

eThesaurus for Good Governance  
Information Search Made Easy

Andhra Pradesh Metadata Framework, Standards  
& Operational Specifications (MFSOS)

Prepared by

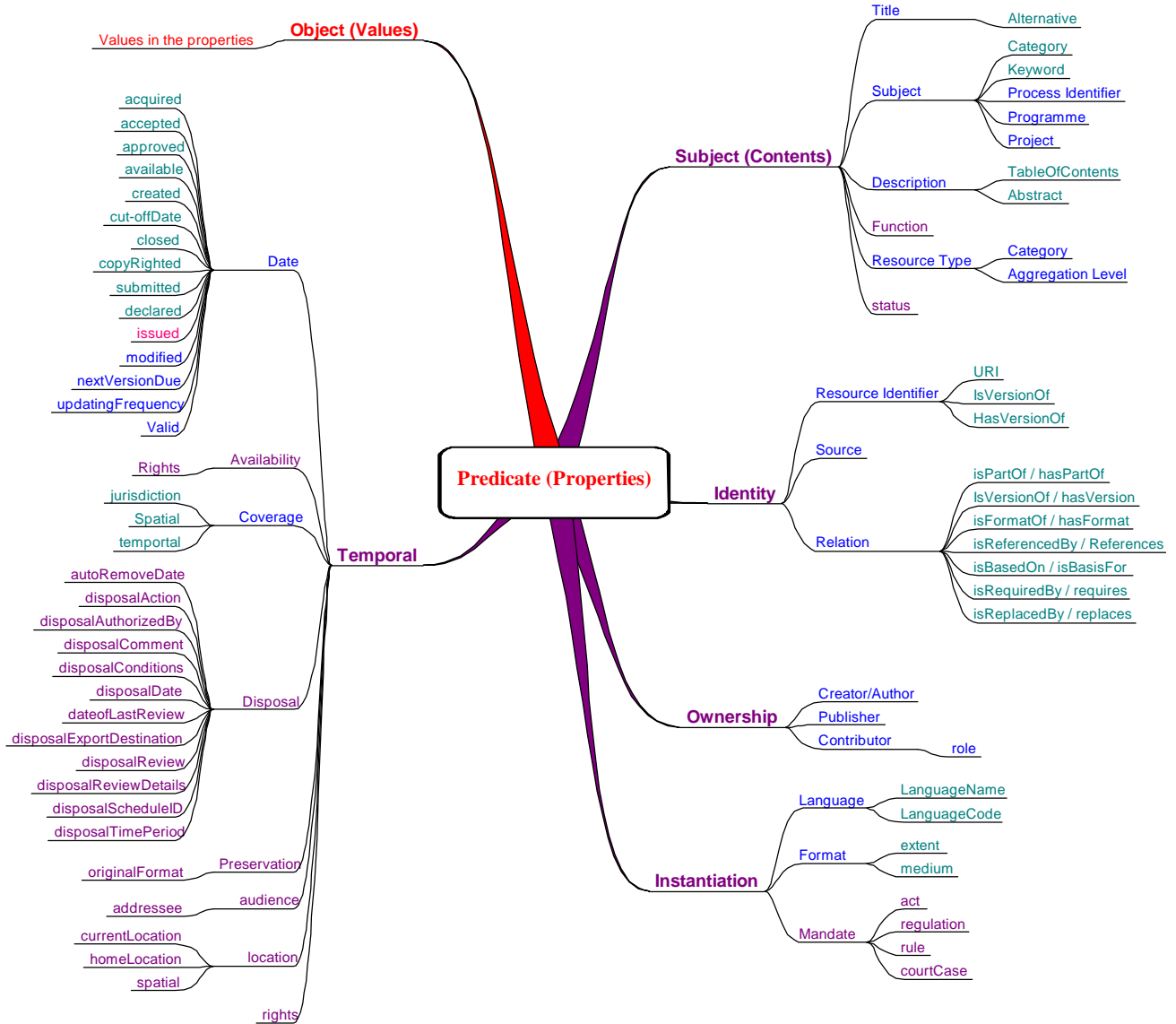
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# AP-Metadata Tree



## Metadata information on MFSOS

<b>Title</b>	<b>Government of India - eGovernance Meta-data Framework and Standards</b>
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The following two documents are paginated separately

**Subjects in Andhra Pradesh (SiAP)**

**Functions in Andhra Pradesh (FiAP)**

## A: This Document

### A.1 Background

Today, the Internet has opened up a whole gamut of instantly accessible information available at our finger tips. The Government too, maintains a vast pool of information that requires a systematic management to facilitate effective utilization of such valuable information resources, assuring easy accessibility and accuracy.

The vast information resources available with the government, to be used as a critical information asset, need to be structured for better management, reach, accessibility and easy search. Government information resources are of increasing value to the citizen, businesses, government officers and users. Since the demand for readily accessible Government information resources is increasing among citizens, corporate, Government officials, and other users alike, a comprehensive information management system is bound to optimize the efficiency of running a Government.

Government information resources are not only of value in themselves. This huge information pool generated by the Government can be seen as a valuable economic asset as well. It is generally accepted that information generated by the statutory and normal workings of government forms the largest single information resource in any developing economy. All such resources generated by the Centre, States and local bodies could be coordinated in such a manner, that the combined information base becomes easily accessible and exchangeable between the public and private sectors ensuring confidentiality as well as security. This would fuel the knowledge economy greatly. Effective information management is therefore essential for the provision of services to the citizen and businesses, and for the efficient running of government.

Obviously managing such a vast information pool will require precise identification, classification, structuring and management for easy retrieval and utilization. Adding metadata involves tagging information resources to help people navigate through masses of electronic information sources and confidently locate what is sought after. For metadata to be effective across the whole range of government it must be well structured and consistently applied.

This document (AP Metadata Framework, Standards & Operational Specifications [AP-MFSOS]) provides the framework, standards and operational specifications for structuring and managing the Meta-data. This will add to repertoire of interoperability Standards for effective eGovernance. To start with, 22 meta-data elements, 15 of which are based on the Dublin Core format, have been incorporated. There may be a



need to increase the number of elements forming the Meta-data structure over time as the structure is implemented in practice and grows out of the experience of the user.

## A.2 Target Audience

Metadata framework, Standards and Operational Specifications (AP-MFSOS) would be of interest to:

- ✘ those creating metadata in respect of various resources within a particular department
- ✘ for those involved in defining policies concerning resource discovery and retrieval within the Government
- ✘ Software Developers to design and incorporate the XML schemas in their applications
- ✘ various users of Government information such as citizens, corporate, Government departments and employees who would have common set of vocabulary for information search and retrieval

## A.3 Purpose

The purpose of this document is to provide a framework of metadata (AP-Metadata Framework [AP-MDF]) that addresses various policy level issues and the overall structure of metadata. It also provides a detailed structured standardized definition (AP-Metadata Standards [AP-MDS]) of each of the metadata elements identified for use in the Government and a set of operational specifications (AP Metadata Operational Specifications [AP-MDOS]) involving the creation, compliance and management.

## A.4 Current Version

The most current version of this AP Metadata Standard and Reference Manual is available on-line at: [www.cgg.gov.in/egovstandards](http://www.cgg.gov.in/egovstandards)

The contact e-mail address for queries is [metadacell@cgg.gov.in](mailto:metadacell@cgg.gov.in)

## A.5 Requirement Classification

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document apply to the metadata implementation infrastructure and are to be interpreted as described in [RFC 2119](#).

## B: Metadata Framework

### B.1 Metadata Defined

Metadata is data about data. Metadata can be used by search engines when they search the web or an intranet looking for information on a particular subject.

Metadata has been with us since the first librarian listed the items on a shelf of handwritten scrolls. The concept of metadata predates the Web, having purportedly been coined by Jack Myers in the 1960's ([Howe 1996](#)) to describe datasets effectively. The term "meta" comes from a Greek word that denotes "alongside, with, after, next." More recent Latin and English usage would employ "meta" to denote something transcendental, or beyond nature. Metadata, then, can be thought of as data about other data. It is the Internet-age term for information that librarians traditionally have put into catalogs. It refers to descriptive information about electronic resources and services. Metadata exists for almost every conceivable object or group of objects, whether stored in electronic form or not.

A metadata record consists of a set of attributes, or elements, necessary to describe the resource in question. For example, a metadata system common in libraries - the library catalog - contains a set of metadata records with elements that describe a book or any other library item: *author*, *title*, *date of creation or publication*, *subject coverage*, and the *call number* specifying *location* of the item on the shelf.

The AP Metadata Standard (AP-MDS) covers the core set of 'elements' that contain data needed for the effective retrieval and management of official information. Each element contains information related to a particular aspect of the information resource, e.g. 'title' or 'creator'.

The linkage between a metadata record and the resource it describes may take one of two forms:

1. Elements may be contained in a record separate from the item, as in the case of the library's catalog record; or
2. The metadata may be embedded in the resource itself.

An important feature of metadata is that it is separable from the information resource itself, and can be made available even when the actual resource cannot. Examples of embedded metadata carried along with the resource itself include the Cataloging in Publication (CIP) data printed on the verso of a book's title page. Many metadata

standards in use today, including the Dublin Core standard, do not prescribe either type of linkage, leaving the decision to each particular implementation.

The AP Government is setting up metadata descriptions for all Government resources that someone might search for via the web - whether it is a document, a public service, a web page or even a monument.

A metadata record is something which describes, manages, and catalogues these resources in a consistent and efficient way. This means that someone looking for the resource is more likely to find it. It also means that people searching government websites are more likely to get relevant and meaningful "hits" when they search for government information. A metadata record is made up of a number of separate elements. These elements may have encoding schemes which are controlled word thesauri or style rules.

People performing searches generally find the most informative elements in the standard search result, and can display the full metadata records for each resource record found.

## **B.2 Need for Metadata**

A huge pool of resources is available within organizations, across the Government and across the world.

Metadata allows us to describe these resources in simple, small packages of information which use consistent language. This makes it easier for people to find out about the resource because they have access to the package of information.

If a resource is worth making available, then it is worth describing it with metadata, so people have the greatest possibility of locating it on-line.

The Objective therefore is..

*"To productively deploy and make accessible to various segments of the society, the vast information assets resting with the Government, including the Local bodies, ensuring privacy and security by defining metadata for various documentary sources in the Government, thereby enabling quick, relevant and timely search and driving and stimulating the economy".*

Although the concept of metadata predates the Internet and the Web, worldwide interest in metadata standards and practices has exploded with the increase in electronic publishing and digital libraries, and the concomitant "information overload" resulting from vast quantities of undifferentiated digital data available online. Anyone

who has attempted to find information online using one of today's popular Web search services has likely experienced the frustration of retrieving hundreds, if not thousands, of "hits" with limited ability to refine or make a more precise search. It is often more effective to search through metadata than through the resources. Metadata gives information needed by seekers and managers of information, such as subject keywords, abstract, date created, intended audience, and many others, information that is not always available in the resource itself.

The wide scale adoption of descriptive standards and practices for electronic resources will improve retrieval of relevant resources from the "Internet commons." As noted by Weibel and Lagoze, two leaders in the field of metadata development:

"The association of standardized descriptive metadata with networked objects has the potential for substantially improving resource discovery capabilities by enabling field-based (e.g., author, title) searches, permitting indexing of non-textual objects, and allowing access to the surrogate content that is distinct from access to the content of the resource itself.<sup>1</sup>"

It is this need for "standardized descriptive metadata" that the Dublin Core addresses.

Sound, consistently applied metadata standards cannot guarantee perfect results every time. They can however considerably improve the granularity of a search, essential when navigating around large information resources.

Metadata is also a valuable tool for those managing records. Specialized local versions have been used for many years to identify, authenticate, describe and manage official records. The change to electronic record keeping provides an opportunity to streamline records management systems while making them more flexible, efficient and joined-up.

Metadata is also invaluable when making non-text items, such as photo or music collections, forms and services, available electronically. A search engine cannot scan these types of file for keywords, because they don't contain words. Filenames and broad categories are seldom enough to lead users quickly to the right images or service providers.

**Example:** Book

Sample elements: **Author, Title and Publisher**

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<sup>1</sup> (Weibel and Lagoze, 1997)

**Example:** Service

Sample elements: Creator, Function and Availability

### B.2.1 How metadata can be used

Metadata can serve many purposes, including:

- ✘ Cataloguing an organization's resources
- ✘ Helping users decide if a resource is worth obtaining
- ✘ Stocktaking a Department's resources
- ✘ Providing access to non-electronic resources
- ✘ Publishing government resources via the Internet to anyone in the world

### B.2.2 Advantages of metadata

Business cases for adopting metadata have shown significant benefits, including:

- ✘ Government clients have a seamless method for accessing government resources
- ✘ Government clients can find government resources without knowing government structure
- ✘ Accessing government resources is simple
- ✘ High quality information and services are readily available
- ✘ It helps government have a consistent procedure for managing its own information
- ✘ It provides an effective infrastructure for distributing government resources

## B.3 Origins of Metadata

### B.3.1 Dublin Core Metadata Initiative (DCMI)

The [Dublin Core Metadata Initiative](#) (DCMI) is an organization dedicated to promoting the widespread adoption of interoperable metadata standards and developing specialized metadata vocabularies for describing resources that enable more intelligent information discovery systems. The DCMI is built on a community of individuals from many different backgrounds and disciplines located in organizations and institutions all over the world. These individuals and organizations committed to building and developing metadata standards, practices, policies and technologies are the foundation of this initiative.

The original workshop for the Initiative was held in Dublin, Ohio in 1995. Hence, the term "Dublin Core" is used in the name of the Initiative. Since that time there have

been a total of nine workshops held in England, Australia, Finland, Germany, Canada, Japan and the United States. The Dublin Core has become an important part of the emerging infrastructure of the Internet. Many communities are eager to adopt a common core of semantics for resource description, and the Dublin Core has attracted broad ranging international and interdisciplinary support for this purpose. Dublin Core Metadata Initiative has been adopted in many countries and across many industry and government sectors.

The Dublin Core metadata standard is a simple yet effective element set for describing a wide range of networked resources. The Dublin Core standard comprises fifteen elements, the semantics of which have been established through consensus by an international, cross-disciplinary group of professionals from librarianship, computer science, text encoding, the museum community, and other related fields of scholarship.

Another way to look at Dublin Core is as a "small language for making a particular class of statements about resources" ([Baker, 2000](#)). In this language, there are two classes of terms--elements (nouns) and qualifiers (adjectives) - which can be arranged into a simple pattern of statements. The resources themselves are the implied subjects in this language.

The Dublin Core Metadata Initiative (DCMI) has defined standard ways to "qualify" elements with various types of [qualifiers](#). A set of [recommended qualifiers](#) conforming to DCMI "best practice" is available, with a formal registry in process.

Although the Dublin Core favors document-like objects, (because traditional text resources are fairly well understood), it can be applied to other resources as well. Its suitability for use with particular non-document resources will depend to some extent on how closely their metadata resembles typical document metadata and also what purpose the metadata is intended to serve. (Implementers interested in using Dublin Core for diverse resources are encouraged to browse the [Dublin Core Projects pages](#) for ideas on using Dublin Core metadata for their resources.)

Dublin Core has as its goals the following characteristics:

#### B.3.1.1 Simplicity of creation and maintenance

The Dublin Core element set has been kept as small and simple as possible to allow a non-specialist to create simple descriptive records for information resources easily and inexpensively, while providing for effective retrieval of those resources in the networked environment.

#### B.3.1.2 Commonly understood semantics

Discovery of information across the Internet is hindered by differences in terminology and descriptive practices from one field of knowledge to the next. The Dublin Core can help the 'digital tourist' - a non-specialist searcher - find his or her way by supporting a common set of elements, the semantics of which are universally understood and supported. For example, scientists concerned with locating articles by a particular author, and art scholars interested in works by a particular artist, can agree on the importance of a "creator" element. Such convergence on a common, if slightly more generic, element set increases the visibility and accessibility of all resources, both within a given discipline and beyond.

#### B.3.1.3 International scope

The Dublin Core Element Set was originally developed in English, but versions are being created in [many other languages](#), including Finnish, Norwegian, Thai, Japanese, French, Portuguese, German, Greek, Indonesian, and Spanish. No Indian languages have been covered as yet. The Special Interest Group on Dublin Core in Multiple Languages is coordinating efforts to link these versions in a distributed registry using the [Resource Description Framework](#) technology being developed by the World Wide Web Consortium ([W3C](#)).

Although the technical challenges of internationalization on the World Wide Web have not been directly addressed by the Dublin Core development community, the involvement of representatives from almost every continent has ensured that the development of the standard considers the multilingual and multicultural nature of the electronic information universe.

#### B.3.1.4 Extensibility

While balancing the needs for simplicity in describing digital resources with the need for precise retrieval, Dublin Core initiative recognizes the importance of providing a mechanism for extending the DC element set for additional resource discovery needs. It is expected that other communities of metadata experts will create and administer additional metadata sets. Metadata elements from these sets could be linked with Dublin Core metadata to meet the need for extensibility. This model allows different communities to use the DC elements for core descriptive information which will be usable across the Internet, while allowing domain specific additions which make sense within a more limited arena. Specific instructions for implementing such a model are currently under development.

This standard is closely based on the Australian government extension of DCMI (the Dublin Core Metadata Initiative), which is called AGLS and the New Zealand Government Location Service (NZGLS).

### B.3.2 Resource Description Framework (RDF)

The Resource Description Framework (RDF) is an infrastructure that enables the encoding, exchange and reuse of structured metadata. RDF is an application of XML that imposes needed structural constraints to provide unambiguous methods of expressing semantics. RDF additionally provides a means for publishing both human-readable and machine-processable vocabularies designed to encourage the reuse and extension of metadata semantics among disparate information communities. The structural constraints RDF imposes to support the consistent encoding and exchange of standardized metadata provides for the interchangeability of separate packages of metadata defined by different resource description communities<sup>2</sup>.

RDF is at the more ambitious end of the spectrum in the metadata efforts. It allows a designer to describe objects, add properties to define and describe them, and also to make complicated statements about the objects, such as statements about relationships between resources. The basic RDF model is a full Recommendation (22<sup>nd</sup> February 1999). It covers the descriptive data model that can be expressed in XML, as well as other syntaxes.

RDF is oriented around three concepts: **resources (subject)**, **properties (predicate)** and **statements (Value Objects)**.

#### B.3.2.1 Resources

Resources can be almost anything - any tangible entity in a conceptual domain that can be referred to by a URI, from an entire web site to a single element in an HTML or XML page. It could even include something that is not available on the web, such as a printed book. Resources are typed: a class system used to define categories from which specific resources instances are drawn. Class inheritance is supported, so a designer can specify levels of definition ranging from highly general to narrowly specific.

#### B.3.2.2 Properties

Resources have properties that define and describe them. Constraints are placed on properties to give them shape. These constraints limit the types of values that can be assigned to a property and the range of literal values from the type that can be chosen.

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<sup>2</sup> Eric Miller, "An Introduction to the Resource Description Framework", D-Lib Magazine, May 1998, ISSN 1082-9873, Online Computer Library Center, Inc., Dublin, Ohio



### B.3.2.3 Statements

Once names and structures are defined through resources and properties, statements about the conceptual domain can be made. This is done by composing triplets of **subject** resources, property **predicates**, and value **objects**.

The AP-MDF has scoped into its framework a limited conceptual base of the RDF in its classification of the various Metadata elements as indicated in the diagram at the end of this document.

## B.4 Policies & Principles governing Metadata

The following principles were the guiding factors in evolving the Meta-data framework:

- ❑ Endorsement of simple **Dublin Core** and its adoption as the e-Governance Metadata Standard
- ❑ Develop **additional elements** to enhance the e-Government Metadata Standard to meet all of government's information management and retrieval needs
- ❑ Include element refinements and encoding schemes
- ❑ Develop a AP-Government eThesaurus

### B.4.1 Governing Principles of MDF

The Metadata Standard need to be further developed and maintained according to the following principles. Some of these may be contradictory, and it will be the task of the IT&C Dept to ensure a practical balance is maintained between conflicting requirements:

- ❑ It will be **Independent**. It will not be software, application or project based, but flexible enough to meet the information retrieval and records management needs of any information held in any format.
- ❑ It will be **Simple** to use. The standard must be readily applicable by those with widely varying experience of preparing resource descriptions.
- ❑ It will be **Compliant** with other Government of India and AP eGovernance Standards and policies. It will be Compliant with international standards. Information is an international resource, and the Government aims to remain a leader in the global information Technology revolution. To achieve this, the metadata standard must reflect international standards and systems. If an international standard is appropriate and kept up to date it will be incorporated into the Meta-data Standards. Preference will be given to standards with the broadest implication, so

appropriate international / national standards will take preference over the AP eGovernance standards.

- ✘ It will be **Stable**. Changes to a standard that will become embedded in all information systems will require considerable effort, time and resources to implement. The Standards must therefore be flexible enough to meet future as well as current needs.
- ✘ It will be **Extensible** and balanced with Stability. Additional element refinements can be added where it can be shown that these are essential and the existing set does not make provision for the requirement.
- ✘ It will be **Inclusive**, taking into account any existing metadata schemes, with the aim of minimizing the need to rework existing products. This will be balanced with the need for maximum interoperability, which requires consistency across all information resource descriptions.
- ✘ Above all, it will **meet the information retrieval and management needs** of the citizen, the businesses, the Government and other stakeholders.

## B.5 Metadata Elements

The Metadata tree shown in [Annex - 1](#), presents the Dublin Core Elements, and other core elements added by the Australian & New Zealand Governments (Function, Availability, Audience and Mandate [Shown in purple color]). Extensions to these core elements are shown in the extended branches of the metadata tree. These elements are described in detail in the section “AP-Metadata Elements” separately under the following five major groupings:

1. Subject - deals with the attributes relating to the contents of the resource or service
2. Identity - deals with the attributes that help in identifying the resource or service such as the resource / service identifier, source and its relations to other resources or services
3. Ownership - the group of attributes relates to the ownership details of the document such as the creator /author, publisher and contributors
4. Temporal - the temporal attributes such as Date, availability and coverage are covered under this group
5. Instantiation - refers to those attributes which are specific to the instance of the object such as the language, format and obligation

In the element descriptions below, a formal single word label is specified to make the syntactic specification of elements simpler for encoding schemes. Although some environments, such as HTML, are not case-sensitive, it is recommended best practice always to adhere to the case conventions in the element names given below to avoid conflicts in the event that the metadata is subsequently converted to a case-sensitive environment, such as XML/RDF.

Some information may appear to belong in more than one metadata element. While there will normally be a clear preferred choice, there is potential semantic overlap between some elements. Consequently, there will occasionally be some judgment required from the person assigning the metadata.

#### **B.5.1 Structure of each metadata attribute**

Each of the Metadata elements would be detailed under the following distinct metadata attributes:

1. Name
2. Definition
3. Purpose
4. Obligation
5. Element Refinements
6. Encoding schemes
7. Default Value
8. Scope and interpretation
9. Using the element when describing a service
10. Role of the element in a portal
11. Examples

## B.5.2 Subject (Contents)

#	Element	Obligation <sup>3</sup>	Definition	Refinements
1	Title	Mandatory	The name given to the resource or service	Alternative - R
2	Subject, Keywords	Mandatory	A succinct description of the subject or topic of the resource	Category - M Keyword - M Process Identifier - O Programme - O Project - O
3	Description	Recommendatory	A textual description of the content or purpose of the resource or service	Abstract - R Table of Contents - O
4	Function	Mandatory	The business function of the Department to which this resource or service relates	None
5	Resource Type	Mandatory	The category or genre of the resource or service	Category - R Aggregation level - O
6	Status	Optional	The position or state of the resource	None

## B.5.3 Identity

#	Element	Obligation	Definition	Refinements
7	Resource Identifier	Conditional	A unique identifier for a resource	None
8	Source	Optional	Information about another resource from which the current resource is derived.	None
9	Relation	Optional	Identification of other resources or services that are related to this current resource, and a description of the type of	isPartOf / hasPart - O isVersionOf/hasVersion - O IsFormatOf/hasFormat - O IsReferencedBy/References - O

<sup>3</sup> M = Mandatory; R = Recommendatory; O = Optional; C = Conditional

			relationship	isBasedOn/isBasisFor - O IsRequiredBy/Requires - O isReplacedBy / Replaces - O
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#### B.5.4 Ownership

#	Element	Obligation	Definition	Refinements
10	Creator/Author	Mandatory	An entity primarily responsible for making the content of the resource	None
11	Publisher	Conditional	The name of the entity responsible for making the resource available	None
12	Contributor	Optional	An entity responsible for making contributions to the content of the resource	Role - O

#### B.5.5 Instantiation

#	Element	Obligation	Definition	Refinements
13	Language	Recommendatory	The language of the content of the resource, or the language in which the service is provided	LanguageName / LanguageCode - O
14	Format	Optional	The data format of the resource, or the channels through which the service is delivered	Extent - O Medium - O
15	Mandate	Conditional	A specific legal instrument which requires the resource to be created or provided	Act - C Regulations - C Rules - C Court case - C

## B.5.6 Temporal

#	Element	Obligation	Definition	Refinements
16	Date	Mandatory	A date associated with an event in the life cycle of the resource	Acquired/ Accepted / Approved / Available/ Created / cut-off date/ closed / copyrighted/ submitted / declared/ issued /modified /next version due / updating frequency / Valid /
17	Disposal	Conditional	The retention and disposal instructions for the resource	Auto Remove Date / Disposal action / disposal authorisedby /Disposal comment / Disposal conditions / Disposal date / Date of last review / Disposal export destination / disposal review / disposal review details / disposal reviewer details / disposal schedule ID / disposal time period - C
18	Preservation	Conditional	Information to support the long-term preservation of a resource	Original format - C
19	Availability	Conditional	How the resource can be obtained, or contact information	None
20	Rights	Optional	Information about the rights for management of information resources, such as copyright, or access terms and conditions applying to the resource being described	None
21	Coverage	Recommendatory	Coverage describes the extent or scope of the content of the resource	Jurisdiction / spatial / temporal - R
22	Audience	Optional	The target audience of the resource	Addressee - O

23	Location	Conditional	The physical location of the resource	Current location / home location / spatial - C
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### Obligation

1	Mandatory	M
2	Recommendatory	R
3	Conditional	C
4	Optional	O

## B.6 Metadata Qualifiers

### B.6.1 What are qualifiers?

In July of 2000, the Dublin Core Metadata Initiative issued its list of recommended [Dublin Core Qualifiers](#). At the time of the ratification of these qualifiers, the DCMI recognized two broad classes of qualifiers:

- ✘ **Element Refinement.** These qualifiers make the meaning of an element narrower or more specific. A refined element shares the meaning of the unqualified element, but with a more restricted scope. A client that does not understand a specific element refinement term should be able to ignore the qualifier and treat the metadata value as if it were an unqualified (broader) element. The definitions of element refinement terms for qualifiers must be publicly available.
- ✘ **Encoding Scheme.** These qualifiers identify schemes that aid in the interpretation of an element value. These schemes include controlled vocabularies and formal notations or parsing rules. A value expressed using an encoding scheme will thus be a token selected from a controlled vocabulary (e.g., a term from a classification system or set of subject headings) or a string formatted in accordance with a formal notation (e.g., "2000-01-01" as the standard expression of a date). If an encoding scheme is not understood by a client or agent, the value may still be useful to a human reader. The definitive description of an encoding scheme for qualifiers must be clearly identified and available for public use.

The use of qualifiers as an additional level of detail introduces the situation where a client can encounter collections of resources that are described using Dublin Core with qualifiers that are unknown to the client application. This can happen either because the client does not support qualifiers and the collection does, or the collection supports specialized qualifiers developed by implementers for specific local or domain needs.

The useful interpretation of such descriptions will depend on the ability to ignore the unknown qualifiers and fall back on the broader meaning of the element in its unqualified form. The guiding principle for the qualification of Dublin Core elements, also known as the "Dumb-Down Principle," is that a client should be able to ignore any refinement and use the description as if it were unqualified. While this may result in some loss of specific meaning, the remaining element value (minus the qualifier) must continue to be generally correct.

Proposed enhancements to the e-Government Metadata Standard will be placed on the web site ([www.cgg.gov.in/egovstandards](http://www.cgg.gov.in/egovstandards)) for consultation. The final set of elements and refinements will be comprehensive and designed to provide for many purposes, including information retrieval, information management and records management. Project managers will select the elements and refinements they consider suitable for each application, using guidelines laid down in the Standard. Different types of resource will thereby be catered for by the same standard, with consistency being maintained throughout.

Qualifiers are additions and extensions to the metadata elements. They give metadata authors the ability to refine the semantics and to add precision.

In essence, the new recommendations for Dublin Core Qualifiers increase the effectiveness of metadata by giving it finer granularity. For example, a publication's date, which would be the Dublin Core Metadata Element, may be further detailed as a particular type of date by using a Dublin Core Qualifier such as date last modified, date created, or date issued.

The DC Qualifiers improve interpretation of metadata values and can be easily recorded or transferred into HTML, XML, RDF or relational databases. The evolution of DC Qualifiers draws from the input of many individuals across a broad array of disciplines.

Users include museum informatics specialists, archivists, digital library researchers, libraries, and government information providers and a variety of content providers. Their efforts have led standards organizations, such as NISO (National Information Standards Organization) in the U.S. and CEN in Europe (European Committee for Standardization) to view the DC Metadata Element Set as a benchmark candidate for simple resource description on the Internet. More recently, new sectors, such as education and industry, have been attracted to Dublin Core's simplicity, multilingual scope, consensus philosophy and widespread adoption.



It is important to note that Dublin Core concepts are equally applicable to virtually any file format, as long as the metadata is in a form suitable for interpretation both by search engines and by human beings.

Each element is optional and repeatable. Metadata elements may appear in any order.

A current list of the Dublin Core elements (which contains 46 elements) may be found at: <http://www.dublincore.org/usage/terms/dc/current-elements/>.

Dublin Core is being adapted now for more specialized uses, from government information and legal deposit to museum informatics and electronic commerce.

To meet such specialized requirements, Dublin Core can be customized with additional elements or qualifiers. However, these refinements can compromise interoperability across applications. There are tradeoffs between using specific terms that precisely meet local needs versus general terms that are understood more widely. We can better understand this inevitable tension between simplicity and complexity if we recognize that metadata is a form of human language. With Dublin Core, as with a natural language, people are inclined to stretch definitions, make general terms more specific, specific terms more general, misunderstand intended meanings, and coin new terms.

The problem of semantic interoperability is compounded when we consider Dublin Core in translation. All of the workshops, documents, mailing lists, user guides, and working group outputs of the Dublin Core Initiative have been in English [[Dublin Core Metadata Initiative](#)]. But in many countries and for many applications, people need a metadata standard in their own language. In principle, the broad elements of Dublin Core can be defined equally well in Bulgarian or Hindi. Since Dublin Core is a controlled standard, however, any parallel definitions need to be kept in sync as the standard evolves.

While the basic DC elements are mandatory, the refinement elements are optional. In the event that a refinement element is not understood, as for instance the search engine, the unqualified name would stand. Where the refinement element is used, it shall follow the following syntax:

`dcelement.refinementElement` e.g. `Coverage.Location`

### **B.6.2 Principles for Elements and Qualifiers**

- ✘ Where an element can have more than one value, that element is repeatable within a record

- ✘ Qualifiers should only be used where they are needed to provide better description of the resources being described, or to make on-line searching more precise than would be possible without them
- ✘ Each element can have one qualifier
- ✘ Each element can be repeated many times to have many qualifiers
- ✘ An element's value is usually expressed according to an encoding scheme or chosen from a controlled vocabulary, but where these do not exist, use free text
- ✘ If a resource exists in more than one format then each form or type of the resource needs its own record.

