importance of the membership types.³⁵

²⁷ such as municipalities, ministerial departments or regulatory agencies. These are sometimes represented by a formal representative ('liaison') office such as the Dutch Rijkswaterstaat, the Scottish government representation and foreign country representations.

²⁸ Including organisations depending on a very limited number of sponsors.

²⁹ For instance, as a doctor or as a teacher: These are professional associations such as the German Berufsverband Deutscher Internisten, the Dutch Beroepsvereniging Docenten Nederlands als Tweede Taal, the French Association des Maires de France, Association of UK Media Librarians (AUKML).

³⁰ For instance, members of labor unions such as the Dutch FNV, the German IG Metall, the French Confédération Française des Travailleurs Chrétiens (CFTC).

³¹ For instance members of car drivers association such as the Dutch ANWB, the German ATAC and British AA. Consumer groups such as the Dutch Consumentenbond. Voluntary groups or clubs such as the French Fédération nationale des chasseurs, the Dutch Nederlandse Studenten Roeifederatie. Members of cause groups such as the World Wild Foundation (WWF), also, campaign- and charity groups relying on individual donations or supporters such as Greenpeace, Oxfam, World Nature Fund, Cancer Care Society (CARE), Natuurmonumenten, Medisch Comité Nederland-Vietnam.

³² Such as members of 'identity' groups such as religious, ethnic, elderly and patient groups. These organisations typically do not recruit members beyond a specific constituency.

³³ Members of business interest associations such as the British Aluminium Primary Producers Association, the Dutch Productschap Tuinbouw, the French Mouvement des entreprises de France (MEDEF).

³⁴ Please note that members cannot belong to multiple types at the same time (i.e. an member is not allowed to be semi-public and public, or, citizen and person, at the same time). In Q&A terms: : Q: Should the categories pertaining to individual membership (2a, 2b, 2c, 2d) be treated as mutually exclusive? A: Yes, please treat them as such. In other words, make sure not to use these individual categories both under MEMBERSHIP and under MEMBERSHIP2

MEMBERSHIP3

Does the organisation have three or more types of members?

No, the variable does not apply, continue coding with next variable

Yes, use the same categories as MEMBERSHIP. More than three: use the REMARKS section to note additional categories. Make sure to prioritise the member-types which seem to be the largest source of income to the organisation.

MEMBER_STRUCTURE

This variable only applies to membership organisations.

Does the organization have an 'indirect' membership structure?³⁶

- 1) No, it is a normal membership organisation
- 3) Yes, it is a federation of local/regional associations
- 4) Yes, it is a federation of non-geographically demarcated associations such as by economic subsector.
- 5) Yes, it is a federation of both geographically and non-geographically demarcated sub-sections or associations³⁸
- 6) Yes, this is a sub-organisation of an international organisation of the same name³⁹

³⁵ For instance, think tanks typically rely on both public and private sponsors. Examples include The World Economic Forum, the European Roundtable of Industrialists, the Dutch Centrum Informatie en Documentatie over Israël, the Anne Frank Stichting.

³⁶ TIP: if the ABOUT page does not mention this, a good indicator is the MEMBERS or ASSOCIATES section: if members are (mainly) other associations or interest groups, this means the organisation at stake is an umbrella organisation.

Example: eNACSO (the European NGO Alliance for Child Safety Online) on its ABOUT page states that it "is a network consisting of 27 children's rights NGOs from across the EU working for a safer online environment for children." – in this case the name itself was enough to recognise it as an umbrella organisation.

³⁸ Typically 'networks' of various interest organisations are included here. These may be formed for specific political campaigns.

³⁹ E.g. Greenpeace NL and Greenpeace international. Also: Friends of the Earth, Oxfam. Do not use this category in case the organisation is member of a European or international umbrella group or network in which the independence of the members is clearly respected and is, among others, clear by the name of the organisation (e.g. Fietserbond and the European Cyclists Federation).

RESOURCE_SCOPE

Membership organisation: From which geographical level are members drawn?

Non-membership organisations: From which geographical level are resources drawn?

- 1) local level
- 2) sub-national level
- 3) national level
- 4) supra-national level, but uni-lingual⁴⁰
- 5) European level
- 6) international level

Variables about the operational style of the organization

These variables only apply to membership organisations.

POLICY_INTEREST

To what extent does the organisation show interest in public policy?

Rate between 1 (no interest) and 6 (the aim of the organisation is to influence public policy).⁴¹

You need not differentiate between inside- or outside strategies. Some organisations, such as social movement organisations, may not seek direct contact with policy makers, but indirectly seek to change policies.

Please treat the scale in the following way:

⁴⁰ E.g. Dutch-Flemish, German-Swiss, French-Swiss, British-Irish, British and British-Overseas, French and région d'outre-mer etc

⁴¹ TIP for finding policy orientation: in addition to the ABOUT page, you can look for WHAT WE DO pages. Especially useful are policy statements or *position papers* (often in the form of pdf's) on the website – these indicate policy orientation as the organisation expresses a reactive position in the political debate / policy process. Note that looking for the presence of such position papers does not imply you should read them – save time and understand that the mere presence of such documents indicates policy orientation.

One may think of groups like the Fédération des Anciens Combattants Français (Federation of French War Veterans) which are generally not immediately interested in influencing public policy, and should get a 1 or 2 score on this scale.

