

Code book for content categories for all types of local government agendas

”CAPCAS – Causes and Policy Consequences of Agenda Setting”

Introduction

The following code book is intended for the content coding of city council agendas. The code book is inspired by the international policy agenda code book, which, again, builds on the code book from the American Policy Agenda project developed by Frank Baumgartner, Bryan Jones, and John Wilkerson. Compared to the original Danish code book, some adjustments have been made regarding simple aggregations in order for the Danish data to follow the national and international code books. These changes primarily consist in some categories being divided into sub-categories, just as categories have been added to cover certain local subjects. By each content code, the corresponding number from the national Danish code book developed by Christoffer Green-Pedersen is given in parenthesis.

General principles for content coding

1. The code unit is each individual item on a given city council meeting agenda.
2. Each agenda item can only receive one content code. If two codes within one main category are equally applicable, it should be coded in the x00 category. If two different main categories are equally applicable, the agenda item should be assigned to the lowest main category.
3. The main concern is always to code as specifically as possible. For example, the district plan for a new shopping center should be coded 1530, and to the extent possible, it should only be coded 1412 (questions regarding planning), if it is not directly related to a different content category.
4. In the same way, nominations to, for example, councils and boards should, to the extent possible, be coded substantially in VAR2. For example, the appointment to an integration council should be coded 900 in VAR2 and, at the same time, be coded 1 in VAR3.
5. This means that district plans should, to the extent possible, be coded according to their substantial content. For instance, if the concern is the district plan for a business area, it is a 1400 category. It should only be coded 1412 if no other actual information is given apart from the fact that it concerns a district plan.
6. Agenda items that cannot be coded are given the number 99.

Variables to be coded

VAR1: Open or closed agenda item

- Code 1 if closed item

VAR2: Content category 1 (see content categories below)

VAR3: Nominations, appointments, work exemption/leave.

- Code 1 if the item concerns nominations, appointments, work exemption/leave (e.g., from the city council), job ads, and so on.

NOTE: Even if VAR2 is coded 2005, VAR3 should also be coded 1.

VAR4: Economy, budget, accounting, capital expenditure, supplementary grant

- Code 1 if the item explicitly involves economy, budget, accounting, capital expenditure, capital allowance, supplementary grant, loans.

VAR5: Invitation to tender, competition, privatization, free choice

- Code 1 if the item involves free-choice schemes, invitations to tender, exposure to competition, public-private partnerships/collaboration, contracting out, and so on.

VAR6: Performance

- This variable should be used if the agenda item refers to some kind of performance information. This could be user satisfaction surveys, assessments, quality reports or the like. The codes to be used are as follows:
 - 1: Quality reports/quality standards
 - 2: User satisfaction surveys
 - 3: Assessments/effect measurements/performance requirements
 - 4: Contracts with public authorities and organizations
 - 5: Register-based statistics (e.g., employment levels, grade levels in the public schools)
 - 6: Other things, for example, service declarations for an institution, “status of/for” attached to a code (including agenda items containing at least two different kinds of performance information). Performance pay, performance contract. Sickness absence reports. Benchmarking.

NOTE: In case of user satisfaction surveys within, for example, the day-care sector, the item should still be coded 1310 under VAR2.

VAR7: Collaboration with other authorities

- If the agenda item concerns some kind of collaboration with other local governments and/or authorities within it, including the region, this variable should be coded 1. Again, the agenda item should also have a content code. In case of collaboration on waste management, for example, the item should be coded 703 in VAR2. In case of collaboration without specification of policy area, the item should be coded 2026 in VAR2 and still have the code 1 in VAR7. The regional development council is an example of a collaboration that should be coded 1 in this variable.

VAR8: Comment

- Here the coder can describe a potential coding problem. Moreover, the coder can write “Google” if the agenda item requires a Google search or similar to be coded.

NOTE: Use **VAR8** with care and only when absolutely necessary.

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1: Economy

100: General questions (e.g., about transfers from one accounting year to the next, including questions that cover several sub-categories)

For example, the local government finances in general/financial management. The finance committee, the financial administration, the ministry of economic affairs, including accounting, administration, prioritizations as well as the extent of fees under the administration's field of responsibility. Questions regarding the financial administration and its activities. Operating funds on a general basis. Financial newsletter. Growth plan or planning strategy on a general basis to encourage business, urban development, and the influx of residents. Development funds if on a general basis.

(CAP 101 is omitted – Inflation, prices, and interest rates)

(CAP 103 is omitted – Unemployment in general)

(CAP 104 is omitted – Monetary policy, the national bank, government bonds, and the ministry of economic affairs)

(CAP 105 is omitted – National budget, monetary policy, national debt, and annual budgets)

(CAP 107 is omitted – Tax policy and tax reforms)

(CAP 108 is omitted – Industrial and business policy)

(CAP 110 is omitted – Price control)

112: Budget

For example, items regarding budget proposals, 1st and 2nd budget readings. Items regarding “budget control”. Questions regarding the local government budget planning.

113: Accounts

For example, items regarding annual accounts, and so on. Auditor's reports regarding the accounts are also coded in this category. Biannual accounts/quarterly accounts are also coded in this category.

114: Supplementary grants

For example, items just indicating that the concern is a supplementary grant.

If the concern is a supplementary grant within a certain area, for example, the cultural area, it should be coded 2300.

115: Debt/loans

For example items regarding the local government debt, items regarding loan raising, items regarding realization of borrowing facility, and so on. Mortgage deed without specific indication of area.

If the concern is a loan/loan guarantee within a certain area – for example, a loan to a public school – it would have to be coded 610 (public schools).

116: Tax

For example, determining the local government tax, land tax, tax rates, and so on. Property tax, tax assessment report. Choice of tax base.

117: Value-added tax

118: Capital expenditure (in general)

For example, transfer of unused capital funds, items regarding the capital budget, approval of financial reports on capital expenditure, and so on. If capital expenditure is mentioned, it should be coded here.

If information is given on what the capital project concerns, this should be specifically coded. For example, the capital expenditure on a day-care center should be coded 1310.

199: Other questions

For example, items regarding local government guarantees, liquidity, interest-rate hedging, sale revenues, unspecified. Interest rates. Savings without specific indication of area. Share purchases. Sales revenues. Invitation to tender for day-to-day banking.

2: Civil rights, minority questions, and personal civil rights

200: General questions (including questions that cover several sub-categories)

201: Discrimination of ethnic groups and races

For example, racism and racially motivated violence.

202: Gender discrimination, equal rights questions

For example, questions regarding the share of female employees in various job sectors, gender discrimination in the job or in job recruitment, equal pay for equal work, homosexuals, and female circumcision.

204: Other forms of discrimination (age, ethnicity, disabilities, illnesses)

For example, questions regarding age discrimination in job recruitment, mandatory retirement rules in selected job sectors. (CAP 204 and 205).

Questions regarding aid for disabled is 1304, whereas questions regarding housing for disabled is 1408.

206: Voting rights and rules in connection with local government elections, national elections, EU elections.

For example, questions regarding age stipulation and nationality in connection with voting rights, rules in connection with election to the local council.

Items regarding the holding of elections should be coded 2012.

207: Freedom of expression and religion, including free abortion and pornography, freedom of assembly

For example, questions regarding the violation of the freedom of expression, the freedom of assembly, and the right to demonstrate, such as Nazi demonstrations, freedom of association, general questions regarding religion and other religious communities than the established church, areas reserved for Muslim burial sites, the right of other religious communities to be buried on Danish graveyards, abortion policy plan, rules on the access to pornography in public places, and whether public employees and children in institutions are allowed to wear headscarves. The International Cities of Refugees Network (ICORN), which is a network for writers who are harassed because of their activities.

208: Protection of personal information, the data protection act, the right of access to documents, the public administration act, protection against surveillance

For example, questions regarding the linkage and release of register data, the civil registration system, information registered in the criminal records, the safeguarding against the transfer of data from Danish authorities to the Schengen Information System, local governments' release of registers of certain ethnic groups, video surveillance of public places. Civil registration officer. Information security policy.

(CAP 209 is omitted – subversive activities, work for foreign powers)

210: The established church

For example, questions regarding the economy, priests, graveyards, local church councils, and ministry of church affairs of the established church, including questions regarding church tax, church tax assessment, time spans for burial site preservations, abolishment of church districts and churches, church fund accounts, and residency requirements of bishops and priests.

211: Private ownership, expropriation

For example, questions regarding the expropriation of and compensation for property owners in connection with road construction, the Act of the Constitution, section 73 (compensation), as well as land appreciation tax on expropriated properties. Rules on the trespassing of private fields and roads. Inspection of boundary lines. Valuation commission.

299: Other questions

For example, the burial authorities of Frederiksberg.

