Codebook, forum member survey

Version: October, 2017

Other relevant documents:

- "0000_READ_ME.docx": contains details of the data collection process as well as technical details of data set construction. **The document also links to further documents**
- "Notes on cooperation-Variables.docx": contains details on the variables concernting cooperation outside the forum (Q27 & Q28)

(1) Description of variables

Topic	*Source* [1]	*Variable names* [2]	*Value labels* [3]	*Description*	*Versions* [4]
Respondent	*-ext/syst -*	id	*-numeric-*	Unique identifier of respondent [5]	
	-ext-	dropcase	dropcase	Cases to be dropped	
	-ded (Q1)-	namestandard	*-string-*	Name of respondent in standard format: "Firstname_Lastname" [6]	
	Q1	namefirst	*-string-*	First name of respondent: raw version	
		namelast	*-string-*	Last name of respondent: raw version	
		email	*-string-*	Respondent's e-mail address: raw version	
Forum	*-ext-*	forum	forum	Unique identifier of forum	
	-ext-	nrmembers	*-numeric-*	Number of members (per forum)	
	-ext-	nrresp	*-numeric-*	Number of respondents (per forum)	
	-ded (ext)-	responserate	*-numeric-*	Response rate (per forum) [7]	
Member org.	Q2	represent	represent	Whether respondent represents an organization or not	
		organization	*-string-*	Name of the organization, based on answer in Q2: raw version	
	-ded (Q2)-	orgclean	*-string-*	Name of the organization, based on answer in Q2: cleaned version [8]	
	-ded (Q2)-	org1	*-string-*	Name of the organization, based on answer in Q2	
	-ded (Q2)-	org2	*-string-*	Name of unit of the organization, based on answer in Q2	
	-ded (Q2)-	org3	*-string-*	Name of sub-unit of the organization, based on answer in Q2	
	-ded (Q2)-	org4	*-string-*	Name of sub-sub-unit of the organization, based on answer in Q2	
	-ded (Q2)-	org5	*-string-*	Name of sub-sub-sub-unit of the organization, based on answer in Q2	
	-ext-	orgweb_raw	*-string-*	Name of the organization, according to forum-webpage: raw version [9]	
	-ext-	orgweb1	*-string-*	Name of the organization, according to forum-webpage [9]	
	-ext-	orgweb2	*-string-*	Name of unit of the organization, according to forum-webpage [9]	
	-ext-	orgweb3	*-string-*	Name of sub-unit of the organization, according to forum-webpage [9]	
	-ext-	orgweb4	*-string-*	Name of sub-sub-unit of the organization, according to forum-webpage [9]	
	-ext-	orgweb5	*-string-*	Name of sub-sub-sub-unit of the organization, according to forum-webpage [9]	
	-ext-	interesttype	interesttype	Type of interest (economic, public, etc.), hand-coded based on org1	
	-ext-	sector1	sector1	Sector of the organization, hand-coded based on org1 (Version 1) [10]	
	-ext-	sector2	sector2	Sector of the organization, hand-coded based on org1 (Version 2) [10]	