1. no mention at all of interest representation before government or through creating broader awareness.
2. interest representation is mentioned in the mission statement of the organisation (e.g. 'the Bull Terrier Club defends the interests of Bull Terriers' <http://www.bullterrierclub.nl/>) or somewhere else on the website, but the organisation does not report any policy-oriented activities.
3. minimal policy-oriented activities reported, this may be a remark such as: 'the association land owners finds sustainable forest management important'.
4. one or two concrete policy-oriented activities can be found online. These may include monitoring (e.g. 'our newsletter reports on the latest developments in Brussels') and more indirect, information-oriented activities (e.g. 'fewer subsidies were provided this year compared to last year').
5. a separate section of the website reports on policy campaigns and positions, or throughout the website one finds references to public policy, also including indirect strategies such as creating awareness among the public
6. the policy-section is substantial and includes several different types of documents (policy-statement, press statement, long-term monitoring, demonstrations, public campaigns etc)

MEMBERS_SERVICES

To what extent does the organisation provide collective/selective services, goods or benefits to its members?

Rate between 1 (no services) and 6 (the only aim of the organisation is to deliver member-services).

1. The organisation fully devotes its attention to the causes its stands for (e.g. a charity which spends all its money on poor people, rather than also on specific services, such as a magazine, for its members).
2. The organisation has a very limited number of activities that are exclusively aimed at members (e.g. only a membership magazine).

3. The organisation provides only one type of service to its members (e.g. only informing on its activities)
4. The organisation provides a couple of services to its members such as a magazine and seminars
5. The organisation provides a range of services to its members, including some services that are potentially very important to members such as insurance
6. The organisation provides a range of services to its members, including services on which the organisation may have a partial monopoly such as accreditation, certain education services, car repair services etc.

BALANCE_PM

The organisation is more interested in influencing public policies than in providing services to members

Yes/No

REPRESENTATION&PARTICIPATION

To what extent does the organisation involve members in organisational decision-making and actual activities?

Rate between 1 (no involvement at all) and 6 (the organisation is fully run by members)

1. The members only transfer money (and may not even be called members but 'donors', 'supporters' or 'friends')
2. Members may have some official rights but there is no explicit reference to that on the website.
3. Members are actually called 'members', and seem to formally have voting rights in some annual membership meeting
4. Members have some opportunity to participate in the organisation, such as through committee membership, volunteering or otherwise.
5. Members have several ways to participate and organisational decision makers are those with a track-record within the organisation or cause.

6. Members fully run the organisation, also paid staff seems to be selected primarily on the basis of their loyalty to the cause rather than their management experience (e.g. the association of doctors is managed by a doctor)

ADMINISTRATION&MANAGEMENT

To what extent does the organisation rely on professionals to make decisions and operate it?

Rate between 1 (no paid professional staff) and 6 (decision-making and operations are done by professional managers)

1. There is no staff with task-specific training (e.g. no secretariat with administrators)
2. There is a very small secretariat with some administrative duties
3. There is a small secretariat with some administrative duties
4. There is a small secretariat with some administrative duties and one or two other professionals, such as a magazine editor and a financial manager
5. There are several staff members with specific responsibilities such as communication, finance and public affairs, and who seem to have been hired also because of their specific training
6. There are several departments of professionally trained staff who seem to make strategic decisions

BALANCE_MP

The majority of the activities of the organisation involves members rather than staff.

Yes/No

The following variables (INSIDE_LOBBY, OUTSIDE_CAMPAIGNS and BALANCE_INOUT) are not applicable for organisations with a low score (1 or 2) on POLICY_INTEREST.

INSIDE_LOBBY

To what extent does the organisation have a lobby aimed at policymakers?

Rate between 1 (no lobby) and 6 (specialised policy-oriented dossiers)

1. No direct reference to public policy whatsoever, only general preferences for change (e.g. 'we want the financial sector to contribute to a more equal society')
2. Some terminology seems similar to the one used in public policy circles (e.g. 'the VDMA wants a competitive and innovative manufacturing sector')
3. Specific policy preferences are presented, but without direct references to (changes in) on-going policies, (e.g. 'we want lower bonuses for bankers')
4. Specific policy preferences are presented, with direct references to (changes in) on-going policies, (e.g. 'we want parliament to produce laws that would lower bonuses for bankers')
5. Specific policy preferences are presented, supported by specific activities to reach that goal, (e.g. a contribution to a parliamentary consultation that states: 'we want parliament to produce laws that would lower bonuses for bankers')
6. Several different types of policy specific activities are presented

OUTSIDE_CAMPAIGNS

To what extent does the organisation target public opinion and the media?

Rate between 1 (no 'public awareness' campaigns at all) and 6 (aimed at mobilising the public)

Check wiki page for more specific instructions

BALANCE_INOUT

The organisation targets its campaigns to policy makers rather than journalists or the public

Yes/No

Variables on the organizational environment

Interest groups typically interact in multiple environments. Here we differentiate between the supporters or membership environment and the policy agenda environment. These variables apply to both membership and non-membership organisations. In the case of non-collective lobbying, the activities of the individual firm or institution should be classified.