3: Healthcare policy

300: General questions (including questions that cover several sub-categories)

For example, general questions regarding the local government's healthcare policy, activities, and obligations to supervise, the development in the local government's healthcare expenditures, citizen satisfaction with the health services, prioritizations within health services, EU's impact on the local government's healthcare system, the health area board, including the budget, administration, prioritizations as well as the extent of fees in the board's field of responsibility. Questions regarding the healthcare committee and its activities. Healthcare projects in general. SSU (the social and healthcare committee). Aids and appliances in general (unless the concern is grants for these specifically, in which case, they are coded 323). H:S (The Copenhagen Hospital Corporation).

301: General reforms of the healthcare system

Questions regarding state/regional/local government takeovers of the hospital services or privatization of large parts of the healthcare system. Questions regarding, for example, the organization of the hospitals belong in 322. This category is reserved for very comprehensive reforms.

302: General questions regarding coverage under the National Health Service, insurances, and so on.

For example, questions regarding coverage from the National Health Service during stays abroad, the health insurance company Danmark, the free choice of hospitals, group 2 patients, general questions regarding referrals to specialists, general questions regarding user charges in the health services, the right to treatment abroad, such as treatment of cancer patients abroad.

Questions regarding waiting lists belong in 322.

320: Healthcare agreements

For example, healthcare agreements between the local government and the region – also coded in the collaboration variable (new category, separated from CAP 322).

321: Control of medicine and treatments

For example, questions regarding the National Health Service's approval and introduction of medicine and treatments, control of the medical industry, including questions regarding clinical trials of medicine and treatments, tendering for medicine, approval of generic medicine, possible side effects from the use of generic medicine, assessment of trials of new treatment forms, medical certificates when taking medicine abroad, fees for issuing medical certificates, modernizing the Medicines Act, access to prescription medicine over the counter, costs and common rules for pill passports in the EU. Questions regarding organ donation should also be coded here. Moreover, control of other suppliers of healthcare services, such as pharmacies and dentists; that is, all questions regarding control of the pharmacies, including opening hours, minimum requirements for the number of employees, requirements regarding the sale of medicine. All questions regarding the

control of dentists, including the legality in dentists establishing private limited companies and whether or not orthodontics should be carried out by specialist dentists.

322: Healthcare facilities

All questions regarding healthcare facilities, including buildings, internal organization, control of working procedures, hygiene standards, and any differences in efficiency between private and public service delivery. Items concerning public dental clinics, ambulances, emergency rooms, and health centers also belong here. Questions regarding waiting lists also belong here; that is, all questions regarding waiting lists for hospitalizations, operations, feedback on scans, consequences of waiting times in relation to, for example, the labor market. All questions regarding treatment guarantees, including violation of treatment guarantees and possible consequences from this. Dental care, healthcare centers, hospitals, emergency departments, emergency cars.

Questions regarding healthcare personnel belong in 325, whereas questions regarding the diagnosing and treatment of specific illnesses belong in 337, possibly 331.

323: Agreements with private healthcare suppliers

Agreements (grants, collective agreements) with private healthcare suppliers, including Falck (emergency services), general practitioners, private hospitals, and private dentists. For example, the establishment of a healthcare center and the takeover of aids and appliances from Falck. Moreover, grants for other forms of treatment, such as dentists, aids and appliances for wheelchairs, hearing aids, and so on.

324: Medical errors, negligence, and compensation

All questions regarding medical negligence, such as negligent surgery, medication and/or treatment errors. Questions regarding negligence, compensation, and patients' insurance also belong here.

325: Healthcare personnel, education, and training

All questions regarding public healthcare personnel, including questions regarding collective agreements for healthcare personnel, good medical practice, the Hippocratic Oath, confidentiality. All questions regarding the education and training of healthcare personnel, including general practitioners, specialists, male and female nurses, midwives. Questions regarding authorizations, doctor shortages, the Practice of Medicine Act, foreign doctors, foreign medical students. Social and healthcare workers.

331: Prevention, health promotion, contagious diseases, self-training

For example, vaccinations, information campaigns, venereal diseases, assessment of self-training programs. Questions regarding nutrition policy and prevention of obesity belong here. The food policy of the local government if it has a healthcare aspect (otherwise, 403 is used).

332: Children and newborns

For example, questions regarding births, children's health, the development in child diseases, children's use of medicine, school medical officers/city medical officers, dental care for children/school dentist, vaccination of children.

Questions regarding the mental health problems of children belong in 333, violence against children in 1207, and maternity leave in 1308.

333: Mental illnesses

For example, expenses for the treatment of mentally ill, the quality of the treatment, the development in the number of citizens experiencing depression, the number of children in psychiatry, psychiatry committee.

General questions regarding psychiatric hospitals belong in 322. Permanent institutionalizing of psychiatric patients belongs in 1304.

334: Treatment and nursing of long-term ill, rehabilitation, terminal patients

For example, questions regarding treatment options for incurables in Denmark, medication at nursing homes, treatment of demented, rehabilitation of patients, including prices, home nursing, nursing of patients in their own homes, nursing of terminally ill patients in their own homes, hospices and rules on admittance to hospices, "personal and practical care", seal robots. The center for rehabilitation and special counseling (CRS).

General questions regarding senior citizens is coded 1303, whereas aid for disabled is coded 1304. Discrimination related to age or disability is coded 204, housing questions for senior citizens and disabled belong in 1408.

335: Grants for prescription medicine and reimbursement as well as expenditure on medicine and medicine prices

For example questions regarding the development in public drug reimbursement, new ways to calculate reimbursements, VAT on medicine in the EU compared with the North, price development in the medical industry compared with pharmacy retail prices.

Questions regarding the control of medicine belong in 321.

337: Diagnosis and treatment of specific illnesses

For example, questions regarding the diagnosing of diseases such as senile dementia or Alzheimer's, treatment of, for example, brain-damaged persons, treatment option for all apoplexy patients, the quality of various treatments, including the quality of cancer treatment in Denmark, criticism of the effect of various forms of treatment.

Questions referring directly to, for example, hospitals are coded 322, medical negligence is 324, the education of personnel is 325, waiting lists are 322, prevention is 331, children and newborns are 332, whereas mental illnesses belong in 333.

341: Tobacco

All questions regarding tobacco, including questions regarding the hazardous aspect of smoking, the effect of passive smoking, the development of the scale of smoking, the treatment of illnesses related to smoking, information campaigns on the hazardous effects of smoking, research on smoking, the development and effect of tobacco duties, regulation on tobacco ads, investigations of the tobacco industry's withholding of knowledge about the hazardous effects of smoking, investigations of the tobacco industry's influence on research. The smoking policy of the local government. Non-smoking environments/areas.

Questions regarding both tobacco and alcohol or drugs, or abuse in general belong in 342.

342: Alcohol and drug abuse as well as treatment of abuse in general

All questions regarding alcohol, including questions regarding the hazardous aspect of drinking alcohol, the development in the consumption of alcohol, treatment of illnesses related to the use of alcohol, shelters for alcoholics, information campaigns on the hazardous effects of alcohol, research on alcohol, the development and effect of fees on spirits, rules on alcohol ads, rules on alcohol consumption in the workplace, traffic accidents related to drunk driving. The alcohol policy of the local government.

Questions regarding the criminal aspects of drugs belong in 1202.

(CAP 398 is omitted – research and development within the healthcare area)

399: Other questions

Questions regarding healthcare policy that do not belong in the above categories. For example, questions regarding medical officers and their powers as well as organ donation and the rules pertaining to it. Health research policy.

4: Agriculture and fishing

400: General questions (including questions that cover several sub-categories)

For example, questions regarding employment in agriculture, the economic situation in agriculture. Questions regarding gardening, flowers, and so on are agricultural questions.

Questions that only concern the fishing industry, fish, and the ministry of fishing belong in 408.

(CAP 401 is omitted – Export and import of agricultural products)

402: Grants and the control of agriculture

All questions regarding the control of agriculture, including control of the use of agricultural land, long-term lease, tax conditions in agriculture, possible capital gains, residency requirements, production levies, straw burning, building licenses, the sale of or pre-emption right to free pieces of

land, rules on insurance against the failure of crops, the act on family farm transfers. For example, environmental approvals for the expansion of pig farms. Requirements and control in organic farming.

403: Food policy

All questions regarding food inspection and food quality (including fish), including questions regarding the food act, changes in the inspection as well as user charges for the inspection, rules on additives, toxic substances, medicinal residues, pesticide residues, hormones and bacterial content in foods, storage, packing, and transportation of food, sanitary conditions in food stores, sale of genetically modified food (GMO), rules on organic foods, salmonella in foods, sanitation in slaughterhouses, organic transition in public kitchens.

404: Marketing and promotion of food products

For example, questions regarding the promotion of certain foods, including publicly or privately funded advertising campaigns encouraging Danes to eat more turkey meat, agriculture's marketing of the trade as a green trade with an environmentally sound profile.

405: Animal and plant diseases and the control of these

For example, questions regarding salmonella in chicken livestock, foot-and-mouth disease, mad cow disease (BSE), and the control of these, consequences of meat and bone meal as well as antibiotics in feeding stuffs, rabies and the risk of contamination.