	-ext-	sectorweb	sector1	Sector of the organization, hand-coded based on orgweb1 (Version 1) [(10)]	
	Q2	empnr	empnr	Number of employees of organization that the member represents	
		empissue	empissue	Share of employees working on [issue]	
Functions	Q3	fsuperv	yesno	Function selected: member of supervisory board	
		fadv	yesno	Function selected: member of advisory board	
		fobs	yesno	Function selected: observer	
		fexec	yesno	Function selected: executive board	
		fadmin	yesno	Function selected: administration of forum	
		fsci	yesno	Function selected: scientific collaborator	
	-ded (Q3)-	fnr	*-numeric-*	Number of functions selected	
	-ded (Q3)-	fcomb	*-string-*	Combination of functions selected	
Satisfaction	Q4 & Q29	satisbef(_s)	satis(_s)	Satisfaction: at the beginning of the survey (Q4)	_s
		satisaft(_s)	satis(_s)	Satisfaction: at the end of the survey (Q29)	_s
	-ded (Q4/29)-	satisdiff(_s)	*-numeric-*	Satisfaction: difference between	_s
Outputs	Q5 & Q6	oknowl(_s)	outputs(_s)	Importance of outputs: knowledge & experience on [issue]	o/p, _s
		onetw(_s)	outputs(_s)	Importance of outputs: networks	o/p, _s
		ovisib(_s)	outputs(_s)	Importance of outputs: visibility of [org/person]	o/p, _s
		oactiv(_s)	outputs(_s)	Importance of outputs: knowing about other members' activities	o/p, _s
		oinfl(_s)	outputs(_s)	Importance of outputs: influence of org. on [issue]	o/p, _s
		ounderst(_s)	outputs(_s)	Importance of outputs: understanding between sectors	o/p, _s
		osensit(_s)	outputs(_s)	Importance of outputs: sensitization of public and decision makers	o/p, _s
		opos(_s)	outputs(_s)	Importance of outputs: knowing about other members' positions	o/p, _s
		ocomp(_s)	outputs(_s)	Importance of outputs: compromise	o/p, _s
		onewiss(_s)	outputs(_s)	Importance of outputs: knowledge on new issues	o/p, _s
		ostud(_s)	outputs(_s)	Importance of outputs: studies	o/p, _s
		oimp(_s)	outputs(_s)	Importance of outputs: implementation plans	o/p, _s
		opapers(_s)	outputs(_s)	Importance of outputs: position papers	o/p, _s
		oconsult(_s)	outputs(_s)	Importance of outputs: consulting	o/p, _s
		See appendix 1		Importance of outputs: Outputs added by respondents	o/p
Add. outputs	Q7 & Q8	oadknowl	yesno	Additional outputs selected: knowledge & experience on [issue]	o/p
		oadnetw	yesno	Additional outputs selected: networks	o/p
		oadvisib	yesno	Additional outputs selected: visibility of [org]	o/p
		oadactiv	yesno	Additional outputs selected: knowing about other members' activities	o/p
		oadinfl	yesno	Additional outputs selected: influence of org. on [issue]	o/p
		oadunderst	yesno	Additional outputs selected: understanding between sectors	o/p
		oadsensit	yesno	Additional outputs selected: sensitization of public and decision makers	o/p
		oadpos	yesno	Additional outputs selected: knowing about other members' positions	o/p
		oadcomp	yesno	Additional outputs selected: compromise	o/p
		oadnewiss	yesno	Additional outputs selected: knowledge on new issues	o/p

		oadstud	yesno	Additional outputs selected: studies	o/p
		oadimp	yesno	Additional outputs selected: implementation plans	o/p
		oadpapers	yesno	Additional outputs selected: position papers	o/p
		oadconsult	yesno	Additional outputs selected: consulting	o/p
		See appendix 2		Additional outputs: Outputs added by respondents	o/p
Inputs	Q9 & Q11	iwork	iwork	Number of days working for [forum]	o/p
	Q10 & Q12	imaterial	yesno	Whether or not material inputs are provided	o/p
		ival	ivalue	Value of material inputs (in CHF)	o/p
	Q15 & Q16	iexp(_s)	idisc(_s)	Input in discussions: as expert	o/p, _s
		iclaims(_s)	idisc(_s)	Input in discussions: by introduction claims	o/p, _s
		icomp(_s)	idisc(_s)	Input in discussions: by working out compromises	o/p, _s
		ifacil(_s)	idisc(_s)	Input in discussions: by facilitating processes	o/p, _s
	-ded (Q15/16)-	inr	*-numeric-*	Number of inputs in discussion selected	
Cost/benefit	Q13 & Q14	cbinputs(_s)	cbinputs(_s)	Cost-benefit: inputs are worthwhile	o/p, _s
		cbmeet(_s)	cbmeet(_s)	Cost-benefit: frequently of meetings	o/p, _s
		cbbetw(_s)	cbbetw(_s)	Cost-benefit amount of work between meetings	o/p, _s
Polarization	Q17	polar(_s)	polar	Distance between members' positions on [issue]	_s
Discussions	Q18	dconsid(_s)	disc(_s)	Discussions: the [org/person]'s positions are considered	_s
		dopen(_s)	disc(_s)	Discussions: openness of discussions	_s
		dcomp(_s)	disc(_s)	Discussions: readiness to compromise	_s
Organization	Q19	orgsize(_s)	orgsize(_s)	Organization of forum: number of members	_s
		orgkey(_s)	orgkey(_s)	Organization of forum: representation of key actors	_s
		orglead(_s)	orglead(_s)	Organization of forum: strength of leadership	_s
		orgmaj(_s)	orgmaj(_s)	Organization of forum: frequency of majority decisions	_s
		orgissue(_s)	orgissue(_s)	Organization of forum: breath of [issue]	_s
Weight of sectors	Q20	wadmin(_s)	weight(_s)	Weight of actor types: administration	_s
		wsci(_s)	weight(_s)	Weight of actor types: scientists	_s
		wecon(_s)	weight(_s)	Weight of actor types: economic interest groups	_s
		wcivil(_s)	weight(_s)	Weight of actor types: civil society groups	_s
		wpol(_s)	weight(_s)	Weight of actor types: politicians	_s
Influence	*-ded (Q21)-*	inflabs	*-numeric-*	Number of times a members was considered influential: absolute number	
	-ded (Q21)-	inflrel	*-numeric-*	Perceived influence relative to number of respondents (= *inflabs / nrresp*)	
	Q21	in_[namestandard]	yesno	Whether [*namestandard*] was considered influential or not	
Emotions	Q22	einsp(_s)	emotion(_s)	Emotions: inspiration through new insights	_s
		euncertain(_s)	emotion(_s)	Emotions: uncertainty due to information overload	_s
		eanger(_s)	emotion(_s)	Emotions: anger about closed-mindedness	_s
		ejoy(_s)	emotion(_s)	Emotions: joy at friendships, positive group dynamics	_s
		ereason(_s)	emotion(_s)	Emotions: reason of work	_s
		edisapoint(_s)	emotion(_s)	Emotions: disappointment about insufficient outputs	_s