Membership environment:

At least one of three membership environment variables (ISIC_ECSECTOR, COFOG_GVTSECTOR, ICNPO_CIVILSECTOR) should be coded. In other words, maximum two out of three variables may be 'not applicable' (use 0 or leave blank).

In case you consider none of the available categories not validly reflecting the shared activities or concerns of the membership, please provide a note in the REMARKS section.

Fill in 9999 for so-called 'encompassing' organisations. This is for instance the case for major employers organisations where members are drawn from all economic sectors.

KEY_ENVIRONMENT

Which type of environment most closely matches the activities of the members?

Choose one:

1. Economic activities (ISIC)
2. Government activities (COFOG)
3. Civil society activities (ICNPO)

ISIC_ECSECTOR

Which economic activities are the members involved in?⁴²

See hierarchical ISIC (rev.4) classification at:⁴³

<http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27&Lg=1&Top=1>

Click on the name of each of the top-level category for an elaborate description of the category. Please use the **four**-digit class-code when possible, otherwise use the more aggregate division- or group-codes.

⁴² For instance, the members of the Dutch Produktschap Tuinbouw or the British Chartered Institute of Horticulture are engaged in activities in 'class 0113 - Growing of vegetables and melons, roots and tubers'. Most hints for this classification can be found in an organisation's name, and otherwise it will mostly be mentioned in the ABOUT section. For instance, the first sentence of the ABOUT section of EUROFER notes "EUROFER is located in Brussels and was founded in 1976. It represents 100 per cent of steel production in the European Union." These activities fall under class '2410 Manufacture of basic iron and steel'. Also include consumers when applicable, for instance, the members of the British National Union of Students should be classified as being involved in 'class 8530 - Higher education'.

⁴³ For a downloadable and searchable PDF (also available in French and German), see: <http://unstats.un.org/unsd/cr/registry/regdntransfer.asp?f=135>

In principle, do **not** use: 8412 (regulation of health care); 8413 (regulation of economy); 941 (employers' organizations); 942 (labour unions); 9491 (political organizations); 9499 (other membership organizations), 7010 (activities of head offices). Note that we look at the activities of members. This implies, for instance, that the code 9491 practically only apply to certain 'pro-lobby' associations of lobbyists such as the Dutch BVPA (association of public affair professionals).

The section-categories are printed here for your convenience: please rely on the UN codes.

- A - Agriculture, forestry and fishing
- B - Mining and quarrying
- C - Manufacturing
- D - Electricity, gas, steam and air conditioning supply
- E - Water supply
- F - Construction
- G - Wholesale and retail trade
- H - Transportation and storage
- I - Accommodation and food service activities
- J - Information and communication
- K - Financial and insurance activities
- L - Real estate activities
- M - Professional, scientific and technical activities
- N - Administrative and support service activities
- O - Public administration and defence
- P - Education
- Q - Human health and social work activities
- R - Arts, entertainment and recreation
- S - Other service activities
- T - Activities of households as employers
- U - Activities of extraterritorial organizations and bodies

ISIC_ECSECTOR1

Which other activities are the members involved in?

Same categories as ISIC_ECSECTOR.

ISIC_ECSECTOR2

Which other activities are the members involved in?

Same categories as ISIC_ECSECTOR.

COFOG_GVTSECTOR

Which government-related activities are the members involved in?⁴⁴

Do not classify the policy interests of the organisation, use the POLICY_AGENDA variable for that.⁴⁵

Please use the **four**-digit class-code when possible, otherwise use the more aggregate division- or group-codes.

See: <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=4&Lg=1>

COFOG_GVTSECTOR1

Which other government-related activities are the members involved in?

Same categories as COFOG_GVTSECTOR.

ICNPO_CIVILSECTOR

Which civil society activities are the members involved in?

Please use five-digit code according to the scheme in the Appendix A1.

Do not use 'Group 11: Business and professional associations' and 'Group 12 Not elsewhere classified'.

ICNPO_CIVILSECTOR1

Which other civil society activities are the members involved in?

Same categories as ICNPO_CIVILSECTOR.

The variables (POLICY_AGENDA, POLICY_AGENDA1, POLICY_FIELD and POLICY_FIELD1) are not applicable for organisations with a low score (1 or 2) on POLICY_INTEREST.

POLICY_AGENDA

On which policy agenda does the organisation primarily represent its interest?⁴⁶

⁴⁴ For instance, the members of the British National Union of Students should be classified as being involved in 'Group: 09.4 - Tertiary education'. The members of the German Bundespolizeigewerkschaft are active in 'Class: 03.1.0 - Police services (CS)'

⁴⁵ For instance, the sponsors of Oxfam are not 'involved in' development aid policies although Oxfam provides development aid and seeks to influence policies in the field.

Use the **three**-digit codes of the policy agendas classification: see Appendix A2 and <http://sbevan.com/cap-master-codebook.html>

This variable is not applicable for organisations with a minimal score on POLICY_INTEREST.

The categories are printed here for your convenience but please rely on the Master CAP Codebook codes noted in the Appendix A2.