Questions regarding food policy, including the control of salmonella-infected eggs, belong in 403, whereas salmonella-infected chicken livestock belong in 405.

406: Animal welfare in connection with farm animals

All questions regarding rules on animal welfare, including rules on the housing of cows and pigs, rules on animal transport, ritual slaughters, Halal-slaughtered meat, consequences of animal neglect as well as compulsory veterinary inspections.

Questions regarding animal and plant protection, including the animal protection law as well as animal experiments in general belong in 709.

407: Environmental problems in connection with agriculture

All questions where agriculture is explicitly connected to environmental problems, including questions regarding manure tanks, spreading of manure or fertilizers on the fields, environmental problems in connection with intensive pig farms, water pollution as a direct cause of agriculture, and so on. For example, Section 10 permit for livestock farming.

General questions regarding the water environment belong in a 7xx category even though the environmental problem could be caused by agriculture. Questions regarding pollution and control of the use of pesticides in agriculture belong in 704.

408: Fishing policy

All questions regarding the fishing industry.

Questions regarding food inspection belong in 403, whereas questions regarding both fishing and agriculture belong in 400.

Maritime questions, such as the merchant shipping legislation, belong in 1007, whereas questions relating to harbors belong in 2104.

(CAP 498 is omitted – Research and development in agriculture and agricultural products)

499: Other questions

Questions relating to agriculture, food, and fishing that do not belong in the above categories.

5: Labor market questions

500: General questions (including questions that cover several sub-categories)

For example, general questions regarding the development in employment, the local government's employment plan, the labor law, rules and regulations for foreign companies working in Denmark. Items concerning the labor market committee, such as the budget strategy for the labor market committee's area. Social dumping, social clauses.

501: Working environment, work injuries, work injury benefits

All questions regarding labor inspection, work injuries, including questions regarding the labor law, the development in the work environment, rules and regulations on the work environment in various job sectors, maintaining Danish work environment requirements to foreign companies, specific examples of bad work environment, chemical substances in the work environment as well as questions regarding the development in work injuries/accidents, definition on a work injury concept, reporting of work injuries and work-related illnesses, the possibility for compensation in relation with work injuries, safety net for, among others, self-employed persons in the case of a work injury, case handling in the National Board of Industrial Injuries, loss of earnings.

Questions regarding work environment in public schools are coded 610.

502: Active labor market policy (including employment initiatives)

All questions regarding activation, job training, adult education centers (VUC), adult vocational training centers (AMU), and the employment service system (AF), including questions regarding the agreement on service jobs, the enterprise promotion scheme, long-term effects of activation efforts, guidelines for activation, activation offers for unemployed above the age of 60, activation offers without substance, wage levels during job training, admission to short-term supplementary training at the business colleges, educational benefits for unemployed for the higher preparatory course (HF), funds for the adult education centers, the short-term employment courses at the adult vocational training centers, employment services, action plans, the employment service system,

questions regarding retraining, local employment councils (LBR). Section 103 in the Local Services Act regarding sheltered employment, job center, general adult education.

General labor market questions regarding the unions belong in 504, whereas general questions regarding welfare benefits belong in 1302. Questions regarding basic vocational courses, training centers, and vocational training belong in 604.

503: Private employment benefits

All items regarding private employment benefits, including the act on wage earners' supplementary pension (ATP), private pension schemes, home offices, company cars, travel allowances, tax regulations on employment benefits.

Normal wage and employment conditions belong in 504. Public employment benefits such as unemployment benefits, early retirement benefits, transitional allowances, and so on belong in 507. Health insurances for employees belong here as a starting point, but if the question concerns what they cover more specifically, it is 302. If the question concerns the number of Danes with health insurances, it is 301.

504: General labor market questions regarding unions

For example, arbitration cases (if they take place between employer and employee – if the concern is a case against the local government, it is coded 2015 instead). Tripartite funding.

505: Questions specifically concerning collective agreements in the private labor market

506: Child labor and youth unemployment

All questions regarding child labor, including minimum age for child labor, youth employment, youth employment project, wage subsidies for employers employing young people, youth unemployment, “the suggestion of the Liberal Party’s city council group to establish a special unit for young people (one-stop-shop) – employment initiatives for young people”

Questions regarding children and work environment belong in 501.

507: Unemployment benefits, early retirement benefits, sickness benefits, and other labor market-related transfer payments

All questions regarding unemployment benefits, sick benefits, early retirement benefits, leave-of-absence schemes, and transitional allowances, including questions regarding the development in benefit rates, rules on job-seekers' availability, rules on the payment of unemployment benefits and sick benefits, the development and the spending on early retirement, rules on the unpaid work of persons receiving early retirement benefits, employers' misuse of unemployment benefits. Insured unemployed and unemployment benefits. Unemployment benefits.

Questions regarding the administration of unemployment benefits and early retirement belong in 504 since they are administered by the unemployment benefit offices.

Questions regarding maternity leave belong in 1308, whereas questions regarding early retirement pension belong in 1304 and social welfare under 1302.

508: Questions regarding the employment situation within specific geographical areas or industries (e.g., in the municipality)

For example, questions regarding bottlenecks, such as labor shortage in the municipality of Elsinore, shortage on civil engineers, unemployment in the paint trade, the rise in unemployment numbers in the building trade, and so on.

Questions regarding possible shortage in healthcare personnel should be coded 325, but questions regarding possible employee shortage in the national defense should be coded 1608. Employment within agriculture is coded 400. Questions regarding job training and activation of unemployed belong in 502.

529: Seasonal workers and guest workers from abroad

All questions related to foreign workers on short-term stays in Denmark. For example, craftsmen and fruit pickers from Eastern Europe and au pairs from Asia.

599: Other questions

For example, the harmonization of services in the employment area.

6: Education

600: General questions (including questions that cover several sub-categories).

For example, general questions regarding the local government's education policy, the level of education in the municipality, including the development compared to other municipalities, report from the local government's education board, user influence in the educational sector. Questions regarding the school/educational board and its activities. The board for children and education. Policy on inclusion without specific indication of area (will typically concern 603 and 606 and should therefore be coded in the general category).

NB! If the concern is the local government's children/youth policy or the children and youth administration or committee in general, it should be coded 1314.

601: Further education

All questions regarding further education, the state education grant (SU), housing for students attending further education. For example, questions regarding the universities, grants for further education, the creation of new educations, the structuring of the educations, quality assurance of the supply of education, rules concerning admission, the development in drop-outs, screening examinations, freshman introduction weeks, composition of the boards for the universities and the authority of the respective heads of university. Questions regarding the rules for receiving the state education grant, including rules for the repayment of student loans. Questions regarding colleges and youth housing for students attending further education. Questions regarding the financial

conditions for young people attending education. Items regarding seminars and the VIA University Colleges also belong in this category. Music academy. Design school.

Questions specifically concerning healthcare educations belong in 325.

The police school and the training school for prison officers belong in 1201 and 1205, respectively, whereas the defense college belongs in 601.

(CAP 602 is divided into 610, 611 and 612 below).

603: Education of underprivileged groups, including mother-tongue teaching and homework assistance.

For example, items concerning welcoming classes. All questions regarding extra tuition for underprivileged social groups, including mother-tongue tuition and homework assistance. Language school, language tuition for children (in case of language tuition for adult immigrants to participate in the labor market, this should be coded 900).

Questions regarding special education in the public school belong in 606, whereas supplementary and further training belong in 502.

604: Vocational training and production schools

All items concerning vocational training centers (EUC) as well as items concerning practical training places. All questions regarding apprenticeship training, basic vocational courses, and other vocational educations, including the vocational training area in general, applicants to various vocational educations, admission requirements, agreements on practical training, rules on the quality of apprenticeship training, pay for adult apprentices, adult apprentices, rules on the dismissal of apprentices, for example, because of company cutbacks, fisheries training program, production schools, partnerships with businesses on apprenticeships, agricultural schools.

Questions regarding supplementary and further training belong in 502, including adult education, the adult education center (VUC).

606: Special education for young people with learning disabilities

For example, items concerning the driving and transportation of special school students, the center for special education (CSU), the area of education for young people with special needs (STU), general questions regarding special education, remedy of illiteracy, resources for the education of deaf, blind, dumb, and other people with equivalent handicaps, the establishment of group programs, special needs education. Inclusion policy in the schools regarding children with special challenges. Education for young people with special needs.

Questions regarding extra tuition for underprivileged social groups belong in 603.

607: Libraries

For example, questions regarding the costs in connection with operating the libraries, the development in the number of libraries, the Danish Library Center (DBC), the library fund, the

selection of books at the libraries, purchasing policy, the possibility for lending music and videos, user charges at libraries, DBC media.

Questions regarding research libraries should be coded 1798.

610: The public school (including after-school care)

For example, the local government's school policy, the release of funds for after-school care, after-school centers, the closing and merging of schools, procedures for the election to school boards, the repair/construction of school heating systems, and so on. School camp.