Importance	Q23 & Q24	impchann(_s)	impchann(_s)	Importance of forum: compared to other channels	o/p, _s
	Q25 & Q26	impknowl(_s)	impwithout(_s)	Importance of forum: for availability of knowledge	o/p, _s
		impnetw(_s)	impwithout(_s)	Importance of forum: for networking	o/p, _s
		impproblem(_s)	impwithout(_s)	Importance of forum: for problem solving in [issue]	o/p, _s
		impinfl(_s)	impwithout(_s)	Importance of forum: for influencing [issue] area	o/p, _s
		impsensit(_s)	impwithout(_s)	Importance of forum: for sensitizing the public or decision makers	o/p, _s
Cooperation	Q27 & Q28	co_varname	*-string-*	Cooperation: variable with values matching names of the cooperation-variables (11)	
		co_[co_varname]	0/1	Cooperation: whether the respondent cooperates with *[co_varname]* (11)	o/p (12)
Concluding info	Q30	informed	yesno	Whether respondent wishes to be informed about results	
	Q31	remarks	*-string-*	Open field for comments	
	-ext-	dataset	dataset	ID of data set from where the obs. is taken (= survey version)	
	-syst-	idperdataset	*-numeric-*	Identifier for respondent per dataset, i.e. not unique	
	-ded (dataset)-	language	language	Language of the survey version that the respondent has chosen	
	-syst-	completed	completed	Whether questionnaire was complete or not	
	-syst-	timestarted	*-string-*	Date/time respondent started survey	
	-syst-	timesubmitted	*-string-*	Date/time respondent submitted survey	

Notes:

Grey shade: mostly irrelevant variables (technical variables or variables where more useful variables have been deduced)

(1)
- *-Q##-* Number of survey question
- *-ded (Q##)-* Variable deduced from survey answers (no external information added), base variable in parentheses
- *-ext-* Variable (partially) based on "external" information, i.e. data not collected through the survey
- *-sys-* Technical variable generated by the online survey tool

(2)
- -numeric- Numeric variable (no value label)
- -string- String variable (no code)

(3) Value labels exist in German and English. For the English labels "en" is attached to the label name (e.g. "outputsen" and "outputsen_s"), for German labels "de" is attached (e.g. "outputsde" and "outputsde_s").

(4)
- o/p There are separate versions of this variable for representatives of organizations and private persons
- _s There are simplified versions of this variable

Details: Certain variables exist in up to six versions for two separate reasons. First, for variables with four or five response categories, a "simplified version" was generated where the top two and the bottom two categories were subsumed. For the simplified version, "_s" was attached to the respective variable name and value label. Second, for every question, where we used different wordings for representatives of organizations and private persons, a "conflated version" of the respective variable was generated which combines all answers. The second and third column of the table above show the variable names and label names of the conflated versions (e.g. "oknowl" and "oknowl_s"). For the versions for representatives of organizations, an "o" was inserted after the prefix (e.g. "ooknowl" and "ooknowl_s"). And for the versions for private persons, a "p" was inserted after the prefix (e.g. "opknowl" and "opknowl"_s").

(5) The unique case identifier is the sum of *dataset* and the *idperdataset* variable.

(6) Based on *namefirst* and *namelast*, connected by an underline and cleaned of (typing) errors and ambiguities.

(7) *responserate* is equal to *nrresp* devided by *nrmembers*

(8) *orgclean* is the same as *organization* (raw version), but cleaned from typing errors, alternative spellings.