- 1 Domestic Macroeconomic Issues
- 2 Civil Rights, Minority Issues, and Civil Liberties
- 3 Health
- 4 Agriculture
- 5 Labor and Employment
- 6 Education
- 7 Environment
- 8 Energy
- 9 Immigration and Refugee Issues
- 10 Transportation
- 12 Law, Crime, and Family Issues
- 13 Social Welfare
- 14 Community Development and Housing Issues
- 15 Banking, Finance, and Domestic Commerce
- 16 Defense
- 17 Space, Science, Technology, and Communications
- 18 Foreign Trade
- 19 International Affairs and Foreign Aid
- 20 Government Operations
- 21 Public Lands, Water Management, and Territorial Issues
- 23 Cultural Policy Issues

POLICY_AGENDA1

On which other policy agenda does the organisation represent its interest?

Same categories as POLICY_AGENDA

POLICY_FIELD

In which policy field does the organisation primarily represent its interest?

Same categories as COFOG_GVTSECTOR.

This variable is not applicable for organisations with a minimal score on POLICY_INTEREST.

⁴⁶ For instance, the German IG Metall represents its interest mainly in the government agenda field of '5 Labor and Employment'.

POLICY_FIELD1

In which other policy field does the organisation represent its interest?

REMARKS

Use this section to provide any remarks you have regarding the organization. In case you feel the remark should be reviewed by another coder or supervisor (REVIEW) add a hashtag (#) before the remark. You can use full sentences here. Please refer to the section, variable or category to which your remark pertains.

REMARKS1

Same as REMARKS. This is a separate remarks section pertaining to comments about the identification section.

REVIEW

Flag this item in case you would like this record to be reviewed. Add a remark (REMARKS) on the concern you have and use the wiki-page to post your question (and check for answers).

Note on changes in version 1.1

Changes between version 1.0 and 1.1: No substantial changes on the pages 1-16. A couple of sentences have been adapted to reflect the changes in the coding instructions.

SELECTION: category 6

DATASOURCE_O: note procedure change

MEMBERSHIP: merger of category 1b and 1c, 2f and 2g, 2c and 2d.

MEMBER_STRUCTURE: category 2 has been removed

BALANCE_PM, BALANCE_MP and BALANCE_INOUT: Dummy rather than scale.

General suggestions for productive coding

- Be efficient. Do not take too much time coding an organisation. This means that you do not open any documents on the website or explore elaborate pieces of texts. If the information cannot be found relatively easily, you code the variable as a missing value.
- Be smart. Most information can be found on the ABOUT pages of a website. You therefore always go to these pages first and retrieve as much information as possible. Only use other pages of the website if you cannot code all variables in this section.
 - Also, TIPS are included in this codebook to quickly find some specific variables. These TIPS are included in the sections dedicated to explaining the variables (see further in codebook). Make sure you have read these upfront in. Also if you feel some TIPS can be added, please feel free to make suggestions.
- Be creative. If no website is found or a website does not work, use alternative sources. This means that you look for information on the organisation on the first 10 hits of Google (or another search engine). If no information is found on these pages you also code a missing value.
- Be correct. Always make sure that you use correct spelling, and fill in the correct observation you intend. It is better to check twice than not at all.

- Be precise. In case you need to fill in the comment box, be precise about the message you want to convey. Remember that it needs to be clear without having to check to website again.
- Ask for help. In case of any doubt, always ask a supervisor for help. Especially in the early stages of coding you need to work in close collaboration to make sure errors remain limited. In case a supervisor is not present, make sure to make (clear) notes on your findings.
- Be healthy and sharp. After every hour take a break of 5 minutes in order to stay healthy, sharp and focused. Do not stay seated behind your computer during this break, but walk around or get some fresh air.

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Appendix

Appendix A1

International Classification of Non-Profit Organizations: detailed and adapted table⁴⁷

This section is a copy of the pages 93-97 of the UN Handbook International Classification of Non- Profit Organizations. A third, hierarchical level has been inserted directly based on the sub-heading in the classification.

Group 1: Culture and recreation

1100 Culture and arts

11001 Media and communications. Production and dissemination of information and communication; includes radio and TV stations; publishing of books, journals, newspapers and newsletters; film production; and libraries.

11002 Visual arts, architecture, ceramic art. Production, dissemination and display of visual arts and architecture; includes sculpture, photographic societies, painting, drawing, design centres and architectural associations.

11003 Performing arts. Performing arts centres, companies and associations; includes theater, dance, ballet, opera, orchestras, chorals and music ensembles.

11004 Historical, literary and humanistic societies. Promotion and appreciation of the humanities, preservation of historical and cultural artifacts and commemoration of historical events; includes historical societies, poetry and literary societies, language associations, reading promotion, war memorials and commemorative funds and associations.

11005 Museums. General and specialized museums covering art, history, sciences, technology and culture.

11006 Zoos and aquariums.

1200 Sports

⁴⁷ Adapted from Lester Salamon, Helmut Anheier, Regina List, Stefan Toepler, S. Wojciech Sokolowski and associates, *Global Civil Society: Dimensions of the Non-profit Sector*. (Baltimore: Johns Hopkins Center for Civil Society Studies, 1999).

Provision of amateur sport, training, physical fitness and sport competition services and events; includes fitness and wellness centres.

1300 Other recreation and social clubs

13001 Recreation and social clubs. Provision of recreational facilities and services to individuals and communities; includes playground associations, country clubs, men's and women's clubs, touring clubs and leisure clubs.