## C: AP Metadata Elements Description

### 1.1 Title

Name	Title
Definition	The name given to the resource or service. Typically, a Title will be a name by which the resource is formally known
Purpose	Searchers will use this element if they know the title of the resource or words in the title of the resource
Obligation	Mandatory
Element Refinements	Alternative - another name by which the resource is known. For an Alternative title add any form of the title used as a substitute or alternative to the formal title of the resource, including a name by which the resource is normally known, abbreviations and translations. If a resource's official or formal title is one which members of the public would find incomprehensible, it is recommended that an additional, meaningful name be given to it
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>Where there is an official name used for the resource, this should be used in the Title element.</p> <p>If the resource is a text document, use the full title as it appears on the title page. If the document has another common usage name, use the "alternative" refinement. The title should be in the same language as the resource. If the resource is in more than one language, the title should be in the main language(s) of the resource, with Alternative titles in other languages.</p> <p>For a service, use its full explanatory name, or the official name used by the Department</p> <p>For a physical resource, which is called a "document" in the Type.category, there might not be a title on the object. The author might need to make up the most useful name for the resource, using the name which it is most commonly known by, and most likely to be searched by.</p> <p>If a version statement is attached to the record to distinguish this resource from others of the same title in a time series, then the version statement should be included at the end of the title.</p> <p>Use the Relation element to reference other versions if required.</p> <p>If in doubt about what constitutes the title, repeat the Title element and include the variants in second and subsequent Title iterations. If the item is in HTML, view the source document and make sure that the title identified in the title header also include a meta title (unless the metadata element is to be embedded in the document itself).</p> <p>Think list. It may be useful to add values such as version number, status (e.g. 'draft', 'draft for consultation') or date if the item is one</p>

	<p>of many with the same title, so that when they all appear in a list it is easy to find the right one (see example).</p> <p>The title should be written in sentence case. This is much easier on the eye.</p> <p>If the resource is an electronic 'folder' containing electronic documents, use the usual folder name as the title.</p>
Using the element when describing a service	<p>Use the title which the creator uses to identify the service to its clients. Use a naming convention that best identifies the service to clients. The Title element could identify an individual service or a group of services, depending on the Department structure for the delivery of that service.</p> <p>Use the title element with the "alternative" element refinement if the service is commonly known by another name. For example, the official service name might be "Below Poverty Line Benefits", but an alternative name might be "Economically Backward Class Payments". The content of the Title element is displayed as part of the search result, so it needs to be an accurate and clear name for the service concerned.</p>
Role of the element in a portal	The Portal displays this element on the results page. Displayed on metadata full record screen.
Examples	<p>Sectoral Study - Export-cargo clearance of the customs department</p> <p>Pension Payment orders</p> <p>Reviewing procurement actions followed by CGHS for indenting medicine</p> <p>Evaluation/Inspection Report on the grievance redressal machinery</p> <p>Study report on maintenance of General Provident Fund Account of All India Service Officers</p> <p>Impact of liberalization on state level clearance for industrial projects</p> <p>Public Sector Undertakings - a case for autonomy in pricing - A study report</p>

## 1.2 Subject, Keywords

<b>Name</b>	<b>Subject, Keywords</b>	
Definition	A succinct description of the subject or topic of the content of the resource. Typically, a Subject will be expressed as keywords or key phrases or classification codes that describe the topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme such as the Subjects of Andhra Pradesh.	
Purpose	The Subject element is used by searchers who want to find resources relating to a particular topic. For example, "find all resources related to 'irrigation'". It will also serve to qualify generic terms from the Function element to give a precise, combined result. For example, "Registering" from Function, plus "Birth" from Subject.	
Obligation	Mandatory	
Element Refinements	Category	Broad subject categories from the Subjects of Andhra Pradesh (SOAP) List, and, optionally, any other widely available category list. Comment: This is to allow users to scroll down through a list of very broad terms (e.g. Business and Industry) to narrower categories (e.g. Companies, Imports).
	Keyword	Words or terms used to describe, as specifically as possible, the subject matter of the resource. These should be taken from a controlled vocabulary or list.
	Process identifier	Indicates a specific service or transaction, using an identifier taken from a recognized list
	Programme	The broader policy Programme to which this resource relates directly.  Comment: As a general rule, programmes are broad government policy initiatives that take several years or more to complete, e.g. e-Government or Civil Service Reform. It will be useful to agree with your team or even entire organisation what is a Programme and what is a Project. Bear in mind that this is used mainly to find all items belonging to a particular project or Programme. Think objective. Don't use these if they have no particular

	Project	<p>The specific project that this resource relates to directly.</p> <p>Comment: Projects are more specific manageable chunks that make up the larger Programme. See comment above under Programme</p>
Encoding schemes	<p>"Subjects of Andhra Pradesh (SOAP)" thesaurus - mandatory for at least one value. Refer "<a href="#">Subjects of Andhra Pradesh (SOAP) Thesaurus v 1.00 AP</a>".</p> <p>Other subject thesauri may also be used if they are registered with the State Apex Board. This will only be necessary for specialist areas, such as scientific terms.</p>	
Default Value	None	
Scope and interpretation	<p>The Subject element should tell the searcher what the resource or service is about.</p> <p>When selecting values for the subject element, it will be necessary to analyze the resource being described. Don't read the whole thing, but use the title, the contents, or any information about the resource to work out what the subject as a whole is. Then select a term which best describes the subject from the appropriate thesaurus. Choose the most significant and unique words as Subject element values, and avoid terms that are too general to describe that particular resource's subject. Exercise your judgment on providing sufficient Subject values to help a searcher, including major secondary subjects held in the content. Do not repeat variations of terms, synonyms, case or tense or alternate spellings.</p> <p>A more detailed explanation is in ISO Standard 5963.</p> <p>Select subject keywords from either the Title or Description information.</p> <p>Where a thesaurus has been used to select the subject value, the thesaurus name should be included in the refinement for the element.</p> <p>If the subject of the resource is a person or an organisation, use the same form of the name as you would if the person or organisation was a creator, but do not repeat the name in the Creator element.</p> <p>If you want to describe a subject which only applies to part of the resource, or if you want to refine the description in more detail, and if there is no controlled vocabulary term in the thesaurus to do this, then you can describe these other subjects using the Description element.</p> <p>The subject comes from a controlled vocabulary or thesaurus, so the searcher might be able to browse the vocabulary for relevant topics.</p> <p>In general, choose the most significant and unique words for keywords, avoiding those too general to describe a particular item. This element might well include classification data or controlled vocabularies, such as Medical Subject Headings.</p> <p>Using the most specific terms as Keywords, and not including more general terms, helps prevent information overload. For example,</p>	

	<p>someone looking for a web site covering their government's overall policies on health will have to search using 'health' as the main Subject term.</p> <p>When setting keywords for resources that will become part of a web site, select terms that describe the page in question only, not the entire site. This will help users go straight to the information they are looking for, and will also help with navigating the site using the local search engine.</p>
Using the element when describing a service	The subject of a service is what the service is about.
Role of the element in a portal	<p>The Portal uses this element, along with the Function element, to allow the user to browse by topic.</p> <p>Displayed on metadata full record screen.</p>
Examples	<p>For a policy document on issue of Caste Certificate</p> <p>subject: Certificate  subject.category: Caste Certificate  subject.keyword: Caste Certificate; Scheduled Caste; Scheduled Tribe  subject.programme: MPHS Database</p> <p>For a web site giving advice to citizens travelling abroad</p> <p>subject.category: Tourism  subject.keyword: Foreign travel; Travel advice; British embassies; Consulates</p>

### 1.3 Description

Name	Description
Definition	A textual description of the content or purpose of the resource or service. Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
Purpose	<p>The Description element allows searching based on words and phrases which describe the resource. This is the least precise of all search points, but will often be used by searchers with vague notions of what they are looking for. It will be used to display a summary of the resource content to the searcher. Even where a resource is not text based, it is useful to have words or phrases describing it so that people can find it.</p> <p>The Description element can also be used in addition to the Audience element to provide a text description of the intended audience for the resource.</p>
Obligation	Recommendatory
Element Refinements	<p>Abstract - A summary of the content of the resource</p> <p>Table of Contents - A list of sub-units of the content of the resource</p>
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>The Description element contains text describing a resource. It can contain abstracts if these are available. It can also contain:</p> <ul style="list-style-type: none"> <li>• A prose description of the content of the resource</li> <li>• A description of the nature of the service or objects, or</li> <li>• Thumbnail images or other electronic samples of content.</li> </ul> <p>When people write a description, they should make it concise and clear, and use non-technical language.</p> <p>Since the description field is a potentially rich source of indexable vocabulary, care should be taken to provide this element when possible. Some metadata collections could include content description (spectral analysis of a visual resource, for example) that may not be embeddable in current network systems. In such a case this field might contain a link to such a description rather than the description itself.</p> <p>Descriptive information can be taken from the item itself, if there is no abstract or other structured description available. Normally, if a Description cannot be found either in the introductory or front matter, or the first few paragraphs, it should be set up "on the fly" by the metadata provider. Normally, Description should be limited to a few brief sentences</p>
Using the element when describing a	This element is strongly recommended for services. It should provide a concise description of the content and/or purpose of the service. It



service	should be short enough to be read out on the telephone, be client-focused, and identify the problem that the client might enquire about rather than the solution.
Role of the element in a portal	The Portal displays this element on the results page. Displayed on metadata full record screen.
Examples	Provides information on Financial Assistance to economically backward sections of the society, the terms and conditions for granting such financial assistance, accompanying evidence required to be submitted along with the application and the relevant forms.  This research report provides information about research programmes and other eGovernance activities funded by the Centre for Good Governance, Andhra Pradesh during 1999-2000

## 1.4 Function

Name	Function								
Definition	The business function of the Department to which this resource or service relates								
Purpose	This element is essential for searchers who want to find resources relating to a particular government business function or activity								
Obligation	Mandatory								
Element Refinements	None								
Encoding schemes	The Andhra Pradesh Government "Functions of Andhra Pradesh" Thesaurus (FOAP) - mandatory								
Default Value	None								
Scope and interpretation	<p>Functions are the major activities organizations carry out to meet their missions and goals.</p> <p>However, Departments will need to use a subject term as well, to give searchers the complete picture. Functions in the Functions of Andhra Pradesh Thesaurus are hierarchically structured from general to more specific terms. Use the appropriate level of specificity. Use more than one where a resource relates to more than one function in a significant way.</p> <p>Departments might want to add their own Function descriptor values to supplement the Government Thesaurus. These will be considered as candidates for additional terms by the thesaurus maintenance group. In this situation, the Department would have to develop its own thesaurus, and the thesaurus name should be included in the value for the element. Again, the AP State Apex Board for eGovernance Standards would need to approve any Department thesauri, which would need to follow the same principles as the government-wide thesaurus</p>								
Using the element when describing a service	<p>The Function term selected for the value in this element should reflect the actual services or functions of the organisation - not peripheral support services such as administration or human resources activities. This is not the same as the subject of a resource or service.</p> <p>It is not intended that all the resources within a Department get assigned the same function value, because this would defeat the purpose of the element for finding resources. However, in some small Departments with limited functions, it is possible that many resources will have the same function terms in their metadata records. In a larger Department, it is expected that many resources might be associated with the same or with overlapping sets of Function values</p>								
Role of the element in a portal	The Portal uses this element, along with the Subject element, to allow the searcher to browse by topic. Displayed on metadata full record screen.								
Examples	<table border="0"> <tr> <td>Function</td> <td>Subject</td> </tr> <tr> <td>Registering</td> <td>Births</td> </tr> <tr> <td>Analyzing information</td> <td>Income</td> </tr> <tr> <td>Consulting on policy</td> <td>Training</td> </tr> </table>	Function	Subject	Registering	Births	Analyzing information	Income	Consulting on policy	Training
Function	Subject								
Registering	Births								
Analyzing information	Income								
Consulting on policy	Training								

## 1.5 ResourceType

Name	ResourceType
Definition	The category or genre of the resource or service
Purpose	This element allows the user to locate different categories of resources (such as types of documents or services), or for results to be displayed in useful groups. The element allows a search to be restricted to resources of a certain kind. For example, "find all images of the Chief Minister"
Obligation	Mandatory, with the refinement category="Type.category"
Element Refinements	<p>Category is mandatory. There are only three values:</p> <p>Service - used when describing a service directly, not a document about a service</p> <p>Document - for all resources which are not services, even if they are not traditional "documents" - for example, a sculpture</p> <p>Department - used to describe an organization</p> <p>aggregation level with two possible values:</p> <p>item - for a single resource</p> <p>Collection - for a logical grouping of resources. Item is the default</p>
Encoding schemes	Where the category is document, use the list in the section <a href="#">AP-Metadata RESOURCE TYPE Encoding Scheme (AP-MTES)</a>
Default Value	The default for the category refinement is "document". The default for the aggregation level refinement is "item"
Scope and interpretation	<p>The Type element must be used to distinguish between the categories of document and service. It can be used to specify the nature of the resource being described - what you would hold in your hand if you could pick it up.</p> <p>Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary.</p> <p>To describe the physical or digital manifestation of the resource, use the FORMAT element.</p> <p>If the resource has content of multiple mixed types then multiple or repeated Type elements should be used to describe the main components.</p>
Using the element when describing a service	Use the category refinement to indicate that the resource is a service
Role of the element in a portal	<p>The category refinement</p> <p>Use Type.category to distinguish between services and documents, because these resources will be used differently. For example,</p>

	<p>Departments are displayed in A-Z listings, services are displayed by topic, Department or alphabetically, while documents are displayed in groups according to type.</p> <p>Type for use by the Portal</p> <p>A unique and powerful feature of the Portal will be to group search results into key document types that are meaningful to the user. All other types of document are grouped into the category 'other'. In order to ensure that a key document is given the correct prominence in the Portal, you must ensure that you complete the Type element with the appropriate term. If you do not do this, your document will be grouped into the 'other' category. Displayed on metadata full record screen.</p> <p>Rule: Where the category is document, then repeat the Type element to describe the content using the list provided in this section</p>				
<p>Examples</p>	<p>a) For a manual: The category would be document, the content of the repeated Type element would be text/manual.</p> <p>b) For a map: The category would be document, and the content of the repeated Type element would be image/map.</p>				
<p>Controlled Vocabulary for document resource</p>	<p>Text</p> <table border="1" data-bbox="539 953 1377 1430"> <thead> <tr> <th data-bbox="539 953 959 1045">Meaning</th> <th data-bbox="959 953 1377 1045">Format / genre Refinements (optional)</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 1045 959 1430"> <p>A text is a resource whose content is primarily words for reading. Note that facsimiles or images of texts are still of the genre text.</p> </td> <td data-bbox="959 1045 1377 1430"> <p>/advice, /agenda, / checklist, /contract, /correspondence, /form, /guide, / homepage, /instructions, /journal, /manual, /minutes, /newsletter, /promotion, /report</p> </td> </tr> </tbody> </table> <p>advice = advisory publications - often technical on particular topics            agenda = meeting, conference, training or other event agenda            checklist = a list of instructions relating to resources required to obtain a service or some other resource            contract = a legal document recording an agreement between two or more parties            correspondence = letter, e-mail or any other text-based communication            form = a template to be filled in by an applicant for a service or other resource            guide = a document specifically produced to guide in the use of a</p>	Meaning	Format / genre Refinements (optional)	<p>A text is a resource whose content is primarily words for reading. Note that facsimiles or images of texts are still of the genre text.</p>	<p>/advice, /agenda, / checklist, /contract, /correspondence, /form, /guide, / homepage, /instructions, /journal, /manual, /minutes, /newsletter, /promotion, /report</p>
Meaning	Format / genre Refinements (optional)				
<p>A text is a resource whose content is primarily words for reading. Note that facsimiles or images of texts are still of the genre text.</p>	<p>/advice, /agenda, / checklist, /contract, /correspondence, /form, /guide, / homepage, /instructions, /journal, /manual, /minutes, /newsletter, /promotion, /report</p>				

	<p>particular resource or service</p> <p>homepage = web site main page</p> <p>instructions = any training materials in text form</p> <p>journal = publishing vehicle for formal papers - often scientific or technical, or relating to a trade or profession</p> <p>manual = a document like this one</p> <p>minutes = minutes recording a meeting or other event</p> <p>newsletter = a publication advising those interested in its main subject are of new events or resources</p> <p>promotion = any advertising material</p> <p>report = findings of any project or a record of recent operations in an organisation</p>								
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Software					
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Meaning	Format / genre Refinements (optional)				
A sound is a resource whose content is primarily intended to be rendered as audio. For example - a music playback file format, an audio compact disc,					

	and recorded speech or sounds.	
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## 1.6 Status

Name	Status
Definition	The position or state of the resource.
Purpose	Enables the user to search for a resource according to its status. Also it may be used as a reference by a user who wants to know the resource's status
Obligation	Optional
Element Refinements	None
Encoding schemes	IEEE LOM Status Encoding Scheme - <a href="http://ltsc.ieee.org/wg12/">http://ltsc.ieee.org/wg12/</a>
Default Value	None
Scope and interpretation	<p>The status of a resource includes:</p> <p>The extent to which it has been developed or completed: i.e. is it a first draft, final draft or completed draft?</p> <p>Is it awaiting approval? If it has been approved, then by whom?</p> <p>Version number</p> <p>The purpose of the resource. This is not the purpose of the content (see <a href="#">Description</a>) but the purpose in relation to the status of the resource. This data should apply to the described resource only, not to earlier versions</p>
Using the element when describing a service	
Role of the element in a portal	
Examples	<p>For a series of documents created in the development of a policy statement</p> <p>status: Draft v0.1. For consideration by Team</p> <p>status: Draft v0.2. For consideration by Department</p> <p>status: Draft v0.3. For consideration by Secretary</p> <p>status: Draft v0.4. Approved by Minister. For open consultation</p> <p>status: Draft v0.5. Following open consultation. For final approval by Minister</p> <p>status: Version 1.0. For publication</p> <p>status: Version 2.0. For publication</p>



## 1.7 Resource identifier

Name	ResourceIdentifier
Definition	A unique identifier for a resource.
Purpose	<p>If people search using an Identifier they will go straight to the resource. Search tools can use this element to find and combine different descriptions of the same resource. It's used for electronic web pages, books and serials.</p> <p>To use this element in a search, searchers have to know the Identifier of the resource they're looking for</p>
Obligation	Conditional - mandatory for online resources, otherwise recommended where available
Element Refinements	None
Encoding schemes	URI - Uniform Resource Identifier for online or electronic resources ISBN - International Standard Book Number - for books ISSN - International Standard Serial Number - for serials
Default Value	None
Scope and interpretation	<p>The identifier for most electronic resources will be a URI. It is important to note that the Identifier element will only work if the online resource being described has a stable or persistent URL/URI. Web systems that dynamically generate pages with a different URL/URI are not stable in terms of their metadata. In these cases, a higher level stable URI should be used for creating a metadata record. Non-electronic resources can use ISBN, ISSN or other forms of identification.</p> <p>An unambiguous reference to the resource within a given context. Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Examples of formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN). This element can also be used for local identifiers (e.g. ID numbers or call numbers) assigned by the Creator of the resource to apply to a particular item.</p> <p>Note that the Availability element can be used with the Identifier element to show how to obtain the resource</p>
Using the element when describing a service	Do not use this element where the Type category is service. You can use this element to identify documents relating to the service
Role of the element in a portal	Where this element is a URI, the Portal will present the document title as a link that a user may click on to access the resource. Where the element is not a URI, the Portal will display it on the results page. Displayed on metadata full record screen.

Examples	[URI] <a href="http://www.ap.gov.in/student/index.html">http://www.ap.gov.in/student/index.html</a> [URI] <a href="http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=3611&amp;p=0">http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=3611&amp;p=0</a> [ISBN] 0-908804-93-8 [ISSN] 1174-3549
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## 1.8 Source

Name	Source
Definition	Information about another resource from which the current resource is derived. A Reference to a resource from which the present resource is derived. The present resource may be derived from the Source resource in whole or part. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.
Purpose	The Source element allows searchers to find a derived resource when they are using search terms which describe the original resource For example, a searcher can find a scanned image of a painting when they are searching for the painting itself.
Obligation	Optional
Element Refinements	None
Encoding schemes	<p>Where there is an exact coding scheme to identify the original resource that should be used.</p> <p>Examples include:</p> <p>URI - Uniform Resource Identifier</p> <p>ISBN - International Standard Book Number</p> <p>ISSN - International Standard Serial Number</p>
Default Value	None
Scope and interpretation	<p>This element should not be used very often. The Relation element is better when linking resources, because it allows a variety of explicit relationships to be described. This element is only needed when it increases the discoverability of the resource being described.</p> <p>The Source element should only be used when the following conditions apply:</p> <ol style="list-style-type: none"> <li>1. The resource type.category=document, and</li> <li>2. The source document is not simply an earlier version of the current document, and</li> <li>3. The information would help the discovery or evaluation of the current resource, or</li> <li>4. Most people are likely to be searching for the original resource and important retrieval information (such as Creator, Title, Date, and Identifier) is significantly different in the current resource.</li> </ol> <p>Where possible, give the full proper name of the source resource. All AP metadata elements can be repeated in the Source element. For example, the Title and Creator for the source can be indicated. However, it is also possible to link to the description of the source and not have to repeat the AP metadata elements.</p> <p>In general, include in this area information which does not fit easily into Relation.</p>

Using the element when describing a service	Do not use the Source element to describe a service.
Role of the element in a portal	Displayed on metadata full record screen.
Examples	Photograph of the launch of eSeva (OLTP) Mehaboobnagar, 12th Feb 2003.

## 1.9 Relation

Name	Relation														
Definition	Identification of other resources or services that are related to this current resource, and a description of the type of relationship. A reference to a related resource. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.														
Purpose	The relation element should be used where there are significant related resources which the searcher could also find useful														
Obligation	Optional														
Element Refinements	<p>The Relation element will be used to link the documents which support a resource or service - for example, instructions and forms. Similarly, use this element to cluster services provided by a particular Department. The best general approach is to use the name of the service concerned as the value of the Relation element. The service name should be chosen from the controlled list.</p> <p>The following table shows how various types of relationships would work under this approach.</p> <p>If this element is used, the type of relationship must be specified by choosing a value from one side of any of the pairs in the following list:</p> <table border="1" data-bbox="488 995 1409 1898"> <tbody> <tr> <td data-bbox="488 995 862 1094">conformsTo</td> <td data-bbox="862 995 1409 1094">A reference to an established standard to which the resource conforms</td> </tr> <tr> <td data-bbox="488 1094 862 1251">isPartOf/hasPart</td> <td data-bbox="862 1094 1409 1251">One resource is a physical or logical part of another. Used to describe the relationship between a service and relevant documents (e.g. web pages and forms)</td> </tr> <tr> <td data-bbox="488 1251 862 1377">isVersionOf/hasVersion</td> <td data-bbox="862 1251 1409 1377">One resource is an historical state or edition of another resource by the same creator.</td> </tr> <tr> <td data-bbox="488 1377 862 1566">isFormatOf/hasFormat</td> <td data-bbox="862 1377 1409 1566">One resource has been derived from another by a reproduction or reformatting technique which is not fundamentally an interpretation but intended to be a representation.</td> </tr> <tr> <td data-bbox="488 1566 862 1661">isReferencedBy/references</td> <td data-bbox="862 1566 1409 1661">One resource cites, acknowledges, disputes or otherwise refers to another resource.</td> </tr> <tr> <td data-bbox="488 1661 862 1787">isBasedOn/isBasisFor</td> <td data-bbox="862 1661 1409 1787">One resource is a performance, production, derivation, translation, adaptation or interpretation of another resource.</td> </tr> <tr> <td data-bbox="488 1787 862 1898">isRequiredBy/requires</td> <td data-bbox="862 1787 1409 1898">One resource requires another resource for its functioning, delivery, or content and cannot be used without the related</td> </tr> </tbody> </table>	conformsTo	A reference to an established standard to which the resource conforms	isPartOf/hasPart	One resource is a physical or logical part of another. Used to describe the relationship between a service and relevant documents (e.g. web pages and forms)	isVersionOf/hasVersion	One resource is an historical state or edition of another resource by the same creator.	isFormatOf/hasFormat	One resource has been derived from another by a reproduction or reformatting technique which is not fundamentally an interpretation but intended to be a representation.	isReferencedBy/references	One resource cites, acknowledges, disputes or otherwise refers to another resource.	isBasedOn/isBasisFor	One resource is a performance, production, derivation, translation, adaptation or interpretation of another resource.	isRequiredBy/requires	One resource requires another resource for its functioning, delivery, or content and cannot be used without the related
conformsTo	A reference to an established standard to which the resource conforms														
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isReferencedBy/references	One resource cites, acknowledges, disputes or otherwise refers to another resource.														
isBasedOn/isBasisFor	One resource is a performance, production, derivation, translation, adaptation or interpretation of another resource.														
isRequiredBy/requires	One resource requires another resource for its functioning, delivery, or content and cannot be used without the related														

		resource being present. For services, includes pre-requisite information, service or activity necessary for accessing the service.
	isReplacedBy/replaces	One resource supplants, displaces, or supercedes another resource.
Encoding schemes	<p>Examples:</p> <p>URI - Uniform Resource Identifier</p> <p>ISBN - International Standard Book Number</p> <p>ISSN - International Standard Serial Number</p>	
Default Value	None	
Scope and interpretation	<p>Use this element to describe significant relationships from the searcher's point of view - not all relationships. If the Relation element is used, then an element refinement must also be used to express the type of relationship. Note that each of the seven relationship types is two sided, but the chosen value must be one side of a pair only - otherwise it won't make sense. When the other related resource has been described, give its full proper name or use a formal identifier.</p> <p>It is a good idea to use this element when the information about another resource is useful for discovering or understanding the current resource. It is also a good way to link resources which contain similar or related information.</p> <p>The recommended method for expressing a relationship in qualified Dublin Core (DC) is:</p> <p>Title="the present resource"</p> <p>Relation="relationship-type [space] unique identifier for the related resource", where "relationship-type" is a token drawn from the approved list of <a href="#">qualifiers</a>.</p> <p>Note: In the case where the DC metadata is embedded in the present resource, the value for Identifier is implied (i.e. the present resource). In qualified DC the two components given in Relation here will be structured using sub-elements for easier automated processing.</p>	
Using the element when describing a service	<p>The Relation element can be used to identify information necessary for using a service. It can also be used to link to another service which is related to the current service, and supports linking or integration of a number of services.</p> <p>This element will be of most use where the relationship between services is not obvious, and will not be identified by the search tool. Functionally related and subject-related services should be picked up by search tools</p>	
Role of the element in a portal	<p>This element will be used to relate documents to services, through the isPartOf element refinement. If you do not establish this relationship, then documents will not be discoverable in a service-based search. For example, the document whose title is 'Student Loan Application Form' will appear in as part of the 'Student Loan Scheme' service only if the document has the Relation element identifying that the document isPartOf 'Student Loan</p>	

	<p>Scheme'.</p> <p>Displayed on metadata full record screen</p>
Examples	<p>references Ministry of Education strategic plan [URI]  <a href="http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=3522">http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=3522</a></p> <p>references Ministry of Education annual report [URI]  <a href="http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=5188">http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=5188</a></p> <p>references Ministry of Education departmental forecast report [URI]  <a href="http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=4756">http://www.minedu.ap.gov.in/web/document/document_page.cfm?id=4756</a></p> <p>isBasisFor [URI] <a href="http://www.ap.gov.in/student/Mehaboobnagar.html">http://www.ap.gov.in/student/Mehaboobnagar.html</a></p> <p>isPartOf [URI] <a href="http://student.ap.gov.in/apply.asp">http://student.ap.gov.in/apply.asp</a></p> <p>(requires) Please note that you will be asked for your bank account number, Student ID and study details. You may wish to read through the form to make sure you have the appropriate information at hand before you start filling in the form</p> <p>hasPart [URI] <a href="http://www.ap.gov.in/student/Bhongir.html">http://www.ap.gov.in/student/Bhongir.html</a></p> <p>hasPart [URI] <a href="http://www.ap.gov.in/student/index.html">http://www.ap.gov.in/student/index.html</a></p> <p>hasPart Agricultural Services on 1111</p>

How the Portal Uses the **Relation** Element

Relationship	Portal use	How
Document -> Department	To display the Department(s) that relate to a discovered document - in search results.	<p>All element values which have an encoding scheme of AP represent Department name, regardless of the element they are contained in.</p> <p>The link to a Department metadata record is done through a search: where Title=Department name and Type.Category='Department'.</p> <p>Note: To link directly to a Department's web site (home page) from a document, if there is one, might be possible but might not be easy. A two step process might be best</p>
Document -> Service	To display other documents that relate to a discovered document - in search results.	<p>This is handled by the current APMDS Relation element, which would normally contain the URIs of related documents.</p> <p>Clicking on the URI would take</p>

		<p>the user directly to the related document, if it was a web address.</p> <p>Note: Related documents would not necessarily have AP metadata, but if they did and if the Portal wanted to link to it, this would be done with a search: where identifier=URI (from current metadata record).</p>
Service -> Department	To indicate the Department(s) that provides a service - in a listing of services or in search results.	Exactly the same as for document - > Department above. The primary Department will be identified in the Creator element
Service -> Service	To indicate relationships Between services - in a listing of services or in search results	Exactly the same as for Document - > Service above.
Service -> Document	This is one of the main search mechanisms whereby, once a service is chosen, a search returns all related documents.	The search would include the following criteria: where Relation=service name and Category.Type='document'.
Department -> Department	To indicate relationships between Departments - in a Department listing or in search results.	Exactly the same as for document - > Department above
Department -> Service	To provide a list of services, by Department.	<p>A search is required to identify the service records, with the following criteria: where any:</p> <p>element=Department name and Type.Category='service'.</p> <p>Note: More specificity could be gained by limiting the search to the Creator element of the service record.</p>
Department -> Document	Possibly - to display all the Documents relevant to a Department.	<p>A search is required to identify documents, with the following criteria: where any element=Department name and</p> <p>Type.Category='document'</p>



### Hierarchical lists

For the Portal to provide hierarchical representation of Departments or services, metadata records will need to be related to each other with Relation.isPartOf/hasPart pairings. This would still be achievable if only one side of the relationship was maintained, but it could lead to greater programming complexity.

Lower-level to higher-level relationship: where Relation.hasPart=Department/service name and Type.Category='Department'/service'.

Higher-level to lower-level relationship: where Relation.isPartOf=Department/service name and Type.Category='Department'/'service'.

## 1.10 Creator/Author

Name	Creator/Author
Definition	An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service.
Purpose	The Creator element allows searchers to find resources based on the creator of those resources. For example, it allows a searcher to discover all resources or services created by the Ministry of Education, or all books written by Sekar
Obligation	Mandatory
Element Refinements	None
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>For resources created by government, this element value contains the name of the Department responsible for creating the resource or the service. If the creator is an individual person - like the author of a book - put the surname first, followed by a comma then the first name with no spaces. For example, Shanker, Girija. If unsure, then enter the personal name as it appears on the resource. Note that it will not be usual to have an individual person or another organization as creators of a service or resource provided by a Department. The Department mostly responsible for that service or resource gets the Creator 'credit'. The others would be contributors. This element always refers to the primary creator. Where a Department simply distributes an item or resource as a publisher, but is not responsible for the content, it cannot be the creator.</p> <p>Where there are joint authors, repeat the Creator element and put one person's name in each element.</p> <p>Creators should be listed separately in the same order that they appear in the publication. Personal names should be listed surname or family name first, followed by forename or given name. When in doubt, give the name as it appears, and do not invert.</p> <p>In the case of organizations where there is clearly a hierarchy present, list the parts of the hierarchy from largest to smallest, separated by full stops. If it is not clear whether there is a hierarchy present, or unclear which is the larger or smaller portion of the body, give the name as it appears in the item.</p> <p>If the Creator and Publisher are the same, do not repeat the name in the Publisher area. If the nature of the responsibility is ambiguous, the recommended practice is to use Publisher for organizations and Creator for individuals. In cases of lesser responsibility, other than creation, use Contributor.</p>
Using the element when describing a service	When describing a service, the Creator will always be the name of the Department providing the service.