(9) The orgweb-variables (orgweb_raw and orgweb1-orgweb5) reflect the information provided on the forum-webpages. Therefore, the level of detail varies: sometimes, the orgweb-variables report only the name of the organization, sometimes they also contain information on the (sub-)unit.

(10) For *sector1*, engineering/consultancy companies were grouped together with resource users (= Interest groups); for *sector2*, they were grouped together with research institutions.

(11) The variables *co_varname* and the variables starting with *co_* can be used to extract a network matrix of cooperation outside the forum. Each value of *co_varname* corresponds to a variable starting with *co_* Thus, *co_varname* defines the first column of the matrix while the variables starting with *co_* define the other columns.

Example: variable *co_varname* takes the value "co_agwuw_Kt_VS_WalduLandsch" for id=1001 (Mr. Philipp Gerold, member of agwuw, representing the department Wald und Landschaft of the Canton of Wallis). There is also variable *co_agwuw_Kt_VS_WalduLandsch* (matching exactly the value of *co_varname* for id=1001). This variable shows which of the other agwuw-members cooperate with the department Wald und Landschaft of the Canton of Wallis (0=no, 1=yes).
→ For further details, see "Notes on cooperation-Variables.docx"

(12) Deviating from the general rule, the original string-versions of the cooperation variables are not marked with "str" at the end. Instead, they start with *cso_* (for respondents representing organizations) and *csp_* (for respondent participating as private persons).

Appendix

(1) Importance of outputs: items added by respondents (→ not encoded)

SurveyGizmo has created a new variable for each added item.

5 & 6	o[o/p]others_[xxx]	*-string-*	Importance of outputs: items added by respondents. [xxx] = first 23 characters of the name given to the item by the respondent. Full name only in original export from SurveyGizmo (*.xlsx). Variables can take str-values [“unwichtig” – “eher unwichtig” – “sehr wichtig” – “eher wichtig” – „ist kein Output von [forum]“].	o/p

⇨ Separate analysis

(2) Additional outputs: items added by respondents (→ not encoded)

In contrast to the added items in questions 5 & 6, SurveyGizmo has not created new variables for each added item. Instead, there are the following four variables:

7 & 8	oad[o/p]other1check	*-string-*	Additional outputs: whether or not the responded has added an output in the second field. Variable has str-value [“Andere:“] if checkbox is selected or is blank otherwise.	o/p
	oad[o/p]other2check	*-string-*	Additional outputs: whether or not the responded has added an output in the second field. Variable has str-value [“Andere: “] if checkbox is selected or is blank otherwise.	o/p
	oad[o/p]other1string	*-string-*	Additional outputs: name of first added item as given by respondent	o/p
	oad[o/p]other2string	*-string-*	Additional outputs: name of second added item as given by respondent	o/p

⇨ Separate analysis

(2) Labels (alphabetically)

Original		*Simplified*	
cbbetwde		cbbetwde_s	
-2	viel weniger arbeiten	-1	weniger arbeiten
-1	eher weniger arbeiten	0	so viel arbeiten wie derzeit
0	so viel arbeiten wie derzeit	1	mehr arbeiten
1	eher mehr arbeiten		
2	viel mehr arbeiten		
cbinputsde		cbinputsde_s	
1	lohnt sich nicht	0	lohnt sich nicht
2	lohnt sich tendenziell nicht	1	lohnt sich
3	lohnt sich tendenziell		
4	lohnt sich		
cbmeetde		cbmeetde_s	
-2	deutlich zu selten	-1	zu selten
-1	eher zu selten	0	angemessen
0	angemessen häufig	1	zu häufig
1	eher zu häufig		
2	zu häufig		
completedde			
0	teilweise		
1	vollständig		
2	Nicht-Teilnehmer		
datasetde			
1000	AGWuW_d		
1500	AGWuW_f		
2000	AfW_d		
2500	AfW_f		
3000	AGRenat_d		
3500	AGRenat_f		
4000	EFBS_d		
4500	EFBS_f		
5000	FFBio_d		
5500	FFBio_f		
6000	ENPK_d		
6500	ENPK_f		
7000	AGN_d		
7500	AGN_f		
8000	KOHS_d		
8500	KOHS_f		
9000	PLANAT_d		
9500	PLANAT_f		
discde		discde_s	
1	nicht einverstanden	0	nicht einverstanden
2	eher nicht einverstanden	1	einverstanden
3	eher einverstanden		
4	einverstanden		
dropcasede			
0	behalten		
1	leeres Formular		
2	Test von uns		
3	Duplikat		
4	Früh-Abbrecher		
5	nicht geantwortet		
6	ehemalige Mitglieder		
99	verschiedene Gründe		