13002 Service clubs. Membership organizations providing services to members and local communities, for example, Lions, Zonta International, Rotary Club and Kiwanis.

Group 2 Education and research

2100 Primary and secondary education

Elementary, primary and secondary education. Education at elementary, primary and secondary levels; includes pre-school organizations other than day care.

2 200 Higher education

Higher education. Higher learning, providing academic degrees; includes universities, business management schools, law schools and medical schools.

2 300 Other education

23001 Vocational/technical schools. Technical and vocational training specifically geared towards gaining employment; includes trade schools, paralegal training and secretarial schools.

23002 Adult/continuing education. Institutions engaged in providing education and training in addition to the formal educational system; includes schools of continuing studies, correspondence schools, night schools and sponsored literacy and reading programmes.

2400 Research

24001 Medical research. Research in the medical field; includes research on specific diseases, disorders or medical disciplines.

24002 Science and technology. Research in the physical and life sciences and engineering and technology.

24003 Social sciences, policy studies. Research and analysis in the social sciences and policy area.⁴⁸

Group 3 Health

⁴⁸ Use the specific policy area where applicable.

3100 Hospitals and rehabilitation

31001 Hospitals. Primarily inpatient medical care and treatment.

31002 Rehabilitation. Inpatient health care and rehabilitative therapy to individuals suffering from physical impairments due to injury, genetic defect or disease and requiring extensive physiotherapy or similar forms of care.

3 200 Nursing homes

Nursing homes. Inpatient convalescent care and residential care, as well as primary health-care services; includes homes for the frail elderly and nursing homes for the severely handicapped.

3 300 Mental health and crisis intervention

33001 Psychiatric hospitals. Inpatient care and treatment for the mentally ill.

33002 Mental health treatment. Outpatient treatment for mentally ill patients; includes community mental health centres and halfway homes.

33003 Crisis intervention. Outpatient services and counsel in acute mental health situations; includes suicide prevention and support to victims of assault and abuse.

3400 Other health services

34001 Public health and wellness education. Public health promotion and health education; includes sanitation screening for potential health hazards, first aid training and services and family planning services.

34002 Health treatment, primarily outpatient. Organizations that provide primarily outpatient health services, e.g., health clinics and vaccination centres.

34003 Rehabilitative medical services. Outpatient therapeutic care; includes nature cure centres, yoga clinics and physical therapy centres.

34004 Emergency medical services. Services to persons in need of immediate care; includes ambulatory services and paramedical emergency care, shock/trauma programmes, lifeline programmes and ambulance services.

Group 4: Social services

4100 Social services

41001 Child welfare, child services and day care. Services to children, adoption services, child development centres, foster care; includes infant-care centres and nurseries.

41002 Youth services and youth welfare. Services to youth; includes delinquency prevention services, teen pregnancy prevention, drop-out prevention, youth centres and clubs and job programmes for youth; includes YMCA, YWCA, Boy Scouts, Girl Scouts and Big Brothers/Big Sisters.

41003 Family services. Services to families; includes family life/parent education, single parent agencies and services and family violence shelters and services.

41004 Services for the handicapped. Services for the handicapped; includes homes, other than nursing homes, transport facilities, recreation and other specialized services.

41005 Services for the elderly. Organizations providing geriatric care; includes in-home services, homemaker services, transport facilities, recreation, meal programmes and other services geared towards senior citizens (does not include residential nursing homes).

41006 Self-help and other personal social services. Programmes and services for self-help and personal development; includes support groups, personal counseling and credit counseling/money management services.

4 200 Emergency and relief

42001 Disaster/emergency prevention and control. Organizations that work to prevent, predict, control and alleviate the effects of disasters, to educate or otherwise prepare individuals to cope with the effects of disasters, or to provide relief to disaster victims; includes volunteer fire departments, life boat services etc.

42003 Temporary shelters. Organizations providing temporary shelters to the homeless; includes travelers aid and temporary housing.

42004 Refugee assistance. Organizations providing food, clothing, shelter and services to refugees and immigrants.

4300 Income support and maintenance

43001 Income support and maintenance. Organizations providing cash assistance and other forms of direct services to persons unable to maintain a livelihood.

43002 Material assistance. Organizations providing food, clothing, transport and other forms of assistance; includes food banks and clothing distribution centres.

Group 5 Environment

5100 Environment

51001 Pollution abatement and control. Organizations that promote clean air, clean water, reducing and preventing noise pollution, radiation control, treatment of hazardous wastes and toxic substances, solid waste management and recycling programmes.

51002 Natural resources conservation and protection. Conservation and preservation of natural resources, including land, water, energy and plant resources for the general use and enjoyment of the public.

51003 Environmental beautification and open spaces. Botanical gardens, arboreta, horticultural programmes and landscape services; organizations promoting anti-litter campaigns; programmes to preserve the parks, green spaces and open spaces in urban or rural areas; and city and highway beautification programmes.

5200 Animal protection

52001 Animal protection and welfare. Animal protection and welfare services; includes animal shelters and humane societies.

52002 Wildlife preservation and protection. Wildlife preservation and protection; includes sanctuaries and refuges.

52003 Veterinary services. Animal hospitals and services providing care to farm and household animals and pets.

Group 6: Development and housing

6100 Economic, social and community development

61001 Community and neighbourhood organizations. Organizations working towards improving the quality of life within communities or neighbourhoods, e.g., squatters' associations, local development organizations and poor people's cooperatives.