Role of the element in a portal	This element is displayed on the results page. It also allows services to be listed by Department. Displayed on metadata full record screen.
Examples	Department of Information Technology Department of Administrative Reforms & Public Grievances Sachdeva, Sameer

## 1.11 Publisher

Name	Publisher
Definition	The name of the entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.
Purpose	This element is often the name of the Department that controls or publishes the resource in its current form. It allows a searcher to find published resources currently under the control of a particular Department. For example, it allows someone to find all the resources published by the Centre for Good Governance.
Obligation	Conditional - mandatory when referring to a published resource, but optional when describing services
Element Refinements	None
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>This element is used to provide information about distribution of the resource. It is often the name of the Department that controls, publishes or distributes the resource. When the name of the Department publishing or controlling the resource changes, this element can be updated to reflect the name change. For Government-produced resources, the publisher will often be the same as the creator, but not always. Resources will generally be available from the publisher, but in some cases they could come from somewhere else, which should be noted in the Availability element. For names of persons, put the surname first, followed by comma and then the first name with no spaces in-between. If not sure what to do then enter the name as it is shown on the resource. Where this element often contains the name of the Department that controls or publishes the resource, the use of the element refinement "jurisdiction" is recommended. For clarification 'publisher' should be considered a corporate author element only. For the sake of clarity, and to assist those Departments, such as the scientific and academic communities especially, the Creator and Contributor elements should operate on a hierarchical basis. For example, corporate name should always be used before a personal name can be added.</p> <p>The intent of specifying this field is to identify the entity that provides access to the resource. If the Creator and Publisher are the same, do not repeat the name in the Publisher area. If the nature of the responsibility is ambiguous, the recommended practice is to use Publisher for organizations and Creator for individuals. In cases of lesser responsibility, other than creation, use Contributor.</p>
Using the element when describing a service	The Publisher element is optional when describing services, since there is no concept of "publisher" for physical services as there is for information resources. The closest concept is the service provider, which fits better under the Availability element

Role of the element in a portal	The Portal displays this element on the results page. Displayed on metadata full record screen
Examples	corporateName=Department of Information Technology corporateName=Haselfrè Solutions Private Limited corporateName=Ministry of Finance jurisdiction=Union Territories corporateName=Archives India personalName=Krishnan, Mahadevan

## 1.12 Contributor

Name	Contributor
Definition	An entity responsible for making contributions to the content of the resource. The name of an organization or person who has played an important role in creating the content of the resource or service but is not specified in the Creator element
Purpose	The Contributor element is useful if more than one organization or person contributes to the resource content. Often, main credit for creation is given to one or two people or organizations, and they will appear in the Creator element. All other contributors would appear in the Contributor element - and searchers might use these other contributors to look for that resource
Obligation	Optional
Element Refinements	<p>The role of the contributor will appear as an element qualifier, for example contributor.illustrator;</p> <p>Examples of role titles which could be used include:</p> <ul style="list-style-type: none"> <li>author</li> <li>jointAuthor</li> <li>compiler</li> <li>resourceContributor</li> <li>editor</li> <li>illustrator</li> <li>serviceProvider</li> <li>photographer</li> <li>collaborator</li> <li>projectLeader</li> <li>investigator</li> </ul> <p>Note that this list is not exhaustive</p>
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>A Contributor could be an illustrator, editor, modifier, etc. The contributor's role is usually included as an element qualifier. Although some element qualifiers are included, the list is not exhaustive, and people should feel free to add other roles because the qualifiers used depend on the contribution being described. When deciding what would be useful to include in this element, think about whether that name of an organization or a person would be useful to retrieve the resource, or to differentiate it from some other resources. Exhaustive lists of contributors are not required for completeness. The Contributor is usually going to be either a corporate or an individual. This element is most useful when</p>

	describing contributors to a resource with intellectual property content
Using the element when describing a service	This would only be used to describe a service where other organizations took a background or invisible role in providing a service, but a searcher might look for the service through the name of those other organizations
Role of the element in a portal	Displayed on metadata full record screen
Examples	<p>(compiler) Department of Statistics</p> <p>Examples of a Contributor include a person, an organization, or a service. Typically, the name of a Contributor should be used to indicate the entity.</p> <p>(jointAuthor) personalName=Sachdeva, Sameer corporateName=Department of Statistics</p> <p>(projectLeader) personalName=Janardhan, Nadadur</p> <p>(investigator) personalName=Ramachandran, Sekar</p>

## 1.13 Language

Name	Language
Definition	<p>The language of the content of the resource, or the language in which the service is provided. A language of the intellectual content of the resource. Recommended best practice for the values of the Language element is defined by RFC 3066 [Tags for the Identification of Languages, Internet RFC 3066, <a href="http://www.ietf.org/rfc/rfc3066.txt">http://www.ietf.org/rfc/rfc3066.txt</a>] which includes a two letter Language Code (taken from the ISO 639 standard [Codes for the representation of names of languages, ISO 639, <a href="http://www.oasis-open.org/cover/iso639a.html">http://www.oasis-open.org/cover/iso639a.html</a>]), followed optionally, by a two letter Country Code (taken from the ISO 3166 standard [Codes for the representation of names of countries, ISO 3166.</p>
Purpose	This element allows a search to be restricted to resources in a specific language. It is not intended to be a primary search point.
Obligation	Recommendatory
Element Refinements	<p>LanguageName- Refer RFC 3066            LanguageCode - Refer RFC 3066</p>
Encoding schemes	<p>RFC3066 - tags for the identification of languages -            RFC3166 - tags for countries</p>
Default Value	en
Scope and interpretation	<p>Language values are chosen from a standard set.</p> <p>The language value is a two letter language code from the standard resource, which can have a two letter country code following it as an option. For example, "en" means English, and "en-gb" means English with the United Kingdom influence or colloquial style. A full list of language codes is available at:  <a href="http://www.rfc-editor.org/rfc/rfc3066.txt">http://www.rfc-editor.org/rfc/rfc3066.txt</a></p> <p>Where a single resource contains more than one language, repeat the Language element to cover each language. Where a resource exists separately in a different language, it is treated as a separate resource.</p> <p>Each version gets its own metadata record.</p> <p>Coded or textual information can be represented here. If the content is in more than one language, the element may be repeated.</p>
Using the element when describing a service	This will help in delivering the service in a language appropriate to the context
Role of the element in a portal	The Portal may use this element to allow searching by language. Displayed on metadata full record screen.
Examples	[RFC3066]en                      English



### 1.14 Format

Name	Format
Definition	<p>The data format of the resource, or the channels through which the service is delivered; the physical or digital manifestation of the resource. Typically, Format may include the media-type or dimensions of the resource. Format may be used to determine the software, hardware or other equipment needed to display or operate the resource. Examples of dimensions include size and duration.</p> <p>Recommended best practice is to select a value from a controlled vocabulary defining computer media formats).</p>
Purpose	<p>This element allows a search to be restricted to resources of a particular digital format. It also allows searchers to decide if the resource is worth accessing or retrieving, because they can tell whether their own software will cope with the format of the resource. For this reason, the element refinement "extent" can also be useful to searchers. For example, "find all mpeg videos of the Chief Minister"</p>
Obligation	Optional
Element Refinements	<p>Extent, which refers to the size or duration of the resource.</p> <p>Medium, which refers to the material or physical carrier of the resource</p>
Encoding schemes	<p>Examples only:</p> <p>IMT Internet Media Types from the Internet Assigned Numbers Authority ISO International Standards Organization-based resource In this case the value will refer to the ISO standard which defines the format of the resource</p>
Default Value	None
Scope and interpretation	<p>For electronic resources, the values can be selected from the IMT list of terms in this section. This element can also be used to describe the size of electronic resources in bytes by using the "extent" refinement. The ISO scheme can also be used to indicate that the resource is available via an ISO-based standard.</p> <p>In principle, formats can include physical media such as books, serials, or other non-electronic media.</p> <p>Information concerning the size of a resource may be included in the content of the Format element if available. In resource discovery this might be used as a criterion to select resources of interest, since a user may need to evaluate whether they can make use of the resource</p>
Using the element when describing a service	<p>Format is not generally useful for describing services. Where a service is delivered electronically, and is also delivered through a physical channel such as a branch office or a shop front, you would make this clear by using the Availability element</p>
Role of the element in a portal	<p>The Portal displays this element on the results page. Displayed on metadata full record screen.</p>

Examples	<p>[IMT] text/html  [IMT] application/pdf  (extent) 24 Mb  (medium) CD-ROM  30 pages  30 cm high  100 grams  [ISO] 23950  [IMT] video/quicktime  (extent) 6 minutes</p>																														
Format element Values	<p>The more commonly used values for the Format element that use the Internet Media Types (IMT) are listed here.</p> <table border="1" data-bbox="516 751 1375 1839"> <thead> <tr> <th data-bbox="516 751 857 821">IMT</th> <th data-bbox="865 751 1375 821">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 827 857 884">text/plain</td> <td data-bbox="865 827 1375 884">Unformatted text</td> </tr> <tr> <td data-bbox="516 890 857 947">text/html</td> <td data-bbox="865 890 1375 947">Web pages (HTML)</td> </tr> <tr> <td data-bbox="516 953 857 1010">text/sgml</td> <td data-bbox="865 953 1375 1010">SGML document</td> </tr> <tr> <td data-bbox="516 1016 857 1073">text/xml</td> <td data-bbox="865 1016 1375 1073">XML document</td> </tr> <tr> <td data-bbox="516 1079 857 1199">multipart/mixed</td> <td data-bbox="865 1079 1375 1199">Mixed format resources, which are encoded according to Internet MIME standard</td> </tr> <tr> <td data-bbox="516 1205 857 1262">message/rfc822</td> <td data-bbox="865 1205 1375 1262">Electronic mail (Internet format)</td> </tr> <tr> <td data-bbox="516 1268 857 1325">application/postscript</td> <td data-bbox="865 1268 1375 1325">Postscript document</td> </tr> <tr> <td data-bbox="516 1331 857 1388">application/rtf</td> <td data-bbox="865 1331 1375 1388">Rich Text Format document</td> </tr> <tr> <td data-bbox="516 1394 857 1451">application/wordperfect</td> <td data-bbox="865 1394 1375 1451">WordPerfect document</td> </tr> <tr> <td data-bbox="516 1457 857 1514">application/pdf</td> <td data-bbox="865 1457 1375 1514">Portable Data Format document</td> </tr> <tr> <td data-bbox="516 1520 857 1577">application/msword</td> <td data-bbox="865 1520 1375 1577">Microsoft Word document</td> </tr> <tr> <td data-bbox="516 1583 857 1703">application/EDIFACT</td> <td data-bbox="865 1583 1375 1703">Electronic Data Interchange For Administration, Commerce and Transport resource</td> </tr> <tr> <td data-bbox="516 1709 857 1766">image/jpeg</td> <td data-bbox="865 1709 1375 1766">JPEG encoded image</td> </tr> <tr> <td data-bbox="516 1772 857 1829">image/gif</td> <td data-bbox="865 1772 1375 1829">GIF encoded image</td> </tr> </tbody> </table>	IMT	Description	text/plain	Unformatted text	text/html	Web pages (HTML)	text/sgml	SGML document	text/xml	XML document	multipart/mixed	Mixed format resources, which are encoded according to Internet MIME standard	message/rfc822	Electronic mail (Internet format)	application/postscript	Postscript document	application/rtf	Rich Text Format document	application/wordperfect	WordPerfect document	application/pdf	Portable Data Format document	application/msword	Microsoft Word document	application/EDIFACT	Electronic Data Interchange For Administration, Commerce and Transport resource	image/jpeg	JPEG encoded image	image/gif	GIF encoded image
IMT	Description																														
text/plain	Unformatted text																														
text/html	Web pages (HTML)																														
text/sgml	SGML document																														
text/xml	XML document																														
multipart/mixed	Mixed format resources, which are encoded according to Internet MIME standard																														
message/rfc822	Electronic mail (Internet format)																														
application/postscript	Postscript document																														
application/rtf	Rich Text Format document																														
application/wordperfect	WordPerfect document																														
application/pdf	Portable Data Format document																														
application/msword	Microsoft Word document																														
application/EDIFACT	Electronic Data Interchange For Administration, Commerce and Transport resource																														
image/jpeg	JPEG encoded image																														
image/gif	GIF encoded image																														

	image/png	PNG encoded image
	video/mpeg	MPEG encoded video
	video/quicktime	Quicktime encoded video
	model/vrml	VRML encoded resource

## 1.15 Mandate

Name	Mandate
Definition	A specific legal instrument which requires the resource to be created or provided. A legal instrument can be an Act, Regulations, other secondary legislation such as Rules, or rulings or binding determinations by statutory authorities (such as Court cases)
Purpose	This section contains the rules for the Mandate element when creating metadata records. This element refers to any legal instrument which requires the resource to be created or provided for public access. It describes the legal authority a Department has to provide a service, or information, or other resource.
Obligation	Conditional
Element Refinements	act - the specific Act which requires the resource to be created or provided; regulations - the specific regulations which requires the resource to be created or provided; rules - the specific rule or bylaw which requires the resources to be created or provided; court Case - reference to the actual court case which requires the resource to be created or provided
Encoding schemes	None - but please use generally accepted legal notation.
Default Value	None
Scope and interpretation	The Mandate element is useful to show the legal authority or specific legal mandate which requires the resource to be created or provided to the public. It is a useful access point for searchers wanting information about specific legal instruments or cases. The content of this element will usually be a reference to a specific Act, Regulation, Rule or Case. It could also be a URI pointing to an on-line version of the legal instrument in question.
Using the element when describing a service	Most government services have some kind of legal authority providing the framework for their setup and delivery. This element is very useful to searchers wanting to know more about the background to a service, so its use is recommended
Role of the element in a portal	Displayed on metadata full record screen
Examples	(act) Maternity Benefit Act 19.. (act) Information Technology Act 2000 (rules) Government of Andhra Pradesh Minimum Wages rules (courtCase) ABC Cements v Government of Andhra Pradesh [1994] 1 LLR 48

## 1.16 Date

Name	Date																						
Definition	A date associated with an event in the life cycle of the resource. Typically, Date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a profile of ISO 8601 [Date and Time Formats, W3C Note, <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a> ] and follows the YYYY-MM-DD format.																						
Purpose	The Date element allows a searcher to restrict their search to resources relating to a certain date - when the resource was created, modified, valid or issued																						
Obligation	Mandatory																						
Element Refinements	<p>When Date is used, you must use one of the following:</p> <table border="1" data-bbox="540 762 1383 1869"> <tbody> <tr> <td data-bbox="540 762 748 829"></td> <td data-bbox="748 762 1383 829"></td> </tr> <tr> <td data-bbox="540 829 748 926">Acquired</td> <td data-bbox="748 829 1383 926">The date on which the resource was received into the organisation.</td> </tr> <tr> <td data-bbox="540 926 748 1083">Accepted</td> <td data-bbox="748 926 1383 1083">The date on which the resource was accepted for further processing by an authority. For e.g. the date on which the application was accepted though it may have been submitted earlier</td> </tr> <tr> <td data-bbox="540 1083 748 1180">Approved</td> <td data-bbox="748 1083 1383 1180">The date on which the resource was formally approved by the approving authority</td> </tr> <tr> <td data-bbox="540 1180 748 1276">Available</td> <td data-bbox="748 1180 1383 1276">Date (often a range) that the resource will become or did become available.</td> </tr> <tr> <td data-bbox="540 1276 748 1333">Created</td> <td data-bbox="748 1276 1383 1333">Date of creation of the resource.</td> </tr> <tr> <td data-bbox="540 1333 748 1430">Cut-off date</td> <td data-bbox="748 1333 1383 1430">Date from which the resource should no longer be added to or modified.</td> </tr> <tr> <td data-bbox="540 1430 748 1526">Closed</td> <td data-bbox="748 1430 1383 1526">Date which the capacity to store the resource as part of a collection was revoked.</td> </tr> <tr> <td data-bbox="540 1526 748 1654">Copyrighted</td> <td data-bbox="748 1526 1383 1654">Date of a statement of copyright. Use if date is different from date.created or if date.created is not given.</td> </tr> <tr> <td data-bbox="540 1654 748 1782">Submitted</td> <td data-bbox="748 1654 1383 1782">The date on which the resource was formally submitted for approval; Date of submission of the resource (e.g. report, article etc.).</td> </tr> <tr> <td data-bbox="540 1782 748 1879">Declared</td> <td data-bbox="748 1782 1383 1879">Date on which the resource was declared, filed or stored.</td> </tr> </tbody> </table>			Acquired	The date on which the resource was received into the organisation.	Accepted	The date on which the resource was accepted for further processing by an authority. For e.g. the date on which the application was accepted though it may have been submitted earlier	Approved	The date on which the resource was formally approved by the approving authority	Available	Date (often a range) that the resource will become or did become available.	Created	Date of creation of the resource.	Cut-off date	Date from which the resource should no longer be added to or modified.	Closed	Date which the capacity to store the resource as part of a collection was revoked.	Copyrighted	Date of a statement of copyright. Use if date is different from date.created or if date.created is not given.	Submitted	The date on which the resource was formally submitted for approval; Date of submission of the resource (e.g. report, article etc.).	Declared	Date on which the resource was declared, filed or stored.
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	Issued	Date of formal issuance (e.g. publication) of the resource or the date on which the resource was made formally available.
	Modified	Date on which the resource was last changed or modified.
	Next version due	Date on which the resource is due to be superseded.
	Updating frequency	How often the resource is updated.
	Valid	The date (often a range) of validity of a resource - the date when the resource becomes valid, or ceases to be valid, or the date range for when the resource is valid
Encoding schemes	<p>ISO 8601 - the list of acceptable formats is in this section</p> <p>DCMIPeriod - a standard for expressing validity dates and date ranges, which uses ISO 8601 for formatting the actual dates</p>	
Default Value	None	
Scope and interpretation	<p>The Date element can also indicate time, if it is relevant information about the particular resource.</p> <p>Date ranges can be expressed using “/” as a separator, according to ISO 8601. For example, 2001-01-01/2001-01-31</p> <p>For a collection, a date range can be used to describe the collective creation date range of all the resources which make up the collection.</p> <p>If the resource being described is only valid for a certain time, or if it is only valid up to one date from another date, then the valid qualifier should be used with the DCMIPeriod encoding scheme.</p> <p>It is up to individual Departments to decide when a change is a modification to a resource, and when changes to a resource are so significant that they actually create a new resource - which will require its own set of metadata.</p> <p>Note that where there are multiple versions of a resource, each resource will need its own metadata set or record with one set of dates. Do not attempt to use multiple dates to describe multiple resources within one metadata entry for something like a web-based version of a resource and a paper version. You need one metadata record for each resource.</p> <p>Where the content of a resource refers to a period or time, this should be described using the Coverage element. The Date element only refers to the resource itself, not the intellectual content. The Coverage element refers to time periods covered or discussed in the content of the resource.</p> <p>If the full date is unknown, month and year (YYYY-MM) or just year (YYYY) may be used. Many other schemas are possible, but if used, they may not be easily interpreted by users or software.</p>	

Using the element when describing a service	The Date element is for the resource itself, such as the web site, the form, or whatever. It is not likely to apply to the service itself. If the service itself has periodic or seasonal dates when it is available, then the Availability element should be used to describe this, not the Date element
Role of the element in a portal	Displayed on metadata full record screen.
Examples	(valid) [DCMIPeriod] start=1999-01-01 (created) [ISO 8601] 1999 [ISO 8601] 2001 (valid) 1996 -

Date Formats

Year	YYYY	(e.g. 1997)
Year and month	YYYY-MM	(e.g. 1997-07)
Complete date	YYYY-MM-DD	(e.g. 1997-07-16)
Complete date plus hours and minutes	YYYY-MM-DDThh:mmTZD	(e.g. 1997-07-16T19:20+01:00)
Complete date plus hours, minutes and seconds	YYYY-MM-DDThh:mm:ssTZD	(e.g. 1997-07-16T19:20:30+01:00)
Complete date plus hours, minutes, seconds and a decimal fraction of a second	YYYY-MM-DDThh:mm:ss.sTZD	(e.g. 1997-07-16T19:20:30.45+01:00)
Periods of Time when start and end dates are known	YYYY-MM-DD/YYYY-MM-DD	(e.g. 1997-07-16/1997-8-17)
Periods of Time when the start or end date are not known	YYYY-MM-DD/- OR -/YYYY-MM-DD	(e.g. 1997-07-16/-OR-/1997-8-17)

Hours and minutes may be expressed in periods of time, using the conventions described above, where:

- YYYY = four-digit year
- MM = two-digit month (01=January, etc.)
- DD = two-digit day of month (01 through 31)
- hh = two digits of hour (00 through 23) (am/pm NOT allowed)
- mm = two digits of minute (00 through 59)
- ss = two digits of second (00 through 59)
- s = one or more digits representing a decimal fraction of a second
- TZD = time zone designator (Z or +hh:mm or -hh:mm)

### 1.17 Disposal

<b>Name</b>	<b>Date-Disposal</b>																									
Definition	The retention and disposal instructions for the resource																									
Purpose	Helps the user manage resources and ensure that they are not kept after they are needed or disposed of before their time																									
Obligation	Conditional																									
Element Refinements	<table border="1"> <tr> <td style="background-color: #d3d3d3;">Auto Remove Date</td> <td>The date on which the resource will automatically be removed from the system</td> </tr> <tr> <td>Disposal action</td> <td>The action to be taken once the condition is reached</td> </tr> <tr> <td style="background-color: #d3d3d3;">Disposal authorisedby</td> <td>The identity of the role, the person or the policy authorizing the disposal</td> </tr> <tr> <td>Disposal comment</td> <td>The reason for disposal</td> </tr> <tr> <td style="background-color: #d3d3d3;">Disposal conditions</td> <td>An event that triggers disposal of the resource, e.g. closure of folder</td> </tr> <tr> <td>Disposal date</td> <td>The date the disposal action is due to take place, i.e. from the disposal event, plus the disposal time period</td> </tr> <tr> <td style="background-color: #d3d3d3;">Date of last review</td> <td>The date the disposal schedule was last reviewed</td> </tr> <tr> <td>Disposal export destination</td> <td>The location where an exported resource will be disposed, e.g. Records room for permanent preservation</td> </tr> <tr> <td style="background-color: #d3d3d3;">Disposal review</td> <td>The date on which the resource should be reviewed to determine the need to retain it</td> </tr> <tr> <td>Disposal review details</td> <td>The details of the review decision which has been taken</td> </tr> <tr> <td style="background-color: #d3d3d3;">Disposal reviewer details</td> <td>The identity of the reviewer</td> </tr> <tr> <td>Disposal schedule ID</td> <td>The disposal schedule used to determine the disposal of the resource</td> </tr> </table>	Auto Remove Date	The date on which the resource will automatically be removed from the system	Disposal action	The action to be taken once the condition is reached	Disposal authorisedby	The identity of the role, the person or the policy authorizing the disposal	Disposal comment	The reason for disposal	Disposal conditions	An event that triggers disposal of the resource, e.g. closure of folder	Disposal date	The date the disposal action is due to take place, i.e. from the disposal event, plus the disposal time period	Date of last review	The date the disposal schedule was last reviewed	Disposal export destination	The location where an exported resource will be disposed, e.g. Records room for permanent preservation	Disposal review	The date on which the resource should be reviewed to determine the need to retain it	Disposal review details	The details of the review decision which has been taken	Disposal reviewer details	The identity of the reviewer	Disposal schedule ID	The disposal schedule used to determine the disposal of the resource	
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Disposal schedule ID	The disposal schedule used to determine the disposal of the resource																									



	Disposal time period	A specific period of time following a specific event determining the period for which the resource must be kept for business purposes
Encoding schemes	W3C - Date formats (Disposal date, Review date, Date of last review) <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a> (schema at <a href="http://dublincore.org/2003/03/24/dcq#W3CDTF">http://dublincore.org/2003/03/24/dcq#W3CDTF</a> )	
Default Value	None	
Scope and interpretation	<p>It is recommended that all web pages have a Review date, so webmasters can easily locate pages before they become out of date and take necessary action, e.g. modify them and send the original to their organization's records office.</p> <p>AutoRemoveDate is used for machine generated removals, where there is absolutely no need for human intervention and review.</p> <p>Many of the refinements will be used almost entirely for long-term records management purposes.</p> <p>Disposal in electronic records management systems (ERMS) is generally managed at the folder level. ERMS manage the disposal of resources to ensure they are only destroyed in accordance with an agreed disposal schedule and retained for periods consistent with the need to retain the resource.</p>	
Using the element when describing a service	Not applicable	
Role of the element in a portal	Not applicable	
Examples	<p>For a resource which will need to be sent to Archives for archiving after a set period: disposal.conditions: Five years after completion of programme                      Action: Retain until transfer to Archives</p> <p>For a web page which states that 'The final report will be published in August 2003' disposal.review: 2003-08-01</p> <p>For a resource which will automatically be removed on 3rd September 2003, without any review taking place disposal.autoRemoveDate: 2003-09-03</p>	

## 1.18 Preservation

Name	Preservation
Definition	Information to support the long-term preservation of a resource
Purpose	Enables users now and in the future to read, interpret and use the resource
Obligation	Conditional
Element Refinements	Original format - The original format of the resource
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>Preservation will be mainly used by records managers and others engaged in the long-term storage of official records.</p> <p>It will be used to support departmental migration activity, sustainability and archival preservation of the resource.</p> <p>A variety of approaches may have to be taken to sustain and preserve electronic resources and their components across technical platforms. Information on the technical environment that produced the original objects greatly improves the chances of such approaches being achieved successfully and may make possible digital archaeological reconstruction where past management has been lacking (and costs are justified). Some of this information may need to be included in archival description or custody documentation.</p> <p>As preservation strategies across government emerge, some of the refinements may need to be mandated in future for resources identified as being of long-term importance. Additionally, some will be concerning the original environment of the records (possibly requiring automatic capture at declaration stage) and others may be defined at the batch level for resources at platform or format migration.</p> <p><a href="#">Relation.hasFormat</a> - This refers to another resource which is essentially the same intellectual content presented in another format. Preservation.originalFormat refers to the format in which the resource was first made but in which it no longer exists.</p>
Using the element when describing a service	Does not apply
Role of the element in a portal	Supports the Web administrators in preserving certain web pages over a period of time
Examples	<p>For a resource which was originally created in WordStar version 2, but has since been converted to Word and is no longer available in WordStar</p> <p>Preservation.originalFormat: WordStar v2</p>

## 1.19 Availability

Name	Availability
Definition	How the resource can be obtained, or contact information
Purpose	The Availability element is mostly used for services and non-electronic resources, to provide information for searchers about physical access to the resource
Obligation	Conditional - mandatory for off-line resources and services
Element Refinements	None
Encoding schemes	None
Default Value	None
Scope and interpretation	<p>The Availability element should be repeated to show multiple access points - for example, a service where someone could pay a bill at two separate locations. Generally, full details of how any service can be obtained, or contact information, should be provided.</p> <p>Metadata provided in this element should support direct searching by people who want to use a service or off-line resource, and mediated searching by people like call centre operators.</p> <p>The Availability element is not used to describe an on-line resource - where you should use the Identifier element instead.</p> <p>If you are describing a service or an off-line resource, then the Availability element must be used.</p> <p>If a resource is available both on-line and off-line, then two metadata records are required.</p> <p>For a service, you may need to describe both the service itself, and the resources such as web pages used in delivery or in providing information about the service.</p>
Using the element when describing a service	<p>The Availability element should always be used to describe how people locate a service.</p> <p>It should include enough information so somebody knows where to go to obtain the service.</p> <p>The element can be repeated for different contact points or personal names etc.</p>
Role of the element in a portal	<p>The Portal displays this element on the results page.</p> <p>Displayed on metadata full record screen</p>
Examples	<p>For a caste certificate issued by MRO, the availability element should provide the physical location including its address, contact person and contact telephone, from where the printed, duly signed certificate could be collected.</p>

## 1.20 Rights

Name	Rights
Definition	Information about the rights for management of information resources or services, such as copyright, or access terms and conditions applying to the resource being described.
Purpose	The Rights element will be displayed to the searcher as significant information about copyright of resources, and access constraints for a resource or service. This element is not a primary search point, and can be text or a pointer to a URI address which contains a copyright statement.
Obligation	Optional
Element Refinements	None
Encoding schemes	None compulsory - but use URI - Uniform Resource Identifier - for reference to web-pages.
Default Value	Copyright © Andhra Pradesh yyyy (where yyyy represents the current year)
Scope and interpretation	<p>Although this element is optional, its use is highly recommended when information resources or services are being described.</p> <p>Although the APGILS metadata describing the resource might be freely available, the actual resource or service may have some restrictions on it regarding access.</p> <p>If this is the case, then the Rights element should be used to describe access terms and conditions. Note that there is no way of enforcing the access policy through the metadata, and Departments will need some kind of external mechanism to do this. If a resource or service is freely available without any restrictions or conditions on usage, then this element should be left blank.</p> <p>Note that this element should only be used for intellectual property rights or restrictions on access to a resource or service. Details on where and how to get at the resource or service should be recorded in the Availability element, not here. The Rights element deals with who can legitimately have access to a resource or service. Availability deals with how to obtain.</p> <p>Information about rights held in and over the resource. Typically a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource.</p>
Using the element when describing a service	When describing rights to access a service in this element, the Department will need to create free text describing who can access the service and why. For example, the service may only be available to Andhra Pradesh citizens.

Role of the element in a portal	Displayed on metadata full record screen.
Examples	[URI] <a href="http://www.ap.gov.in/cgg/copyright.html">http://www.ap.gov.in/cgg/copyright.html</a> The reports from the AP online performance tracking system (OLTPS) may only be seen by the Secretaries and Heads of Departments

## 1.21 Coverage

Name	Ownership-Coverage
Definition	<p>Coverage describes the extent or scope of the content of the resource:</p> <ul style="list-style-type: none"> <li>-The spatial location (a place name or geographic co-ordinates)</li> <li>-Temporal period (a period label, a date, or a date range), or</li> <li>-Jurisdiction (such as a named administrative region where the content applies).</li> </ul>
Purpose	<p>The Coverage element allows a search to be restricted to resources about a certain place or time. This is not intended to be primary search point. It allows a search to be refined within resources that contain temporal, spatial, legislative, jurisdictional or demographic data. The Coverage element can be specified as an additional element within the primary search criteria.</p> <p>If you are attempting to describe the group you expect to use the resource, use the Audience element rather than Coverage.</p>
Obligation	Recommended when describing a service, otherwise optional
Element Refinements	<p>The refinement "jurisdiction" refers to the territory over which a particular government or government Department exercises its authority. Where the content of the resource has a jurisdiction, it is recommended that the jurisdiction covered by the resource be included in this element.</p> <p>The refinement "spatial" refers to locations or areas that are covered by or discussed in the content of the resource. These are usually standard place names of a location. For services, this describes the geographical area covered by the service - as opposed to the legal jurisdiction.</p> <p>The refinement "temporal" refers to time periods that are covered by or discussed in the content of resource - such as the middle ages. This is usually stated in a standard period name for the time, or using a date or a date range. The rules on dates and date ranges are attached in this section.</p> <p>The points at which the services are delivered would come under the Availability element, not the Coverage element.</p> <p>jurisdiction - the jurisdiction affected by the content of the resource - a legal concept - examples:</p> <p>geographicDescription - a proper name - from AP MPHS database</p> <p>geographicBox - use the DCMI Box Encoding Scheme at: <a href="http://dublincore.org/documents/2000/07/28/dcmi-box/">http://dublincore.org/documents/2000/07/28/dcmi-box/</a></p> <p>geographicElements - defined polygons</p> <p>temporal - temporal coverage, or the time periods covered in the content of the resource.</p> <p>Country Name / Country Code: The name of the country as classified under ISO 3166</p>

Encoding schemes	Examples only: Date Encoding Scheme; ISO 8601 - standard for dating and coding
Default Value	All of India
Scope and interpretation	<p>Element Description: The extent or scope of the content of the resource. Coverage will typically include spatial location (a place name or geographic co-ordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [AP eThesaurus of Geographic Names), and that, where appropriate, named places or time periods be used in preference to numeric identifiers such as sets of co-ordinates or date ranges.</p> <p>If a Department uses its own standard scheme for either spatial or temporal coverage, the scheme name should be included in the Coverage element.</p> <p>Note that Coverage always relates to the content of the resource, not to the users or the Availability of the resource.</p> <p>The refinement “jurisdiction” refers to the territory over which a particular government or government Department exercises its authority. Where the content of the resource has a jurisdiction, it is recommended that the jurisdiction covered by the resource be included in this element.</p> <p>The refinement “spatial” refers to locations or areas that are covered by or discussed in the content of the resource. These are usually standard place names of a location. For services, this describes the geographical area covered by the service - as opposed to the legal jurisdiction.</p> <p>The points at which the services are delivered would come under the Availability element, not the Coverage element.</p> <p>The refinement “temporal” refers to time periods that are covered by or discussed in the content of resource - such as the middle ages. This is usually stated in a standard period name for the time, or using a date or a date range. The rules on dates and date ranges are attached in this section. If you are attempting to describe the group you expect to use the resource, use the Audience element rather than Coverage.</p> <p>Whether this element is used for spatial or temporal information, care should be taken to provide consistent information that can be interpreted by users. For most simple applications, where place names or coverage dates might be useful, whether the information is numeric or alphabetical may be enough to differentiate. For more complex applications, consideration should be given to additional qualification.</p>
Using the element when describing a service	<p>Coverage relates to the content of the resource. For example, for something like a fishing license, you could use the Coverage element as follows:</p> <ul style="list-style-type: none"> <li>• Use the spatial refinement to describe the area for which the fishing license is valid</li> </ul>

	<ul style="list-style-type: none"> <li>• Use the temporal refinement to show the date range of the time the license was valid for</li> <li>• Use the jurisdiction refinement to show the name of the authority regulating the license and its jurisdiction.</li> </ul> <p>The Audience element would be used to show who should use the resource, but the Availability element would be used for the points at which the service is delivered - the physical or virtual addresses where someone can get a license</p>
<p>Role of the element in a portal</p>	<p>The Portal uses the Jurisdiction refinement to enable the user to see resources relevant only to their (or another) location. This is especially advantageous to the user where equivalent resources are available for different regions. Displayed on metadata full record screen</p>
<p>Examples</p>	<p>(jurisdiction) Andhra Pradesh                  (temporal) [ISO 8601] 2000-07-01/2001-06-30                  (spatial) Hyderabad, Andhra Pradesh</p>



## 1.22 Audience

Name	Audience
Definition	The target audience of the resource
Purpose	The Audience element describes the intended audience of a resource. It allows searchers to specify the particular audience they belong to, so only resources relevant to them get displayed. It also allows searchers to decide whether a service or resource is worth accessing or retrieving
Obligation	Optional
Element Refinements	Addressee
Encoding schemes	AP Vocabulary for Audience - <a href="#">AP-Metadata AUDIENCE Encoding Scheme (AP-MTAS)</a>
Default Value	All
Scope and interpretation	A searcher could use this element to decide whether a resource was worth accessing or retrieving based on the audience the resource was designed for. Where a target audience is described using a numbered index, it is recommended that a common use term also be used, so that a searcher can use either the code or the term
Using the element when describing a service	It can also be used by a Department to target a service or resource at a particular demographic or socioeconomic group
Role of the element in a portal	This element is used by the Portal to group resources relevant to particular communities of interest. Displayed on metadata full record screen
Examples	All Administration Manager Scheduled Caste / Scheduled Tribe Physically handicapped Government employees

## 1.23 Location

<b>Name</b>	<b>Location</b>	
Definition	The physical location of the resource	
Purpose	Enables the physical form of the resource to be found	
Obligation	Conditional	
Element Refinements	Current location	The temporary place the resource is located, e.g. the name and address of a person who has checked out a disc
	Home location	The place the resource is normally stored
	Spatial	the spatial location (a place name or geographic co-ordinates)
Encoding schemes	AP District / Village Codes	
Default Value	None	
Scope and interpretation	<p>Location will mainly be used for items held in a physical format, e.g. paper files.</p> <p>This is especially relevant for items listed in a meta-database (a catalogue containing the metadata of resources but not the resources themselves). Meta-databases may refer to items not available in electronic format.</p> <p>It will also be valuable for electronic resources stored on physical media, e.g. magnetic tapes or CD-ROMs.</p> <p>Identifier - The URL or filename refers to an electronic, machine readable pathway, not a physical location. Such information should go in the Identifier element.</p> <p>Coverage - This element concerns what the resource is about and not where the resource is</p>	
Using the element when describing a service	Required to help obtain the service from a specified location	
Role of the element in a portal	Informational	
Examples	<p>General</p> <p>location: Storeroom 16, Box 38</p> <p>location: Library, Dr.MCR HRD Institute, disc 1874D</p>	

## **D: Metadata Operational Specifications**

As mentioned in the above sections, the Metadata Framework provides the conceptual basis to maintain and search the Government resource repositories. Therefore, the framework deals with the abstract concept of metadata and the specifics of metadata elements. In other words, it deals with a standard set of elements against which metadata must be captured and the encoding rules for the information captured.

However, what the Metadata Framework does not provide is the exact mode and mechanism of the search and retrieval facility (subject of this specification).

It is needless to say that the Government repository will not be one single repository but many departmental repositories together, acting as one. Therefore, it is essential that there be defined a common interface through which the resources could be searched and retrieved. Moreover, this interface needs to have the following features:

- 1) The interface should be technology neutral
- 2) The interface should be extensible
- 3) The interface should be standardized across all the repositories
- 4) The interface should be easy to use

The Metadata Framework Operational Specification focuses on three broad areas of concern viz.:

- A) Metadata Management Policies
- B) Metadata Integration Mechanics
- C) Metadata Search and Information Retrieval Facility

Metadata Management Policies deal with concerns related to metadata collection, maintenance, and publication and access policies.

Metadata Integration Mechanics deals with the technology neutral interfaces to the metadata, the access mechanisms and the protocols governing the search/access of metadata

Metadata Search and Information Retrieval Facility deals with specifications for the search facility to be provided for efficient retrieval of information resources.

### **D.1 Metadata Management Policies**

Ongoing compatibility with international standards is important to AP-MFSOS. Changes will be considered for inclusion in future versions of AP-MFSOS. Similarly, any changes

made to the Dublin Core will be considered. The Change management responsibility will vest with the AP-State Apex Board, details of which are outlined in a separate document.

The Metadata Management Policies is a critical component of MFSOS and lays down a framework under which the entire metadata management can be performed. This framework provides the necessary context and standardized means to ensure the accuracy and usability of the metadata associated with information resources. This framework addresses the policy issues in four distinct parts, where each part deals with a specific policy facet of the framework.

- a) Metadata Collection and Association Policy
- b) Metadata for non-electronic resources
- c) Metadata Maintenance Policy
- d) Metadata Publication Policy
- e) Metadata Access Policy

#### **D.1.1 Metadata Collection and Association Policy**

The Metadata Collection and Association Policy covers the policy considerations while metadata is collected for an information resource and the collected metadata is associated with the resource.

The Metadata Framework and Standards provides a set of metadata elements and refinements, which meaningfully captures the meta-information regarding a resource. However, some of these elements and refinements provide the baseline minimum metadata for any resource and any effort to capture metadata **MUST**, at the minimum, capture these elements and associate them with the information resource. This standardization will allow any metadata search and information location mechanism to assume a minimum set of metadata elements that are available for all the information resources. The details of such mandatory, option, conditional and recommended is detailed separately.