emotionde

1	schwach
2	eher schwach
3	eher stark
4	stark

empissuede

1	< 10%
2	10-24%
3	25-49%
4	50-74%
5	> 75%

empnrde

1	< 5
2	5-9
3	10-24
4	25-49
5	50-99
6	100-249
7	250-499
8	500-999
9	> 1'000

forumde

1000	AG W&W
2000	AfW
3000	AG Renat
4000	EFBS
5000	FF Biodiv
6000	ENPK
7000	AGN
8000	KOHS
9000	PLANAT

idiscde

1	selten oder gar nicht
2	eher selten
3	eher häufig
4	häufig

impchannde

1	unwichtig
2	eher unwichtig
3	eher wichtig
4	sehr wichtig

impwithoutde

1	stimme gar nicht zu
2	stimme eher nicht zu
3	stimme eher zu
4	stimme voll und ganz zu

emotionde_s

0	schwach
1	stark

idiscde_s

0	selten
1	häufig

impchannde_s

0	unwichtig
1	wichtig

impwithoutde_s

0	stimme nicht zu
1	stimme zu

interesttypede		
1	Privatperson	
2	Forum-MitarbeiterIn	
11	Bund	
12	Kanton	
13	Gemeinde	
21	Planungs-/Beratungsbüro	
22	Kommerzielles Interesse: Einzelunternehmen	
23	Kommerzielles Interesse: Verband	
24	Berufsverband	
25	Umwelt-Verband	
26	Sport-/Freizeitverband	
27	Konsumentenschutz-Organisation	
28	Arbeitnehmerorganisation	
29	Andere	
31	Forschungsinstitution	
ivaluede		
1	< 1'000 CHF	
2	1'000-9'999 CHF	
3	10'000-99'000	
4	>= 100'000	
iworkde		
1	<= 1 Tag	
2	2-3 Tage	
3	ca. 1 Woche	
4	ca. 2 Wochen	
5	ca. 1 Monat	
6	> 1 Monat	
languagede		
1	Deutsch	
2	Französisch	
orgissuede		orgissuede_s
-2	deutlich zu eng	-1 zu eng
-1	eher zu eng	0 angemessen breit
0	angemessen breit	1 zu breit
1	eher zu breit	
2	deutlich zu breit	
orgkeyde		orgkeyde_s
1	nur vereinzelt vertreten	0 gut vertreten
2	teilweise vertreten	1 ungenügend vertreten
3	mehrheitlich vertreten	
4	fast vollständig vertreten	
orgleadde		orgleadde_s
-2	deutlich zu wenig straff	-1 zu wenig straff
-1	eher zu wenig straff	0 angemessen
0	angemessen	1 zu straff
1	eher zu straff	
2	deutlich zu straff	
orgmajde		orgmajde_s
-2	deutlich zu selten	-1 zu selten
-1	eher zu selten	0 angemessen häufig
0	angemessen häufig	1 zu häufig
1	eher zu häufig	
2	deutlich zu häufig	
orgsizede		orgsizede_s
-2	deutlich zu niedrig	-1 zu niedrig
-1	eher zu niedrig	0 angemessen
0	angemessen	1 zu hoch
1	eher zu hoch	
2	deutlich zu hoch	

outputsde		outputsde_s	
1	unwichtig	0	unwichtig
2	eher unwichtig	1	wichtig
3	eher wichtig	99	ist kein Output
4	sehr wichtig		
99	ist kein Output		
polarde		polarde_s	
1	sehr ähnlich	0	ähnlich
2	eher ähnlich	1	unterschiedlich
3	eher unterschiedlich		
4	sehr unterschiedlich		
representde			
1	Organisation		
2	Person		
3	Angestelle(r)		
satisde		satisde_s	
1	unzufrieden	0	unzufrieden
2	eher unzufrieden	1	zufrieden
3	eher zufrieden		
4	zufrieden		
sector1de			
1	Privatperson		
2	Forum-MitarbeiterIn		
10	Staat		
20	Interessengruppe		
30	Forschung		
40	Forum		
sector2de			
1	Privatperson		
2	Forum-MitarbeiterIn		
10	Staat		
20	Interessengruppe		
30	Forschung/Beratung		
40	Forum		
weightde		weightde_s	
-2	deutlich zu niedrig	-1	zu niedrig
-1	eher zu niedrig	0	angemessen
0	angemessen	1	zu hoch
1	eher zu hoch		
2	deutlich zu hoch		
yesnode			
0	Nein		
1	Ja		