INTERARENA

Letters to the Parliamentary Committee 2009/10

Codebook

Final edition 9 August 2011

Code Responsible

Helene Helboe Pedersen

Department of Political Science

Aarhus University

**General Comments**

All letters sent to the Parliamentary Committee from 30 June 2009 to 1 July 2010 should be encoded. All written submissions from interested organizations and other actors are available on the Parliamentary website (www.ft.dk). At the website select 'Documents', here you choose to view the documents according to committees, for example The Labour Market Committee. Subsequently, the relevant parliamentary session is selected: 2009-2010. For each committee read through all committee documents in the chosen period, select and print all letters which should be coded.

Data is encoded in an Excel file

**F0 Letter ID**

Each letter is assigned an ID number that combines the committee code and a sequential letter number. That means that the first letter found in the Labour market Committee will have the ID number 011

**F1 The Actor's Name**

Enter player's name (e.g. Arthritic Association). Up to 100 characters

Are there multiple senders, every sender is coded as one unit in the data matrix

For nationwide interest groups: Check whether the group appears in main database. If it does, spell the name of the group, as shown in the main database. If a group does not appear in the main database, continue coding, but put the group's name on a list and forward the list to the code responsible.

**F1A Number of senders**

1 One author (collective or individual)

2 Multiple senders

**F2 Group ID**

All nationwide interested organizations are assigned the ID number shown in main database.

It is very important that this is done carefully so the groups can be identified across files.

All other actors get the ID number '9999 '

**F3 Actor Type**

1 National interest organization (Includes nationwide organizations. Includes all forms of associations of individuals, businesses, governments and organizations)

2 Politician or Party (Includes all national politicians, for example members of parliament and European Parliament)

3 Expert (Includes experts with professional knowledge and institutional independence. Includes university employees, judges and hospital employees, but not if the committee is dealing with a relationship in which the representative may have personal or institutional interests)

4 Governmental stakeholders (Includes governmental entities. Includes employees in departments and agencies when they act on behalf of the unit. Be aware of the coding of employees in state institutions. These will sometimes be civil servants; in others they represent the "public interest in general" for instance a university.

5 Municipal stakeholders (includes single municipalities and local politicians and representatives of regions)

6 Public stakeholder (including public institutions, staff groups and managers thereof, i.e. individual kindergartens and nursing homes)

7 Private companies (includes individual companies, not representing a larger organization)

8 Individuals (includes persons who are not associated with any of the above categories)

9 Public committees (including public commissions, boards, councils and committees)

10 Local interest groups (including non-national organizations, e.g. local citizens groups, sports associations and the like)

11 International interest groups (includes all international organizations. Danish branches of international organizations are coded (1), for example Unicef Denmark)

13 Various other actors (including foundations, think tanks and the like)

99 Unable to determine (used rarely)

**F4 Date**

Date for sending the letter

Noted in the following form: yyyymmdd (e.g. 20100411)

**F5 Committee**

Which committee is the letter sent to? If the letter is sent to several committees, it should be coded as two queries, i.e. as two units in the data file but with the same letter ID.

1 Labour Market Committee

2 Housing Committee

3 The Energy Policy Committee

4 The Political and Economic Committee

5 The Foreign Policy Committee

6 Trade and Industry Committee

7 European Committee

8 Committee on the Faroe Islands

9 Finance Committee

10 The Contact Committee of the Folketing

11 Presidium of the Folketing

12 Defence Committee

13 Greenland Committee

14 Citizenship Committee

15 Church Committee

16 Municipal Affairs

17 Culture Committee

18 Committee for Environment and Planning

19 Legal Affairs

20 Tax Committee

21 Social Services Committee

22 Health Committee

23 Traffic Committee

24 Education Committee

25 Foreign Affairs Committee

26 Committee for Food, Agriculture and Fisheries

27 Committee for Rules of Procedures

28 Committee on Immigration and Integration Policy

29 Committee on Science and Technology

30 Committee of Elections

31 Committee of the Council of Ethics

32 Committee on Intelligence Service

33 Subcommittee on the Committee on Rules of Procedures

34 § 71-supervision

**F5A Number receiver committees**

1 One recipient committee

2 Several receiver committees

**F6 Associated Annex**

1 Nonspecific letter: go to F7 and skip F8 and F9

2 Letters related to bills: go to the F8 and skip F7 and F9

3 Letters related to motions: go to F9

NB! If the letter is included as different types of attachments, it is encoded in F6b

**F6b Journal Type**

1 Nonspecific letter: go to F7 and skip F8 and F9

2 Letters related to bills: go to the F8 and skip F7 and F9

3 Letters related to motions: go to F9

**F7 Content**

What is the letter about? Some letters can be placed in several different categories. Choose your best estimate. In case of doubt quote this and discuss it with the code responsible.

(The codes follow analysis of the news: www.agendasetting.dk/files/uploaded/83120071051081.pdf)

1 Macroeconomics

2 Personal and Civil Rights

3 Church

4 Refugees and immigrants

5 Health

6 Agriculture, Fisheries and Food

7 Labour Market

8 Education

9 Culture, sports and games

10 Environment

11 Energy

12 Traffic and Infrastructure

13 Legal Affairs and Justice

14 Social issues and family issues

15 Housing

16 Business and consumer issues

17 Defense, security, disaster preparedness and

18 Research and Technology

19 Foreign Affairs

20 EU

21 Greenland and the Faroe Islands

22 The public sector generally

23 The relationship between central and local levels

24 Politics in general

25 Monarchy

26 Miscellaneous

**F8 Bill**

If a letter is related to a particular bill, note the bill ID number. The bill ID consists of nine digits. The first six digits indicate the parliamentary session, the last three indicate the bill number, as shown by the Parliamentary website

For example, the code for the sate budget (L1) in session 2009-10 should be 200910001

If the letter is not related to a particular bill, code six digits for the parliamentary session, followed by '999 '(eg. 200 910 999)

**F9 Motion**

If a letter is related to a particular motion, note the motion ID number. A motion ID consists of nine digits. The six first sets the parliamentary session, the last three indicate the motion number, as shown by the Parliamentary website

If the letter is not related to a particular motion, code six digits for the parliamentary session and '999 '

**F10 The actor's position**

1 The actor supports predominantly the political initiatives that the letter deals with

2 The actor supports the policy initiatives the letter relates to, but also has significant objections

3 The actor is overwhelmingly opposed to the policy initiatives that the letter deals with

4 The actor wants to make the committee aware of specific issues or problems

*Note: Policy initiatives include bills and motions but also press releases, memos, reform programs or other kinds of policy initiatives*

**F11 Letter response (§20 Questions)**

Make a search on the parliamentary website for § 20 questions related to the content of the letter. Search for the name of the actor and for four keywords in the letter.

*NB! Variable F11 is only coded for nationwide interest organizations*

1. The letter is associated to a §20 question posed after the letter in time but not more than three month later than the day the letter was discussed in the committee.
2. The letter does not result in any § 20 question