#### **D.1.2 Metadata for Non-electronic Resources**

To achieve a comprehensive categorization of information resources and to make them available on “any time any where” basis, it is desired that the resources are available in electronic form, so that they can be widely accessed. However, this specification recognizes the fact that at the present moment most of the documents/forms and other information resources of the Government are available in paper-based formats.

To make these resources truly accessible and available, they need to be converted to electronic form. This section does not provide the road map of converting a paper-

based resource to its electronic form, which is a subject outside the scope of this document. This section provides the essential pointers and policies to be applied to information resources, which needs to migrate from paper-based form to electronic form but for the moment is only available in paper-based form.

Metadata can be associated with these non-electronic resources in the same way it is applied for an electronic resource. Metadata needs to be constructed for paper-based documents (following minimally the above mentioned elements), which are considered to have informational value and this metadata needs to be associated with the resources. The metadata **MUST** be published in a searchable fashion.

### D.1.3 Metadata Maintenance Policy

In the Government information repository, there will be information resources that will need to undergo changes. Once an information resource changes, the metadata associated with it also needs to change. Therefore, there is a need for maintenance of the metadata associated with various information resources. This section lays down a few policies for this kind of maintenance.

1. A set of primary metadata **MUST** be in a position to be located given a resource
2. When an information resource undergoes a change that needs to be reflected in the primary metadata; the metadata **MUST** be updated to reflect the change
3. When an information resource is de-published from the Government information repository, the corresponding primary metadata **MUST** be made invisible to any search and retrieval mechanisms<sup>4</sup>
4. There **MAY** exist in publication, more than one version of an information resource. In which case, there **MUST** exist one set of primary metadata for each of the versions and each of these versions **MUST** be considered to be an individual information resource. If these exists multiple versions of an information resource in publication, each of the primary metadata for the versions **MUST** contain the ***Resource Identifier.IsVersionOf*** and ***Resource Identifier.HasVersion*** metadata elements.

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<sup>4</sup> It needs to be mentioned here that locating the corresponding primary metadata given a resource is an important consideration and will play a key role in maintaining the metadata, however, this consideration is very specific to implementation and this document does not address the exact mechanics of the same. This document only mandates that this be made possible by the implementation.

5. For the purpose of this specification, the ownership and maintenance responsibilities of the primary metadata and the resource pertaining to the metadata lies with the publisher of the resource.
6. A detailed proposal on Change Management is presented in the document “Managing Metadata and Data Standards in eGovernance in Andhra Pradesh”, which has been submitted separately to the Government.

#### D.1.4 Metadata Publication Policy

A set of primary metadata when constructed and associated with an information resource needs to be published, so that it can be meaningfully used by the information search and retrieval mechanisms. This section puts forth a few policies for publishing of metadata and its corresponding resource.

1. To bring an information resource into Government information repository, the primary metadata of the resource **MUST** be published. Any resource, for which the primary metadata has not been published **SHALL NOT** be considered to be a part of the Government information repository
2. Access to information resources **MUST** be possible, given the published primary metadata for the same. However, this access **MAY** be mediated by another entity. The mediating entity **MUST** be in a position to be referenced by an URI reference. In case the mediator is an electronic entity (server side component etc.), it **MUST** be accessible through HTTP protocol (refer to Information Accessibility Framework for details of the version of the protocol). In case, the mediator is non-electronic in nature, it **MUST** still be in a position to be referenced by an URI reference and through HTTP protocol, however, in this case accessing the URI **MUST** result in a set of instruction to be followed to retrieve the information resource<sup>5</sup>
3. In case, a set of primary metadata for an information resource points to a mediating entity and the mediating entity does not mediate for the resource, the primary metadata **MUST** be considered to be invalid
4. A mediating entity **MUST NOT** be considered as a resource and as such no primary metadata **SHALL** be associated with the mediating entity.

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<sup>5</sup> The exact mechanism of retrieval of an information resource that is being mediated by another entity is a specific implementation aspect of the mediating entity and is outside the scope of this document. However, this document does mandate that if an information resource is of electronic in nature, it **MUST** be in a position to be retrieved electronically through the mediating entity. If the resource is paper-based, the retrieval specifics are left to the mediating entity.

### D.1.5 Metadata Access Policy

Any information resource, when published needs to be available to the larger public and as such should have access policies defined for it. This section defines the policies pertaining to access of published primary metadata and the information resources it is associated with.

1. Access to the published metadata MAY be granted directly or through a proxy. In any case, the metadata representation SHALL not violate the published schema and the mode of retrieval SHALL follow the established protocol
2. The published primary metadata for an information resource MUST be accessible by electronic means and this means MUST conform to the established mechanism. Alternate means of access to this primary metadata MAY be provided; if this facility is provided, it SHALL be in addition to the standardized means and MUST be considered to be non-standard and proprietary in nature by all information search and retrieval mechanisms
3. The information resources for which primary metadata has been published SHALL be considered to be in public domain and as such SHALL NOT have any access restrictions other than considerations for payments etc.

Any primary metadata that is published **SHALL** be considered to be in public domain

## D.2 Creating Metadata

### D.2.1 Planning

Government Departments need to include 'creating AP metadata' in their overall information management plans.

### D.2.2 Key decisions to be made

- ❑ Which resources should be described with AP metadata?
- ❑ How should the resources which need metadata be prioritized for the creation of metadata?
- ❑ How much detail should be included in the metadata created for each resource?
- ❑ Who in the Government Department will create and maintain the metadata, and when will they create it?
- ❑ How will the organization manage quality control, training and changes in standards?

- ✘ Where will the metadata be stored?

### D.2.3 The role of the metadata manager

Each Department or an organization within the Government will need to nominate Metadata Manager.

This person should have discretion to decide which resources require metadata. This person will also have responsibility for deciding how AP metadata is used in their own Department.

In small Departments, this person is likely to create metadata as well. In larger Departments, they will manage a number of possible approaches to metadata authoring - perhaps training individuals responsible for particular resources how to create the AP metadata to describe those resources.

The metadata manager will be responsible for ensuring the Department's compliance with the government's requirement to provide AP metadata. Other managers and supervisors across the organization will need to be made aware of their responsibilities and do whatever is required to provide the metadata.

### D.2.4 Time and money

It is likely that considerable input will be required to comply with the AP metadata standard to start with - but that the benefits will make the investment worthwhile. As time goes on, Departments need to allow for maintenance and for creating metadata for new resources.

It is most cost effective to create metadata as early as possible in the life of a resource - ideally when the resource is created and published.

### D.2.5 Approach to Metadata Creation

#### D.2.5.1 Recommendation - start with high-level collection-level records

If a Department has identifiable collections of resources, such as those found together on a particular section of a Department website, then this is the place to begin. Doing the high level collection level records first will:

- ✘ make the creation of item-level records more efficient later on
- ✘ provide good coverage of records for the searching public as quickly as possible
- ✘ achieve rapid compliance with the AP metadata standards, and



- ❑ assist external search engines and end users by providing a small amount of targeted metadata, rather than a large amount of detailed metadata. On a Department website, collection-level resources are usually things like:

12. The home page

13. The media release access page

14. The front page for a collection of resources on a specific topic, etc.

#### D.2.5.2 Other issues to consider

Departments will need to develop their own criteria for ranking usefulness of metadata according to the following:

- ❑ Usefulness to their customer groups
- ❑ Gaps where there is low visibility for a resource which needs its awareness raised
- ❑ Time required to create metadata records
- ❑ Existing business processes and their suitability for creating AP metadata records
- ❑ Design of an ongoing process to continually monitor and reassess the Department's needs in terms of metadata
- ❑ Priorities where services are shared across Departments

#### D.2.6 Before Beginning

Each Department will need to do the following things before beginning the creation of AP-compliant metadata records:

##### D.2.6.1 Decide which services and resources to describe

Consider:

- ❑ People who will be searching the Government Portal as a main source of information on Department services and resources
- ❑ Department interactions with clients, including knowledge of demand for individual services and resources
- ❑ Any services or resources the Department wishes to highlight
- ❑ Available resources to undertake the work

##### D.2.6.2 Decide which elements to use

Consider:

- ❑ The mandatory set of AP metadata elements
- ❑ The conditional (mandatory in some circumstances) set of AP metadata elements
- ❑ Which set of elements will, if completed, provide a meaningful description of the service or resource to enable discovery via the Government Portal
- ❑ Available resources to undertake the work

#### D.2.6.3 Set the standards for each element

The aim is to achieve consistency within Departments in the completion of Department metadata records.

Decide:

- ❑ A consistent way to complete each free-text element, e.g. Description, Title; length of description, official titles or commonly known titles
- ❑ The appropriate level of detail in each element, where there is potential for degrees of detail within any element - remembering only to include the detail that a searcher needs
- ❑ Which encoding schemes or the thesauri to use
- ❑ Which language(s) to use

#### D.2.6.4 Identify any default elements for the metadata records

Decide:

- ❑ Which elements will usually be the same in every record which the Department creates, e.g. Creator

#### D.2.6.5 Describe Resources and Services with reference to SiAP and FiAP

The aim is to minimize the reviewing of and selecting from all thesaurus terms, when each Department will commonly use a smaller subset of terms.

- ❑ Include as part of the default element set

#### D.2.6.6 Decide whether to extend AP metadata standards to meet the Department's needs

- ❑ Add, as appropriate, additional element fields, to the Department input screen
- ❑ Notify the AP State Apex Board of any changes to ensure compliance

#### D.2.6.7 Set the default elements as the basis of each metadata record

- ❑ Customize tools to suit
- ❑ Enter the data for each default element

## D.2.7 Identifying Potential Resources for Metadata Description

### D.2.7.1 Anything can be a resource

Resources include government services (provided on-line or off-line), documents on web servers, collections of videos, a Department, people or even physical objects such as statues. There is no real limit to what can be described using AP metadata.

### D.2.7.2 Questions to be asked on detail

- ❑ How can this metadata help searchers to locate the resources being described?
- ❑ Which parts of the AP metadata set are most meaningful for the particular resources involved?
- ❑ Which metadata is readily available within the Department's systems?
- ❑ Note that some metadata elements are mandatory.

### D.2.7.3 Collection-Level Descriptions and Item Item-Level Descriptions

Resources can be described individually, or at a collection or aggregate level. The levels used should meet searchers' needs.

For example, a Department could create collection-level metadata for the main pages on its website. This assumes that searchers will drill down through the site to the resources they need. This could work well if the Department's resources are tightly focused around a few functions or services.

AP metadata based searches should get the searchers to a point on the website from where they can easily find the exact resource they want. This means there are no black and white rules about levels of detail. The practical requirements of the Department's user communities will dictate this.

If the Department just chooses to create metadata for each page or item on its website, then each page would become an individual item - including the high level entry pages. Preliminary estimates suggest that less than 10% of the pages on an organization's website may need AP metadata - so it is unlikely that every single document on a website will need an AP metadata record.

### D.2.7.4 Collection-level descriptions must meet user needs

Where a collection-level AP metadata record is created, it must provide a full description of the resources in the collection. Otherwise, people will not know whether something in that collection is what they want. This means there must be a detailed description of the scope of the collection, not just the high level entry page.

#### D.2.7.5 What might be suitable for collection-level descriptions

- ✘ High level web pages where people can drill down to get to the document they need
- ✘ Collections of physical resources such as photographs
- ✘ Data sets, including databases and library catalogues
- ✘ A tightly defined service or function

### D.2.8 Designing Metadata to Meet Customers' Needs for Resources and Services

#### D.2.8.1 Issues to consider

Each Department needs to consider its communities' needs:

- ✘ What services are used most?
- ✘ At what level do they want to find resources?
- ✘ Do they need individual documents, or collections of documents?
- ✘ What is the essential information to describe the resources?
- ✘ Analysis of demands and expectations is important when working out the level of detail to apply with AP metadata.

#### D.2.8.2 Rules on which elements must be included - obligation

1. Mandatory elements must be included in any AP metadata record
2. Conditional elements are mandatory in some circumstances
3. Recommended elements should be included where possible

Optional elements should be included when they will be useful for finding the resource, but for some types of resources they will not be appropriate

#### D.2.8.3 What gets described could be on-line or off-line

It is important to note that AP metadata can be used to describe resources which could be on-line or off-line.

For example, a service provided over the counter but not on the Internet should still be described on the Internet using AP metadata.

#### D.2.8.4 Working out the level of detail

Each Department will need to work out the appropriate level of detail for each type of metadata description, so that people can access the resource without being overwhelmed with unnecessary information.

For example, where services are provided, Departments will need to decide whether to describe:

- ❑ Multiple services on one high level metadata record, or
- ❑ Each service on a separate metadata record.

## D.2.9 Quality Assurance

### D.2.9.1 Purpose of quality assurance

Providing out of date metadata or inaccurate metadata is worse than providing no metadata. Searchers will not find the resources they require. Quality assurance processes need to be put in place to make sure that good metadata is produced and then kept up to date.

### D.2.9.2 Responsibility for quality control or quality assurance

Responsibility for quality assurance and quality control needs to be assigned to someone with professional expertise in classifying and describing information and other resources. This person should not be the same person as the author for a record.

### D.2.9.3 What needs quality assurance?

When an organisation is creating a relatively small quantity of metadata records, then everything should be checked for quality. Where an organisation creates and maintains a large quantity of AP metadata records, quality assurance could be designed to be more selective. For example, it might be set up on a random “spot-check” basis, or by targeting the most important records.

### D.2.9.4 Quality control outside the Department

There will also be some form of centralized quality assurance run by the State Apex Board. Thesaurus use will be quality assured by the thesaurus maintenance Department.

Thesaurus use will be quality assured by the thesaurus maintenance Department. Further guidance will be given as tools are developed.

### D.2.9.5 Quality assurance when resources are scarce

In some small Departments, the metadata manager will be the only person creating records. In this situation it is worth setting up a quality assurance process with another Department, so people can check each other's work. Metadata Storage

Work is still in progress on the detail, but it is likely that:

- ❑ Each Department will be responsible for its own metadata and will have its own storage repository, and
- ❑ Government-wide systems will collect this metadata from Departments and store it in a central Repository, so searchers can access it.

#### **D.2.10 Metadata usage**

##### **D.2.10.1 Who will use it?**

Anyone searching for government resources will use AP-MFSOS metadata.

##### **D.2.10.2 How will they access it?**

An ordinary Internet web browser is all someone will need to search for resources described with AP-MFSOS metadata.

The AP Government Portal at <http://www.ap.gov.in> will provide a search interface for the public. Links will lead the public to full information at Departments' websites.

People will be able to find information about all government services and many other resources through the Internet, even if some of them are not delivered over the Internet, by using AP-MFSOS metadata.

#### **D.2.11 Extending the AP standard to meet various Departments' needs**

The Andhra Pradesh Metadata Framework and Operational Specifications (AP-MFSOS) has been designed so that organizations with their own specific metadata needs can add extra elements and qualifiers to the basic AP-MFSOS standard. This means that the standard is extensible.

When a Government Department is developing an extended metadata set based on AP-MFSOS, it must comply with AP-MFSOS so that metadata for AP-MFSOS is created as well.

#### **D.2.12 Metadata Integration Mechanisms**

This section primarily deals with the interfaces and contracts each of the implementations need to follow to become a part of the infrastructure. The section lays primary focus on the technology neutral interfaces and the service level information exchange contracts to be followed by individual implementation to participate in the infrastructure. This section also presents the structural and behavioral aspect of the metadata infrastructure.

### D.2.12.1 Structural & Behavioural Aspect of Integration

The structural and behavioral aspects of integration for metadata framework focuses on an abstract structure of the entire Government metadata repository and the nominal behaviour required of the individual constituent parts. The purpose of this is to provide a framework under which various implementations can come together. It is to be noted here that the purpose of this section is not to provide an architectural solution for the framework but to indicate the structure and behaviour the metadata repository should have and the various contracts between the different parts of the repository.

This specification recognizes that the Government metadata repository will not be a single entity but be a distributed conglomerate of many repositories logically acting as one. The integration mechanism is discussed in three parts viz.:

- i) Unifië-X Section
- ii) Subordinate Metadata Repository Section
- iii) Resource Repository Section

#### a. Unifië-X Section

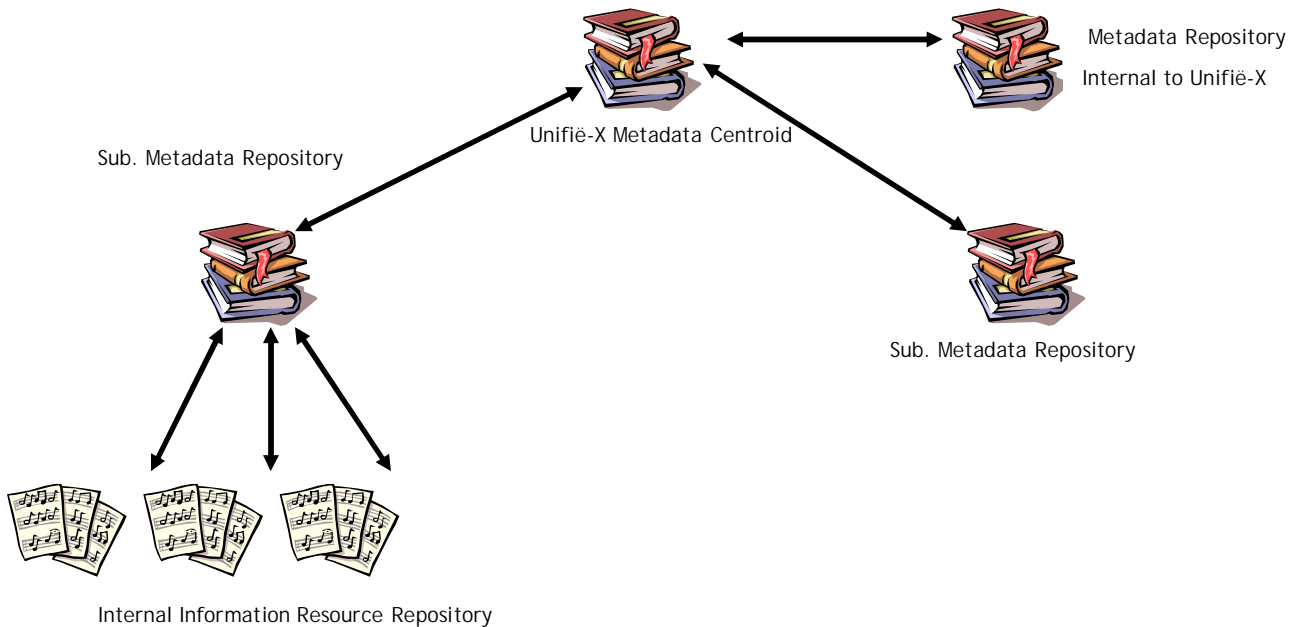


Figure 1

As shown in Figure 1, Unifië-X will be the integration point for the Government metadata repository. In other words, it will act as the abstract root of the metadata

repository tree. All the other metadata repositories will be connected to the Unifië-X metadata Centroid through a parent-child relationship (where the Unifië-X metadata Centroid will act as the parent and other repositories as children). To search the Government metadata-repository as a whole, queries **MUST** be directed towards this abstract metadata root. Following are the responsibilities of the Unifië-X metadata centroid.

- a. Act as the root of the government metadata repository
- b. Accept and respond to queries on the entire metadata repository
- c. Register and de-register departmental metadata repository as and when requested

**b. *Subordinate Metadata Repository Section***

As illustrated in Figure 1, the subordinate metadata repositories are the children to the abstract metadata root of Unifië-X. The subordinate metadata repositories carry the bulk of the metadata that form the pan-government metadata repository. These subordinate repositories need to register with the metadata centroid of Unifië-X for queries to be directed towards them (if required). Each of these subordinate repositories searches their local volumes of metadata and responds to the requestor. The broad responsibilities of the subordinate metadata repositories are:

- a. Register and de-register with Unifië-X metadata centroid
- b. Respond to query requests from the requestors
- c. Carry an internal search engine to search the local metadata volumes
- d. Offer an standardized interface to the requestors following the IP/IS

In addition to the above responsibilities, a subordinate metadata repository **MAY** publish an interface to search their local metadata volumes. This facility, if provided, **MUST** in addition to the interface provided to the Unifië-X metadata centroid.

It needs to be mentioned here that this specification does not mandate any specific structure for the subordinate repositories. Internally these repositories can be structured as seen fit by the implementation. This specification also does not specify the exact mapping of the subordinate repositories with the structure of the government (state, center or departments). Therefore, any repository that displays the above characteristics and delivers the above responsibilities can be, for all intents and purposes be considered to be a subordinate metadata repository.

**c. *Resource Repository Section***

This specification makes a clear distinction between an information resource and the metadata associated with the resource. Therefore, this specification will remain silent



on the exact modalities of information storage and retrieval, as long as the information resource is conformant to the primary metadata published for it and is retrievable by HTTP or FTP protocol (refer to Information Accessibility Framework for versions etc.), as referenced by the URI identifier, directly or through a mediator.

#### D.2.12.2 Metadata Search and Information Retrieval Facility

The above sections deal with the policy, structural and behavioral aspects of the pan-government metadata infrastructure, which provides the mechanisms to collect organize and maintain the set of meta-information for government resources. The primary focus of this section is to provide broad guidelines for searching this metadata repository and to retrieve the information necessary that is accurate and useful.

For effective search and retrieval of meta-information, a generic search service needs to be provided at Unifiè-X Metadata Centroid level. However, it is to be noted that the search service thus provided would require collaborations from the departmental metadata repositories, as Unifiè-X Metadata Centroid does not have all the information, which is stored at the departmental level. In addition to the above service, the Unifiè-X Metadata Centroid **MUST** also provide services, which would be used by various departmental metadata repositories to register with the Centroid and thus participate in a metadata search.

The rest of this section provides the details of the above-mentioned services and the mechanisms by which they will be offered.

#### D.2.12.3 Centroid Registration Service

The primary objective of this service is to provide mechanisms, such that the departmental metadata repositories can participate in a metadata search. For this purpose, the individual departmental repositories **MUST** register with the Unifiè-X Metadata Centroid. This registration would take place through a service, Centroid Registration Service by exchanging appropriate messages, the format of the messages need to conform to the message format as specified in IIP/IIS (this specification **DOES NOT** provide the precise message formats, message sequences and message semantics, for this interaction, as these are implementation specific matters). Once a departmental metadata repository is registered with the Unifiè-X Metadata Centroid, the Centroid would forward (as and when required) metadata queries to the individual departmental repositories and receive responses for the same. The format of the messages used in this query/response sequence **MUST** follow the IIP/IIS (this

specification **DOES NOT** provide the precise message formats, message sequences and message semantics, for this interaction, as these are implementation specific matters).

This service **MUST** also provide mechanisms, such that individual departmental repositories can de-register from the Unifië-X Metadata Centroid. In the event a departmental repository de-registers, the Unifië-X Metadata Centroid **MUST NOT** forward and metadata queries to the departmental repository. The individual departmental repositories can register/de-register with the Unifië-X Metadata Centroid any time. The format of the messages used in de-registration **MUST** be conformant to IIP/IIS.

This service is restricted for use only by the individual departmental metadata repositories.

#### D.2.12.4 Metadata Search Service

This service is exposed to the Service Access Providers (refer IIP) or departments acting as one. The primary objective of this service is to provide a facility by which the pan-government metadata repository can be searched to extract information. A Service Access Provider or a department would initiate the search by sending a metadata query to the Unifië-X Metadata Centroid. The format of the message **MUST** be in conformance with the message format as specified in IIP/IIS. The Unifië-X Centroid **WILL** replicate the query and sent to the appropriate departmental metadata repositories. The individual departmental metadata repositories **MUST** respond to this query, with the result of the internal metadata search<sup>6</sup>. The Unifië-X Metadata Centroid **MUST** collate all the responses together and send the final response to the query.

#### D.2.12.5 Resource retrieval

There are a wide varieties of ways by which an electronic/paper-based resource can be accesses. This specification **DOES NOT** attempt to specify the exact mode and mechanism for this access, as this is outside the scope of this specification and is a subject of Information Accessibility Framework (IAF). However, for completeness, this specification provides a few pointers as to how different kinds of resources can be offered for access:

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<sup>6</sup> It is to be noted here that government resources are security sensitive, i.e. they have various types of security levels etc. attached with them. It is quite possible that during an internal search on the departmental metadata repository, the metadata query matches would be found in resources, which are restricted for access. In this case the search facility **MAY** exclude these resources from the query result. Security of resources is a context sensitive issue and as such cannot be specified in this specification as it has relevance to and dependencies on departmental security policies. This specification provides ample leeway for individual departments to judge which of the resources they wish to share and which all they wish to restrict.

- ❑ All resources should be available for access via an URL
- ❑ Electronic Documents should be accessible for downloading through HTTP or FTP
- ❑ Multimedia information (audio video etc.) should be available as streamed data
- ❑ Engineering drawings, plans and layouts should be made available for downloading through HTTP or FTP in image formats specified in IAF

### D.3 Government Mandate

The State Government Departments are required to use the AP Metadata Framework and Standard. This will make it easy for them to interact with similar Departments and co-ordinate resources across Government. It is recommended that the following also use this Standard to provide comprehensive coverage across all of government, including:

- ❑ State owned enterprises
- ❑ Quasi - government bodies, and
- ❑ Local Bodies

#### D.3.1 Compliance - the Minimum Set of Resources which will Require AP Metadata

##### Home pages

The major entry point to an organization or distinct business/service unit where there is likely to be a public perception of a separate entity

##### Each government Department's succinct description of itself

A clear, precise description

##### Topics and services in high demand

Each organization will know the demands for the communities it serves and should aim to meet the greatest needs first.

##### Entitlements to Government assistance or obligations

Where department clients need to understand their entitlements to assistance or their obligations, metadata must be provided

##### On-line services

Pages that provide an actual on-line service to the public such as payment forms or applications etc will require metadata Pages supplying essential information Pages which are required to meet an organization's obligations to its prescribed community

for legal or service reasons. This requires to be handled through the Government Services Directory and eForms repository.

**Major formal publications**

These include: Government notifications, annual reports, public policy and accountability documents, and so on.

**Media releases**

**Major entry point for indexes and menus to closely related topics**

Where programs, policies or topics are linked inside an organization, the entry point for these topics requires a metadata description.

**Information about the Department which affects the public**

This includes information on Department powers, manuals and other documents used in decision making affecting the public.

**Access points for common business processes as opposed to Department specific functions**

These include such activities as recruitment, complaints or general enquiries.

**Descriptive or marketing information**

This includes information about Departments, their services, their activities and their collections.

**What's contracted out?**

There should be a metadata description for information about services that have been contracted out or which are no longer delivered.

**D.3.2 What Compliance Means**

**D.3.3 When a Department is compliant**

A Department is considered to be AP metadata compliant when:

- ❑ Good quality AP metadata has been created for all the resources described in the minimum set of resources
- ❑ The contents of the Department's entire website are described at an appropriate level of aggregation (index pages, intermediate level entry pages, etc)
- ❑ The AP State Apex Board (maintenance Department) has certified the Department's compliance with the AP metadata standards.

#### D.3.4 Electronic logo of compliance

Departments which have achieved full AP metadata compliance are entitled to display the AP metadata logo on their websites.

### E: AP eThesaurus

One of the greatest barriers to effective information retrieval across a number of organizations is the lack of a common vocabulary. A thesaurus acts as a guide to terminology, helping reduce the number of 'false hits' and ensuring all of the correct items are found. It was therefore necessary that a government thesaurus be developed and maintained, to help ensure semantic consistency of metadata records by providing a structured list of terms covering all aspects of government and its business.

The AP eThesaurus will form integral part of the MDF. They will be dynamic, constantly evolving tools, maintained via the State Apex Board for use by all. Two documents - Subjects in Andhra Pradesh (SiAP) and Functions in Andhra Pradesh (FiAP) are listed under the appendix.

### F: Glossary

**Category List** - The simplest type of controlled vocabulary is a high-level categorisation (or classification) scheme. At the time of input, one or more categories must be selected from the scheme and added to the document metadata. At the time of seeking information, the user does not have to think of keywords, but simply browses the list of categories and subcategories.

**Element** - One of the items that collectively form a metadata structure. Common elements are 'title', 'creator', 'date', and 'publisher'. Dividing data into elements allows users to carry out more accurate searches by searching on one element only. For instance, when looking for documents by Jennifer Green, searching the 'creator' field only will retrieve items by Jennifer Green only. It avoids items where the word 'green' appears in other contexts, as a subject, location etc.

**Element Refinement** - A sub-set of an element, to make the meaning narrower or more specific, e.g. 'Date created', 'Date destroyed' as refinements of 'Date'. A refined element shares the meaning of the unrefined element, but with a more restricted scope. A user who does not understand a specific element refinement term should be able to ignore the refinement and treat the metadata value as if it were the broader element, although this will lose some precision. The definitions of element refinement terms must be freely available.

**Encoding Scheme** - A scheme that controls the content, or 'value' of an element or element refinement, in order to clarify the meaning or improve resource discovery. These schemes include controlled vocabularies and formal notations or parsing rules. A value expressed using an encoding scheme will thus be a token selected from a controlled vocabulary (e.g. a term from a classification system or set of subject headings) or a string formatted in accordance with a formal notation (e.g., "2000-01-01" as the standard expression of a date). Encoding schemes are designed to be interpreted by machines or by human readers. For a complete current list of DCMI Encoding Schemes refer <http://www.dublincore.org/usage/terms/dc/current-schemes>.

The definitive description of an encoding scheme must be clearly identified and available for use by those attempting to find information as well as those creating the metadata records.

**Field** - Commonly used in database applications to describe a space in which data of the same type is entered (e.g. 'title' or 'price'), 'field' is a similar concept to 'element'.

**Information retrieval** - Finding the right information; Good information retrieval methods help ensure users find everything they are looking for, and only what they are looking for.

**Metadata** - A summary of information about the form and content of a resource; The term 'metadata' has been used only in the past 15 years, but has become particularly common with the popularity of the World Wide Web. The underlying concepts have been in use for as long as collections of information have been organised. Of particular interest to this Framework are the facets of metadata intended to support resource discovery and records management.

'Metadata' can also be used to describe more technical aspects of information resources, the type of information needed to transfer information from one type of computer or software application to another. 'Metadata' of this type is covered in the e-GIF.

**Metadata record** - A full set of structured relevant metadata, comprising all relevant elements, describing one information resource; A metadata record can take many forms:

- as part of the main information resource itself, e.g. the metadata of an XML file
- a completely separate record held apart from the information resource itself and even in a different format e.g. an automated library catalogue
- an electronic file held as an extension of the main resource e.g. the 'format' files of a Word document

**Qualifier** - Term used to refer to both 'Element refinement' and 'Encoding schemes'. Use of this term tends to cause confusion, so it is avoided in this document.

**Refinement** - See **Element Refinement**

**Resource discovery** - Finding the right stuff. See **Information retrieval**.

**Sub-element** - Term sometimes used to refer to an element refinement.

**Taxonomy** - The science of classification traditionally used to describe a hierarchical scheme for classifying plants and animals. More recently it has been borrowed to describe a classification scheme for organising networked resources and supporting user-friendly navigation among them. Some taxonomy incorporates thesaurus features to augment the hierarchical structure.

**Thesaurus** - A controlled vocabulary designed to support information retrieval by guiding both the person assigning metadata and the searcher to choose the same terms for the same concept. A thesaurus conforming to ISO 2788 (=BS 5723) supports navigation and term selection by showing relationships between terms that are close in meaning.

A thesaurus can help to ensure:

- concepts are described in a consistent manner
- experienced users are easily able to refine their searches to locate information easily
- users do not need to be familiar with technical or local terminology

**Information Resource:** An entity considered to be having informational value and which can be published and accessed by electronic means or otherwise.

**Metadata:** A set of information pertaining to an information resource, expressed in form of elements, as defined in Metadata Framework and Standards, which can be accessed electronically (either directly or via media) and is published and searchable and is associated with an information resource.

**Association:** A relationship between a set of metadata and its corresponding information resource, such that given the metadata the resource **MUST** be in a position to be

located and accessed<sup>7</sup> (mode of access **MAY** be different for information resources of different nature).

**Mediated Resource:** An information resource, which is not accessible directly and to which access is provided by a different entity is called a Mediated Resource. This entity, which provides access to the mediated resource, is known as the **Mediator**. A Mediated Resource **MUST** have the **Coverage.Mediator** attribute pointing to the mediator.

**Primary Metadata:** Primary Metadata is a set of metadata constructed and maintained for a particular information resource by its publisher. This set of metadata will **SHALL** be considered as the **single authentic metadata** source for the resource. There **MUST** exist only one set of Primary Metadata for any information resource. However, this document does recognize that to enhance efficiency, different implementations will wish to replicate the primary metadata for a resource. This metadata information **SHALL** be known as **Replicated Metadata** and **SHALL** only be considered as an implementation facilitation mechanism. Synchronization issues arising out of replication needs to be addressed by the implementation, which performs the replication.

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<sup>7</sup> The mechanism of association of metadata with a resource is an implementation specific and as such this document does not mandate any specific association. However, this document does mandate an association between a set of metadata and its corresponding resource, such that the resource can be located and accessed through the metadata.