61002 Economic development. Programmes and services to improve economic infrastructure and capacity; includes building of infrastructure, such as roads, and financial services, such as credit and savings associations, entrepreneurial programmes, technical and managerial consulting and rural development assistance.

61003 Social development. Organizations working towards improving the institutional infrastructure and capacity to alleviate social problems and to improve general public well-being.

6200 Housing

62001 Housing associations. Development, construction, management, leasing, financing and rehabilitation of housing.

62002 Housing assistance. Organizations providing housing search, legal services and related assistance.

6300 Employment and training

63001 Job training programmes. Organizations providing and supporting apprenticeship programmes, internships, on- the-job training and other training programmes.

63002 Vocational counseling and guidance. Vocational training and guidance, career counseling, testing and related services.

63003 Vocational rehabilitation and sheltered workshops. Organizations that promote self-sufficiency and income generation through job training and employment.

Group 7: Law, advocacy and politics

7100 Civic and advocacy organizations

71001 Advocacy organizations. Organizations that protect the rights and promote the interests of specific groups of people, e.g., the physically handicapped, the elderly, children and women.⁴⁹

71002 Civil rights associations. Organizations that work to protect or preserve individual civil liberties and human rights.⁵⁰

71003 Ethnic associations. Organizations that promote the interests of or provide services to members belonging to a specific ethnic heritage.⁵¹

71004 Civic associations. Programmes and services to encourage and spread civic mindedness.

7 200 Law and legal services

72001 Legal services. Legal services, advice and assistance in dispute resolution and court-related matters.

72002 Crime prevention and public policy. Crime prevention to promote safety and precautionary measures among citizens.

72003 Rehabilitation of offenders. Programmes and services to reintegrate offenders; includes halfway houses, probation and parole programmes, prison alternatives.

72004 Victim support. Services, counsel and advice to victims of crime.

72005 Consumer protection associations. Protection of consumer rights and the improvement of product control and quality.

7300 Political organizations

⁴⁹ Including LGTB

⁵⁰ Including privacy.

⁵¹ Including minority organisations

Political parties and organizations. Activities and services to support the placing of particular candidates into political office; includes dissemination of information, public relations and political fund-raising.⁵²

Group 8: Philanthropic intermediaries and voluntarism promotion

8 100 Grant-making foundations

Grant-making foundations. Private foundations; including corporate foundations, community foundations and independent public-law foundations.

8200 Other philanthropic intermediaries and voluntarism promotion

82001 Volunteerism promotion and support. Organizations that recruit, train and place volunteers and promote volunteering.

82002 Fund-raising organizations. Federated, collective fund-raising organizations; includes lotteries.

Group 9: International

9100 International activities

91001 Exchange/friendship/cultural programmes. Programmes and services designed to encourage mutual respect and friendship internationally.

91002 Development assistance associations. Programmes and projects that promote social and economic development abroad.

91003 International disaster and relief organizations. Organizations that collect, channel and provide aid to other countries during times of disaster or emergency.

91004 International human rights and peace organizations. Organizations which promote and monitor human rights and peace internationally.

Group 10 Religion

10100 Religious congregations and associations

101001 Congregations. Churches, synagogues, temples, mosques, shrines, monasteries, seminaries and similar organizations promoting religious beliefs and administering religious services and rituals.

101002 Associations of congregations. Associations and auxiliaries of religious congregations and organizations supporting and promoting religious beliefs, services and rituals.

⁵² This category should only be used for party-political campaign organisations.

Group 11 and 12 should not be used

Appendix A2

The Comparative Agendas Project Master Codebook

Downloaded from: <http://sbevan.com/cap-master-codebook.html>

Detailed descriptions including examples may be found in country-specific versions of the codebook: overview see: <http://www.comparativeagendas.info/>; the US: see <http://www.policyagendas.org/>, the EU: see: <http://www.policyagendas.eu/>, the UK: see: <http://www.policyagendas.org.uk/>, Germany: see: <http://www.gpa.uni-konstanz.de/> (currently not available), France: see: <http://www.agendas-france.fr/>

Topic code	Description
100	General Domestic Macroeconomic Issues
101	Inflation, Prices, and Interest Rates
103	Unemployment Rate
104	Monetary Supply, Central Bank, and the Treasury
105	National Budget and Debt
107	Taxation, Tax policy, VAT, and Tax Reform
108	Industrial Policy
110	Price Control and Stabilization
199	Other - Domestic Macroeconomic Issues
200	General Civil Rights, Minority Issues, and Civil Liberties
201	Ethnic Minority and Racial Group Discrimination
202	Gender and Sexual Orientation Discrimination
204	Age Discrimination
205	Handicap and Disease Discrimination
206	Voting Rights and Issues
207	Freedom of Speech and Religion (includes Specific Religions)
208	Right to Privacy and Access to Government Information
209	Government Restrictions on Anti-Government Activities (Does not include Terrorism)
299	Other - Civil Rights, Minority Issues, and Civil Liberties
300	General Health
301	Comprehensive Health Care Reform
302	Insurance Reform, Availability, and Costs
321	Regulation of the Drug Industry, Medical Devices, and Clinical Labs
322	Facilities Construction, Regulation, and Payments (includes Waiting Lists and Ambulance Services)
323	Provider and Insurer Payments and Regulation (includes Other or Multiple Benefits)
324	Medical Liability, Fraud, and Abuse
325	Health Manpower and Training
	Disease Prevention, Treatment, and Health Promotion (includes Specific Diseases Not Mentioned
331	Elsewhere)
332	Infants and Children
333	Mental Health and Mental Retardation