611: Private and free schools (including specific schools)

612: High school, higher commercial examination (HHX), higher technical examination (HTX), higher preparatory examination (HF)

All items concerning general high schools, technical high schools, commercial schools, the higher preparatory examination. Projects regarding youth education also belong here as well as the local government's youth education policies. Youth education guidance centers (UU).

613: 10th grade, continuation schools, youth clubs

(CAP 698 is omitted – Research within education)

699: Other questions

For example, nature schools, folk high schools. Day high school.

7: Environment

700: General questions (including questions that cover several sub-categories)

For example, environmental screening and environmental impact assessments. Questions regarding the environmental committee and its activities. Environmental plan, environmental supervision report. Green council. Utility companies in general (if the item does not concern a sub-code more specifically). Water action plan if the concern is both drinking water and waste water (if only drinking water, 701). Geo datacenter. Nature action plans/nature plans.

Environmental questions relating directly to agriculture should be coded 407.

701: Drinking water, drinking water quality, water supply, and groundwater

For example, questions regarding the supervision of drinking water, nitrate levels in drinking water, groundwater pollution, waterworks pollution, water supply, water company, water action plan (if only drinking water), water pumps.

Questions regarding the marine environment should be coded 710, whereas questions regarding the water environments should be coded 711.

703: Waste and potential problems with it

For example, waste fees, sewerage, wastewater, settling tanks, rainwater basins, and questions regarding water in connection with sewers, and so on. For example, questions regarding the disposal of sewage sludge, water treatment plans, the local government wastewater sector, sewerage problems, problems with the capacity of incineration plants, cross-border transportation of waste, free choice of supplier of disposal services, fees on waste disposal, recycling centers, container stations, waste sites, wastewater plan, waste plan, rat extermination, rats (if the concern is pest control more generally, 799), the burning of garden waste, transfer station. Regulations for soil and Soil removal. Carriageway drainage.

Questions regarding problems with dangerous waste belong in 704.

704: Dangerous substances, fluids, and waste; toxic substances, such as pesticides

For example, questions regarding the environmental problems related to chemicals, ammonia, nuclear waste, cable scrap, toxic fumes, quick silver, pesticides, and so on. Including the export of environmentally dangerous waste, the emission of quick silver, the development in the use of pesticides as well as the need for bans, chemical taxes, pesticide taxes, and so on, police charges against, for instance, Cheminova or Kommunekemi.

705: Air pollution, noise, climate policy, global warming

For example, questions regarding the development in air pollution in the municipality/Denmark, initiatives to prevent air pollution, CO2 taxes, the development in air pollution, rules regarding decibel limits in the public space, noise nuisances in kindergartens, questions regarding the greenhouse effect, the damages to the ozone layer, global warming and initiatives to reduce it, climate strategy, baffle wall, chimney sweeping, action plan on noise.

707: Recycling

For example, questions regarding the development in recycling, costs, savings by recycling, the necessity of recycling, and so on. Recycling of resources.

Recycling stations belong in 703.

708: Indoor environmental problems

For example, questions regarding problems of a poor indoor climate, asbestos, radon. PCB renovations.

Questions regarding, for example, compensation in connection with indoor climate belong in 501.

709: Protection of animal and plant life

Including the animal protection law, animal experiments, protection of the stock of various species, sustainable utilization of nature's resources, protection of private forests, including the project on

afforestation, the development in the number of animals killed in traffic, compliance with the obligations of the Convention on Biological Diversity, the fight on poaching, questions regarding hunting and hunting license, protection of the original Danish breeds of domestic animals, sport fishing. Control of pets, such as dogs and cats. Protection of vulnerable nature reserves (when these are not stated more specifically). The fight on invasive species, such as hogweed. Items concerning Agenda 21 should also be coded in this category. Sustainable development, committees on sustainability.

Questions regarding animal welfare in agriculture belong in 406.

Questions regarding forestry both privately and publicly belong in 2103.

Preservation belongs in 2101.

710: Marine environment, oil pollution, coasts, and coast protection

For example, questions regarding the general condition of the marine environment, beach cleaning, toxic algae growth and fish deaths in Danish waters, pollution of the North Sea around the oilfields, water flow in the Danish waters after the construction of several bridges, protection of the Danish dikes, coast protection with, for example, plastic tubes, coast protection in connection with the construction of bridges or harbors.

Questions regarding the marine environment belong in 711.

711: Marine environment and soil pollution

For example, questions regarding the general condition of the water environment, including streams, watercourses, watercourse control, canals, lakes, and land. For example, questions regarding the cleaning out of lakes, oxygen depletion in Danish lakes, reconstruction of the original shapes of streams, classification of polluted soil. Water supply if it does not concern drinking water. Pollution of meadows. "Area classification" is an item that often concerns soil pollution. Questions in which brooks, lakes, watercourses, and canals are mentioned.

Questions regarding oil pollution in connection with oil drillings belong in 710, whereas oil pollution of land from, for example, petrol pumps belong in 711.

Questions regarding ground- and drinking water belong in 701, whereas questions regarding the marine environment belong in 710.

(CAP 798 is omitted – Environmental development and research)

799: Other questions

For example, rulings from the Nature Protection Board of Appeal.

8: Energy policy

800: General questions (including questions that cover several sub-categories)

For example, items regarding the local government's energy policy. Questions regarding power plants/CHP plants belong here since these produce both electricity and heating. Energy rating of buildings.

801: Nuclear power

All questions regarding nuclear power and safety, such as questions regarding Barsebäck, nuclear preparedness, Danish evacuation plans in connection with nuclear fallouts.

Questions regarding nuclear waste in general belong in 704, whereas military-related nuclear waste belongs in 1614.

802: Electricity supply and hydroelectricity

All questions regarding the organization of the electricity supply, such as questions regarding the development in the consumption of electricity, electricity costs, NESÅ, Elkraft, and so on.

Questions regarding specific energy sources should be coded under these. Questions regarding electricity savings should be coded under 807.

803: Oil and natural gas

All questions regarding natural gas and oil, including questions regarding the development in the consumption as well as oil and gas costs, short- and long-term supply of oil and gas, DONG, the natural gas network, the discovery of oil and gas in the North Sea, questions regarding the city gas net.

Questions regarding oil pollution in connection with oil drillings belong in 710, whereas oil pollution of land from, for example, petrol pumps belong in 711.

804: Heat supply

Questions regarding the organization of the heat supply, including control and distribution of district heating, obligatory connection to the district heating system, possible compensation for oil burner following obligatory connection to the district heating system, district heating system, district heating plan.

Items concerning specific energy sources are coded under these.

805: Carbon

For example, questions regarding carbon as an energy source, including environmental consequences, coal reserves, technology concerning carbon burning only, the purchase of carbon abroad.

806: Alternative and renewable energy

For example, questions regarding solar heating, wind turbine energy, hydroelectric energy, the use of fish oil in district heating systems, straw burners, alternative fueling for cars. Biogas plants also belong in this category. Solar cells, bio-ethanol.

Questions regarding energy saving belong in 807.

807: Energy savings, such as replacements of radiators and water meters, roofs, windows on local government buildings. Energy-saving programs. Energy Performance Contracting. Energy renovation. Energy optimization. For example, questions regarding the electricity conservation fund, grants for energy-saving initiatives in various public and private sectors, including the introduction of low-energy bulbs, water-saving lavatories, insulation, and so on. Car-free Sundays.

Questions regarding alternative and renewable energy belong in 806.

(CAP 898 is omitted – Energy research and development)

899: Other questions

Questions that cover energy but do not belong in the above categories. For example, questions regarding gardening in connection with the SEAS power station at Masnedø.

9: Refugees and immigrants

900: All questions regarding refugees and immigrants, including integration questions.

For example, immigrant crime, ghettos, immigrant starting allowance, point system, and so on. All matters concerning refugees/immigrants, such as special privileges, crime, illness, tax fraud, living standard, family size, income level, employment level, and so on. Integration of refugees/immigrants, success rate in connection with integration. The local integration council. Language teaching for adult immigrants.

Questions regarding racism and discrimination belong in 201 and mother-tongue teaching under 603. All questions regarding foreign short-time workers (craftsmen, au pairs, etc.) belong in 529.

10: Traffic

1000: General questions

For example, questions regarding traffic action plans and traffic analysis, including questions regarding the technical administration as well as the technical committee and its activities. Traffic safety council. Winter maintenance, purchase of winter equipment (if it is not specified further that the concern is roads, 1002, or pavements, 1012), public roads and parks.

Questions regarding traffic investments and the overall planning of it belong in 1010.

1001: Mass transport and safety (public transport)

For example, questions regarding public transport in general, such as busses and trams. For example, questions regarding the economic development in connection with bus services in various regions in Denmark, the development in the number of bus passengers, Copenhagen City and Regional Transport's right to operate in the capital area, bus shelters at bus and coach stops, light rail plans in Aarhus, the city trains and metro in Copenhagen, ferry traffic in Denmark, such as the Great Belt passage. Light rails and trams. Taxis, taxi committee.