## G: Appendices

### G.1 Country codes ISO 3166 (Annex 1)

af	Afghanistan	sv	El Salvador	py	Paraguay
al	Albania	ee	Estonia	pe	Peru
dz	Algeria	fj	Fiji	ph	Philippines
kr	Korea	fi	Finland	pl	Poland
kw	Kuwait	fr	France	pt	Portugal
lb	Lebanon	de	Germany	ro	Romania
ar	Argentina	gh	Ghana	ru	Russian
au	Australia	gr	Greece		Federation
at	Austria	hk	Hong Kong	sa	Saudi Arabia
az	Azerbaijan	hu	Hungary	sg	Singapore
bd	Bangladesh	in	India	si	Slovenia
be	Belgium	id	Indonesia	za	South Africa
ba	BosniaHerzeg.	ir	Iran	es	Spain
br	Brazil	iq	Iraq	lk	Sri Lanka
bg	Bulgaria	ie	Ireland	se	Sweden
kh	Cambodia	il	Israel	ch	Switzerland
cm	Cameroon	it	Italy	tw	Taiwan
ca	Canada	jp	Japan	th	Thailand
cl	Chile	mk	Macedonia	tn	Tunisia
cn	China	my	Malaysia	tr	Turkey
cx	Christmas Island	mx	Mexico	ua	Ukraine
cc	Cocos Islands	ma	Morocco	ae	Un. Arab Emirates
co	Colombia	np	Nepal	gb	United Kingdom
ck	Cook Islands	nl	Netherlands	us	United States
hr	Croatia	nc	New Caledonia	uy	Uruguay
cu	Cuba	nz	New Zealand	uz	Uzbekistan
cz	Czech Republic	ng	Nigeria	vu	Vanuatu
dk	Denmark	no	Norway	ve	Venezuela
tp	East Timor	pk	Pakistan	vn	Viet Nam
eg	Egypt	pg	Papua N. Guinea	yu	Yugoslavia
				zw	Zimbabwe

**G.2 Language codes - RFC 3066 (Annex 2)**

ab	Abkhazian	id	Indonesian	sw	Swahili
af	Afrikaans	it	Italian	rar	Rarotongan [Cook Islands]
ar	Arabic	iu	Inuktitut (Eskimo)	ro	Romanian
az	Azerbaijani	ja	Japanese	ru	Russian
bg	Bulgarian	jw	Javanese	sa	Sanskrit
bo	Tibetan	ka	Georgian	sh	SerboCroatian
ca	Catalan	km	Cambodian	sk	Slovak
co	Corsican	ko	Korean	sl	Slovenian
cs	Czech	ks	Kashmiri	sm	Samoaan
cy	Welsh	ku	Kurdish	so	Somali
da	Danish	lt	Lithuanian	sq	Albanian
de	German	lv	Latvian, Lettish	sr	Serbian
el	Greek	mi	Maori	su	Sundanese
en	English	mk	Macedonian	sv	Swedish
es	Spanish	ml	Malayalam	ta	Tamil
et	Estonian	mn	Mongolian	th	Thai
fa	Persian	mo	Moldavian	tkl	Tokelau
fi	Finnish	ms	Malay	to	Tonga
fj	Fiji	mt	Maltese	tr	Turkish
fr	French	my	Burmese	ug	Uigur
ga	Irish	ne	Nepali	uk	Ukrainian
gd	Scots Gaelic	niu	Niuean	ur	Urdu
he	Hebrew	nl	Dutch	vi	Vietnamese
hi	Hindi	no	Norwegian	yi	Yiddish
hr	Croatian	pa	Punjabi	za	Zhuang
hu	Hungarian	pl	Polish	zh	Chinese
hy	Armenian	pt	Portuguese	zu	Zulu

### G.3 AP-Metadata RESOURCE TYPE Encoding Scheme [AP-MTES] (Annex - 3)

The word labels indicated under the Type column in the following list are the possible values that could be used in defining the Resource Type attribute in the metadata framework of a resource or service. This list is a suggestive list, which could be mandated after review by the State Apex Board for Standards constituted for this purpose by the Government of Andhra Pradesh as detailed in the document "[Managing Metadata & Data Standards in eGovernance in Andhra Pradesh](#)".

#### G.3.1 "Resource Type" Values

The values in the "Type" column are those recommended for use in metadata. The names in the "Group" column are only to help you check the list. Notes in the "Usage" column should help decide the most appropriate value for a particular resource.

#### G.3.2 Local versions

Each Department may develop their own Type list, using values here but removing any that are not useful and also adding their own if they feel they are needed. This may be particularly necessary for internal systems. It is to be noted interoperability works better if recommended values are used when applicable.

Group	Resource Type	Usage
Publications/ correspondence	Annual report	A document that outlines and analyses the activities, especially the financial dealings, of a company or other organisation over the past year.
	Article	A prose composition usually forming an independent part of a publication (as a magazine); a distinct often numbered section of a writing; a document covering matters of interest or a specific subject or an analysis of related issues also known as white papers;
	Briefing note	Note recording an action, event or policy statement. May take the form of a memo or minute, and/or address a specific issue.
	Complaints document	Any of the documents dealing with a complaint against a public body or one of its officials.
	Consultation paper	Consultative document to invite public feedback on a project, policy or proposal.

	Correspondence	Includes letters and email correspondence
	Form	Document or template structured for soliciting input. See also Questionnaire
	Instructional	Any material for practical guidance, including user guides, guidelines, handbooks, manuals, procedural instructions, tutorials, training materials, etc. See also Rules
	Policy	A high level overall plan embracing the general goals and acceptable procedures of a Governmental body; a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions
	Questionnaire	List of questions, often used to conduct a survey. See also Form
	Reference	Includes bibliographies, definitions, dictionaries, directories, encyclopaedias, glossaries, lexicons, thesauri, atlases
	Report	Includes a wide variety, such as the report of a survey or an inquiry, a research report, collection of case studies, health and safety report, etc.
	Rules	A legislative set of conditions requiring compliance by citizens / organizations either refined as an extension to Statutory Acts or a standing by itself; includes non-statutory regulations, codes of practice and procedural rules such as standing orders. See also Instructional, Statutory instrument.
	Standard	A technical specification available to the public established by consensus and approved by a recognised body. See also Specification.
	Statistics	A single term or datum in a collection of statistics to provide interpretive judgments used in various analysis, a quantity that is computed from a sample.
	Submission	Document submitted to an authority, usually in response to a process or requirement.
Financial/purchasing	Accounts	A set of financial accounts, often including a balance sheet and Profit and Loss statements.
	Budget	Plan of expected income/revenue and expenditure. See also Business planning
	Call for expressions of interest (EOI)	A document inviting interested parties to supply services / products / solutions to address a given problem
	Contract	Legally binding agreement between two or more parties

	Invitation to tender	A general call for tenders or a specific invitation to tender
	Request for Proposal (RFP)	A call for formal submission of bid documents against a tender notification
	Invoice	An itemised list of goods / services provided specifying the price and terms of sale
	Purchase order	A contractual order from the buyer to the supplier to supply Materials on agreed terms and conditions. Materials shall mean any materials, machinery, equipment, article, item, maintenance, construction or other services or work provided for in this Order. When accepted by Seller, this Order shall constitute the entire contract between Seller and the buying organization with reference to the Materials.
	Service level agreement	A contractual agreement between two or more parties agreeing to provide and maintain a certain threshold of service quality with concomitant rewards / penalties for excelling or failing to meet the Quality of Service guarantees.
	Service level Guarantee	An assurance or a guarantee to provide and maintain a certain threshold of service quality in respect of specific and collective outcomes.
	Specification	Includes specification covering design, product, requirements, function, test and includes statement of requirements, use cases.
Graphical/non-text	Dataset	Structured data in lists, tables, charts, databases, etc., normally in a format for direct machine processing. Data may be numeric, spatial, statistical or structured text. See also Statistics
	Image	Visual representation of a person, object, scene or process. Includes diagrams, icons, drawings, graphics, illustrations, logos, paintings, pictures, photographs, etc.
	Map	A geospatial representation, for example of a geographical area or road network. Includes navigational charts.
	Organisation chart	A representation of the hierarchy of command control and division of responsibility in graphic / text form
	Physical object	Use when the resource being described is a physical object, such as a museum piece
	Plan drawing	Includes architectural/engineering plans.
	Software	The entire set of programs, procedures, and related documentation associated with a computer system

	Sound	Includes audio recordings
	Video	A technology used in the transmission and reception of images for display on a medium such as Television, CRT terminal, computer display unit, LCD monitors or other display devices capable of displaying the Video data
Legislation/ parliamentary/ local government	Act of Parliament	A bill that has been approved by Parliament and so becomes law
	Bill	The draft of an Act of Parliament
	By-law	A law or ordinance dealing with matters of local or internal regulation, made by a local authority.
	Circular	Guidance on the implementation of legislation, issued by a government department. See also Statutory guidance.
	Command paper	Government paper presented to Parliament, and given a Command Paper Series number.
	Committee report	Formal report presented to a local authority committee to support decision-making by Council.
	Government Order (GO)	Formal order from a Department of the Government
	Treaty	International agreement, convention or protocol concluded between States in written form and governed by international law
	Directive	A general instruction how to proceed or act, issued by an authority. See also Rules
	Parliament / Assembly paper	Papers arising from the deliberations of the House, or needed for its work, such as Select Committee papers, and Minutes of Proceedings of Standing Committees.
	Parliamentary Question	Includes question and answer
	Statutory guidance	Guidance document from a government department, with some statutory weight. See also Circular.
	Statutory instrument	Secondary legislation providing detailed regulations for an Act of Parliament
	White paper	Policy statement, often preceding a Bill
News/Meetings/ conferences	Agenda	List of items for discussion
	Call for papers	Invitation to submit a paper for publication and/or presentation at an event

	Minutes	Record of a meeting, particularly noting points of agreement
	Newsletter	Issue of a regular publication giving news and events information. Sometimes known as bulletin or gazette.
	Press release	Brief public statement for release to the mass media
	Presentation	Outline of matters presented at a meeting, sometimes including graphics. See also Speech
	Proceedings	Record of matters presented at a conference, meeting etc. See also Minutes
	Programme	Advance notice of the content and timing of an event. Not to be confused with Software.
	Promotional	Any item, possibly an advertisement, promoting a cause or a project or product
	Public notice	A written or a printed announcement including electronic format published for the information of the public
	Record Notes of Discussion	Record of a meeting, particularly noting points of agreement/ disagreement
	Speech	Text of a presentation verbally delivered. See also Presentation
Personnel/ Organisational	Business plan	Organisational plan including statement of objectives, strategy, financial plan, etc.
	Case notes	All the documentation relating to a specific, individual case
	Contract	Legally binding document agreed between two or more parties
	Department online Performance Tracking	To assess through a system of grading and tracking processes and people's feedback and manage performance based on key performance indicators - functions, functionaries, Finance and Field (4-F model), covering the Ministers, Secretaries & Heads of Departments.
	Diary or calendar	Use the combined term for either a diary or a calendar, or a list of upcoming events.
	Form	Document or template structured for soliciting input. See also Questionnaire
	Job advertisement	An advertisement in Newspapers, journals, magazines, websites or a public notice inviting applications from eligible candidates for filling up vacant positions

	Job description	A description of the roles and responsibilities of a given job or position within the organization structure specifying the skills required for handling the job
	Mission statement	A formally evolved and agreed upon purpose or objective sought to be achieved by the stakeholders, that acts as a guiding philosophy in various strategies, goals and action plans; ...a defined task that an individual or group sets out to perform. A mission statement should inspire and make people want to participate. It should be concisely written and set the stage for presenting goals and objectives.
	Organisation chart	A representation of the hierarchy of command control and division of responsibility in graphic / text form
	Policy	A representation of the hierarchy of command control and division of responsibility in graphic / text form
	Project document	Includes project initiation document, project exception report and any other documentation.
	Staff appraisal	A formal process for assessing the performance effectiveness of staff on various factors for a stated period
	Terms of reference	May apply to a committee or a project.
Web guidance	Discussion forum	A forum subscribed to by a group of individuals to discuss a common topic of interest with online posting of views and opinions, moderated by an Administrator
	Home page	Introductory page or major entry point for a network site
	Website facility	Includes search page, site map, site directory, A-Z index, help pages, feedback pages, What's New, site guest book, contacts list, disclaimer, FAQs and any other administrative elements to help people make use of web pages.
	XML schema	An XML Schema defines and describes a class of XML documents by using schema components to constrain and document the meaning, usage and relationships of their constituent parts: datatypes, elements and their content and attributes and their values. Schemas may also provide for the specification of additional document information, such as normalization and defaulting of attribute and element values. Schemas have facilities for self-documentation. Thus, XML Schema: Structures can be used to define, describe and catalogue XML vocabularies for classes of XML documents



### G.3.3 Alphabetical List

This simple, alphabetical list is suitable for use in single-tier drop-down lists.

Accounts	Form	Rules
Act of Parliament	Home page	Proceedings
Agenda	Image	Programme
Annual report	Instructional	Project document
Article	Invitation to tender	Promotional
Bill	Invoice	Public notice
Briefing note	Job advertisement	Service level agreement
Budget	Job description	Service level Guarantee
Business plan	Map	Software
By-law	Minutes	Sound
Call for expressions of interest	Mission statement	Specification
Call for papers	Newsletter	Speech
Case notes	Organisation chart	Staff appraisal
Circular	Organisation chart	Standard
Command paper	Parliamentary Question	Statistics
Committee report	Physical object	Statutory guidance
Complaints document	Plan drawing	Statutory instrument
Consultation paper	Policy	Submission
Contract	Presentation	Terms of reference
Correspondence	Press release	Treaty
Dataset	Purchase order	Video
Diary or calendar	Questionnaire	Website facility
Directive	Reference	White paper
Discussion forum	Report	XML schema

#### G.4 AP-Metadata AUDIENCE Encoding Scheme [AP-MTAS] (Annex - 4)

Use this element to indicate the people or groups the content is aimed at. **Don't** put anything in the Audience element unless the resource is prepared with a particular group in mind. If it's for general release, leave it blank. The list is suggestive at this stage. The Government of Andhra Pradesh may review and publish a list of audience which would then become an encoded value in the Audience Attribute of the Metadata framework.

Type value	Draft scope / note
Backward Classes	
Children	People aged up to 16 years
Disabled people	
Employees	People in full or part-time employment
Employers	People or organizations with responsibility for employing one or more people.
Ethnic minorities	
Ex-Servicemen	
Jobseekers	People looking for employment and/or claiming benefits associated with unemployment
Low income households	
Men	
Non Resident Indians (NRI)	
Older people	Retired people (of any age), anyone aged 60 or more
Parents	Parents and guardians, and anyone else with responsibility for looking after or supporting persons under 21 years old.
Pensioners	
Physically Handicapped	
Professionals	
Businesses	All public / private sector organizations.
Scheduled Caste	
Scheduled Tribe	
Students	People of any age who are studying for an academic

	qualification or for their own educational development
Voluntary sector	Volunteers, voluntary organizations, charities and community groups
Women	
Young people	People in the age range 16-25 years

## G.5 Examples (Annex - 5)

### G.5.1 Service - Driver's License Application

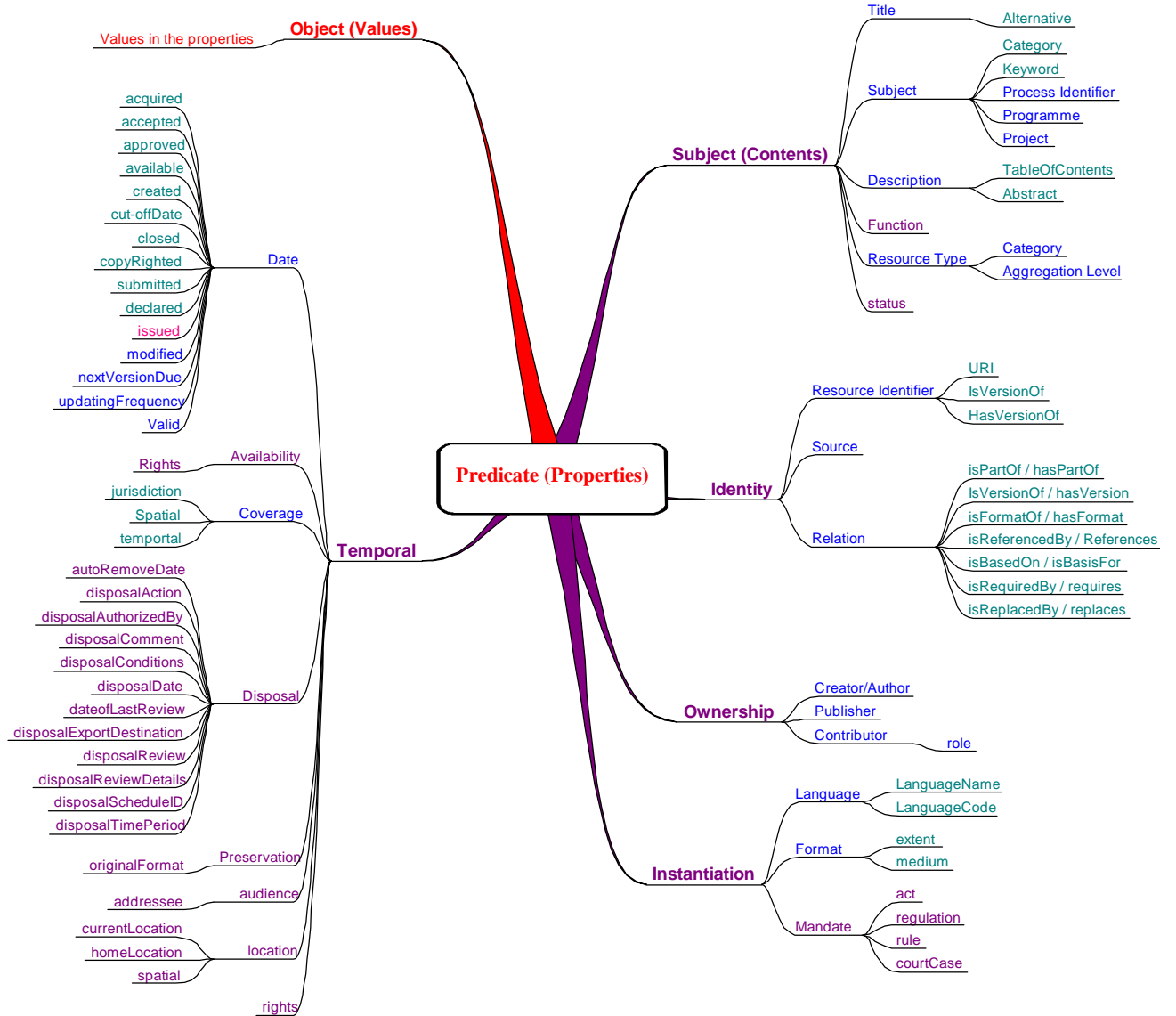
Element Name	Refinement	Encoding Scheme	Value
Creator			corporateName=Regional Transport Office, Hyderabad
Publisher			
Contributor			
Rights			
Title			RTO Driver's License Application
Subject		SOAP	(to be developed)
Description			
Source			
Language		RFC 3066	En
Relation			
Coverage	jurisdiction		Hyderabad City, Andhra Pradesh
Function		FOAP	(to be developed)
Date		ISO 8601	1996-07-01
Type	category		service
Format			
Identifier			
Availability		RTO, Hyderabad	corporateName= Hyderabad City, Andhra Pradesh address= 2199, ABC Towers, 4th Floor address=Secunderabad

			contact=Regional Transport Authority Business Unit contact = phone: 040-23456789 for enquiries
Audience			Hyderabad Citizens
Mandate	act		Motor Vehicles Act and Rules

## G.5.2 Progress Report

Element Name	Refinement	Encoding Scheme	Value
Creator			Girija Shankar
Publisher			IT&C Dept
Contributor			
Rights			
Title			Online Transaction Processing Project
Subject		SOAP	Progress Report
Description			
Source			
Language		RFC 3066	En
Relation			
Coverage	jurisdiction		Shadnagar, Mahaboobnagar District and Bhongir, Nalgonda District
Function		Functions in AP Government (FAPGov)	(to be developed)
Date		ISO 8601	1996-07-01
Type	category		Report
Format			[IMT] application/pdf
Identifier			
Availability		IT&C Dept, Hyderabad	corporateName= IT&C Dept, Government of Andhra Pradesh, Hyderabad address= 2199, ABC Towers, 4th Floor address=Secunderabad contact=Regional Transport Authority Business Unit contact = phone: 040-23456789 for enquiries
Audience			Hyderabad Citizens
Mandate	act		Motor Vehicles Act and Rules

- G.6 **Subjects in Andhra Pradesh (SiAP) - (Annex - 6) [Being presented separately]**
- G.7 **Functions in Andhra Pradesh (FiAP) - (Annex - 7) [Being presented separately]**



## eThesaurus for Good Governance (version 1.00 AP<sup>8</sup>)

### Subjects in Andhra Pradesh (SiAP)

#### Thesaurus change process

The SiAP thesaurus was created for use with the AP metadata framework, standards and Operational Specifications (AP-MDFSOS). Candidate terms will be regularly reviewed by the State Apex Board and new versions of the thesauri released as warranted. Ways in which terms may become thesauri candidates are:

- ❑ through usage in searches by portal users, subsequently detected by web log analysis
- ❑ through other feedback channels, including this email address:  
<mailto:thesaurus@cgg.gov.in>

\*\*\*\*\*

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**Keys:** UF = Use For; USE = Use; BT = Broader Term; NT = Narrower Term; RT= Related Term

Note: Terms in italics are non-preferred terms. They always have a 'Use' reference. The 'Use' reference is the term one should select for the AP-MDFSOS.

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<sup>8</sup> copyright 2003



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## Subjects

### **Abattoirs**

USE: Meat processing premises

### **Abduction**

UF: Kidnapping  
RT: Hostages

### **Abortion**

UF: Pregnancy termination  
RT: Birth control  
Embryos  
Foetuses

### **Accidents**

UF: Crashes  
NT: Drowning  
RT: Disasters  
Emergency services  
Explosions  
Safety  
Shipwrecks

### **Accommodation**

NT: Caravans  
Hostels  
Hotels  
Huts  
Motels  
Motor camps  
RT: Housing  
Timesharing

### **Accountability**

UF: Responsibility  
RT: Conflicts of interest  
Ethics  
USE: **AIDS**

### **Accountancy**

UF: Accounting  
NT: **Auditing (Financial)**  
RT: **Depreciation**  
Disclosure  
Financial reporting

### **Accounting**

USE: Accountancy

### **Acids**

BT: Chemicals

### **Acquired immune deficiency syndrome**

USE: **AIDS**

### **Acts**

USE: **Law**

### **Acupuncture**

BT: Alternative medicine  
Medical treatments

### **Administrative law**

BT: **Law**  
RT: Judicial review  
Tribunals

### **Adolescents**

USE: Youth

### **Adoption**

RT: Family law  
Foster care

### **Adult education**

USE: Continuing education

### **Advertising**

BT: Marketing  
RT: Signage  
Sponsorship

### **Aerodromes**

USE: Airports

### **Aeroplanes**

USE: Aircraft

### **Affirmative action**

USE: Equal opportunities

### **Afforestation**

USE: Forestry

### **Age**

UF: Age limit  
RT: Babies  
Children  
Life expectancy  
Middle aged  
Older people  
Youth

### **Age limit**

USE: Age

### **Aged**

USE: Older people

### **Agreements**

UF: Deeds of settlement  
Integration agreements  
Internal agreements  
NT: International agreements

### **Agricultural products**

UF: Farm produce  
NT: Animal products  
Bee products  
Dairy products  
Eggs  
Plant products  
RT: Agriculture  
Commodities  
Food  
Fungi  
Organic products

### **Agriculture**

UF: Farming  
BT: Primary industry  
NT: Aquaculture  
Arable farming  
Beef farming  
Beekeeping  
Dairy farming  
Deer farming  
Factory farming  
Hill country farming  
Horticulture  
Organic cultivation  
Sheep farming  
Viticulture  
RT: Agricultural products  
Agroforestry  
Farmers  
Farms  
Irrigation  
Livestock  
Rural areas



**Agroforestry**

UF: Farm forestry  
 BT: Forestry  
 RT: Agriculture

**AIDS**

UF: Acquired immune deficiency syndrome  
 HIV  
 BT: Diseases

**Air conditioning**

RT: Buildings  
 Ventilation

**Air force**

BT: Armed forces

**Air pollution**

UF: Air quality  
 Ambient air quality  
 Clean air  
 Smog  
 BT: Pollution  
 RT: Emissions

**Air quality**

USE: Air pollution

**Air routes**

USE: Aviation

**Air traffic control**

RT: Airports  
 Aviation

**Air transport**

USE: Aviation

**Airbags**

USE: Protective equipment

**Aircraft**

UF: Aeroplanes  
 Airships  
 Light aircraft  
 NT: Helicopters  
 Microlight aircraft  
 RT: Aviation  
 Pilots (Aviation)

**Airfields**

USE: Airports

**Airlines**

RT: Aviation

**Airports**

UF: Aerodromes  
 Airfields  
 Landing rights  
 BT: Infrastructure  
 RT: Air traffic control  
 Aviation

**Airships**

USE: Aircraft

**Airspace**

RT: Aviation  
 Navigation

**Albatrosses**

USE: Seabirds

**Alcohol**

UF: Liquor  
 BT: Drinks  
 NT: Beer  
 Wine  
 RT: Alcohol abuse  
 Licensed premises

**Alcohol abuse**

UF: Alcoholism  
 Drunkenness  
 BT: Substance abuse  
 RT: Alcohol  
 Drunken driving  
 Drug abuse

**Alcoholism**

USE: Alcohol abuse

**Algae**

BT: Plants  
 NT: Seaweeds

**Allergens**

USE: Allergies  
 Allergies  
 UF: Allergens  
 BT: Diseases

**Allowances**

RT: Fringe benefits  
 Social security

**Alternative medicine**

UF: Complementary medicine  
 Holistic medicine  
 BT: Medicine  
 NT: Acupuncture  
 Chiropractic  
 Homeopathy  
 Osteopathy  
 RT: Medical treatments

**Aluminium**

BT: Metals

**Alzheimers disease**

USE: Dementia

**Amateur radio**

UF: Radio hams  
 BT: Radio  
 RT: Citizen radio service

**Ambassadors**

USE: Diplomatic service

**Ambient air quality**

USE: Air pollution

**Ambulance services**

BT: Emergency services

**Angling**

USE: Recreational fishing

**Animal breeding**

RT: Animals  
 Livestock

**Animal diseases**

BT: Diseases  
 NT: BSE  
 Foot and mouth disease  
 Rabbit calicivirus disease  
 RT: Animals  
 Veterinary medicine

**Animal feed**

UF: Fodder  
 Forage  
 Silage  
 RT: Livestock  
 Pasture

**Animal health**

USE: Animal welfare

**Animal products**

BT: Agricultural products  
 NT: Deer velvet  
     Hides & skins  
     Meat  
 RT: Animals

**Animal welfare**

UF: Animal health  
 RT: Animals

**Animals**

NT: Bats  
 Bear  
 Birds  
 Cats  
 Cattle  
 Cheetah  
 Deer  
 Dogs  
 Fish  
 Fox  
 Frogs  
 Goats  
 Gorillas  
 Horses  
 Insects  
 Leopard  
 Lion  
 Lizards  
 Marine animals  
 Monkeys  
 Pigs  
 Rabbits  
 Rats  
 Sheep  
 Snails  
 Snakes  
 Spiders  
 Tiger  
 Wolves  
 RT: Animal breeding  
 Animal diseases  
 Animal products  
 Animal welfare  
 Biodiversity  
 Biology  
 Ecosystems  
 Endangered species  
 Environment  
 Introduced species  
 Livestock

Pets  
 Wildlife  
 Zoology  
 Zoos

**Annual leave**

USE: Leave (Employment)

**Annuities**

USE: Pensions

**Anorexia**

USE: Eating disorders

**Antenatal care**

USE: Maternity services

**Antibiotics**

BT: Drugs

**Antidumping**

UF: Dumping (Trade)  
 BT: Trade remedies

**Antipersonnel mines**

USE: Land mines

**Antiquities**

UF: Artifacts  
 RT: Cultural heritage

**Apartments**

USE: Houses

**Apiaries**

USE: Beekeeping

**Appeals**

RT: Civil proceedings  
 Criminal proceedings

**Apples**

**Apprentices**

USE: Apprenticeships

**Apprenticeships**

UF: Apprentices  
 RT: Employment  
     Labour force  
     Vocational education

**Aquaculture**

UF: Fish farming  
     Marine farming  
 BT: Agriculture

**Aquariums**

RT: Fish  
     Marine animals

**Aquatic centres**

USE: Swimming pools

**Aquatic plants**

BT: Plants  
 RT: Seaweeds

**Aquifers**

USE: Ground water

**Arable farming**

BT: Agriculture  
 RT: Crops

**Arbitration**

BT: Dispute resolution  
 NT: International  
     arbitration  
 RT: Courts  
     Mediation  
     Tribunals

**Archaeological sites**

USE: Historic sites

**Archaeology**

RT: Historic sites

**Architects**

BT: Occupations  
 RT: Architecture

**Architecture**

BT: Visual arts  
 RT: Architects  
     Buildings

**Archives**

RT: Libraries  
     Records

**Area schools**

BT: Schools  
 RT: Rural areas

**Armaments**

USE: Weapons

**Armed conflict**

UF: War  
 NT: Biological warfare  
     Chemical warfare  
     Nuclear warfare  
 RT: Armed forces

Defense  
 Disarmament  
 Military exercises  
 Pacifism  
 Peacekeeping  
 Prisoners of war  
 Terrorism  
 War crimes  
**Armed forces**  
 UF: Military forces  
 NT: Air force  
 Army  
 Mercenaries  
 Navy  
 RT: Armed conflict  
 Conscientious objectors  
 Courts martial  
 Defense  
 Military bases  
 Military equipment  
 Military exercises  
 National service  
 War veterans  
**Arms**  
 USE: Weapons  
**Arms control**  
 USE: Disarmament  
**Army**  
 UF: Soldiers  
 BT: Armed forces  
 NT: Territorial Army  
**Arrests**  
 BT: Pre trial procedures  
 RT: Bail  
**Arson**  
 BT: Crime  
 RT: Fires  
**Art galleries**  
 RT: Museums  
 Visual arts  
**Art works**  
 UF: Portraits  
 BT: Visual arts  
 RT: Carving  
 Glass  
 Jewellery

Painting  
 Pottery  
 Sculpture  
**Arthritis**  
 UF: Osteoarthritis  
 Rheumatoid arthritis  
 BT: Diseases  
**Artifacts**  
 USE: Antiquities  
**Artificial insemination**  
 USE: Assisted reproductive  
 technology  
**Artificial limbs**  
 USE: Prosthetics  
**Artificial sweeteners**  
 USE: Food additives  
**Artillery**  
 USE: Weapons  
**Arts**  
 NT: Literature  
 Performing arts  
 Visual arts  
 RT: Crafts  
 Cultural heritage  
 Culture  
**Asbestos**  
 BT: Minerals  
**Assault**  
 BT: Crime  
 RT: Violence  
**Asset testing**  
 USE: Means testing  
**Assets**  
 RT: Depreciation  
 Wealth  
**Assisted reproductive  
 technology**  
 UF: Artificial insemination  
 In vitro fertilization  
 RT: Fertility  
 Pregnancy  
**Associations**  
 USE: Organizations

**Asthma**  
 BT: Respiratory disorders  
**Astronomy**  
 BT: Science  
 RT: Observatories  
**Athletes**  
 UF: Sportsmen  
 Sportswomen  
 RT: Athletics  
 Occupations  
 Sports  
**Athletics**  
 BT: Sports  
 RT: Athletes  
**Atmosphere**  
 UF: Ionosphere  
 NT: Ozone layer  
 RT: Environment  
 Gases  
 Greenhouse effect  
**Attention deficit disorder  
 (ADD)**  
 USE: Learning disabilities  
**Attention deficit  
 hyperactivity disorder  
 (ADHD)**  
 USE: Learning disabilities  
**ATVs**  
 USE: All terrain vehicles  
**Auctions**  
 BT: Selling  
**Auditing (Financial)**  
 BT: Accountancy  
 RT: Financial reporting  
**Autism**  
 BT: Neurological disorders  
 RT: Intellectual disabilities  
**Automation**  
 USE: Technological change  
**Autopsy**  
 UF: Post mortems  
 RT: Death  
 Forensic science  
 Inquests

Pathology

**Avalanches**  
 RT: Disasters  
 Mountains  
 Snow

**Aviation**  
 UF: Air routes  
 Air transport  
 Flying  
 BT: Transport  
 RT: Air traffic control  
 Aircraft  
 Airlines  
 Airports  
 Airspace  
 Navigation  
 Pilots (Aviation)

**Awards**  
 USE: Conditions of  
 employment  
 Prizes  
 Scholarships

**Babies**  
 UF: Infants  
 RT: Age  
 Birth  
 Breastfeeding  
 Children  
 Sudden infant death  
 syndrome

**Baby battering**  
 USE: Child abuse

**Bacon**  
 USE: Pig meat

**Bacteria**  
 BT: Microorganisms  
 RT: Food poisoning

**Bail**  
 RT: Arrests  
 Pre trial procedures

**Bailiffs**  
 RT: Courts  
 Repossession orders

**Balance of payments**  
 RT: Capital movements

Foreign exchange  
 International  
 investment  
 Overseas reserves

**Ballast water**  
 USE: Wastes

**Ballet**  
 BT: Dance

**Ballooning**  
 BT: Outdoor recreation

**Bandwidth**  
 RT: Telecommunications

**Bank notes**  
 BT: Money

**Bank rate**  
 USE: Minimum lending rate

**Banking**  
 USE: Banks

**Bankruptcy**  
 UF: Insolvency  
 Receivership  
 RT: Commercial law  
 Debt  
 Liquidation

**Banks**  
 UF: Banking  
 BT: Financial institutions  
 NT: Central banks

**Bar codes**  
 USE: Labeling

**Barley**  
 BT: Grain

**Barristers**  
 USE: Lawyers

**Bats**  
 BT: Animals

**Battered children**  
 USE: Child abuse

**Battered wives**  
 USE: Domestic violence

**Batteries**  
 RT: Electricity

Motor vehicle parts

**Beaches**  
 UF: Foreshore  
 BT: Land  
 RT: Coasts  
 Dunes  
 Sand

**Bee products**  
 BT: Agricultural products  
 NT: Honey  
 RT: Bees

**Beech**  
 BT: Trees

**Beef**  
 BT: Meat  
 RT: Beef farming

**Beef farming**  
 BT: Agriculture  
 RT: Beef  
 Cattle

**Beekeeping**  
 UF: Apiaries  
 BT: Agriculture  
 RT: Bees  
 Honey

**Beer**  
 BT: Alcohol

**Bees**  
 BT: Insects  
 RT: Bee products  
 Beekeeping

**Beetles**  
 BT: Insects

**Beneficiaries**  
 RT: Social security

**Benefits (Social security)**  
 USE: Social security

**Berryfruit**  
 UF: Soft fruit  
 BT: Fruit

**Betting**  
 BT: Gambling

**Beverages**

USE: Drinks  
**Biculturalism**  
 BT: Culture  
**Bicycle paths**  
 USE: Cycle ways  
**Bicycles**  
 UF: Bikes  
 RT: Cycling  
**Bikes**  
 USE: Bicycles  
**Bilingualism**  
 RT: Languages  
**Billboards**  
 USE: Signage  
**Bills (Law)**  
 RT: Law  
**Bills of exchange**  
 USE: Securities  
**Biochemistry**  
 BT: Science  
 RT: Biology  
 Chemistry  
 Enzymes  
**Biodiversity**  
 RT: Animals  
 Environment  
 Plants  
 Wildlife  
**Biography**  
 RT: History  
**Biological controls**  
 RT: Pests  
**Biological warfare**  
 UF: Germ warfare  
 BT: Armed conflict  
**Biology**  
 BT: Science  
 NT: Botany  
 Ecology  
 Genetics  
 Microbiology  
 Zoology  
 RT: Animals