- 334 Long-Term Care, Home Health, Terminally Ill, and Rehabilitation Services
- 335 Prescription Drug Coverage and Costs
- 341 Tobacco Abuse, Treatment, and Education
- 342 Drug and/or Alcohol Abuse and Treatment
- 398 Health Research and development
- 399 Other - Health
- 400 General Agriculture**
- 401 Agricultural Trade
- 402 Government Subsidies to Farmers and Ranchers (includes Agricultural Disaster Insurance)
- 403 Food Inspection and Safety (includes Seafood Inspection and Safety)
- 404 Agricultural Marketing and Promotion
- 405 Animal and Crop Disease, Animal Welfare, and Pest Control
- 408 Fisheries and Fishing
- 498 Agricultural Research and Development
- 499 Other - Agriculture
- 500 General Labor and Employment
- 501 Worker Safety and Protection
- 502 Employment Training and Workforce Development
- 503 Employee Benefits (includes Employee Pension Contributions)
- 504 Employee Relations and Labor Unions
- 505 Fair Labor Standards and Labour Law
- 506 Youth Employment and Child Labor
- 529 Migrant and Seasonal Workers
- 599 Other - Labor and Employment
- 600 General Education**
- 601 Higher Education
- 602 Elementary and Secondary Education
- 603 Education of Underprivileged Students
- 604 Vocational Education
- 606 Special Education
- 607 Educational Excellence
- 698 Education Research and Development
- 699 Other - Education
- 700 General Environment**
- 701 Drinking Water Safety, Water Supply, Water Pollution, and Water Conservation
- 703 Waste Disposal
- 704 Hazardous Waste and Toxic Chemical Regulation, Treatment, and Disposal
- 705 Air pollution, Global Warming, and Noise Pollution
- 707 Recycling
- 708 Indoor Environmental Hazards
- 709 Species and Forest Protection
- 711 Land and Water Conservation (includes Environmental Issues Related to Agriculture)
- 798 Environmental Research and Development
- 799 Other - Environment
- 800 General Energy**
- 801 Nuclear Energy

- 802 Electricity and Hydroelectricity
- 803 Natural Gas and Oil (includes Offshore Oil and Gas)
- 805 Coal
- 806 Alternative and Renewable Energy
- 807 Energy Conservation
- 898 Energy Research and Development
- 899 Other - Energy
- 900 General Immigration and Refugee Issues
- 1000 General Transportation**
- 1001 Mass Transportation and Safety
- 1002 Highway Construction, Transportation, Maintenance, and Safety
- 1003 Airports, Airlines, Air Traffic Control, and Safety
- 1005 Railroad Transportation and Safety
- 1007 Maritime Issues
- 1010 Public Works (Infrastructure Development)
- 1098 Transportation Research and Development
- 1099 Other - Transportation
- 1200 General Law, Crime, and Family Issues**
- 1201 Agencies Dealing With Law and Crime (includes Executive Agencies, Police, Fire and Weapons Control)
- 1202 White Collar Crime and Organized Crime
- 1203 Illegal Drug Production, Trafficking, and Control
- 1204 Court Administration
- 1205 Prisons
- 1206 Juvenile Crime and the Juvenile Justice System
- 1207 Child Abuse and Child Pornography
- 1208 Family Issues (includes Family Law and Domestic Abuse)
- 1210 Criminal and Civil Code (Includes Specific Crimes Not Mentioned Elsewhere)
- 1211 Riots and Crime Prevention
- 1227 Police and Other General Domestic Security Responses to Terrorism (e.g. Special Police)
- 1299 Other - Law, Crime, and Family Issues
- 1300 General Social Welfare**
- 1302 Poverty Assistance for Low-Income Families (includes Food Assistance Programs)
- 1303 Elderly Issues and Elderly Assistance Programs (includes Government Pensions)
- 1304 Assistance to the Disabled and Handicapped
- 1305 Social Services and Volunteer Associations (includes Youth Programs)
- 1308 Parental Leave and Child Care
- 1399 Other - Social Welfare
- 1400 General Community Development and Housing Issues**
- 1401 Housing and Community Development (includes Private Home Ownership)
- 1403 Urban Economic Development and General Urban Issues
- 1404 Rural Housing and Farm Housing Assistance Programs
- 1405 Rural Economic Development
- 1406 Low and Middle Income Housing Programs and Needs
- 1407 Veterans Housing Assistance and Military Housing Programs
- 1408 Elderly and Handicapped Housing
- 1409 Housing Assistance for Homeless and Homeless Issues