If the questions regarding public transport also concern railroads (1005), they should be coded 1000.

1002: Road construction and road maintenance

For example, general questions regarding maintenance of the road network, highway construction, traffic volumes, traffic load, pricing of fees for the use of bridges and parking facilities, traffic control systems, parking conditions, speed limits, and other questions regarding traffic regulations, accident statistics in traffic, signposting on Danish roads, construction and repair of bridges. Questions regarding safety, including the use of safety belts, rules on the issuing and suspension of traffic licenses, rules on EU motorbikes, antilock brakes, MOT tests, rules on driving time and rest periods for long-distance drivers. Questions regarding taxes and duties related to motor vehicles, including VAT, motor vehicle tax, vehicle registration fees, petrol and diesel tax, and so on. Personalized number plates, car scrapping bonuses, cell phones in cars. Toll ring. Motoring. Traffic analysis. Road lighting, renovation of curbs. Road names. "The purchase of new portable terminals for the parking attendants". The planting of trees/roadside plantation.

Questions regarding air pollution from cars belong in 705.

1003: Airports

All questions regarding Danish airports, including rules on, for example, safety, the sale of duty-free goods and airport taxes, questions regarding SAS and the internal organization of the company, administration, bonus agreements, dividends, as well as taxation rules on bonus points from SAS, questions regarding flight traffic in general, including flight rules, safety in the airspace, delays, and so on.

Questions regarding, for example, the monopoly status of SAS belong in 1520.

Questions regarding public construction works and transport facilities belong in 1010.

1005: Rail transport and safety

Questions regarding the railway inspectorate, railway stations, the rail authorities, trains, DSB's train services, including questions regarding the development in the number of train passengers, freight transportation, the closure of railway sections, DSB's finances, the service level in DSB's trains, delays, DSB's ticket prices, Arriva's take-over of selected line stretches in Denmark, the establishment of, for example, surveillance cameras or elevators in railway stations, safety in connection with high-speed trains, technical breakdowns of railway gates, railway accidents, railway stations.

City trains and metro belong in 1001.

1007: Maritime questions

For example, questions regarding the merchant shipping legislation, the international shipping register, tax conditions for sailors, surveillance of the waters, compulsory pilotage in Danish waters, the navigation conditions of various islands, the closing of life saving stations, rescue helicopters. Items concerning icebreakers also belong here, naval vessel.

*Questions regarding fisheries belong in 408, shipyards in 1008, harbors in 2104.
International agreements on maritime law belong in 1902. Ferry services belong in 1001.*

1008: Shipyards

The development in the shipyard industry, state subsidies for Danish shipyards, the consequences for Danish shipyards of shipyards in other EU countries receiving subsidies.

*Questions regarding high unemployment among shipyard workers belong in 508, whereas safety questions regarding shipyard workers belong in 501.
Maritime questions belong in 1007, whereas harbors belong in 2104.*

(CAP 1010 is omitted – Grants for public construction works and transport facilities)

1012: Construction and maintenance of paths, including bicycle paths and pavements.

Items regarding bicycling also belong here, bicycle commuters, “Copenhagen as a bike city”. Pedestrian streets, agreements on shared-space thoroughfares, lighting of parks in the city.

(CAP 1098 is omitted – Research and development)

1099: Other questions

Questions that cover traffic but do not belong in the above categories. For example, questions regarding the loss of jobs in connection with the construction of a fixed link land line between Rødby and Putgarden.

12: Legal and judicial policy

1200: General questions (including questions that cover several sub-categories).

For example, the local government’s policy of violence.

1201: Authorities working with crime and arms control

For example, the police, the customs authorities, the regional state administration, the Danish Security and Intelligence Service. The police complaints commission.

Questions regarding the courts belong in 1204.

1202: Organized and financial crime

For example, questions regarding biker gang crime, criminal syndicates, organized pimping, financial crime, including cases on asset stripping, illegal tax evasion, insider trading, illegal speculation, illegal shareholder loans, forgery, tax evasion/tax fraud.

Violations of the competition and anti-trust laws belong in 1520

1203: Drug crime

For example, items concerning drug crime in the municipality, drug dealing in Christiania's Pusher Street, the emergence of hash clubs in major Danish cities, the sale of Ecstasy in the clubbing environment, doping trafficking.

Questions that cover drugs but do not have a criminal aspect should be coded 342.

1204: The courts

For example, questions regarding the court processing times, scheduling of hearings, procedures and IT systems, questions regarding the judiciary, including questions regarding recruiting, double employment, board memberships, the National Courts Administration, the role of the courts as part of the tripartition of power.

Questions regarding the penal code belong in 1210, whereas questions regarding conditional release belong in 1205.

1205: Prison services

For example, questions regarding overfilled prisons, the condition of the local prisons, change of rules for strip searches in the prisons, rights of inmates, problems with so-called strong prisoners, the situation of prisoners in solitary confinement, parole, the safety of prison officers, crime in the prisons, and so on. The criminal administration system.

1206: Youth crime

For example, questions regarding the development in youth crime, initiatives to prevent youth crime, placement locations for young criminals, the necessity to avoid placing young criminals with adult criminals, and so on. The age of criminal responsibility. The SSP system. The use of street workers. The mentor system for marginalized children and youth.

1207: Abuse of children and child pornography

For example, questions regarding violence against children, missing children, child molesters, sexual abuse of children in, for example, day-care institutions, the circulation of child pornography, protection of children and youth against pornography, incest, parents' kidnapping of their children, forced removals. Placement of children outside the home in, for example, residential institutions.

Children's homes also belong in this category. Residential and treatment centers for children placed in care.

1208: Family questions

For example, questions regarding violence in the home, consequences of divorce, prevention of loneliness among teenagers, child allowance, adoption, the conditions of families with children, divorces and family-related legal questions, adoption. The UN Convention on the Rights of the Child and children's rights. Mother-and-baby home, Women's shelter. "Member's proposal for a care plan for children in mourning and crisis in connection with deaths". Family casework.

*Questions regarding violence against children or abuse of children belong in 1207.
Child benefit and family allowance belong in 1308.*

1211: Crime prevention

For example, questions regarding the crime prevention council's preventive campaigns, including questions regarding the effect of specific campaigns, such as prevention of violence in the home, burglaries, the handling of stolen goods, and so on.

Prevention of drunk driving should be coded 343

1299: Other questions

For example, questions regarding the set of rules on donations from foundations and associations, police regulations, and so on. Questions regarding Christiania should also be coded 1299, unless they specifically concern the police, in which case they should be coded 1201. Committee on the selection of jurors. The lawyers' election committees. Court cases without specific indication of area.

13: Social policy

Note that homeless people belong in housing: 1409.

1300: General questions (including questions that cover several sub-categories)

Social services, including budget, administration, priorities as well as the extent of fees under the social services' field of responsibility. Questions regarding the social committee and its activities. If not further specified, items regarding the Social Services Act belong here. Questions regarding social fraud also belong here since they typically cover several sub-categories. Questions regarding social pensions also belong here since they cover both state pension and early retirement pension. Implementation of the public funds earmarked for disadvantaged groups. Supervision of the entire social field. Deadlines for casework in social fields. Disability and senior citizen councils (if only senior citizens, 1303; if only disability, 1304). Welfare committee. Guardianship in general. Regional development council. Healthcare committee. Initiatives to prevent the abuse of social benefits.

Note that if the item concerns children (and youth) in general, it should be coded 1314.

(CAP 1301 is omitted – Meal provision systems)

1302: Welfare benefit/social benefit, poverty reduction

For example, questions regarding poverty reduction, the Social Welfare Act, the development in the number of welfare receivers, the development in the spending on welfare receivers, the rights of welfare receivers. Employment initiatives aimed at welfare receivers.

Questions regarding activation of welfare receivers belong in 502, whereas questions regarding early retirement benefit/disability pension and rehabilitation benefit belong in 1304.

1303: Senior citizen policy (all questions regarding retirement pension, home help, nursing homes, discounts, and so on)

All questions regarding retirement pension, home help, nursing homes, widow's pension, special arrangements for senior citizens, such as pensioner's bus passes as well as discounts on public services, expenses for all age-related services today and in future, quality standards for home help. Senior citizen council. Senior food services. Complaint board. Special scheme for older employees.

Questions regarding senior housing; that is, the construction of nursing homes and senior homes belong in 1408, as does housing-related schemes such as property tax freeze and housing allowance. Questions regarding medical treatment in nursing homes, home care nurses and questions regarding aging belong in 334. Questions regarding discrimination related to age belong in 204. Questions regarding the nutrition of senior citizens belong in 331. "Care and practical assistance" belongs in healthcare: 334.

