CODEBOOK

Website coding of interest groups

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Bastiaan.Redert@uantwerpen.be

This codebook is based on Sarah Arras's codebook for consultations

GENERAL INSTRUCTIONS

1. Be efficient. Do not take too much time to code a consultation. This means that you do not open any documents at the website or explore elaborate pieces of texts. If the information cannot be found relatively easy, you code the variable as a missing value.

2. 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, some 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.

3. Be creative. If no website is found or a website doesn't work, use alternative sources. This means that you look for information on the organization 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.

4. 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.

5. Be precise. In case you need to fill in the comment box, be precise about the message you want to give. Remember that it needs to be clear without having to check to website again.

6. 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.

7. 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.

1. IDENTIFICATION VARIABLES

The first variables relate to basic identification variables for the organization and the coder in case. These have already been coded, but do check them for mistakes.

1. **NameAG: Name of the agency [No check needed]**

This is the name of the agency that organized a specific consultation. This is already filled in.

1. **ConsultationCode: Unique code for each consultation [No check needed]**

2. **Year: year of consultation [No check needed]**

3. **NameCons: Name of consultation [No check needed]**

4. **NameActor: Name of interest group**

This is the name of the interest group that mobilized on the specific consultation. You will notice that some interest groups are listed more than once in the database. This means that a specific interest group mobilized on more than one consultation. For most of the database, the names of the organizations are correct. However, for a small part the names are abbreviated, incorrect, or listed under two names.

- **Abbreviated:** The *Bankers and Securities Dealers Association of Iceland* is listed as *BSDAI*. Please replace the abbreviation with the full name. Sometimes only an abbreviation is available (e.g. *BNP Paribas; CECA;* or *BEUC*). These abbreviations can remain in the dataset. Please note in the comments if you have remaining questions.
- **Incorrect:** Although most errors have been removed, there might be cases in which the name of the organization is incorrect. Please fill in the correct name.
- **Listed under two names:** Sometimes the same interest group is listed under two different names (e.g. *Financial Services Agency Japan* & *Japanese Financial Services Agency*). Look in the dataset which name is more common, and change one of the names.

2. ORGANIZATIONAL VARIABLES

The variables in this section are all related to the organization. These characteristics and activities of interest groups help to explain their ability to mobilize and thus help us to analyze mobilization patterns. It is important to stress that in case of doubt you always ask for instructions. It is better to ask questions too often than too less.

1. **Org. Structure: Organizational structure**

This variable describes the structure of an organization in terms of type of membership. You can make a distinction between several types of organizations. The types are divided between mayor categories and in some case a selection of sub-categories.
You can choose between three mayor categories which include several sub-categories. The mayor categories consists of first line membership organizations, which have a direct membership; second line membership organizations which have membership organizations as their members, and; organizations without members. The subcategories are listed below.

TIP: Almost all information can be found in the about section. Also, you might check the members section to see which types of members the organization has.

TIP: The most common organizational structures have been printed in bold below. You will find that these are rather common in this specific dataset.

The options are:

First line membership organizations

10. Membership companies: This is an organization that has business companies as members. For instance the American Association of Car Manufacturers.

20. Membership individuals: This is an organization that has individuals as members. Most NGOs and trade unions fall in this category. There are five different types of organizations with individual as members:

    21. Individuals as professionals like doctors, teachers, lawyers,… E.g. The Belgian English Language Teachers Association
    22. Individuals as employees e.g. trade unions like ACV – Algemeen Christelijk Vakverbond
    23. Individuals as persons - 'identity groups': ethnic groups, elderly groups, patient organizations – Groups usually only recruit within these specific constituencies. E.g. the Hispanic Association of Women
    24. Individuals as citizen (not work/identity related) e.g. cause groups like Greenpeace, consumer organizations, …
    25. Individuals – leisure (sport, arts, music, literature), for instance sports associations like the Dutch Rowing Federation

30. Membership public authorities: this is an organization that has public authorities as members, i.e. authorities that are part of the political system. These are cities, provinces, mayors, etc. Not included are organizations that are part of the bureaucracy such as hospitals, police forces, or schools. These are called institutions. E.g. EUROCITIES