Biochemistry  
 Biotechnology  
 Plants  
**Biomass**  
 RT: Energy  
**Biomedical engineering**  
 NT: Prosthetics  
**Biosecurity**  
 BT: Security  
 NT: Quarantine  
 RT: Diseases  
 Environment  
 Pests  
**Biotechnology**  
 BT: Science  
 NT: Genetic modification  
 RT: Biology  
 Technology  
**Bipolar disorder**  
 USE: Mental disorders  
**Birds**  
 BT: Animals  
 NT: Ducks  
 Geese  
 Kiwi  
 Seabirds  
 RT: Endangered species  
 Introduced species  
 Pets  
 Poultry  
 Wildlife  
**Birth**  
 UF: Childbirth  
 RT: Babies  
 Birth control  
 Maternity services  
 Pregnancy  
**Birth control**  
 UF: Family planning  
 NT: Contraception  
 RT: Abortion  
 Birth  
 Fertility  
 Pregnancy  
 Sex  
 Sterilization

**Birth defects**  
 USE: Congenital abnormalities  
**Birth rate**  
 RT: Death rate  
 Population  
**Bisexuality**  
 USE: Sexual orientation  
**Black market**  
 USE: Hidden economy  
**Blindness**  
 USE: Visual impairment  
**Blood donation**  
 RT: Blood transfusions  
**Blood products**  
 RT: Blood transfusions  
**Blood transfusions**  
 BT: Medical treatments  
 RT: Blood donation  
 Blood products  
**Boarding houses**  
 USE: Hotels  
**Boat people**  
 USE: Refugees  
**Boatbuilding**  
 RT: Boats  
 Industry  
**Boating**  
 RT: Boats  
 Water sports  
**Boats**  
 UF: Yachts  
 NT: Canoes  
 Fishing boats  
 Jet boats  
 Patrol craft  
 RT: Boatbuilding  
 Boating  
 Marinas  
 Moorings  
 Shipping  
 Ships  
 Shipwrecks

**Body art**

UF: Body piercing  
Tattooing

**Body piercing**

USE: Body art

**Body searches**

UF: Strip searches

**Boilers**

BT: Machinery

**Bomb disposal**

RT: Weapons

**Bombs**

USE: Weapons

**Bona vacantia**

USE: Estates

**Bonds (Investment)**

USE: Securities

**Books**

BT: Publications  
RT: ISBNs  
Literature  
Public lending right

**Borders**

UF: Boundaries  
Frontiers  
RT: International relations  
Zones

**Borrowing**

USE: Loans

**Botanical gardens**

BT: Gardens  
RT: Parks

**Botany**

BT: Biology  
RT: Plants

**Boundaries**

USE: Borders

**Bovine spongiform encephalopathy**

USE: BSE

**Boycotts**

USE: Protests

**Boys**

BT: Children  
Youth  
RT: Men

**Brain drain**

USE: Emigration

**Brain injuries**

USE: Head injuries

**Brands**

USE: Marketing

**Breach of contract**

USE: Contracts

**Bread**

BT: Food

**Breast cancer**

BT: Cancer

**Breastfeeding**

RT: Babies

**Breath testing**

RT: Drink driving

**Bribery**

USE: Corruption

**Bridges**

BT: Infrastructure

**Broadcasting**

BT: Mass media  
NT: Political broadcasting  
Radio  
Television

**Bronchitis**

USE: Respiratory disorders

**BSE**

UF: Bovine spongiform encephalopathy  
Mad cow disease  
BT: Animal diseases

**Buddhism**

USE: Religion

**Budget deficit**

USE: Public deficit

**Budgeting**

USE: Personal finance

**Building**

USE: Construction

**Building consents**

RT: Construction  
Resource consents

**Building societies**

BT: Financial institutions

**Buildings**

NT: Historic buildings  
Houses  
Public buildings  
Religious buildings  
Theatres  
RT: Air conditioning  
Architecture  
Business premises  
Construction  
Encroachments  
Insulation  
Lifts  
Plumbing

**Bulimia**

USE: Eating disorders

**Bullying**

USE: Violence

**Bungy jumping**

BT: Outdoor recreation

**Burglary**

USE: Theft

**Burial**

UF: Disinterment  
Exhumation  
RT: Cemeteries  
Death  
Funerals

**Burns**

BT: Injuries

**Bus lanes**

BT: Roads  
RT: Buses

**Buses**

UF: Trolleybuses  
BT: Motor vehicles  
RT: Bus lanes

Public transport

**Bush**

USE: Forests

**Business**

UF: Commerce

NT: Electronic commerce

RT: Business premises

Commercial law

Companies

Consumers

Cooperatives

Industry

Joint ventures

Marketing

Retail trade

Trade secrets

**Business cycles**

UF: Depressions (Economic)

Economic recessions

RT: Economic conditions

**Business parks**

USE: Industrial estates

**Business premises**

UF: Factories

Offices

NT: Shops

RT: Buildings

Business

**Busking**

USE: Entertainers

**Butter**

BT: Dairy products

**Buy outs**

RT: Companies

**Buying**

USE: Purchasing

**By elections**

BT: Elections

**Bylaws**

BT: Delegated legislation

**Cabbage trees**

BT: Plants

**Cabinet**

BT: Government

RT: Ministers

**Cabinet ministers**

USE: Ministers

**Cable cars**

USE: Passenger ropeways

**Cables**

BT: Infrastructure

RT: Electric power lines

**Cafes**

USE: Restaurants

**Call centres**

RT: Consumers

Service industries

**Campervans**

USE: Caravans

**Camping**

BT: Outdoor recreation

*Campylobacteriosis*

USE: Food poisoning

**Cancer**

UF: Carcinogens

BT: Diseases

NT: Breast cancer

Cervical cancer

Prostate cancer

Skin cancer

**Cannabis**

UF: Marijuana

BT: Drugs

**Canoes**

UF: Kayaks

BT: Boats

**Capital**

BT: Wealth

RT: Depreciation

**Capital gains**

BT: Profits

**Capital movements**

RT: Balance of payments

Foreign exchange

International finance

International

investment

**Capital punishment**

UF: Death penalty

BT: Punishment

**Capitalism**

UF: Free enterprise

RT: Economics

**Car pooling**

USE: Ridesharing

**Car rallies**

USE: Motor sports

**Caravans**

UF: Campervans

BT: Accommodation

RT: Trailers

**Carbon dioxide**

BT: Gases

RT: Carbon sinks

Emissions

Greenhouse effect

**Carbon sinks**

RT: Carbon dioxide

Greenhouse effect

**Carcinogens**

USE: Cancer

**Cardiovascular diseases**

BT: Diseases

NT: Heart diseases

Strokes (Cerebrovascular)

**Career guidance**

UF: Vocational guidance

RT: Occupations

**Caregivers**

RT: Dependants

Disabilities

Foster care

Guardianship

Home care

Parents

Respite care

**Caretaker governments**

BT: Government

**Cargo**

USE: Freight

**Carp**

BT: Fish

***Carpal tunnel syndrome***

USE: OOS

**Cars**

UF: Motor cars  
BT: Motor vehicles  
RT: Motor sports  
Ridesharing

***Cartels***

USE: Restrictive trade practices

***Cartography***

USE: Maps

**Carving**

BT: Visual arts  
RT: Art works

**Casinos**

RT: Gambling

***Casual employment***

USE: Temporary employment

**Catering**

BT: Hospitality industry  
RT: Restaurants

**Cats**

BT: Animals

**Cattle**

UF: Cows  
BT: Animals  
RT: Beef farming  
Dairy farming  
Livestock

**Caves**

BT: Land

***CBD***

USE: Central business districts

***Celebrations***

RT: Ceremonies  
Festivals

***Cell phone towers***

USE: Radiofrequency transmitters

***Cell phones***

USE: Mobile phones

***Cell sites***

USE: Radiofrequency transmitters

**Cemeteries**

NT: War graves  
RT: Burial  
Death  
Memorials

**Censorship**

RT: Freedom of information  
Pornography

**Census**

RT: Population  
Statistics

**Central banks**

BT: Banks  
RT: Monetary policy

**Central business districts**

UF: CBD  
BT: Towns

**Ceramics**

RT: Crafts  
Pottery

***Cereals***

USE: Grain

**Cerebral palsy**

BT: Congenital abnormalities  
RT: Physical disabilities

**Ceremonies**

RT: Celebrations  
Festivals  
Funerals

***Certificates of deposit***

USE: Securities

***Cervena***

USE: Venison

**Cervical cancer**

BT: Cancer

**CFCs**

UF: Chlorofluorocarbons  
RT: Ozone layer

***Chaplains***

USE: Clergy

***Charges***

USE: Fees

***Charitable trusts***

USE: Charities

**Charities**

UF: Charitable trusts  
RT: Street appeals  
Voluntary organizations

***Charts***

USE: Maps

***Chattels***

USE: Personal property

***Cheating***

USE: Fraud

***Cheese***

BT: Dairy products

***Chemical warfare***

BT: Armed conflict

**Chemicals**

NT: Acids  
Dioxin  
Hormones  
Nitrates  
Solvents  
RT: Chemistry  
Fertilizers  
Hazardous substances  
Pesticides

***Chemistry***

BT: Science  
RT: Biochemistry  
Chemicals

**Cheques**

BT: Money

***Chickens***

USE: Poultry

**Child abuse**

UF: Baby battering



Battered children  
 Child neglect  
 Home alone children  
 RT: Domestic violence  
 Sexual abuse of children

**Child access**  
 USE: Child custody

**Child custody**  
 UF: Child access  
 RT: Divorce  
 Family law

**Child development**  
 UF: Play  
 RT: Children

**Child maintenance**  
 USE: Child support

**Child neglect**  
 USE: Child abuse

**Child rearing**  
 RT: Children  
 Parents

**Child restraints**  
 USE: Protective equipment

**Child support**  
 UF: Child maintenance  
 Liable parent payments  
 RT: Children  
 Income tax

**Childbirth**  
 USE: Birth

**Childcare centres**  
 USE: Early childhood centres

**Children**  
 UF: Juveniles  
 NT: Boys  
 Gifted children  
 Girls  
 RT: Age  
 Babies  
 Child development  
 Child rearing  
 Child support

Health camps  
 Youth

**Chiropody**  
 USE: Podiatry

**Chiropractic**  
 BT: Alternative medicine

**Chlorination**  
 USE: Chlorine

**Chlorine**  
 UF: Chlorination  
 BT: Gases

**Chlorofluorocarbons**  
 USE: CFCs

**Chocolate**  
 USE: Confectionery

**Christianity**  
 USE: Religion

**Churches**  
 USE: Religious buildings

**Cigarettes**  
 USE: Tobacco

**Cinema**  
 USE: Film

**Cinemas**  
 USE: Theatres

**Circuses**  
 RT: Performing arts

**Cities**  
 USE: Towns

**Citizen radio service**  
 UF: Citizens band radio  
 BT: Radio  
 RT: Amateur radio

**Citizens band radio**  
 USE: Citizen Radio service

**Citizens initiated referenda**  
 USE: Referenda

**Citizenship**  
 UF: Naturalization  
 RT: Passports

Permanent residence  
 Stateless persons

**Citrus fruit**  
 BT: Fruit

**City councils**  
 USE: Local body councils

**Civil defense**  
 RT: Emergency services

**Civil proceedings**  
 UF: Trials  
 NT: Pre trial procedures  
 RT: Appeals  
 Contempt of court  
 Courts  
 Dispute resolution  
 Evidence  
 Judgments  
 Legal aid  
 Limitation of actions

**Civil rights**  
 USE: Human rights

**Civil service**  
 USE: Public service

**Claims**  
 RT: Dispute resolution

**Class sizes**  
 UF: Pupil teacher ratios  
 RT: Students

**Clean air**  
 USE: Air pollution

**Cleaning services**  
 BT: Service industries

**Cleanliness**  
 USE: Hygiene

**Clergy**  
 UF: Chaplains  
 Ministers of religion  
 RT: Marriage celebrants  
 Religion

**Climate**  
 NT: Weather  
 RT: Environment  
 Greenhouse effect

Meteorology

**Climbing**  
 BT: Outdoor recreation  
 RT: Huts  
 Mountains  
 Tramping

**Clinics**  
 RT: Hospitals

**Clocks**  
 UF: Stopwatches  
 BT: Measuring instruments  
 RT: Time

**Clothing**  
 NT: Footwear  
 Uniforms  
 RT: Textiles

**Clubs**  
 USE: Organizations

**CNG**  
 USE: Natural gas

**Coaching (Sports)**  
 RT: Sports

**Coal**  
 UF: Lignite  
 BT: Fuels

**Coalition governments**  
 BT: Government

**Coasts**  
 BT: Land  
 RT: Beaches  
 Estuaries  
 Harbours

**Coats of arms**  
 USE: Heraldry

**Codes of practice**  
 RT: Delegated legislation  
 Ethics

**Coinage**  
 USE: Coins

**Coins**  
 UF: Coinage  
 BT: Money

**Collective bargaining**

BT: Employment relations  
 RT: Conditions of employment

**Colleges**  
 USE: Secondary schools

**Colleges of education**  
 UF: Teacher training colleges  
 RT: Tertiary education  
 Universities

**Colonies**  
 USE: Dependent territories

**Commerce**  
 USE: Business

**Commercial law**  
 UF: Company law  
 BT: Law  
 RT: Bankruptcy  
 Business  
 Consumer protection  
 Contracts  
 Conveyancing  
 Liquidation  
 Repossession orders

**Commercial secrets**  
 USE: Trade secrets

**Committees of inquiry**  
 UF: Public inquiries  
 BT: Public administration  
 RT: Commissions

**Commodities**  
 RT: Agricultural products  
 Copper  
 Sugar  
 Wheat  
 Wool

**Common law**  
 BT: Law

**Commonwealth**  
 UF: Commonwealth of Nations  
 RT: International relations

**Commonwealth Games**  
 RT: Sports

**Commonwealth of Nations**  
 USE: Commonwealth

**Community based sentences**  
 USE: Non custodial sentences

**Community boards**  
 BT: Local body councils

**Community care**  
 BT: Social services  
 NT: Home care  
 RT: Community centres  
 Respite care

**Community centres**  
 RT: Community care  
 Community development  
 Recreational facilities

**Community development**  
 RT: Community centres

**Community education**  
 USE: Continuing education

**Community health**  
 BT: Health  
 RT: Home care  
 Preventive medicine  
 Public health

**Community housing**  
 USE: Council housing

**Community magistrates**  
 USE: Judiciary

**Community service orders**  
 USE: Non custodial sentences

**Community trusts**  
 RT: Local government

**Commuting**  
 RT: Public transport  
 Ridesharing  
 Transport

**Companies**  
 UF: Corporations

NT: Multinational companies  
 RT: Business  
 Buy outs  
 Cooperatives  
 Directors  
 Financial reporting  
 Local authority trading enterprises  
 Mergers  
 Partnerships  
 Shareholders  
 Small businesses  
 State owned enterprises  
 Takeovers

**Company directors**

USE: Directors

**Company law**

USE: Commercial law

**Company tax**

BT: Income tax

**Compensation**

UF: Damages  
 Reparations  
 RT: Insurance  
 Punishment

**Competition (Business)**

RT: Restrictive trade practices

**Complaints**

UF: Grievances  
 RT: Consumer protection  
 Dispute resolution  
 Ombudsmen

**Complementary medicine**

USE: Alternative medicine

**Compliance costs**

USE: Costs

**Composite schools**

USE: Primary schools

**Composting**

USE: Recycling

**Compressed natural gas**

USE: Natural gas

Compulsory military service

USE: National service

**Computer operating systems**

USE: Software

**Computer programming**

RT: Computers  
 Encryption  
 Software

**Computer software**

USE: Software

**Computers**

UF: VDUs  
 RT: Computer programming  
 Information technology  
 Software

**Concrete**

BT: Construction materials

**Conditions of employment**

UF: Awards  
 Working conditions  
 NT: Fringe benefits  
 Hours of work  
 Leave (Employment)  
 Pay  
 RT: Collective bargaining  
 Dismissal  
 Working from home

**Condoms**

USE: Contraception

**Confectionery**

UF: Chocolate  
 BT: Food

**Conferences**

USE: Meetings

**Confessions**

BT: Evidence  
 RT: Pre trial procedures

**Confiscation**

BT: Punishment

**Conflicts of interest**

RT: Accountability  
 Corruption

Ethics

**Conflicts of law**

UF: International private law  
 RT: International law

**Congenital abnormalities**

UF: Birth defects  
 Foetal abnormalities  
 NT: Cerebral palsy  
 Down syndrome  
 Spina bifida  
 RT: Diseases

**Conifers**

USE: Trees

**Conscience votes**

RT: Parliament

**Conscientious objectors**

RT: Armed forces  
 Pacifism

**Conscription**

USE: National service

**Constituencies**

USE: Electorates

**Constitutional law**

BT: Law  
 RT: Treaty of Waitangi

**Construction**

UF: Building  
 RT: Building consents  
 Buildings  
 Construction materials  
 Demolition  
 Engineering  
 Excavation  
 Industry  
 Resource consents  
 Scaffolding

**Construction materials**

NT: Concrete  
 Steel  
 RT: Construction  
 Glass  
 Timber

**Consulates**

USE: Embassies

**Consuls**

USE: Diplomatic service

**Consultants**

RT: Occupations

**Consumer price indexes**

USE: Indexation

**Consumer protection**

UF: Product safety

RT: Commercial law

Complaints

Consumers

Ombudsmen

Quality assurance

**Consumers**

UF: Customers

RT: Business

Call centres

Consumer protection

Consumption

**Consumption**

RT: Consumers

Economics

**Containers (Freight)**

RT: Freight

Shipping

**Contamination**

USE: Pollution

**Contempt of court**

RT: Civil proceedings

Courts

Criminal proceedings

**Continental shelf**

USE: Seabed

**Continuing education**

UF: Adult education

Community education

BT: Education

NT: Professional development

RT: Vocational education

**Contraception**

UF: Condoms

Contraceptives

BT: Birth control

**Contraceptives**

USE: Contraception

**Contracts**

UF: Breach of contract

RT: Commercial law

Misrepresentation

Torts

**Conventions**

USE: International agreements

Meetings

**Conveyancing**

BT: Law

RT: Commercial law

**Cook Islanders**

RT: Ethnic groups

Pacific Islanders

**Cooperatives**

RT: Business

Companies

**Copper**

BT: Metals

RT: Commodities

**Copyright**

BT: Intellectual property

RT: Counterfeit manufacturing

Royalties

**Coroners**

RT: Inquests

**Corporal punishment**

UF: Smacking

BT: Punishment

RT: Non custodial sentences

**Corporations**

USE: Companies

**Correspondence schools**

USE: Distance education

**Corrosion**

RT: Metals

**Corruption**

UF: Bribery

RT: Conflicts of interest

Crime

Whistle blowing

**Cosmetic surgery**

USE: Plastic surgery

**Cosmetics**

BT: Manufactured goods

**Cost benefit analysis**

RT: Costs

**Cost of living**

RT: Costs

Indexation

Inflation

Prices

Standard of living

**Costs**

UF: Compliance costs

RT: Cost benefit analysis

Cost of living

Expenditure

Fees

Finance

Prices

**Cot death**

USE: Sudden infant death syndrome

**Council flats**

USE: Council housing

**Council housing**

UF: Community housing

Council flats

BT: Rental housing

RT: State housing

**Councilors**

UF: Elected members

Politicians

RT: Local body councils

**Councils**

USE: Local body councils

Regional councils

**Counseling**

UF: Marriage guidance

RT: Rehabilitation

Social work

**Counterfeit manufacturing**

<p>UF: Pirated copies RT: Copyright Manufacturing</p> <p><b>Countervailing</b> USE: Trade remedies</p> <p><b>Courier services</b> RT: Postal services</p> <p><b>Courts</b> NT: International courts RT: Arbitration Bailiffs Civil proceedings Contempt of court Courts martial Criminal proceedings Dispute resolution Judiciary Juries Justices of the peace Pre trial procedures Tribunals</p> <p><b>Courts martial</b> RT: Armed forces Courts</p> <p><b>Cows</b> USE: Cattle</p> <p><b>CPI</b> USE: Indexation</p> <p><b>Crafts</b> UF: Handcrafts NT: Jewellery Weaving RT: Arts Ceramics Cultural heritage Culture</p> <p><b>Cranes (Equipment)</b> USE: Equipment</p> <p><b>Crashes</b> USE: Accidents</p> <p><b>Crayfish</b> UF: Lobsters Marron BT: Marine animals</p> <p><b>Crèches</b></p>	<p>USE: Early childhood centres</p> <p><b>Credit</b> NT: Credit cards Hire purchase Loans RT: Credit rating Debt</p> <p><b>Credit cards</b> BT: Credit RT: Smart cards</p> <p><b>Credit rating</b> RT: Credit</p> <p><b>Credit unions</b> BT: Financial institutions</p> <p><b>Cremation</b> RT: Death Funerals</p> <p><b>Cricket</b> BT: Sports</p> <p><b>Crime</b> UF: Offences NT: Arson Assault Crimes against humanity Drink driving Fraud Home invasion Homicide Organized crime Sexual offences Smuggling Theft Treason Vandalism RT: Corruption Criminal law Espionage Gangs Insider trading Offenders Pornography Proceeds of crime Torture</p> <p><b>Crimes against humanity</b></p>	<p>BT: Crime NT: War crimes RT: Human rights Torture</p> <p><b>Criminal convictions</b> USE: Criminal records</p> <p><b>Criminal law</b> BT: Law NT: Criminal proceedings RT: Crime</p> <p><b>Criminal proceedings</b> UF: Trials BT: Criminal law NT: Pre trial procedures Prosecutions RT: Appeals Contempt of court Courts Dispute resolution Evidence Judgments Legal aid Rights of accused</p> <p><b>Criminal records</b> UF: Criminal convictions BT: Records RT: Offenders</p> <p><b>Criminals</b> USE: Offenders</p> <p><b>Crops</b> UF: Hemp RT: Arable farming Flowers Fruit Fungi Grain Plant breeding Plants Tobacco Vegetables</p> <p><b>Corporations</b></p> <p><b>Corporate entities</b> UF: Corporations Government owned companies</p>
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Government research institutes  
 BT: Public sector  
 RT: Directors  
 Government departments  
 State owned enterprises

**Cruise ships**

USE: Passenger ships

**Cultural heritage**

UF: National heritage  
 RT: Antiquities  
 Arts  
 Crafts  
 Culture  
 Historic buildings  
 Historic sites  
 Museums

**Culture**

NT: Biculturalism  
 RT: Arts  
 Crafts  
 Cultural heritage

**Currencies**

USE: Money

**Currency unions**

USE: Monetary unions

**Current account deficit**

USE: Public deficit

**Curriculum**

UF: Syllabus  
 RT: Education

**Curriculum materials**

USE: Learning resources

**Customary fishing**

BT: Fisheries  
 RT: Maori

**Customers**

USE: Consumers

**Customs duties**

UF: Duty free allowances  
 RT: Tariffs  
 Trade  
 Trade remedies

**Cycling**

UF: Mountain biking  
 BT: Sports  
 RT: Bicycles

**Cyclones**

USE: Storms

**Dairy farming**

BT: Agriculture  
 RT: Cattle  
 Dairy products  
 Share milking

**Dairy products**

BT: Agricultural products  
 Food  
 NT: Butter  
 Cheese  
 Milk  
 RT: Dairy farming

**Damages**

USE: Compensation

**Dams**

BT: Infrastructure  
 RT: Floods  
 Hydroelectric power  
 Lakes  
 Rivers

**Dance**

BT: Performing arts  
 NT: Ballet

**Dangerous goods**

USE: Hazardous substances

**Data transmission**

UF: Facsimile transmission  
 Fax  
 Telex  
 BT: Information technology  
 RT: Fibre optics  
 Telecommunications

**Databases**

RT: Information technology  
 Internet

**Daylight saving**

RT: Time

**De facto relationships**

UF: Same sex relationships  
 RT: Marriage

**Deafness**

USE: Hearing impairment

**Death**

RT: Autopsy  
 Burial  
 Cemeteries  
 Cremation  
 Death rate  
 Euthanasia  
 Homicide  
 Inquests  
 Sudden infant death syndrome  
 Suicide

**Death penalty**

USE: Capital punishment

**Death rate**

UF: Mortality  
 RT: Birth rate  
 Death  
 Population

**Debt**

RT: Bankruptcy  
 Credit

**Decentralization**

RT: Public administration

**Deed polls**

USE: Name changes

**Deeds of settlement**

USE: Agreements

**Deer**

BT: Animals  
 RT: Deer farming  
 Deer velvet  
 Livestock  
 Pests  
 Venison

**Deer farming**

BT: Agriculture  
 RT: Deer  
 Deer velvet  
 Venison

**Deer velvet**

BT: Animal products  
RT: Deer  
Deer farming

**Defamation**

UF: Libel  
Slander  
BT: Torts  
RT: Freedom of speech

**Defence**

RT: Armed conflict  
Armed forces  
Military alliances  
Military exercises  
National security

**Defence agreements**

USE: Military alliances

**Deflation**

RT: Inflation

**Delegated legislation**

UF: Subordinate legislation  
BT: Law  
NT: Bylaws  
Regulations  
RT: Codes of practice  
Rules

**Dementia**

UF: Alzheimers disease  
Senility  
BT: Neurological disorders

**Democracy**

RT: Elections  
Government

**Demolition**

RT: Construction  
Explosives

**Demonstrations**

UF: Marches  
RT: Protests  
Public order

**Dental health**

UF: Tooth decay  
BT: Health  
RT: Dentistry  
Fluoridation

**Dentistry**

BT: Medicine  
RT: Dental health  
Dentists

**Dentists**

BT: Health professionals  
RT: Dentistry

**Dependants**

RT: Caregivers  
Families

**Dependent territories**

UF: Colonies

**Depreciation**

RT: Accountancy  
Assets  
Capital  
Foreign exchange

**Depression (Mental disorder)**

BT: Mental disorders

**Depressions (Economic)**

USE: Business cycles

**Design**

RT: Ergonomics  
Visual arts

**Devaluation**

USE: Foreign exchange

**Developing countries**

UF: Third world  
Underdeveloped countries  
RT: Economic development  
Foreign aid  
International relations

**Diabetes**

BT: Diseases

**Diesel**

BT: Fuels  
RT: Petroleum

**Dietary supplements**

USE: Therapeutic products

**Dieticians**

BT: Health professionals  
RT: Nutrition

**Diets**

USE: Nutrition

**Dioxin**

BT: Chemicals

**Diplomatic immunity**

USE: Diplomatic service

**Diplomatic relations**

USE: International relations

**Diplomatic service**

UF: Ambassadors  
Consuls  
Diplomatic immunity  
Diplomats  
High commissioners  
RT: Embassies

**Diplomats**

USE: Diplomatic service

**Direct selling**

UF: Door to door selling  
Hawkers  
Mail order selling  
BT: Selling

**Directors**

UF: Company directors  
RT: Companies  
Government entities  
State owned enterprises

**Disabilities**

UF: Disabled  
Handicapped  
NT: Intellectual disabilities  
Learning disabilities  
Physical disabilities  
RT: Caregivers  
Rehabilitation  
Special education  
Special needs students

**Disabled**

USE: Disabilities

**Disadvantaged**

UF: Underprivileged  
RT: Poverty  
Social services  
Victims

**Disarmament**

UF: Arms control

RT: Armed conflict  
Nuclear free zones  
Weapons

### Disasters

UF: Natural disasters  
RT: Accidents  
Avalanches  
Droughts  
Earthquakes  
Eruptions  
Explosions  
Fires  
Floods  
Landslides  
Storms  
Tsunami

### Discipline

RT: Punishment  
Rules

### Disclosure

RT: Accountancy  
Freedom of information  
Pre trial procedures  
Privacy  
Public administration

### Discrimination

NT: Racial discrimination  
Sex discrimination  
RT: Equal opportunities  
Sexual harassment

### Diseases

UF: Illness  
Medical conditions  
Sickness  
NT: AIDS  
Allergies  
Animal diseases  
Arthritis  
Cancer  
Cardiovascular diseases  
Diabetes  
Food poisoning  
Giardiasis  
Hepatitis  
Hypertension  
Influenza  
Leptospirosis  
Listeriosis  
Measles

Meningitis  
Mental disorders  
Mumps  
Muscular dystrophy  
Neurological disorders  
Notifiable diseases  
Osteoporosis  
Plant diseases  
Poliomyelitis  
Respiratory disorders  
Rubella  
Sexually transmitted diseases  
Whooping cough  
RT: Biosecurity  
Congenital abnormalities  
Injuries  
Medicine  
Viruses

### *Disinterment*

USE: Burial

### Dismissal

UF: Sacking

### Unfair dismissal

NT: Redundancy  
RT: Conditions of employment  
Human resource management

### Dispute resolution

UF: Small claims  
NT: Arbitration  
Mediation  
RT: Civil proceedings  
Claims  
Complaints  
Courts  
Criminal proceedings

### *Dissolution of marriage*

USE: Divorce

### Distance education

UF: Correspondence schools  
BT: Education

### *District councils*

USE: Local body councils

### *District health boards*

RT: Health  
Hospitals

### Divers

RT: Diving  
Occupations  
Dividends  
RT: Income  
Shares

### Diving

RT: Divers  
Water sports

### Divorce

UF: Dissolution of marriage  
RT: Child custody  
Family law  
Marriage  
Separation (Marital)

### DNA

RT: Genetics

### *Docks*

USE: Wharves

### Doctors

UF: Medical practitioners

### Physicians

BT: Health professionals  
NT: General practitioners  
Medical specialists

### *Doctor's certificates*

USE: Medical certificates

### *Documents*

USE: Records  
Dogs  
BT: Animals  
NT: Guide dogs

### *Dole*

USE: Unemployment benefits

### Dolphins

BT: Marine animals

### *Domestic animals*

USE: *Pets*

### Domestic appliances

UF: Household appliances  
BT: Manufactured goods



**Domestic purposes benefit**

UF: DPB  
 BT: Social security  
 RT: One parent families

**Domestic violence**

UF: Battered wives

**Family violence**

BT: Violence  
 RT: Child abuse  
 Women's refuges

**Donations**

USE: Gifts

**Door to door selling**

USE: Direct selling

**Double taxation**

BT: Taxation

**Down syndrome**

UF: Mongolism  
 BT: Congenital abnormalities  
 RT: Intellectual disabilities

**DPB**

USE: Domestic purposes benefit

**Drainage**

UF: Drains  
 RT: Sewerage  
 Storm water

**Drains**

USE: Drainage  
 Sewerage

**Drama**

BT: Performing arts

**Drink driving**

BT: Crime  
 RT: Alcohol abuse  
 Breathe testing  
 Driving

**Drinks**

UF: Beverages  
 NT: Alcohol  
 Fruit juices  
 Milk

RT: Food  
 Water

**Drivers**

RT: Driving  
 Occupations

**Driving**

RT: Drink driving  
 Drivers  
 Motor vehicles  
 Speed limits

**Droughts**

RT: Disasters  
 Rain

**Drowning**

BT: Accidents

**Drug abuse**

UF: Drug addiction  
 BT: Substance abuse  
 RT: Alcohol abuse  
 Drugs  
 Solvent abuse

**Drug addiction**

USE: Drug abuse

**Drugs**

UF: Medications

**Pharmaceuticals**

NT: Antibiotics  
 Cannabis  
 RT: Drug abuse  
 Medical treatments  
 Pharmacy  
 Poisons  
 Prescriptions  
 Therapeutic products  
 Toxicology

**Drunkenness**

USE: Alcohol abuse

**Ducks**

BT: Birds  
 RT: Poultry

**Dumping (Trade)**

USE: Antidumping

**Dunes**

RT: Beaches

Land  
 Sand

**Duty free allowances**

USE: Customs duties

**Dwellings**

USE: Housing

**Dyslexia**

USE: Learning disabilities

**Early childhood centres**

UF: Childcare centres  
 Crèches  
 Kindergartens  
 Play centres  
 Playgroups  
 RT: Early childhood education

**Early childhood education**

UF: Preschool education  
 BT: Education  
 RT: Early childhood centres

**Earnings**

USE: Pay

**Earthquakes**

UF: Fault lines  
 RT: Disasters  
 Seismology

**Eating disorders**

UF: Anorexia

**Bulimia**

BT: Mental disorders

**Ecology**

BT: Biology  
 RT: Ecosystems

**Ecommerce**

USE: Electronic commerce

**Econometrics**

RT: Economics  
 Statistics

**Economic conditions**

RT: Business cycles  
 Economic development  
 Economic impact  
 Economic indicators  
 Economic policy  
 Economics

National accounts  
Poverty  
Socio economic status  
Wealth

**Economic development**

UF: Economic growth  
RT: Developing countries  
Economic conditions  
Economic policy  
Regional development  
Sustainable development

**Economic forecasting**

RT: Economics

**Economic growth**

USE: Economic development

**Economic impact**

RT: Economic conditions

**Economic indicators**

RT: Economic conditions  
Economics

**Economic instruments**

RT: Fees  
Quotas  
Rationing  
Subsidies  
Tariffs  
Taxation

**Economic integration**

RT: Globalization  
Monetary unions

**Economic policy**

NT: Fiscal policy  
RT: Economic conditions  
Economic development  
Monetary policy

**Economic recessions**

USE: Business cycles

**Economics**

BT: Social sciences  
NT: Inter-industry economics  
Macroeconomics  
RT: Capitalism

Consumption  
Econometrics  
Economic conditions  
Economic forecasting  
Economic indicators

**Ecosystems**

UF: Habitats  
RT: Animals  
Ecology  
Environment  
Plants

**Education**

BT: Social sciences  
NT: Continuing education  
Distance education  
Early childhood education  
Physical education  
Primary education  
Remedial education  
Secondary education  
Special education  
Tertiary education  
Vocational education  
RT: Curriculum  
Home schooling  
Learning resources  
Private training establishments  
Qualifications  
Schools  
Students  
Teachers