1304: Aid for disabled persons, disability policy

For example, questions regarding early retirement benefit, disability pension, and rehabilitation benefit, including questions regarding the act on early retirement benefit, the processing time for early retirement applications, and so on; the development in the awarding of early retirement benefit according to health criteria and social criteria, respectively; residences for disabled adults, transport facilities for physically disabled to hospitals, assistance to disabled in employment, the development in the number of students receiving rehabilitation benefits, permanent offers/accommodation offers for mentally ill, such as the national service for the mentally retarded. The disability council. Infirmity pension. Flexible jobs/flexible jobs scheme. Special kindergartens for disabled children. Special schools/special education for disabled adults. Center for adult special education (CSV). Sheltered workshops.

Questions regarding the construction of mobility units belong in 1408. Questions regarding grants for aids and appliances such as wheelchairs and hearing aids belong in 323.

1305: Voluntary social work

For example, questions regarding the Salvation Army, the Church Army, the Red Cross, the Danish Refugee Council, Blue Cross Denmark, and so on. As a general rule, “LAG” (local action group) projects belong in this category.

1308: Maternity leave

For example, questions regarding the rules on maternity leave, childcare leave, parental leave, child benefit, family allowance.

(Originally CAP 1308, divided into 1308, 1310, 1312, and 1314)

1310: Day care institutions (day nurseries, kindergartens, and age-integrated institutions)

1312: Day care

1314: General questions regarding childcare

Also include categories that cover several childcare categories, such as the local government’s child policy or the field of public day care. The children and youth administration, children and youth mayor/committee, including budget, administration, prioritizing as well as the extent of fees under this administration’s field of responsibility. The youth task force. Allocations for playgrounds. Public playgrounds.

1316: The specialized field of social work (new category)

The specialized field of social work covers marginalized children and youth as well as adults with a disability and/or special needs. This code should only be used if the item explicitly mentions the specialized field of social work. If not, for example, the code 1207 should be used if the concern is placement of children and 1304 if the concern is aid and appliances for disabled. Pedagogical and psychological counseling (PPR) (should be coded here as a general rule but is on the boundary between the general and the specialized field of social work, so there may be instances when the concern is specifically aid for children with, for example, reading difficulties, in which case, the code is 606). Mentally vulnerable young people.

1399: Other questions

For example, campaigns against prostitution. Drop-in centers. Food services/municipal food services in general for other citizens than senior citizens (if specifically aimed at senior citizens, 1303)

14: Urban and housing policy

1400: General questions (including questions that cover several sub-categories)

For example, questions regarding the municipal housing policy, questions regarding building technology, house building in general, as well as building safety, including, for example, questions regarding initiatives for addressing the increase in housing shortage, general questions regarding the

rent act. Housing program. The housing improvement committee. The building and housing registration (BBR) if nothing else is mentioned. Population forecast in connection with housing conditions (if only population forecast, code 2099). District plan for housing and industry.

1401: Housing in urban areas

For example, questions regarding urban renewal, the upgrading of local districts, and so on, as well as district plan questions that cover renewal of the town/city center, renewal of residential areas. The local government administration of housing improvement grants, “the black square” in Copenhagen, the urban pattern of the municipality, urban/center structure, and principles for urban development, urban space, urban life, ways to use the urban space. “The finger plan”.

(CAP 1403 is omitted – Economic development in urban areas as well as general questions regarding urban areas)

1404: Housing in the country

For example, questions regarding mortgage credit for farmers, including questions regarding mortgage credit reliefs to help drought-affected farmers.

1405: Rural district funds

For example, questions regarding grants for island communities, rural district funds, the Objective 2 program under The European Social Fund, which provides grants for specific regions in Denmark; the strengthening of the electronic infrastructure in rural districts. The impact of the Planning Act on small town development, the use of funds to promote trade and industry in geographically defined areas, the arrangement on free ferry service for resident islanders, regional development grant. “Peripheral Denmark”/“the rotten banana”. Funding to improve areas in “peripheral Denmark”. Small town committee.

1406: Housing for low-income groups, such as social housing

All questions regarding the social housing sector, including questions regarding its development as well as the extent of government aid to the social housing sector, questions regarding housing benefit legislation, the development in housing benefits, youth housing, rent regulations, cost-determined rent, the rent control board. Housing associations, housing benefit, social housing, building society. Questions regarding rent charges/tenancy agreements mainly belong in 1406, but note that they could also concern commercial tenancy, then Google. Healthcare and housing plan, housing plan for socially marginalized people, social housing.

(CAP 1408 Questions regarding housing for senior citizens and disabled is divided into 1407 and 1410)

1407: Senior housing

For example, questions regarding the construction of nursing homes, senior housing, housing benefits, the freezing of senior citizens’ real estate tax. Referral to nursing home/healthcare center, inventory and rent charges for nursing homes/healthcare centers.

The actual treatment in nursing homes should be coded 1303 or 334 (medical treatment)
Discrimination related to age should be coded 204.

1410: Housing for disabled

Residential facilities for persons with disabilities.

Aids and appliances for disabled should be coded 1304.
Discrimination related to disability should be coded 204.

1409: Homeless people

For example, questions regarding the development in the number of homeless people in the municipality, rules on the access to hostels and reception centers, including the possibility to ban homeless people, the possibility to provide board and lodging for homeless people in general.

1411: The market for homeowners (e.g., property taxation)

All questions regarding house prices, property taxation, and registration, including questions regarding the development in house prices and the reasons for this, initiatives to reduce profits from the sale of residences, the extent of property taxation and rules on deductions, registration deadlines, and, for example, rules on charges in connection with registration. The Home-Job Plan (the possibility to deduct expenses to craftsmen and domestic helpers). Demands on house owners regarding, for example, chimney sweeping. The fixing of land prices on privately owned sites, such as detached housing sites.

Questions regarding compulsory sale belong in 1507.
Questions regarding non-residential buildings belong in 1400.

1412: Planning questions, including district plans, master plans, local development plans, restoration of urban land.

District plan for house owners' associations, detached houses, summer houses, allotments (the same goes for these categories when the concern is purchase/sale, in which case, they are coded 1413). Planning strategy, planning committee. The national planning report.

NB. If information is given on the policy area that the district plan concerns, it should be coded substantially; for example, shopping centers (code 1530), public inquiries, for example, in connection with new buildings, the placing of wind turbines (code 806). If the district plan is processed in connection with a school, this should be coded 610.

(1412 is a new category)

1413: Purchase and sale of property, including the availability of sites and site development.

This item typically concerns land development, site development as well as the purchase and sale of sites/properties (typically closed items). Exchange of property. Developers' competition in

connection with land sale. Duty of reversion. Legal services in connection with purchase and sale. Delegation of competences in connection with the purchase and sale of land.

Note, however, that if the concern is explicitly the sale of public buildings related to the administration, such as the municipal equipment services or the city hall, this should be coded 2008. The sale of a public school should be coded 610, and the sale of a day-care institution should be coded 1310.

(1413 is a new category)

1499: Other questions

Questions that cover urban and housing policy but do not belong in the above categories. For example, questions regarding cooperative dwellings, private rental housing (not social tenant housing). Permanent residence in summer houses, exchange of property, home demolition, county building projects. Condemnation of a house/property. Housing court case. Financial report on capital expenditure for development (1 in the economy variable).

15: Business policy

1500: General questions (including questions that cover several sub-categories)

For example, items on the local government business policy, strengthened business initiatives in the municipality, trade and industry council, trade and industry committee. District plan for industrial area in general (if specified further, this should be coded under a specific 1500 category).

Technological information centers (TIC). Business consulting or growth forum in general in connection with the business sector.

1501: Banks and banking systems

All questions regarding banks and their relation to the central bank, including questions regarding control with the banks, rules and regulations on banking, the development in bank charges, bank failures, and so on.

(CAP 1502 is omitted – Securities and investments)

(CAP 1504 is omitted – Mortgage credit, credit cards, and other consumer cards)

(CAP 1505 is omitted – Insurance questions)

(CAP 1507 is omitted – Bankruptcy and insolvency)

(CAP 1520 is omitted – Competition and anti-trust law)

1521: The conditions of minor companies and businesses

For example, questions regarding the economic conditions among small business owners, the deadline for VAT payment for small- and medium-sized businesses, the consequences of the shopping hours law for kiosks and minor shops, accounting rules for the small- and medium-sized

businesses. The conditions of the self-employed in the municipality. Growth-package for small- and medium-sized businesses in the municipality.

1521 should only be used for more general items. If the concern is local shops and trade, it should be coded 1530.

(CAP 1522 is omitted – Copyright, patents, and inventor’s rights)

1523: Recovery services and disasters

Fire stations and the fire brigade. All non-war-related questions regarding the civil defense, including the justification of the civil defense, costs for the civil defense, courses in first aid and fire extinguishing, the collaboration between the civil defense and the police, as well as questions regarding disasters and the disaster recovery services, the risk of explosion in connection with leaking gas pipes, the easing of rules for the layout of safety rooms. Consequences of flooding. Non-military aspects of the Home Guard also belong here. Falck (the Danish emergency services) in relation to recovery services.