40. Membership institutions: this is an organization that has non-profit institutions as members. Institutions are public or semi-public organizations without members such as hospitals, schools, universities, etcetera. E.g. European University Association, Nederlandse Vereniging van Ziekenhuizen

Second line membership organizations

50. Association of membership companies: this is an umbrella organization whose members are organizations with companies as members. E.g. the International Association of Car Manufacturers, which has the associations of car manufacturers of several countries as its members. Another example are the Brewers of Europe, whose members are the national brewers' organizations from every EU country e.g. the Belgian Brewers for Belgium.

60. Association of membership individuals: this is an umbrella organization of organizations whose members are individuals. For instance the International Trade Union Association which includes most trade unions of the world. Note that a network or coalition is not included in this category as this is

not a formal organization and there is no hierarchy between the organizations that are connected. For networks of interest groups we have a distinct category (see below).

61. **Individuals as professionals like doctors, teachers, lawyers,… E.g. European Lawyers Association**
62. Individuals as employees e.g. European Trade Union Confederation
63. Individuals as persons - 'identity groups': ethnic groups, elderly groups, patient organizations – Groups usually only recruit within these specific constituencies. E.g. European Disability Forum
64. Individuals as citizen (not work/identity related) e.g. European Environmental Bureau
65. Individuals – leisure (sport, arts, music, literature), for instance sports associations like International Rowing Federation

70. Association of membership public authorities: this is an umbrella organization of organizations whose members are public authorities. For instance the International Association of Cities.

80. Association of membership institutions: this is an umbrella organization of organizations whose members are institutions. For instance the International Hospital Federation.

81. Network of interest groups: This is a network or coalition of interest groups. This is a group of interest groups that cooperate, but there is no (formal) hierarchy within the network. **Within this database there are so-called Stakeholder Groups, these must be coded as networks.**

No membership organizations

90. Lobby firm: this is a firm that specializes in lobbying (often described as 'public affairs'). A lobby firm has several clients (usually companies) who pay the firm to represent their interests. A lobby firm does not defend an interest of its own. E.g. Hill and Knowlton

91. Companies. Organization which aims to gain a profit. Lobby firms are not included. E.g. Deutsche Bank

92. Research organization/think tank. The primary function of this organization is to do research. Think-tanks are also included in this category. E.g. CEPS – Centre for European Policy Studies

93. Institutions: this is a non-profit organization that does not have members. This includes hospitals, universities, etcetera. These are mainly organizations in the public sector or the semi-public sector.

94. Public authority. Authorities that are part of the political system. These are cities, provinces, regions, ministries, regulatory agencies etc. Not included are organizations that are part of the bureaucracy such as hospitals, police forces, or schools. These are called institutions.

95. Foundation. Organizations that are funded by one or a few persons. Key is that they do not depend on members for financial survival, although often people can also contribute to these organizations. In this case code the organization as both a foundation and a membership contributor organization. E.g. the Bill and Melinda Gates Foundation.

Met opmerkingen [RB1]: National Securities Depositories coded as 93; econ sector as 41.

Met opmerkingen [RB2]: Central banks as 94; econ sector 11

96. Other non-membership organization that are not included in the above. Make a note of the actual organizational type in the comment box.

97. If the organization can be coded in more than 1 organizational structures. For instance, an organization that has companies, individuals, institutions and public authorities as members.

98. Sponsored NGOs. NGOs that are funded by non-individuals (e.g. companies, public authorities, other NGOs).

2. No. Members: Number of members

If an interest group has members (as coded above), give the number of members that this organization has. Note that in the case of second-line membership organizations you fill in the amount of membership associations and not the amount of members these later organizations represent. For instance, the members of The International Car Manufacturing Association are Car Manufacturing *Associations* of different countries as members. In this case you thus fill in the amount of Car Manufacturing *Associations* and not the total amount of car manufactures they represent. E.g. a European umbrella organization often has +-28 members, i.e. a national organization from every member state.
TIP: A rule of thumb is that when individuals or organizations pay a contribution fee (or something alike) they are included as members. If no fee is paid (for instance affiliated organizations) they are not regarded as members.