**Eels**

BT: Fish

**Effluent**

USE: Sewage  
Wastes

**EFTPOS**

UF: Electronic funds transfer at point of sale  
RT: Finance

**Eggs**

BT: Agricultural products  
Food  
RT: Poultry

**Elderly**

USE: Older people

**Elected members**

USE: Councilors  
Members of parliament

**Election campaigns**

RT: Elections  
Politics

**Election candidates**

USE: Elections

**Elections**

UF: Election candidates  
Nominations  
Suffrage  
Voters  
Voting  
NT: By elections  
RT: Democracy  
Election campaigns  
Electoral rolls  
Electoral systems  
Electorates  
Party lists  
Politics  
Polling stations

**Electoral rolls**

RT: Elections  
Electorates

**Electoral systems**

UF: First past the post  
Proportional representation  
Secret ballot  
NT: MMP  
STV  
RT: Elections

**Electorates**

UF: Constituencies  
RT: Elections  
Electoral rolls  
Members of parliament  
Electric power lines  
UF: High voltage lines  
RT: Cables  
Electricity

**Electric vehicles**

BT: Motor vehicles

**Electrical control equipment**

RT: Electricity

**Electrical wiring**

UF: Wiring

RT: Electricity

**Electrical workers**

UF: Electricians

BT: Occupations

RT: Electricity

**Electricians**

USE: Electrical workers

**Electricity**

BT: Energy

NT: Hydroelectric power

RT: Batteries

Electric power lines

Electrical control equipment

Electrical wiring

Electrical workers

Electronics

Power failures

Power stations

**Electronic commerce**

UF: Ecommerce

BT: Business

RT: Internet

**Electronic funds transfer at point of sale**

USE: EFTPOS

**Electronic mail**

USE: Email

**Electronic surveillance**

USE: Surveillance

**Electronics**

RT: Electricity

**Email**

UF: Electronic mail

RT: Internet

Telecommunications

**Embargoes**

USE: Sanctions

**Embassies**

UF: Consulates

RT: Diplomatic service

**Embezzlement**

USE: Fraud

**Emblems**

UF: Insignia

RT: Flags

Heraldry

Signage

**Embryos**

RT: Abortion

Foetuses

Pregnancy

**Emergency powers**

UF: States of emergency

RT: National security

Public administration

**Emergency services**

NT: Ambulance services

Fire services

Search & rescue

RT: Accidents

Civil defence

**Emigration**

UF: Brain drain

BT: Migration

RT: Extradition

Immigration

**Emissions**

UF: Exhaust emissions

**Smoke**

RT: Air pollution

Carbon dioxide

Greenhouse effect

**Emphysema**

USE: Respiratory disorders

**Employee unions**

USE: Trade unions

**Employees**

UF: Personnel

Staff

Workers

RT: Employers

Employment

Human resource

management

Labour force

Trade unions

**Employers**

RT: Employees

Employment

**Employment**

UF: Labour market

**Part time employment**

NT: Self employment

Temporary employment

Unemployment

RT: Apprenticeships

Employees

Employers

Employment relations

Job vacancies

Labour force

Occupations

Resignation

**Employment law**

UF: Labour law

BT: Law

**Employment relations**

UF: Industrial relations

Labour relations

Personal grievances

NT: Collective bargaining

RT: Employment

Industry

Labour force

Lockouts

Picketing

Strikes

Trade unions

**Emus**

USE: Livestock

**Encroachments**

RT: Buildings

Land

**Encryption**

RT: Computer programming

Security

Software

**Endangered species**

RT: Animals  
 Birds  
 Fish  
 Insects  
 Plants  
 Wildlife

**Enduring power of attorney**  
 USE: Powers of attorney

**Energy**  
 NT: Electricity  
 Fuels  
 Nuclear energy  
 Renewable energy  
 RT: Biomass  
 Heating  
 Insulation  
 Lighting

**Engineering**  
 RT: Construction  
 Hydraulics  
 Technology

**Engines**  
 UF: Motors  
 BT: Machinery  
 NT: Turbines

**English language**  
 BT: Languages

**Entertainers**  
 UF: Busking

**Performers**  
 RT: Occupations

**Environment**  
 RT: Animals  
 Atmosphere  
 Biodiversity  
 Biosecurity  
 Climate  
 Ecosystems  
 Environmental impact  
 Geothermal resources  
 Land  
 Natural resources  
 Oceans  
 Plants  
 Pollution  
 Resource consents

Sustainable development  
 Water

**Environmental impact**  
 RT: Environment  
 Pollution

**Enzymes**  
 RT: Biochemistry

**Epilepsy**  
 BT: Neurological disorders

**Equal opportunities**  
 UF: Affirmative action  
 RT: Discrimination  
 Equal pay

**Equal pay**  
 UF: Pay equity  
 BT: Pay  
 RT: Equal opportunities

**Equipment**  
 UF: Cranes (Equipment)

**Forklifts**  
 NT: Protective equipment  
 RT: Machinery  
 Manufactured goods

**Ergonomics**  
 RT: Design

**Erosion**  
 NT: Landslides  
 RT: Land  
 Soils

**Eruptions**  
 UF: Lahars  
 RT: Disasters  
 Volcanoes

**Espionage**  
 UF: Spying  
 RT: Crime  
 Intelligence services  
 Security vetting  
 Treason

**Estate agents**  
 BT: Occupations

**Estates**  
 UF: Bona vacantia

RT: Property  
 Trusts  
 Wills  
 Estuaries

RT: Coasts  
 Oceans  
 Rivers  
 Wetlands  
 Ethics

RT: Accountability  
 Codes of practice  
 Conflicts of interest  
 Informed consent  
 Philosophy  
 Values  
 Whistle blowing

**Ethnic groups**  
 UF: Racial groups

**Euthanasia**  
 UF: Mercy killing  
 RT: Death  
 Homicide  
 Suicide

**Evidence**  
 UF: Expert evidence  
 NT: Confessions  
 RT: Civil proceedings  
 Criminal proceedings  
 Forensic science  
 Perjury  
 Witnesses

**Examinations**  
 USE: Tests

**Excavation**  
 RT: Construction

**Exchange rates**  
 USE: Foreign exchange

**Excise duties**  
 BT: Indirect taxation

**Exclusive economic zones**  
 USE: Territorial waters

**Executives**  
 USE: Managers

**Exercise**  
 USE: Physical fitness

**Exhaust emissions**

USE: Emissions  
Exhibitions

**Exhumation**

USE: Burial

**Exotic species**

USE: Introduced species

**Expenditure**

UF: Spending  
RT: Costs  
Finance

**Experiments (Research)**

RT: Research  
Tests

**Expert evidence**

USE: Evidence

**Exploration**

RT: Travel

**Explosions**

RT: Accidents  
Disasters  
Explosives

**Explosives**

BT: Hazardous substances  
NT: Fireworks  
RT: Demolition  
Explosions

**Exports**

BT: Trade  
RT: Imports

**Extradition**

RT: Emigration  
Offenders

**Facsimile transmission**

USE: Data transmission

**Factories**

USE: Business premises

**Factory farming**

BT: Agriculture

**Families**

NT: One parent families  
RT: Dependants  
Genealogy

Households  
Parents

**Family law**

BT: Law  
RT: Adoption  
Child custody  
Divorce  
Guardianship  
Relationship property  
Separation (Marital)

**Family planning**

USE: Birth control

**Family trusts**

BT: Trusts  
RT: Personal finance

**Family violence**

USE: Domestic violence

**Fares**

UF: Passenger fares  
RT: Public transport

**Farm animals**

USE: Livestock

**Farm bikes**

USE: All terrain vehicles

**Farm forestry**

USE: Agroforestry

**Farm produce**

USE: Agricultural products

**Farmers**

BT: Occupations  
RT: Agriculture  
Farms

**Farming**

USE: Agriculture

**Farms**

NT: Smallholdings  
RT: Agriculture  
Farmers

**Fast food**

UF: Takeaways  
BT: Food  
RT: Restaurants

**Fathers**

UF: Paternity

BT: Parents  
RT: Men

**Fatigue**

UF: Insomnia

**Sleep**

RT: Stress (Psychological)

**Fault lines**

USE: Earthquakes

**Fax**

USE: Data transmission

**Fees**

UF: Charges  
Levies  
Tolls  
User charges  
RT: Costs  
Economic instruments  
Finance  
Prices  
Rebates  
Royalties

**Ferns**

UF: Ponga  
BT: Plants

**Ferrets**

BT: Animals  
Ferries  
BT: Passenger ships  
RT: Public transport

**Fertilizers**

RT: Chemicals

**Fertility**

UF: Infertility  
Sterility  
RT: Assisted reproductive  
technology  
Birth control  
Pregnancy

**Festivals**

RT: Celebrations  
Ceremonies

**Fibre optics**

UF: Optical fibres  
RT: Data transmission

**Fibre board**

BT: Forest products  
RT: Wood

**Fijians**  
RT: Ethnic groups  
Pacific Islanders

**Film**  
UF: Cinema  
Movies  
BT: Performing arts  
RT: Video recordings

**Finance**  
NT: International finance  
Personal finance  
Public finance  
RT: Costs  
Expenditure  
Fees

**Financial institutions**  
NT: Banks  
Building societies  
Credit unions  
Friendly societies  
Pension funds  
RT: Insurance

**Financial planners**  
USE: Investment advisers

**Financial reporting**  
UF: Financial statements  
RT: Accountancy  
Auditing (Financial)  
Companies

**Financial statements**  
USE: Financial reporting

**Fine arts**  
USE: Visual arts

**Fines**  
BT: Non custodial sentences

**Fire brigades**  
USE: Fire services

**Fire services**  
UF: Fire brigades  
Firefighters  
Voluntary fire brigades  
BT: Emergency services  
RT: Fires

**Firearms**  
UF: Guns

**Rifles**  
BT: Weapons

**Firefighters**  
USE: Fire services

**Fires**  
RT: Arson  
Disasters  
Fire services  
Home heating  
Smoke alarms

**Firewood**  
BT: Fuels  
Wood

**Fireworks**  
BT: Explosives

**First aid**  
BT: Medical treatments

**First past the post**  
USE: Electoral systems

**Fiscal policy**  
BT: Economic policy  
RT: Monetary policy  
Public finance  
Taxation

**Fish**  
BT: Animals  
NT: Carp  
Eels  
Freshwater fish  
Orange roughy  
Salmon  
Snapper  
Trout  
Tuna  
Whitebait  
RT: Aquariums  
Endangered species  
Fish products  
Fisheries  
Introduced species  
Marine animals  
Pets  
Recreational fishing  
Seafood

Shellfish  
Wildlife

**Fish farming**  
USE: Aquaculture

**Fish products**  
NT: Seafood  
RT: Fish  
Fisheries

**Fisheries**  
UF: Fishing industry  
BT: Primary industry  
NT: Customary fishing  
High seas fishing  
Inshore fisheries  
RT: Fish  
Fish products  
Fishing boats  
Fishing grounds  
Fishing nets

**Fishing boats**  
BT: Boats  
RT: Fisheries

**Fishing grounds**  
RT: Fisheries

**Fishing industry**  
USE: Fisheries

**Fishing nets**  
RT: Fisheries  
Recreational fishing

**Flags**  
RT: Emblems

**Flat tax**  
BT: Income tax

**Floods**  
RT: Dams  
Disasters  
Oceans  
Rivers  
Stormwater

**Flour**  
RT: Grain

**Flowers**  
RT: Crops  
Horticulture

Plant products Plants	UF: Campylobacteriosis Salmonella	Overseas students BT: Students
<b>Flu</b> USE: Influenza	BT: Diseases RT: Bacteria	<b>Foreign workers</b> UF: Working holidays BT: Labour force RT: Immigration
<b>Fluoridation</b> RT: Dental health Water treatment	<b>Foot and mouth disease</b> BT: Animal diseases	<b>Forensic science</b> BT: Science RT: Autopsy Evidence Inquests Medicine
<b>Flying</b> USE: Aviation	<b>Football</b> USE: Soccer	<b>Foreshore</b> USE: Beaches
<b>Fodder</b> USE: Animal feed	<b>Footpaths</b> RT: Pedestrians Roads Tracks (Walking)	<b>Forest parks</b> USE: Reserves
<b>Foetal abnormalities</b> USE: Congenital abnormalities	<b>Footwear</b> UF: Shoes BT: Clothing	<b>Forest products</b> NT: Fibre board Paper Pulp Wood RT: Forestry
<b>Foetuses</b> RT: Abortion Embryos Pregnancy	<b>Forage</b> USE: Animal feed	<b>Forestry</b> UF: Afforestation Silviculture BT: Primary industry NT: Agroforestry Logging RT: Forest products Forests Sawmilling
<b>Food</b> NT: Bread Confectionery Dairy products Eggs Fast food Fruit Health foods Herbs Honey Meat Nuts Processed food Seafood Sugar Vegetable oils Vegetables RT: Agricultural products Drinks Fungi Nutrition Salt Therapeutic products Vitamins	<b>Foreign aid</b> UF: International aid Overseas aid RT: Developing countries	<b>Forests</b> UF: Bush Rainforests BT: Natural resources RT: Forestry Trees
<b>Food additives</b> UF: Artificial sweeteners RT: Processed food	<b>Foreign exchange</b> UF: Devaluation Exchange rates RT: Balance of payments Capital movements Depreciation Forward exchange Hedging (Finance) Monetary unions Money Overseas reserves	<b>Forgery</b> USE: Fraud
<b>Food poisoning</b>	<b>Foreign fee paying students</b> USE: Foreign students	<b>Forklifts</b> USE: Equipment
	<b>Foreign investment</b> USE: International investment	<b>Forward exchange</b> RT: Foreign exchange
	<b>Foreign relations</b> USE: International relations	<b>Fossils</b>
	<b>Foreign students</b> UF: Foreign fee paying students International students	

RT: Geology

**Foster care**  
 BT: Social services  
 RT: Adoption  
 Caregivers

**Franchises**  
 RT: Retail trade  
 Service industries

**Fraud**  
 UF: Cheating  
 Embezzlement  
 Forgery  
 BT: Crime  
 RT: Misrepresentation

**Free enterprise**  
 USE: Capitalism

**Free trade**  
 BT: Trade  
 RT: Protectionism

**Freedom of assembly**  
 UF: Right of assembly  
 BT: Human rights  
 RT: Picketing  
 Public order

**Freedom of information**  
 UF: Open government  
 RT: Censorship  
 Disclosure  
 Official information  
 Ombudsmen

**Freedom of speech**  
 UF: Freedom of the press  
 BT: Human rights  
 RT: Defamation  
 Parliamentary privilege

**Freedom of the press**  
 USE: Freedom of speech

**Freezing works**  
 USE: Meat processing  
 premises

**Freight**  
 UF: Cargo  
 RT: Containers (Freight)  
 Transport

**Freshwater fish**  
 BT: Fish

**Friendly societies**  
 BT: Financial institutions

**Frigates**  
 BT: Warships

**Fringe benefits**  
 UF: Remuneration  
 BT: Conditions of  
 employment  
 RT: Allowances

**Frogs**  
 BT: Animals

**Frontiers**  
 USE: Borders

**Fruit**  
 BT: Food  
 Plant products  
 NT: Berryfruit  
 Citrus fruit  
 Grapes  
 Kiwifruit  
 Pip fruit  
 Summer fruit  
 RT: Crops  
 Fruit juices  
 Orchardring

**Fruit juices**  
 BT: Drinks  
 RT: Fruit

**Fuels**  
 BT: Energy  
 NT: Coal  
 Diesel  
 Firewood  
 LPG  
 Petrol  
 RT: Gases

**Fundraising**  
 RT: Street appeals

**Funerals**  
 RT: Burial  
 Ceremonies  
 Cremation

**Fungi**

UF: Mushrooms  
 Truffles  
 RT: Agricultural products  
 Crops  
 Food

**Furnaces**  
 USE: Machinery

**Furniture**  
 BT: Manufactured goods

**Furs**  
 USE: Hides & skins

**Futures (Finance)**  
 RT: Investment  
 Securities

**Gambling**  
 UF: Games of chance  
 Gaming  
 Housie  
 NT: Betting  
 Lotteries  
 RT: Casinos  
 Gaming machines

**Game shooting**  
 USE: Hunting

**Games**  
 USE: Leisure

**Games of chance**  
 USE: Gambling

**Gaming**  
 USE: Gambling

**Gaming machines**  
 UF: Poker machines  
 RT: Gambling

**Gangs**  
 RT: Crime  
 Organizations

**Goals**  
 USE: Prisons

**Gardening**  
 USE: Gardens

**Gardens**  
 UF: Gardening  
 NT: Botanical gardens



RT: Horticulture

**Gas cylinders**

RT: Gases  
 Gases  
 NT: Carbon dioxide  
 Chlorine  
 Methane  
 Natural gas  
 Oxygen  
 RT: Atmosphere  
 Fuels  
 Gas cylinders  
 Gas fitting

**Gas fitting**

RT: Gases  
 Natural gas  
 Plumbing

**Gauges**

USE: Measuring instruments

**GDP**

USE: National accounts

**Geese**

BT: Birds  
 RT: Poultry

**Genealogy**

RT: Families  
 Heraldry  
 History

**General practitioners**

BT: Doctors

**Generators**

BT: Machinery

**Genetic engineering**

USE: Genetic modification

**Genetic modification**

UF: Genetic engineering  
 BT: Biotechnology  
 RT: Genetics

**Genetics**

BT: Biology  
 RT: DNA  
 Genetic modification

**Geography**

RT: Maps

Place names  
 Social services

**Geology**

UF: Rocks  
 BT: Science  
 RT: Fossils  
 Geophysics  
 Minerals  
 Soils

**Geophysics**

BT: Physics  
 RT: Geology

**Geothermal energy**

BT: Renewable energy  
 RT: Geothermal resources

**Geothermal resources**

UF: Geysers  
 Hot springs  
 Mud pools  
 BT: Natural resources  
 RT: Environment  
 Geothermal energy

**Germ warfare**

USE: Biological warfare

**German measles**

USE: Rubella

**Geysers**

USE: Geothermal resources

**Giardiasis**

BT: Diseases

**Gifted children**

BT: Children  
 RT: Special education

**Gifts**

UF: Donations

**Girls**

BT: Children  
 Youth  
 RT: Women

**Glaciers**

RT: Mountains

**Glass**

RT: Art works

Construction materials

**Glasshouses**

USE: Greenhouse cultivation

**Gliding**

BT: Outdoor recreation

**Global warming**

USE: Greenhouse effect

**Globalization**

RT: Economic integration  
 International finance  
 International investment  
 International relations  
 Trade

**Glue sniffing**

USE: Solvent abuse

**GNP**

USE: National accounts

**Goats**

BT: Animals  
 RT: Livestock  
 Mohair  
 Pests

**Gold**

BT: Metals  
 RT: Money

**Golf**

BT: Sports

**Gondolas**

USE: Passenger ropeways

**Goods & services tax**

USE: GST

**Government**

NT: Cabinet  
 Caretaker governments  
 Coalition governments  
 Local government  
 Minority governments  
 RT: Democracy  
 Public administration  
 Sovereignty

**Government bonds**

USE: Government securities

**Government departments**

BT: Public sector  
 RT: Government entities  
 Public service  
 State owned enterprises

**Government lands**

BT: Land

**Government owned companies**

USE: Government entities

**Government research institutes**

USE: Government entities

**Government securities**

UF: Government bonds  
 Government stock  
 Treasury bills  
 BT: Securities

**Government shareholding**

UF: Kiwi share  
 BT: Public finance  
 RT: Investment  
 Shares  
 State owned enterprises

**Government stock**

USE: Government securities

**Governor**

RT: Heads of state

**Graduates**

RT: Tertiary education

**Graffiti**

USE: Vandalism

**Grain**

UF: Cereals  
 BT: Plant products  
 NT: Barley  
 Maize  
 Wheat  
 RT: Crops  
 Flour

**Grants**

RT: Scholarships  
 Subsidies

**Grapes**

BT: Fruit  
 RT: Viticulture  
 Wine

**Grasses**

BT: Plants  
 NT: Tussock  
 RT: Pasture

**Gravel**

BT: Minerals

**Green dollars**

USE: Barter

**Greenhouse cultivation**

UF: Glasshouses  
 BT: Horticulture

**Greenhouse effect**

UF: Global warming  
 RT: Atmosphere  
 Carbon dioxide  
 Carbon sinks  
 Climate  
 Emissions  
 Methane

**Greenstone**

UF: Jade  
 BT: Minerals

**Grievances**

USE: Complaints

**Gross domestic product**

USE: National accounts

**Gross national product**

USE: National accounts

**Ground water**

UF: Aquifers  
 BT: Water

**GST**

UF: Goods & services tax  
 Value added tax  
 VAT  
 BT: Indirect taxation

**Guardianship**

UF: Orphans  
 RT: Caregivers  
 Family law

**Guest houses**

USE: Hotels

**Guide dogs**

BT: Dogs  
 RT: Physical disabilities

**Guns**

USE: Firearms

**Habitats**

USE: Ecosystems

**Halal slaughter**

USE: Slaughter (Livestock)

**Ham**

USE: Pig meat

**Handcrafts**

USE: Crafts

**Handicapped**

USE: Disabilities

**Hang gliding**

BT: Outdoor recreation

**Harbour pilots**

RT: Shipping

**Harbours**

RT: Coasts  
 Oceans  
 Ports

**Harmonization**

USE: International cooperation

**Hawkers**

USE: Direct selling  
 Street trading

**Hazardous substances**

UF: Dangerous goods  
 NT: Explosives  
 Poisons  
 RT: Chemicals  
 Hazardous wastes  
 Radioactivity  
 Toxic metals

**Hazardous wastes**

BT: Wastes  
 NT: Nuclear wastes  
 RT: Hazardous substances

**Head injuries**

UF: Brain injuries  
BT: [Injuries](#)

### Heads of state

RT: Governors General  
Official residences  
Official visits  
Prime ministers

### Health

NT: Community health  
Dental health  
Mental health  
Occupational health  
Public health  
RT: District health boards  
Medicine  
Nutrition  
Obesity  
Physical fitness  
Private healthcare

### Health camps

RT: Children

### Health foods

UF: Natural foods  
BT: Food

### Health professionals

UF: Medical personnel  
BT: Occupations  
NT: Dentists  
Dieticians  
Doctors  
Midwives  
Nurses  
Pharmacists  
Physiotherapists  
Psychiatrists  
Speech therapists  
RT: Medicine

### Hearing disabilities

USE: Hearing impairment

### Hearing impairment

UF: Deafness  
Hearing disabilities  
BT: Physical disabilities  
RT: Sign language

### Heart diseases

BT: Cardiovascular diseases

### Heart transplants

USE: Transplant surgery

### Heating

NT: Home heating  
RT: Energy

### Heavy metals

USE: Toxic metals

### Hedging (Finance)

RT: Foreign exchange  
Investment  
Securities

### Helicopters

BT: Aircraft

### Helmets

USE: Protective equipment

### Hemp

USE: Crops

### Hens

USE: Poultry

### Hepatitis

BT: Diseases

### Heraldry

UF: Coats of arms  
RT: Emblems  
Genealogy

### Herbicides

USE: Pesticides

### Herbs

BT: Food  
Plants

### Heterosexuality

USE: Sexual orientation

### Hidden economy

UF: Black market  
Underground economy  
RT: Tax evasion

### Hides & skins

UF: Furs  
Leather  
Pelts  
BT: Animal products

### High blood pressure

USE: Hypertension

### High commissioners

USE: Diplomatic service

### High country

BT: Land  
RT: Hill country farming  
Mountains

### High schools

USE: Secondary schools

### High seas fishing

BT: Fisheries

### High voltage lines

USE: Electric power lines

### Higher education

USE: Tertiary education

### Highways

USE: Roads

### Hill country farming

BT: Agriculture  
RT: High country

### Hinduism

USE: Religion

### Hip replacement

USE: Joint replacement

### Hire purchase

BT: Credit  
RT: Repossession orders

### Historic buildings

BT: Buildings  
RT: Cultural heritage  
Historic sites  
Memorials

### Historic sites

UF: Archaeological sites  
RT: Archaeology  
Cultural heritage  
Historic buildings  
Memorials

### History

RT: Biography  
Genealogy  
Social sciences

**HIV**

USE: AIDS

**Hoardings**

USE: Signage

**Hobbies**

USE: Leisure

**Holidays**

USE: Public holidays

**Holistic medicine**

USE: Alternative medicine

**Home alone children**

USE: Child abuse

**Home care**

BT: Community care  
RT: Caregivers  
Community health

**Home detention**

BT: Punishment  
RT: Prisoners

**Home heating**

UF: Wood burners  
BT: Heating  
RT: Fires

**Home invasion**

BT: Crime  
RT: Violence

**Home kill**

USE: Slaughter (Livestock)

**Homeless people**

UF: Homelessness  
Street kids  
RT: Housing

**Homelessness**

USE: Homeless people

**Homeopathy**

BT: Alternative medicine

**Home schooling**

RT: Education

**Homicide**

UF: Manslaughter  
Murder  
BT: Crime

RT: Death  
Euthanasia

**Homosexuality**

BT: Sexual orientation  
RT: Lesbianism

**Honey**

BT: Bee products  
Food  
RT: Beekeeping

**Honours**

RT: Medals

**Hormone replacement therapy**

UF: HRT  
BT: Medical treatments  
RT: Hormones

**Hormones**

BT: Chemicals  
RT: Hormone replacement  
therapy

**Horse floats**

USE: Trailers

**Horse racing**

UF: Trotting  
BT: Sports  
RT: Horses

**Horses**

BT: Animals  
RT: Horse racing  
Livestock

**Horticulture**

UF: Market gardening  
BT: Agriculture  
NT: Greenhouse cultivation  
Orcharding  
RT: Flowers  
Gardens  
Vegetables

**Hospices**

BT: Hospitals  
RT: Palliative care

**Hospitality industry**

BT: Service industries  
NT: Catering  
RT: Hotels

Licensed premises  
Restaurants  
Tourism

**Hospitals**

NT: Hospices  
Psychiatric hospitals  
RT: Clinics  
District health boards

**Hostages**

RT: Abduction  
Terrorism

**Hostels**

BT: Accommodation

**Hot springs**

USE: Geothermal resources

**Hotels**

UF: Boarding houses

**Guest houses**

BT: Accommodation  
RT: Hospitality industry  
Licensed premises  
Motels

**Hours of work**

UF: Shift work

**Working hours**

BT: Conditions of  
employment

**Household appliances**

USE: Domestic appliances

**Households**

RT: Families

**Houses**

UF: Apartments  
BT: Buildings  
RT: Housing

**Housie**

USE: Gambling

**Housing**

UF: Dwellings  
NT: Rental housing  
RT: Accommodation  
Homeless people  
Houses  
Retirement villages

**HRT**

USE: Hormone replacement therapy

**Human resource management**

UF: Personnel management  
BT: Management  
RT: Dismissal  
Employees  
Recruitment

**Human rights**

UF: Civil rights  
NT: Freedom of assembly  
Freedom of speech  
Rights of accused  
RT: Crimes against humanity

**Hunting**

UF: Game shooting  
BT: Outdoor recreation

**Huts**

UF: Shelters  
BT: Accommodation  
RT: Climbing  
Tramping

**Hydraulics**

RT: Engineering  
Machinery  
Water

**Hydroelectric power**

BT: Electricity  
Renewable energy  
RT: Dams

**Hydrology**

UF: River flow  
RT: Lakes  
Rivers  
Water

**Hygiene**

UF: Cleanliness  
RT: Public health  
Sanitation  
Sterilization

**Hypertension**

UF: High blood pressure

BT: Diseases

**Identification**

UF: Identity cards  
Proof of identity

**Identity cards**

USE: Identification

**Illegal immigrants**

UF: Overstayers  
BT: Immigrants

**Illness**

USE: Diseases

**Immigrants**

NT: Illegal immigrants  
RT: Immigration  
Refugees  
Repatriation

**Immigration**

BT: Migration  
RT: Emigration  
Foreign workers  
Immigrants  
Permanent residence

**Immunisation**

UF: Vaccination  
BT: Preventive medicine

**Imports**

BT: Trade  
RT: Exports  
Parallel importing  
Tariffs

**In vitro fertilisation**

USE: Assisted reproductive technology

**Incentives**

**Income**

UF: Revenue  
RT: Dividends  
National accounts  
Pay  
Poverty  
Standard of living  
Wealth

**Income support**

USE: Social security

**Income tax**

UF: Provisional tax  
Resident withholding tax  
BT: Taxation  
NT: Company tax  
Flat tax  
Progressive taxation  
RT: Child support

**Incorporated societies**

USE: Organizations

**Independent schools**

USE: Private schools

**Indexation**

UF: Consumer price indexes  
CPI  
RT: Cost of living  
Pay  
Prices

**Indigenous peoples**

RT: Ethnic groups

**Indirect taxation**

BT: Taxation  
NT: Excise duties  
GST  
Rates (Property)  
Sales tax  
Stamp duties  
Tariffs

**Industrial estates**

UF: Business parks  
RT: Industry

**Industrial relations**

**Industry**

NT: Manufacturing  
Primary industry  
Service industries  
RT: Boatbuilding  
Business  
Construction  
Employment relations  
Industrial estates  
Inter-industry  
economics  
Productivity  
Research

**Industry training**

USE: Vocational education

**Infants**

USE: Babies

**Infertility**

USE: Fertility

**Inflation**

RT: Cost of living  
Deflation  
Monetary policy  
Prices

**Influenza**

UF: Flu  
BT: Diseases

**Information literacy**

USE: Literacy

**Information technology**

BT: Technology  
NT: Data transmission  
RT: Computers  
Databases  
Software

**Informed consent**

RT: Ethics

**Infrared radiation**

BT: Radiation

**Infrastructure**

NT: Airports  
Bridges  
Cables  
Dams  
Pipelines  
Ports  
Railways  
Reservoirs  
Roads  
Tunnels  
RT: Telecommunications

**Inheritance**

USE: Wills

**Injuries**

UF: Wounds  
NT: Burns  
Head injuries

OOS

RT: Diseases  
Rehabilitation

**Inline skating**

UF: Rollerblading  
BT: Sports

**Innovation**

RT: Technological change

**Inquests**

RT: Autopsy  
Coroners  
Death  
Forensic science

**Insects**

BT: Animals  
NT: Bees  
Beetles  
Wasps  
Wetas  
RT: Endangered species  
Introduced species  
Spiders  
Wildlife

**Inshore fisheries**

BT: Fisheries

**Insider trading**

RT: Crime  
Securities  
Shares

**Insignia**

USE: Emblems

**Insolvency**

USE: Bankruptcy

**Insomnia**

USE: Fatigue

**Institutional care**

USE: Residential care

**Instructors**

USE: Teachers

**Insulation**

RT: Buildings  
Energy

**Insurance**

RT: Compensation

Financial institutions

**Integrated schools**

USE: Schools

**Integration agreements**

USE: Agreements

**Intellectual disabilities**

UF: Intellectually  
handicapped  
Mental disabilities  
BT: Disabilities  
RT: Autism  
Down syndrome

**Intellectual property**

BT: Property  
NT: Copyright  
Patents  
Trade marks  
RT: Inventions

**Intellectually handicapped**

USE: Intellectual disabilities

**Intelligence services**

UF: Spies  
RT: Espionage  
National security  
Surveillance

**Intensive care**

BT: Medical treatments

**Interest rates**

NT: Minimum lending rate  
RT: Investment  
Monetary policy

**Inter-industry economics**

BT: Economics  
RT: Industry

**Intermediate schools**

BT: Schools  
RT: Middle schools

**Internal agreements**

USE: Agreements

**Internal migration**

BT: Migration

**International agreements**

UF: Conventions  
Trade agreements

Treaties  
BT: Agreements  
RT: International law  
Military alliances  
Monetary unions

**International aid**  
USE: Foreign aid

**International arbitration**  
BT: Arbitration  
RT: International courts  
International law

**International companies**  
USE: Multinational companies

**International cooperation**  
UF: Harmonization  
BT: International relations

**International courts**  
BT: Courts  
RT: International arbitration  
International law

**International finance**  
BT: Finance  
RT: Capital movements  
Globalization  
International investment

**International investment**  
UF: Foreign investment  
Overseas investment  
BT: Investment  
RT: Balance of payments  
Capital movements  
Globalization  
International finance  
Overseas reserves

**International law**  
BT: Law  
RT: Conflicts of law  
International agreements  
International arbitration  
International courts

**International organizations**

BT: Organizations  
RT: International relations

**International private law**  
USE: Conflicts of law

**International relations**  
UF: Diplomatic relations  
Foreign relations  
NT: International cooperation  
Military alliances  
RT: Borders  
Commonwealth  
Developing countries  
Globalization  
International organizations  
National security  
Neutrality  
Official visits  
Sister cities

**International students**  
USE: Foreign students

**Internet**  
UF: world Wide Web  
WWW  
RT: Databases  
Electronic commerce  
Email

**Interpreters**  
RT: Languages  
Translation

**Intestacy**  
RT: Wills

**Introduced species**  
UF: Exotic species  
RT: Animals  
Birds  
Fish  
Insects  
Plants  
Wildlife

**Invalid carriages**  
USE: Mobility scooters

**Invalids benefits**  
USE: Sickness benefits

**Inventions**  
RT: Intellectual property  
Patents

**Investment**  
NT: International investment  
RT: Futures (Finance)  
Government shareholding  
Hedging (Finance)  
Interest rates  
Investment advisers  
Savings  
Unit trusts  
Venture capital