- 1498 Community Development and Housing Research and Development
- 1499 Other - Community Development and Housing Issues (including Rental Market Regulations)
- 1500 General Banking, Finance, and Domestic Commerce**
- 1501 Banking System and Financial Institution Regulation
- 1502 Securities and Commodities Regulation
- 1504 Consumer Finance, Mortgages, and Credit Cards
- 1505 Insurance Regulation
- 1507 Bankruptcy
- 1520 Corporate Mergers, Antitrust Regulation, and Corporate Management Issues
- 1521 Small Business Issues
- 1522 Copyrights and Patents
- 1523 Domestic Disaster Relief
- 1524 Tourism
- 1525 Consumer Safety and Consumer Fraud
- 1526 Sports and Gambling Regulation
- 1598 Banking, Finance, and Domestic Commerce Research and Development
- Other - Banking, Finance, and Domestic Commerce (includes Measurement Standards, Accreditation, and Licensing)
- 1599
- 1600 General Defense**
- 1602 Defense Alliances and Security Assistance
- 1603 Military Intelligence and Espionage
- Military Readiness, Coordination of Armed Services Air Support and Sealift Capabilities, and National
- 1604 Stockpiles of Strategic Materials
- 1605 Arms Control and Nuclear Nonproliferation
- 1606 Military Aid and Weapons Sales to Other Countries
- 1608 Manpower, Military Personnel, and Dependents, (includes Military Courts and Veteran's Issues)
- 1610 Military Procurement and Weapons System Acquisitions and Evaluation
- 1611 Military Installations, Construction, and Land Transfers
- 1612 Reserve Forces and Reserve Affairs
- 1614 Military Nuclear and Hazardous Waste Disposal and Military Environmental Compliance
- Civil Defense (includes General Military and Other National Security Responses to Terrorism (e.g. Homeland Security))
- 1615
- 1616 Civilian Personnel and Civilian Employment by the Defense Industry
- 1617 Oversight of Defense Contracts and Contractors
- 1619 Direct War Related Issues
- 1620 Relief of Claims Against National Military
- 1698 Defense Research and Development
- 1699 Other - Defense
- 1700 General Space, Science, Technology, and Communications**
- 1701 Government Use of Space and Space Exploration Agreements
- 1704 Commercial Use of Space (e.g. Commercial Satellites)
- 1705 Science Technology Transfer and International Scientific Cooperation
- Telephone and Telecommunication Regulation (includes the Infrastructure for High Speed Internet and
- 1706 Other Forms of Telecommunications)
- 1707 Newspaper, Publishing, and Broadcast Industry Regulation
- 1708 Weather Forecasting, Related Issues, and Oceanography
- 1709 Computer Industry and Computer Security

- 1798 Space, Science, Technology, and Communications Research and Development
- 1799 Other - Space, Science, Technology, and Communications
- 1800 General Foreign Trade**
- 1802 Trade Negotiations, Disputes, and Agreements
- 1803 Export Promotion, Regulation, and Export Credit Agencies
- 1804 International Private Business Investment and Corporate Development
- 1806 Productivity and Competitiveness of domestic business (includes Balance of Payments)
- 1807 Tariff and Import Restrictions (includes Import Regulation)
- 1808 Exchange Rates and Related Issues
- 1899 Other - Foreign Trade
- 1900 General International Affairs and Foreign Aid**
- 1901 Foreign Aid
- 1902 International Resources Exploitation and Resources Agreement
- 1905 Developing Countries Issues (for Financial Issues see 1906)
- 1906 International Finance and Economic Development
- 1910 Western Europe and Common Market Issues
- 1921 Specific Country / Region (Note: Only Includes Cases Not Codable Elsewhere)
- 1925 Human Rights
- 1926 International Organizations Other than Finance (includes NGOs)
- 1927 International Terrorism and Hijacking (e.g. Acts of Piracy and Terrorist Incidents in Foreign Countries)
- 1929 Diplomats, Embassies, Citizens Abroad, Foreign Diplomats in Country, and Passports
- 1999 Other - General International Affairs and Foreign Aid
- 2000 General Government Operations**
- 2001 Intergovernmental Relations (includes Local Government Issues).
- 2002 Government Efficiency and Bureaucratic Oversight
- 2003 Postal Service Issues (includes Mail Fraud)
- 2004 Government Employee Benefits and Civil Service Issues
- 2005 Nominations and Appointments Not Codable Elsewhere
- 2006 Currency, Commemorative Coins, Medals, and National Mints
- 2007 Government Procurement, Procurement Fraud, and Contractor Management
- 2008 Government Property Management
- 2009 Tax Administration
- 2010 Impeachment and Scandals
- 2011 Government Branch Relations, Administrative Issues, and Constitutional Reforms
- 2012 Regulation of Political Campaigns, Political Advertising, and Voter Registration
- 2013 Census and Statistics
- 2014 Capital City Affairs
- 2015 Relief of Claims Against the National Government
- 2030 National Holidays
- Other - Government Operations (includes Monarchies, Transition to Democracy, and German
- 2099 Reunification)
- 2100 General Public Lands, Water Management, and Territorial Issues**
- National Parks, Memorials, Historic Sites, and Recreation (includes the Management and Staffing of
- 2101 Cultural Sites)
- 2102 Indigenous Affairs
- 2103 Natural Resources, Public Lands, and Forest Management

- 2104 Water Resources Development and Research
- 2105 Dependencies and Territorial Issues (includes Devolution)
- 2199 Other - Public Lands, Water Management, and Territorial Issues
- 2300 General Cultural Policy Issues**