3. Level of mobilization

This variable focuses on the geographical area in which the interest organization is spending its resources. In other words, on what level of governance does the organization represent its interest. For example, the European Federation of Public Banks focuses on European interest representation, whereas the International Capital Markets Association focuses on interest representation on a global level.

- **Sub-national**: Choose this option when the organization represents interests on the subnational level. For instance, Quebec or Flanders.
- **National**: Choose this option when the organization represents interests on the level of the nation state. For instance, Germany or the United States.
- **Regional:** Choose this option when the organization represents interests on a specific region, e.g. South America or the Middle East.
- **EU:** Choose this option when the organization represents interests on the European Union level.
- **Global:** Choose this option when the organization represents interests on a intercontinental/global level.
- **Unknown:** Choose this option if you cannot find any information regarding the level of mobilization of the interest organization.

3. GUILD INFORMATION

1. Economic sector 1 (ISIC)

This variable is concerned with the economic activities of the specific group. Here, two distinctions have to be made. First whether an interest group is part of the financial sector or not (e.g. the European Federation of Banks is, but the Association for Car Manufacturers is not [0]). If the interest group is part of the financial sector, please choose from the codes for corresponding economic activities below. The name of the organization is leading here, but you will sometimes need to verify the information on the website of the organization. When in doubt, please ask questions.

0. Non-financial sector (e.g. Association of Car Manufacturers; or Rolls Royce)

10. Financial service activities, except insurance and pension funding
    - 11. Monetary intermediation (= banks)
    - 12. Activities of holding companies (= asset managers; equity managers; holding)
    - 13. Trusts, funds, and similar financial entities (= investment funds; pooling of securities)

20. Insurance, re-insurance and pension funding activities
    - 21. Insurance (= life; travel; health; etc. insurance)
    - 22. Re-insurance (= reinsurance; risk management)
    - 23. Pension funding (= pensions; retirement)

30. Activities auxiliary to financial service and insurance activities
    - 31. Fund management activities (management of pension funds; mutual funds; investment funds)
    - 32. Credit Rating agencies (e.g. PSR Rating Germany)
    - 33. Other activities auxiliary to financial service (= dinancial markets; brokerage; advisors)
    - 34. Other activities auxiliary insurance activities (= risk evaluation; actuaries)

40. Other
    - 41. Government, Regulatory and enforcement organisations (= financial services authorities)
    - 42. Legal and accountancy; law firms and accountancy firms (e.g. KPMG; Linklaters LLP)
    - 43. Other (e.g. Press)

Met opmerkingen [RB3]: + consultancies because often financial sector as clients

2. Non-economic sector

For every organization whose activities cannot be related to an economic sector, either financial or non-financial, please choose a non-economic sector from below.

10 Foreign Affairs
    - 11 – Development
    - 12 – Relief and disaster

13 – Foreign Trade
14 – Security and Defense

20 Social Welfare
21 – General social security (unemployment, pensions, but not health)
22 – Health care
23 – Poverty reduction

30 Rights: an organization that advocates human rights both nationally and internationally
31 - Indigenous, ethnic, linguistic rights: an organization that represents native ethnic and linguistic minorities (such as Frisians)
32 - Gender: represents women's rights and lesbians, gays, bisexuals and transgenders
33 – Religious
34 - Democracy / Civil Society
35 - Migrant: an organization that represents migrants, including asylum seekers and migrants groups
36 – Youth
37 – Crime, Law and Order

60 Consumers
61- Food safety (biotechnology, GMO's,…)

70 Environment/animals: environmental protection, including animal welfare, environment, nature conservation;
71 - Renewable Energy
72 - Nuclear Energy
73 - Nature conservation
74 – Animals
75 – Pollution
76 - Other environment

80 Sustainable development
90 Multiple Fields of Interest (in case of more than 2)
91 Other/unclear

4. OTHER

1. Comments

This section of the database does not relate to the actual content of the analysis. Please note questions, remarks, doubts or other things you would like to address in this box.