1524: Tourism

For example, questions regarding the development of tourism in the municipality, tourist campaigns, support for the development of tourism in different regions. Hotels, hostels, branding of the municipality, camp sites. Holiday centers.

All questions regarding immigrants belong in 900.

(CAP 1525 is omitted – Consumer policy and consumer safety)

1526: Sports policy, sports, and control of games (sports clubs, athletics associations)

For example, questions regarding sports club and athletes, including questions regarding the National Olympic Committee and Sports Confederation of Denmark, Team Denmark, professional athletes, unpaid and voluntary sports association leaders, tax and administrative burdens of sports clubs, economic and safety consequences of running casinos, the Football Pools Act. Please note that also other leisure activities, such as going to scouts, also belong in this category. Gaming clubs, games, gambling machines, leisure associations, dogs’ associations. The leisure and culture committee, the leisure and culture area.

The distribution of lottery money belong in 2300 (cultural policy). Music schools belong in 2301.

1530: Local trade, such as local shops, shopping centers, the trade association. This category also concerns alcohol licenses, licenses for outdoor serving, opening hours, district plans for shopping, and so on, restoration plan, licensing board.

(New category)

1532: Industrial and manufacturing companies, major local firms and companies

1599: Other questions

Questions that cover business policy but do belong in the above categories. For example, the sale of industrial plots. Allotment of industrial plots. Conference center.

16: Defense policy

1600: General questions (including questions that cover several sub-categories)

(CAP 1602 is omitted – Security policy and defense alliances)

(CAP 1603 is omitted – Military intelligence, espionage)

(CAP 1604 is omitted – Military emergency services and military reaction force)

(CAP 1605 is omitted – Arms control and arms proliferation)

(CAP 1606 is omitted – Military assistance and arms sale to other countries)

(CAP 1608 is omitted – Military personnel and their families)

(CAP 1610 is omitted – Military purchases and the acquisition of arms systems)

1611: Military installations, land, and buildings (e.g., the closing of barracks).

For example, questions regarding current and investment expenditure in connection with various military installations, the closing of barracks, including any savings related to the closing, the sale of closed barracks, the extent of military exercise areas, and so on.

(CAP 1612 is omitted – The Home Guard. Note that non-military questions regarding the Home Guard belong in 1523).

(CAP 1614 is omitted – Military environmental problems)

(CAP 1615 is omitted – War-related civil defense)

(CAP 1616 is omitted – Civil employees in the defense and civil consequences of the defense. Note that the loss of workplaces in connection with the closing of barracks should be coded under 1611).

(CAP 1617 is omitted – Control of military instructions)

(CAP 1619 is omitted – Questions directly related to war)

(CAP 1620 is omitted – Claims against the defense)

(CAP 1698 is omitted – Research and development)

1699: Other questions

17: Research, technology, and communication

1700: General questions (including questions that cover several sub-categories)

(CAP 1701 is omitted – Space travel)

(CAP 1704 is omitted – Satellites and the commercialization of space)

1705: The interaction between research and technology, including international research collaboration.

For example, questions regarding the collaboration between universities and industry, the collaboration between Danish researchers with researchers from abroad.

1706: Telecommunication and telephony

For example, questions regarding Tele Danmark (later TDC), including questions regarding the basis for the adoption of the law on Tele Danmark, the sale of Tele Danmark, the sale of shares to foreign telephone companies, the government's right to redeem the shares, the occupation of directorships in Tele Danmark, the development in the number of mobile phones in Denmark, including questions regarding mobile phones and health, questions regarding the tapping of GSM phones, including the possibilities for optimal encryption, the possibility to block international calls, as well as questions regarding telephone conditions in various Danish regions. Questions regarding the extension of ADSL connections in Denmark and access to high-speed internet in peripheral regions. Access to the internet.

Questions that cover cases between telephone companies and dissatisfied consumers belong in 1525.

1707: Media policy

All questions regarding television, radio, newspapers, films, CD-ROMs, including question on defining public service radio and TV, the demands on versatility of public service channels, the act on broadcasting, license, advertising rules for TV, advertising revenue opportunities in Danish TV, changes in the Radio and Television Broadcasting Act, the multiannual media deals, the distribution of license-financed channels, the government radio and TV monopoly, the general program councils in the Danish Broadcasting Corporation (DR) and TV2, labor disputes in DR or TV2, additional expenditure following parallel TV broadcasting during, for example, the Olympic Games, the Danish legislation on films and film support, the introduction of censorship in connection with video rental, tax on blank recording media, control of the daily press. Communal antenna.

1708: Meteorology and geology

For example, questions regarding the development of the weather in Denmark, changes in geological conditions.

Questions regarding the greenhouse effect, damages to the ozone layer as well as global warming belong in 705.

1709: Computer industry and computer security

For example, questions regarding various national IT projects, such as Amanda and VUE, trading of email addresses, the introduction of free encryption as well as free international trading of encryption products, security in connection with the spreading of home PC schemes in Denmark, electronic crime, such as hackers.

Questions regarding digitalization and the use of IT in the public administration belong in 2032.

(CAP 1798 is omitted – Research policy)

1799: Other questions

For example, science parks. CAT shares and transfer of CAT that concern science and technology park.

18: Foreign trade

1800: General questions (including questions that cover several sub-categories)

(CAP 1802 is omitted – Free-trade agreements, trade conflicts and agreements)

(CAP 1803 is omitted – Export promotion and export control)

(CAP 1804 is omitted – Foreign investments in Denmark and investments abroad by Danish companies)

(CAP 1806 is omitted – Competition and the balance of payment)

(CAP 1807 is omitted – Duty, import, and import control)

(CAP 1808 is omitted – Exchange rate and related questions)

1899: Other questions

19: Foreign policy and conditions in other countries

1900: General questions (including questions that cover several sub-categories)

(CAP 1901 is omitted – Danish support to other countries, such as development aid)

(CAP 1902 is omitted – International agreements on environment and the use of resources, international environmental problems)

(CAP 1905 is omitted – Questions regarding the developing countries)

(CAP 1906 is omitted – International economic development and international economic organizations)

(CAP 1907 is omitted – China)

(CAP 1908 is omitted – The Soviet Union, Russia, and the former Soviet republics)

(CAP 1909 is omitted – Eastern Europe)

(CAP 1910 is omitted – the EU)

(CAP 1911 is omitted – Africa)

(CAP 1912 is omitted – South Africa)

(CAP 1913 is omitted – Western Europe and the North)

(CAP 1914 is omitted – Latin and Central America)

(CAP 1915 is omitted – International canals, such as Panama and Suez)

(CAP 1916 is omitted – the USA and North America)

(CAP 1919 is omitted – Asia, Australia and Japan)

(CAP 1920 is omitted – the Middle East)

(CAP 1925 is omitted – Human rights questions)

(CAP 1926 is omitted – International organizations)

(CAP 1927 is omitted – Terrorism, piracy, and aircraft hijacking)

(CAP 1929 is omitted – Danish diplomacy, Danes abroad, foreign diplomacy in Denmark, border control)

1999: Other questions

EU office, UNICEF. The European globalization fund. International committees. International activities. Fair trade/cities nominated fair-trade cities.

20: Local government and state administration

2000: General questions regarding the public sector

For example, questions regarding the number of employees in the local government, estimate on the number of vacant positions, the abolition of positions in the local government as well as questions regarding user influence in the local government.

2001: Relations and collaborations between the state, local governments, and counties/regions

For example, items concerning Local Government Denmark (KL), including proposals from their meetings. Items concerning the actual interaction between the state and local governments or counties/regions; for example, questions regarding block grants for municipalities and counties. Regional development councils. The local government contact board (KKR, should also be coded 1 in the variable on collaboration). The association of local governments in the Copenhagen region (FKKO), “the implementation of government initiatives on de-bureaucratization”. The board of the credit institution for local governments (KommuneKredit). Regional development plan/development strategy. Development support and basic support from local governments to regions. Legislative and circular letters without indication of policy area. General plan if it is not evident that the concern is, for example, the social area.

Questions regarding agreements on substantial subjects, such as hospitals and senior citizens should be coded under these. Questions regarding the government’s regulation and control of the local governments should, however, be coded under 2016, regardless of subject.

2002: Local government efficiency and control of the local government

For example, modernization programs, satisfaction surveys, deadlines for casework, complaints and procedures for complaints, quality measurements in general (if the concern is quality measurements within a certain area, e.g., senior citizens, it should be coded to the area and registered in **VAR6**). Accounting also belongs in 2002 (e.g., accounting of results or quotations for accounting) unless it is specifically attached to, for example, budget reviews (112) or the auditing of accounts (113). Also “performance requirements for businesses”, service strategies for all local government areas where the concern is the overall quality and efficiency of the local government’s handling of tasks. Decision letter from the ministry. De-bureaucratization initiatives and the act on de-bureaucratization. BDO (the audit engagement of the local governments). Service strategy in general. Catalogue with saving proposals from Deloitte (or other consultancies). Statement from/to the regional state administration, decision letters from the regional state administration, enquiry from the regional state administration/supervisory board regarding a complaint.

Items on citizen service belong in 2034.

Digitalization and the use of IT in the public sector should be coded 2032.

(CAP 2003 is omitted – The Postal and Telegraph Services)

2004: Questions regarding public and local government employees, including job advertisements

All questions regarding public employees and their conditions, such as questions regarding local government employees, including their pension schemes and relocation allowance, questions regarding the conditions of local government employees, including questions regarding their wages, evasion from the local governments as well as remuneration rules, questions regarding the collective agreements, wages, freedom of speech, and pension savings of public employees. Personnel matters. Employment of chief executives. Approval of employment procedures. General wage policy of the local government. Performance-related pay if nothing else is stated (and is coded 6 in performance). Job satisfaction initiatives to maintain employees in the local government. Reduction of sickness absence/reports on sickness absence. Wage administration.

Questions regarding healthcare personnel belong in 325. If the concern is specifically a job advertisement for a position as, for example, a nursing home director, it should be coded 1303.

2005: Nominations and appointments, including leaves and exemptions from public duties

For example, exemption and/or leave from duties if the area is not further specified.

*If, for example, the concern is appointment to the energy council, it should be coded 800. If the concern is the composition of the integration council, it should be coded 900, and so on. In that case, remember to code 1 in **VAR3**. If the concern is an election (local government election, and so on), it should be coded 2012.*

(CAP 2006 is omitted – Medals, decorations, and coins)

2007: Public procurements, contracts, and competitive tendering

For example, questions regarding the control of public procurements, rules on contract signing, including rules on tendering for public services, rules on outsourcing, outsourcing of public services, the quality and efficiency of competitive tendering, privatization. Strategy for competitive tendering. PPP. Leasing. Concession agreement. Choice of contractor (if the area is not further specified, otherwise it is coded substantially and in **VAR5**).

*In case of specific outsourcing regarding, for example, senior citizens, this should be coded 1303. Always remember to code 1 in **VAR5**.*

2008: Public buildings and property, general questions regarding privatization

For example, questions regarding the sale of public property. For example, sale of municipal equipment services or former city hall. Restoration of public buildings (if it is mentioned in the agenda, it is probably a public building). Public toilets, embassy buildings. Everything that concerns the municipal equipment services and the purchase of new equipment for it. Municipal building services. Cleaning services analysis/cleaning standards if not further specified. Municipal properties for sale.

Questions regarding a specific area should be coded under this area. For example, the item on privatization of bus transport should be coded 1001.

2009: Tax authorities

All items on the tax authorities and their practices, administration, and organization, including complaints about tax practices. Local government allocation committee (tax and complaint board) land assessment board of appeal. Debt collection and control center.

Items on tax rates belong in 116.

(CAP 2010 is omitted – State trials against the prime minister)

(CAP 2011 is omitted – The relationship between the Danish Parliament and other ministers)

2012: Control of political activities, elections, and election campaigns

For example, items on the holding of local government elections, general elections, and EU elections, including items on the appointment of polling officials and election committees. Report from the electoral law commission.

2014: Derestricted municipalities

All items on derestricted municipalities, including the application to become a derestricted municipality as well as assessments of trials with derestricted municipalities, the right to challenge.

2015: Claims against the public authorities/local government

For example, items on compensation for businesses or citizens following local government institutions' incorrect actions, arbitration cases against the local government.

2016: Regulation and control of local governments, regions, and counties (state supervision)

All items on the state control of the local governments and the legality of what the municipalities do, including questions regarding the misuse of power in the city council, the local governments' loans in the municipal utility services, the local governments' irregular support to private companies, such as football clubs, the limited credit facilities of certain local governments, the local governments' failure to comply with the competition rules. Local government reform without further specification. The splitting or amalgamation of municipalities following the structural reform. The affiliation of small municipalities. The municipal amalgamation committee. The appeal board's examination of practices without indication of policy area.

Questions that do not specifically concern the regulation and control of local governments but rather the actual interaction between the state and local governments, such as questions regarding block grants, should be coded 2001.

2020: Aspects on the general administration in the local government (including the institutions)

For example, the communication policy of the local government or items on the administration policy of the local government, statutes, organization chart, administration policy and service for the citizens in the municipality. Rota system for the entire local government. Policy for local government institutions in general. Charges for all local government institutions. Plan for the

division of powers in the local government. The objectives of the executive committee. Decentralization agreements/decentralization if nothing further is stated. Planning and development strategy. Strategic action plans, strategic project management, fund management.

2022: Aspects on the administration of the city hall

Items on the “central management” or the administration of the city hall more narrowly. Project in the city hall, check list and information from the administration.

2024: Aspects on the city council

For example, pay, work schedule, working conditions, procedures, including question time or cases brought forward by a certain member/party. General items concerning the city council, such as “the vision of the city council” as well as items on local democracy or dialogue meetings with the citizens, dialogue with the citizens, questions/enquiries to the city council, local democracy model. The innovation solutions of the city council. “Case from the non-party list” or other parties wishing to bring forward an issue. Appointment/nomination/dismissal of a person from the city council (should also be coded 1 in **VAR3**). Information campaign to ensure youth participation. Temporary appointment of the city council. Subject discussions when nothing else is stated. Local committees/local councils.

As a general rule, regular items on the agenda should be coded 2036.

2028: Friendship cities/friendship municipalities

2030: Holidays/flag days

For example, questions regarding flag days at the city hall.

2032: Digitalization and the use of IT in the public administration, welfare technology. KMD (provider of IT systems for the public sector).

For example, “channel strategy”, IT rules for the local government, digitalization plan

2034: Citizen service/citizen center

All items on the municipal citizen service, including complaints about the citizen service as well as assessments of the citizen service.

2036: Regular items on the agenda

For example, “briefing from the mayor”, “briefings”, “approval of the agenda”, “any other business”, “news”, “mayor”, “signature form”, all regular items. Approval of minutes. Open briefing items.

2099: Other questions

The local government's insurances, such as memorial trusts and funds, the use of financing through commercials, the local government's comments to an application for free legal aid or another legal process. Delegation of authorization to sign legal documents. All trusts and funds should be coded under this. Udbetaling Danmark (if nothing else is mentioned more specifically), population forecast, acknowledgements, regulations on posters, Christmas lighting, the initiator's award.

21: Public land and water

2100: General questions (including questions that concern several sub-categories)

For example, questions regarding public land and water that concern several sub-categories.

2101: National parks, monuments, recreational areas, historical buildings, places, and preservation areas, the nature conservancy board.

For example, questions regarding national parks and preservation areas and buildings, including questions regarding the use of the nature preservation funds. The National Trust, the sale of areas without informing the National Trust, pending matters on preservation, questions regarding historical buildings. Buildings worthy of preservation.

2103: Utilization of public natural resources such as land and forests

All items on public forests, including questions regarding the closing of public and private roads in the forests, hiring out of the hunting in forests. Recovery of raw materials, such as the recovery of clay. Gravel pits.

Questions regarding energy resources belong in 800, whereas questions regarding public buildings and property belong in 2008.

2104: Utilization of marine and water resources, including harbors (all questions regarding Danish harbors).

All questions regarding harbors, such as questions regarding the construction of new harbors, new wharf, shoaling problems, marina project, beach parks, beaches, bathing jetties, towboat.

Items on fishing belong in 408. Ferry services belong in 1001.

Items on drinking water belong in 701, the general condition of the marine environment belong in 710, whereas the water environment belong in 711.

(CAP 2105 is omitted – All questions regarding Greenland and the Faeroe Islands)

2199: Other questions

23: Culture

2300: General questions (including questions that cover several sub-categories)

All general questions regarding the cultural policy of the local government, including questions regarding the department of culture. All public expenses for culture, accounts in connection with various cultural investments, payment of culture workers, questions regarding support for several categories (theaters, museums, artists, etc.), the distribution of lottery money, funds for cultural investments. Questions regarding the cultural committee and its activities. The culture award, cultural agreement. "Frederiksberg-talentet". Culture awards that cover several areas. The culture and leisure committee, the culture and tourism committee.

Items on libraries belong in 607. Items on media belong in 1707. Items on historical buildings and monuments belong in 2101, also if they contain a museum.

2301: Music schools

2302: Museums

2303: Cinemas

2304: Theaters

2305: General adult education. General adult education committee. General adult education, night schools.

2399: Other questions

For example, the Workers' Educational Association (AOF), items concerning the committee on section 35, subsection 2 of the general adult education act. Lecture society, visual arts school, playhouse, culture center, multimedia center, local history archive, summer park with activities, Tivoli, the Bakken fun fair. Community center. Music venues. Cultural foundations. Visual arts council. Clubs in general/grants for club premises in general.

Please note that sports clubs and scouts should be coded 1526.