**Investment advisers**  
UF: Financial planners  
RT: Investment  
Personal finance

**Ionosphere**  
USE: Atmosphere

**Ironsand**  
BT: Sand  
RT: Metals

**Irradiation**  
RT: Radiation

**Irrigation**  
RT: Agriculture  
Water

**ISBNs**  
RT: Books  
Publishing

**Islam**  
USE: Religion

**Islands**  
BT: Land

**ISSNs**  
RT: Periodicals  
Publishing

**Jade**  
USE: Greenstone

**Jails**  
USE: Prisons

**Jet boats**

BT: Boats

**Jet skis**

RT: Water sports

**Jetties**

USE: Wharves

**Jewellery**

BT: Crafts

RT: Art works

**Job vacancies**

RT: Employment

**Joint replacement**

UF: Hip replacement

BT: Surgery

**Joint ventures**

RT: Business

**JPs**

USE: Justices of the peace

**Judaism**

USE: Religion

**Judges**

USE: Judiciary

**Judgments**

UF: Verdicts

RT: Civil proceedings

Criminal proceedings

**Judicial review**

RT: Administrative law

**Judiciary**

UF: Community magistrates

**Judges**

RT: Courts

**Juries**

UF: Jury service

RT: Courts

**Jury service**

USE: Juries

**Justice**

NT: Miscarriage of justice

Restorative justice

RT: Law

**Justices of the peace**

UF: JPs

RT: Courts

Public administration

**Juveniles**

USE: Children

Youth

**Kauri**

BT: Trees

**Kayaks**

USE: Canoes

**Kidnapping**

USE: Abduction

**Kidney transplants**

USE: Transplant surgery

**Kindergartens**

USE: Early childhood

centres

**Labeling**

UF: Bar codes

RT: Marketing

Packaging

**Laboratories**

RT: Research

Science

Technology

**Labour force**

UF: Workforce

NT: Foreign workers

Skilled workers

RT: Apprenticeships

Employees

Employment

Employment relations

Occupations

Productivity

**Labour law**

USE: Employment law

**Labour market**

USE: Employment

**Labour relations**

USE: Employment relations

**Labour unions**

USE: Trade unions

**Lahars**

USE: Eruptions

**Lakes**

RT: Dams

Hydrology

Water

**Lamb**

USE: Sheep meat

**Land**

BT: Natural resources

NT: Beaches

Caves

Coasts

Government lands

High country

Islands

Mountains

RT: Dunes

Encroachments

Environment

Erosion

Land use

Landscape

Landslides

Rates (Property)

Reclamation

Soils

Subsidence

Wetlands

**Land mines**

UF: Antipersonnel mines

BT: Weapons

**Land use**

RT: Land

**Landfills**

UF: Rubbish dumps

Rubbish tips

Sanitary landfills

RT: Wastes

**Landing rights**

USE: Airports

**Landlords**

USE: Tenancy

**Landscape**



RT: Land

**Landslides**

UF: Landslips

BT: Erosion

RT: Disasters

Land

**Landslips**

USE: Landslides

**Languages**

NT: English language

Sign language

RT: Bilingualism

Interpreters

Translation

**Lasers**

RT: Radiation

**Law**

UF: Acts

Legislation

Statutes

BT: Social sciences

NT: Administrative law

Commercial law

Common law

Constitutional law

Conveyancing

Criminal law

Delegated legislation

Employment law

Family law

International law

Maritime law

Torts

RT: Bills (Law)

Justice

Lawyers

Leases

Legal aid

Liability

Powers of attorney

Wills

**Law of the sea**

USE: Maritime law

**Lawn bowls**

BT: Sports

**Lawyers**

UF: Barristers

Legal profession

Solicitors

BT: Occupations

RT: Law

**Lead**

BT: Metals

RT: Toxic metals

**Learning disabilities**

UF: Attention deficit disorder (ADD)

Attention deficit hyperactivity disorder (ADHD)

Dyslexia

BT: Disabilities

**Learning resources**

UF: Curriculum materials

RT: Education

**Leases**

RT: Law

Property

**Leather**

USE: Hides & skins

**Leave (Employment)**

UF: Annual leave

Maternity leave

Parental leave

Sick leave

BT: Conditions of employment

**Lecturers**

USE: Teachers

**Legal aid**

RT: Civil proceedings

Criminal proceedings

Law

**Legal deposit**

RT: Libraries

Publishing

**Legal profession**

USE: Lawyers

**Legends**

USE: Mythology

**Legionnaire's disease**

BT: Respiratory disorders

**Legislation**

USE: Law

**Leisure**

UF: Games

Hobbies

Recreation

NT: Outdoor recreation

RT: Sports

Tourism

**Leptospirosis**

BT: Diseases

**Lesbianism**

BT: Sexual orientation

RT: Homosexuality

**Level crossings**

RT: Railways

Roads

**Levies**

USE: Fees

Taxation

**Liability**

RT: Law

Torts

**Liab parent payments**

USE: Child support

**Libel**

USE: Defamation

**Libraries**

NT: Public libraries

School libraries

RT: Archives

Legal deposit

**Licensed premises**

RT: Alcohol

Hospitality industry

Hotels

Licensing trusts

Opening hours

Restaurants

**Licensing trusts**

RT: Licensed premises

Local government

**Life expectancy**  
 RT: Age  
 Population

**Lifestyle farms**  
 USE: Smallholdings

**Lifts**  
 RT: Buildings

**Light aircraft**  
 USE: Aircraft

**Lighthouses**  
 RT: Navigation  
 Shipping

**Lighting**  
 RT: Energy

**Lignite**  
 USE: Coal

**Limitation of actions**  
 RT: Civil proceedings

**Liquefied petroleum gas**  
 USE: LPG

**Liquidation**  
 RT: Bankruptcy  
 Commercial law

**Liquor**  
 USE: Alcohol

**Listeriosis**  
 BT: Diseases

**Literacy**  
 UF: Information literacy  
 RT: Numeracy  
 Reading  
 Writing

**Literature**  
 BT: Arts  
 RT: Books  
 Writing

**Litter**  
 USE: Refuse

**Liver transplants**  
 USE: Transplant surgery

**Livestock**  
 UF: Emus  
 Farm animals  
 Ostriches  
 NT: Poultry  
 RT: Agriculture  
 Animal breeding  
 Animal feed  
 Animals  
 Cattle  
 Deer  
 Goats  
 Horses  
 Meat processing  
 premises  
 Pigs  
 Sheep  
 Slaughter (Livestock)  
 Veterinary medicine

**Lizards**  
 BT: Animals

**Loans**  
 UF: Borrowing  
 BT: Credit  
 NT: Mortgages  
 Student loans  
 RT: Pawn broking

**Lobbying**  
 BT: Politics

**Lobsters**  
 USE: Crayfish

**Local authorities**  
 USE: Local body councils

**Local body councils**  
 UF: City councils  
 Councils  
 District councils  
 Local authorities  
 Territorial authorities  
 BT: Local government  
 NT: Community boards  
 RT: Councilors  
 Mayors

**Local government**  
 UF: Regional government  
 BT: Government  
 NT: Local body councils

Mayors  
 Regional councils  
 RT: Community trusts  
 Licensing trusts  
 Local authority trading  
 enterprises  
 Petitions  
 Rates (Property)

**Lockouts**  
 UF: Work stoppages  
 RT: Employment relations  
 Strikes

**Logbooks**  
 BT: Records

**Logging**  
 BT: Forestry

**Lorries**  
 USE: Trucks

**Lotteries**  
 UF: Raffles  
 BT: Gambling

**LPG**  
 UF: Liquefied petroleum gas  
 BT: Fuels

**Machinery**  
 UF: Furnaces  
 Pumps  
 NT: Boilers  
 Engines  
 Generators  
 Robots  
 RT: Equipment  
 Hydraulics

**Macroeconomics**  
 BT: Economics

**Mad cow disease**  
 USE: BSE

**Magazines**  
 USE: Periodicals

**Mail**  
 USE: Postal services

**Mail order selling**  
 USE: Direct selling

**Mainstreaming**

RT: Special education  
Special needs students

**Maize**

BT: Grain

**Malnutrition**

RT: Nutrition

**Malpractice**

USE: Professional  
misconduct

**Management**

NT: Human resource  
management  
Risk management  
RT: Managers

**Managers**

UF: Executives  
RT: Management

**Manganese**

BT: Metals

**Mangroves**

BT: Trees  
RT: Wetlands

**Manslaughter**

USE: Homicide

**Manufactured goods**

NT: Cosmetics  
Domestic appliances  
Furniture  
Toys  
RT: Equipment  
Manufacturing

**Manufacturing**

BT: Industry  
RT: Counterfeit  
manufacturing  
Manufactured goods  
Refineries

**Maps**

UF: Cartography  
Charts  
RT: Geography  
Navigation  
Surveying (Land)

**Marches**

USE: Demonstrations

**Marijuana**

USE: Cannabis

**Marinas**

RT: Boats  
Moorings  
Recreational facilities

**Marine animals**

BT: Animals  
NT: Crayfish  
Dolphins  
Prawns  
Sea lions  
Seals  
Shellfish  
Squid  
Whales  
RT: Aquariums  
Fish  
Wildlife

**Marine farming**

USE: Aquaculture

**Marine parks**

USE: Marine reserves

**Marine reserves**

UF: Marine parks  
BT: Reserves

**Maritime law**

UF: Law of the sea  
Salvage  
BT: Law  
RT: Territorial waters

**Market gardening**

USE: Horticulture

**Market research**

BT: Research  
RT: Marketing  
Marketing  
UF: Brands  
NT: Advertising  
RT: Business  
Labeling  
Market research  
Packaging  
Producer boards  
Public relations

Selling

**Marriage**

RT: De facto relationships  
Divorce  
Marriage celebrants  
Separation (Marital)

**Marriage celebrants**

RT: Clergy  
Marriage

**Marriage guidance**

USE: Counseling

**Marron**

USE: Crayfish

**Marshes**

USE: Wetlands

**Mass media**

UF: Press  
NT: Broadcasting  
RT: Publications  
Publishing

**Massage parlours**

RT: Prostitution

**Maternity leave**

USE: Leave (Employment)

**Maternity services**

UF: Antenatal care  
RT: Birth  
Midwives  
Pregnancy

**Mathematics**

RT: Numeracy  
Science  
Statistics

**Matrimonial property**

USE: Relationship property

**Maximum security prisons**

USE: Prisons

**Mayors**

BT: Local government  
RT: Local body councils

**Means testing**

UF: Asset testing  
RT: Social security

**Measles**

BT: Diseases

**Measurement**

UF: Weights & measures  
 RT: Measuring instruments  
 Surveying (Land)  
 Temperature

**Measuring instruments**

UF: Gauges  
 Meters

**Thermometers**

NT: Clocks  
 RT: Measurement

**Meat**

BT: Animal products  
 Food  
 NT: Beef  
 Pig meat  
 Sheep meat  
 Venison

**Meat processing premises**

UF: Abattoirs  
 Freezing works  
 RT: Livestock  
 Slaughter (Livestock)

**Medals**

RT: Honours  
 Prizes

**Mediation**

BT: Dispute resolution  
 RT: Arbitration

**Medical certificates**

UF: Doctors certificates  
 RT: Medical records

**Medical conditions**

USE: Diseases

**Medical personnel**

USE: Health professionals

**Medical practitioners**

USE: Doctors

**Medical records**

BT: Records  
 RT: Medical certificates

**Medical specialists**

BT: Doctors

**Medical treatments**

BT: Medicine  
 NT: Acupuncture  
 Blood transfusions  
 First aid  
 Hormone replacement  
 therapy  
 Intensive care  
 Occupational therapy  
 Palliative care  
 Physiotherapy  
 Surgery  
 RT: Alternative medicine  
 Drugs  
 Prescriptions  
 Radiography  
 Therapeutic products

**Medications**

USE: Drugs

**Medicine**

BT: Science  
 NT: Alternative medicine  
 Dentistry  
 Medical treatments  
 Pathology  
 Pharmacy  
 Podiatry  
 Preventive medicine  
 Psychiatry  
 Veterinary medicine  
 RT: Diseases  
 Forensic science  
 Health  
 Health professionals  
 Nursing  
 Patients

**Meetings**

UF: Conferences  
 Conventions

**Melanoma**

USE: Skin cancer

**Members of parliament**

UF: Elected members  
 Politicians  
 RT: Electorates  
 Ministers  
 Parliament  
 Parliamentary privilege

Prime ministers

**Memorials**

UF: Monuments  
 RT: Cemeteries  
 Historic buildings  
 Historic sites

**Men**

RT: Boys  
 Fathers

**Meningitis**

UF: Meningococcal disease  
 BT: Diseases

**Meningococcal disease**

USE: Meningitis

**Mental disabilities**

USE: Intellectual disabilities

**Mental disorders**

UF: Bipolar disorder  
 Mentally ill  
 Obsessive compulsive  
 disorder  
 Personality disorders  
 Psychiatric disorders  
 Psychoses  
 BT: Diseases  
 NT: Depression (Mental  
 disorder)  
 Eating disorders  
 Phobias  
 Schizophrenia  
 RT: Mental health  
 Psychiatry  
 Stress (Psychological)

**Mental health**

BT: Health  
 RT: Mental disorders  
 Psychiatric hospitals  
 Psychiatry

**Mental hospitals**

USE: Psychiatric hospitals

**Mentally ill**

USE: Mental disorders

**Mercenaries**

BT: Armed forces

**Mercury**

BT: Metals  
RT: Toxic metals

**Mercy killing**

USE: Euthanasia

**Mergers**

RT: Companies  
Takeovers

**Metals**

NT: Aluminium  
Copper  
Gold  
Lead  
Manganese  
Mercury  
Steel  
Toxic metals  
Uranium  
RT: Corrosion  
Ironsand  
Smelters

**Meteorology**

BT: Science  
NT: Weather forecasting  
RT: Climate  
Weather

**Meters**

USE: Measuring instruments

**Methane**

BT: Gases  
RT: Greenhouse effect

**Microbiology**

BT: Biology  
RT: Microorganisms

**Microlight aircraft**

BT: Aircraft

**Microorganisms**

NT: Bacteria  
Viruses  
RT: Microbiology

**Microwaves**

BT: Radiation

**Middle aged**

RT: Age

**Middle schools**

BT: Schools  
RT: Intermediate schools

**Midwives**

BT: Health professionals  
RT: Maternity services  
Nurses

**Migration**

NT: Emigration  
Immigration  
Internal migration

**Military aid**

RT: Military alliances

**Military alliances**

UF: Defence agreements  
BT: International relations  
RT: Defence  
International  
agreements  
Military aid

**Military bases**

RT: Armed forces

**Military equipment**

RT: Armed forces  
Weapons

**Military exercises**

RT: Armed conflict  
Armed forces  
Defence

**Military forces**

USE: Armed forces

**Milk**

UF: Milk powder  
BT: Dairy products  
Drinks

**Milk powder**

USE: Milk

**Minerals**

BT: Natural resources  
NT: Asbestos  
Gravel  
Greenstone  
Sand  
Selenium  
RT: Geology

Mining

**Mines**

USE: Mining

**Minimum lending rate**

UF: Bank rate  
BT: Interest rates

**Minimum wage**

BT: Pay

**Mining**

UF: Mines  
Opencast mining  
BT: Primary industry  
RT: Minerals  
Quarrying

**Ministers**

UF: Cabinet ministers  
RT: Cabinet  
Members of parliament  
Prime ministers

**Ministers of religion**

USE: Clergy

**Minority governments**

BT: Government

**Miscarriage of justice**

BT: Justice

**Misrepresentation**

RT: Contracts  
Fraud

**Missiles**

USE: Weapons

**Missing persons**

UF: Runaways

**Mobile phones**

UF: Cell phones  
BT: Telephones  
RT: Radiofrequency  
transmitters

**Mobility scooters**

UF: Invalid carriages

**Mohair**

BT: Natural fibres  
RT: Goats

**Monarchy**

BT: Government  
RT: Governors General  
Heads of state

**Monetary agreements**

USE: Monetary unions

**Monetary policy**

RT: Central banks  
Economic policy  
Fiscal policy  
Inflation  
Interest rates  
Money

**Monetary unions**

UF: Currency unions  
Monetary agreements  
RT: Economic integration  
Foreign exchange  
International agreements

**Money**

UF: Currencies  
NT: Bank notes  
Cheques  
Coins  
RT: Foreign exchange  
Gold  
Monetary policy

**Money laundering**

USE: Proceeds of crime

**Mongolism**

USE: Down syndrome

**Monopolies**

USE: Restrictive trade practices

**Monuments**

USE: Memorials

**Moorings**

RT: Boats  
Marinas  
Wharves

**Mopeds**

BT: Motor vehicles

**Mortality**

USE: Death rate

**Mortgages**

BT: Loans

**Mosses**

BT: Plants

**Motels**

BT: Accommodation  
RT: Hotels  
Motor camps

**Mothers**

BT: Parents  
RT: Women

**Motor camps**

BT: Accommodation  
RT: Motels

**Motor cars**

USE: Cars

**Motor racing**

USE: Motor sports

**Motor sports**

UF: Car rallies  
Motor racing  
Motorcycle sports  
Stockcar racing  
BT: Sports  
RT: Cars  
Motorcycles

**Motor vehicle parts**

RT: Batteries  
Motor vehicles  
Tyres  
Wheels

**Motor vehicles**

NT: All terrain vehicles  
Buses  
Cars  
Electric vehicles  
Mopeds  
Motorcycles  
Taxis  
Tractors  
Trucks  
RT: Driving  
Motor vehicle parts  
Parking  
Road transport  
Vehicle towing

**Motorbikes**

USE: Motorcycles

**Motorcycle sports**

USE: Motor sports

**Motorcycles**

UF: Motorbikes  
BT: Motor vehicles  
RT: Motor sports

**Motors**

USE: Engines

**Motorways**

BT: Roads

**Mountain biking**

USE: Cycling

**Mountains**

BT: Land  
NT: Volcanoes  
RT: Avalanches  
Climbing  
Glaciers  
High country

**Movies**

USE: Film

**Mud pools**

USE: Geothermal resources

**Multinational companies**

UF: International companies  
BT: Companies

**Multiple sclerosis**

BT: Neurological disorders

**Mumps**

BT: Diseases

**Murder**

USE: Homicide

**Muscular dystrophy**

BT: Diseases

**Museums**

RT: Art galleries  
Cultural heritage

**Mushrooms**

USE: Fungi

**Music**

BT: Performing arts  
RT: National anthems

Opera  
Orchestras  
Sound recordings

**Mussels**  
BT: Shellfish

**Mutton**  
USE: Sheep meat

**Mutton birds**  
USE: Seabirds

**Mythology**  
UF: Legends  
RT: Religion

**Name changes**  
UF: Deed polls

**Naming rights**  
RT: Sponsorship

**National accounts**  
UF: GDP

**GNP**  
Gross domestic product  
Gross national product  
National income  
RT: Economic conditions  
Income

**National anthems**  
RT: Music

**National debt**  
RT: Public finance

**National heritage**  
USE: Cultural heritage

**National income**  
USE: National accounts

**National parks**  
RT: Parks  
Reserves

**National security**  
BT: Security  
RT: Defence  
Emergency powers  
Intelligence services  
International relations  
Security vetting

**National service**

**UF: Compulsory military service**  
Conscription  
RT: Armed forces

**Natural disasters**  
USE: Disasters

**Natural fibres**  
NT: Mohair  
Wool  
RT: Textiles

**Natural foods**  
USE: Health foods

**Natural gas**  
UF: CNG  
Compressed natural gas  
BT: Gases  
RT: Gas fitting

**Natural resources**  
NT: Forests  
Geothermal resources  
Land  
Minerals  
Oceans  
Water  
Wetlands  
RT: Environment  
Resource consents

**Naturalization**  
USE: Citizenship

**Naval reserve**  
BT: Navy

**Navigation**  
RT: Airspace  
Aviation  
Lighthouses  
Maps  
Radar  
Sailing  
Shipping

**Navy**  
BT: Armed forces  
NT: Naval reserve

**Negligence**  
BT: Torts  
RT: Professional misconduct

**Netball**  
BT: Sports

**Neurological disorders**  
BT: Diseases  
NT: Autism  
Dementia  
Epilepsy  
Multiple sclerosis  
Parkinson's disease

**Neutrality**  
RT: International relations

**Newspapers**  
BT: Publications

**Nitrates**  
BT: Chemicals

**Noise**  
BT: Pollution

**Nominations**  
USE: Elections

**Non custodial sentences**  
UF: Community based sentences  
Community service orders  
BT: Punishment  
NT: Fines  
Periodic detention  
RT: Corporal punishment  
Probation

**Notifiable diseases**  
BT: Diseases

**Nuclear energy**  
BT: Energy  
RT: Nuclear physics  
Nuclear powered ships  
Nuclear wastes

**Nuclear free zones**  
RT: Disarmament  
Nuclear weapons

**Nuclear physics**  
BT: Physics  
RT: Nuclear energy

**Nuclear powered ships**

BT: Ships  
 RT: Nuclear energy

**Nuclear warfare**  
 BT: Armed conflict  
 RT: Nuclear weapons

**Nuclear wastes**  
 BT: Hazardous wastes  
 RT: Nuclear energy  
 Radioactivity

**Nuclear weapons**  
 BT: Weapons  
 RT: Nuclear free zones  
 Nuclear warfare

**Numeracy**  
 RT: Literacy  
 Mathematics

**Nurses**  
 BT: Health professionals  
 RT: Midwives  
 Nursing

**Nursing**  
 RT: Medicine  
 Nurses

**Nutrition**  
 UF: Diets  
 RT: Dieticians  
 Food  
 Health  
 Malnutrition

**Nuts**  
 BT: Food  
 Plant products

**Obesity**  
 RT: Health

**Obscene publications**  
 USE: Pornography

**Observatories**  
 RT: Astronomy

**Obsessive compulsive disorder**  
 USE: Mental disorders

**Occupational health**  
 UF: OSH

BT: Health  
 RT: Occupations  
 OOS  
 Safety

**Occupational overuse syndrome**  
 USE: OOS

**Occupational therapy**  
 BT: Medical treatments

**Occupations**  
 NT: Architects  
 Electrical workers  
 Estate agents  
 Farmers  
 Health professionals  
 Lawyers  
 Prison officers  
 Psychologists  
 Radiographers  
 Seafarers  
 Social workers  
 Surveyors  
 Teachers  
 Valuers  
 Veterinarians  
 RT: Athletes  
 Career guidance  
 Consultants  
 Divers  
 Drivers  
 Employment  
 Entertainers  
 Labour force  
 Occupational health

**Oceanography**  
 BT: Science  
 RT: Oceans  
 Seabed

**Oceans**  
 UF: Sea levels

**Seas**

**Tides**  
 BT: Natural resources  
 RT: Environment  
 Estuaries  
 Floods  
 Harbours  
 Oceanography

Seabed  
 Territorial waters  
 Tsunami

**Odours**  
 UF: Smells  
 BT: Pollution

**Off road vehicles**  
 USE: All terrain vehicles

**Offences**  
 USE: Crime

**Offenders**  
 UF: Criminals  
 NT: Re-offenders  
 RT: Crime  
 Criminal records  
 Extradition  
 Prisoners  
 Rights of accused

**Offices**  
 USE: Business premises

**Official information**  
 RT: Freedom of information  
 Public administration  
 Records

**Official residences**  
 RT: Heads of state  
 Public buildings

**Official visits**  
 RT: Heads of state  
 International relations

**Oil**  
 USE: Petroleum

**Older people**  
 UF: Aged  
 Elderly  
 Senior citizens  
 RT: Age  
 Rest homes  
 Retirement  
 Retirement villages

**Olive oil**  
 USE: Vegetable oils

**Olympic Games**  
 RT: Sports



**Ombudsmen**

RT: Complaints  
Consumer protection  
Freedom of information

**One parent families**

UF: Single parent families  
Sole parent families  
BT: Families  
RT: Domestic purposes  
benefit

**OOS**

UF: Carpal tunnel syndrome  
Occupational overuse  
syndrome  
Repetitive strain injury  
RSI  
BT: Injuries  
RT: Occupational health

**Open government**

USE: Freedom of  
information

**Opencast mining**

USE: Mining

**Opening hours**

UF: Sunday trading  
RT: Licensed premises  
Retail trade

**Opera**

BT: Performing arts  
RT: Music

**Opinion polls**

USE: Polls

**Opossums**

USE: Possums

**Optical fibres**

USE: Fibre optics

**Opticians**

UF: Optometrists  
RT: Sight

**Optometrists**

USE: Opticians

**Orange roughy**

BT: Fish

**Orcharding**

BT: Horticulture  
RT: Fruit

**Orchestras**

RT: Music

**Ordinance**

USE: Weapons

**Organ donation**

USE: Transplant surgery

**Organ transplants**

USE: Transplant surgery

**Organic cultivation**

BT: Agriculture  
RT: Organic products

**Organic products**

RT: Agricultural products  
Organic cultivation

**Organizations**

UF: Associations  
Clubs  
Incorporated societies  
Societies  
NT: International  
organizations  
Voluntary organizations  
RT: Gangs

**Organized crime**

BT: Crime

**Orphans**

USE: Guardianship

**OSH**

USE: Occupational health

**Osteoarthritis**

USE: Arthritis

**Osteopathy**

BT: Alternative medicine

**Osteoporosis**

BT: Diseases

**Ostriches**

USE: Livestock

**Outdoor recreation**

BT: Leisure

NT: Ballooning  
Bungy jumping  
Camping  
Climbing  
Gliding  
Hang gliding  
Hunting  
Parachuting  
Recreational fishing  
Tramping  
RT: Cycling  
Sports

**Overseas aid**

USE: Foreign aid

**Overseas investment**

USE: International  
investment

**Overseas reserves**

RT: Balance of payments  
Foreign exchange  
International  
investment

**Overseas students**

USE: Foreign students

**Overstayers**

USE: Illegal immigrants

**Ownership**

RT: Property

**Oxygen**

BT: Gases

**Oysters**

BT: Shellfish

**Ozone depletion**

USE: Ozone layer

**Ozone layer**

UF: Ozone depletion  
BT: Atmosphere  
RT: CFCs  
Ultraviolet radiation

**Pacifism**

RT: Armed conflict  
Conscientious objectors  
Peace

**Packaging**

RT: Labeling  
Marketing

**Paint**

**Painting**  
BT: Visual arts  
RT: Art works

**Palliative care**  
UF: Terminal care  
BT: Medical treatments  
RT: Hospices

**Paper**  
BT: Forest products

**Parachuting**  
BT: Outdoor recreation

**Parallel importing**  
RT: Imports

**Parental leave**  
USE: Leave (Employment)

**Parents**  
NT: Fathers  
Mothers  
RT: Caregivers  
Child rearing  
Families

**Parking**  
RT: Motor vehicles  
Roads

**Parkinson's disease**  
BT: Neurological disorders

**Parks**  
BT: Recreational facilities  
RT: Botanical gardens  
National parks  
Reserves

**Parliament**  
NT: Select committees  
RT: Conscience votes  
Members of parliament  
Parliamentary privilege  
Petitions

**Parliamentary privilege**  
RT: Freedom of speech  
Members of parliament  
Parliament

**Parole**  
RT: Prisoners  
Punishment

**Part time employment**  
USE: Employment

**Partnerships**  
RT: Companies

**Party lists**  
RT: Elections  
Political parties

**Party political broadcasting**  
USE: Political broadcasting

**Passenger fares**  
USE: Fares

**Passenger ropeways**  
UF: Cable cars  
Gondolas  
Ski lifts  
BT: Transport

**Passenger ships**  
UF: Cruise ships  
BT: Ships  
NT: Ferries

**Passengers**  
RT: Ridesharing  
Transport

**Passports**  
RT: Citizenship  
Visas

**Pasture**  
RT: Animal feed  
Grasses

**Patents**  
BT: Intellectual property  
RT: Inventions

**Paternity**  
USE: Fathers

**Pathology**  
BT: Medicine  
RT: Autopsy

**Patients**

RT: Medicine

**Patrol craft**  
BT: Boats  
RT: Surveillance

**Pawn broking**  
RT: Loans

**Pay**  
UF: Earnings  
Remuneration  
Salaries  
Wages  
BT: Conditions of employment  
NT: Equal pay  
Minimum wage  
RT: Income  
Indexation

**Pay equity**  
USE: Equal pay

**Peace**  
RT: Pacifism  
Peacekeeping

**Peacekeeping**  
RT: Armed conflict  
Peace

**Pears**  
USE: Pip fruit

**Pedestrian areas**  
UF: Pedestrian malls  
RT: Pedestrians

**Pedestrian crossings**  
RT: Pedestrians  
Roads

**Pedestrian malls**  
USE: Pedestrian areas

**Pedestrians**  
UF: Walking  
RT: Footpaths  
Pedestrian areas  
Pedestrian crossings

**Pelts**  
USE: Hides & skins

**Penalties**  
USE: Punishment

**Penguins**

BT: Seabirds

**Pension funds**

BT: Financial institutions  
RT: Pensions

**Pensions**

UF: Annuities  
NT: Superannuation  
RT: Pension funds  
Social security

**Performers**

USE: Entertainers

**Performing arts**

BT: Arts  
NT: Dance  
Drama  
Film  
Music  
Opera  
RT: Circuses

**Performing rights**

USE: Royalties

**Periodic detention**

BT: Non custodial sentences

**Periodicals**

UF: Magazines  
BT: Publications  
RT: ISSNs

**Perjury**

RT: Evidence  
Witnesses

**Permanent residence**

RT: Citizenship  
Immigration

**Personal finance**

UF: Budgeting  
BT: Finance  
RT: Family trusts  
Investment advisers

**Personal grievances**

USE: Employment relations

**Personal property**

UF: Chattels

BT: Property

**Personality disorders**

USE: Mental disorders

**Personnel**

USE: Employees

**Personnel management**

USE: Human resource  
management

**Pertussis**

USE: Whooping cough

**Pesticides**

UF: Herbicides

**Weed killers**

RT: Chemicals  
Pests  
Poisons  
Spray drift

**Pests**

NT: Weeds  
RT: Biological controls  
Biosecurity  
Deer  
Goats  
Pesticides  
Possums  
Rabbits  
Rats  
Snakes  
Stoats  
Wasps

**Petitions**

RT: Local government  
Parliament  
Politics  
Referenda

**Petrels**

USE: Seabirds

**Petrol**

BT: Fuels  
RT: Petroleum

**Petroleum**

UF: Oil  
RT: Diesel  
Petrol  
Refineries

**Pets**

UF: Domestic animals  
RT: Animals  
Birds  
Fish  
Veterinary medicine

**Pharmaceuticals**

USE: Drugs

**Pharmacies**

RT: Pharmacists  
Pharmacy  
Shops

**Pharmacists**

BT: Health professionals  
RT: Pharmacies  
Pharmacy

**Pharmacy**

BT: Medicine  
RT: Drugs  
Pharmacies  
Pharmacists  
Prescriptions

**Philosophy**

RT: Ethics

**Phobias**

BT: Mental disorders

**Photography**

BT: Visual arts

**Physical disabilities**

UF: Physically handicapped  
BT: Disabilities  
NT: Hearing impairment  
Visual impairment  
RT: Cerebral palsy  
Guide dogs  
Spina bifida

**Physical education**

BT: Education  
RT: Physical fitness

**Sports**

**Physical fitness**

UF: Exercise  
RT: Health  
Physical education

**Physically handicapped**

USE: Physical disabilities

**Physicians**

USE: Doctors

**Physics**

BT: Science  
NT: Geophysics  
Nuclear physics

**Physiotherapists**

BT: Health professionals  
RT: Physiotherapy

**Physiotherapy**

BT: Medical treatments  
RT: Physiotherapists

**Picketing**

RT: Employment relations  
Freedom of assembly  
Strikes

**Pig meat**

UF: Bacon

**Ham**

**Pork**

BT: Meat  
RT: Pigs

**Pigs**

BT: Animals  
RT: Livestock  
Pig meat

**Pilots (Aviation)**

RT: Aircraft  
Aviation

**Pine**

BT: Trees

**Pipelines**

BT: Infrastructure  
RT: Sewerage

**Pip fruit**

UF: Apples

**Pears**

BT: Fruit

**Pirated copies**

USE: Counterfeit  
manufacturing

**Place names**

RT: Geography

**Plant breeding**

RT: Crops  
Plants

**Plant diseases**

BT: Diseases  
RT: Plants

**Plant products**

BT: Agricultural products  
NT: Fruit  
Grain  
Nuts  
Seeds  
Vegetable oils  
Vegetables  
RT: Flowers  
Plants

**Plants**

UF: Vegetation  
NT: Algae  
Alpine plants  
Aquatic plants  
Cabbage trees  
Ferns  
Grasses  
Herbs  
Mosses  
Trees  
RT: Biodiversity  
Biology  
Botany  
Crops  
Ecosystems  
Endangered species  
Environment  
Flowers  
Introduced species  
Plant breeding  
Plant diseases  
Plant products  
Weeds

**Plastic surgery**

UF: Cosmetic surgery  
BT: Surgery

**Plastics**

RT: Polymers

**Play**

USE: Child development

**Play centres**

USE: Early childhood  
centres

**Playgrounds**

BT: Recreational facilities

**Playgroups**

BT: Early childhood centres

**Plumbing**

RT: Buildings  
Gas fitting

**Poaching**

BT: Theft

**Podiatry**

UF: Chiropody  
BT: Medicine

**Poisoning**

USE: Poisons

**Poisons**

UF: Poisoning  
Toxins  
BT: Hazardous substances  
RT: Drugs  
Pesticides  
Toxicology

**Poker machines**

USE: Gaming machines

**Police**

UF: Police powers  
RT: Police stations  
Powers of entry

**Police cells**

USE: Police stations

**Police powers**

USE: Police

**Police stations**

UF: Police cells  
RT: Police

**Polio**

USE: Poliomyelitis

**Poliomyelitis**

UF: Polio  
 BT: Diseases

**Political asylum**  
 RT: Refugees

**Political broadcasting**  
 UF: Party political  
 broadcasting  
 BT: Broadcasting

**Political parties**  
 RT: Party lists  
 Politics

**Political polls**  
 USE: Polls

**Political prisoners**  
 BT: Prisoners

**Politicians**  
 USE: Councilors  
 Members of parliament

**Politics**  
 NT: Lobbying  
 RT: Election campaigns  
 Elections  
 Petitions  
 Political parties  
 Polls  
 Referenda

**Polling stations**  
 RT: Elections

**Polls**  
 UF: Opinion polls

**Political polls**  
 RT: Politics

**Pollution**  
 UF: Contamination  
 NT: Air pollution  
 Noise  
 Odours  
 RT: Environment  
 Environmental impact  
 Wastes

**Polymers**  
 RT: Plastics

**Polytechnics**  
 RT: Tertiary education

Universities

**Ponga**  
 USE: Ferns

**Poor**  
 USE: Poverty

**Population**  
 RT: Birth rate  
 Census  
 Death rate  
 Life expectancy

**Pork**  
 USE: Pig meat

**Pornography**  
 UF: Obscene publications  
 RT: Censorship  
 Crime

**Portraits**  
 USE: Art works

**Ports**  
 BT: Infrastructure  
 RT: Harbours  
 Shipping  
 Ships  
 Wharves

**Possums**  
 UF: Opossums  
 BT: Animals  
 RT: Pests

**Post mortems**  
 USE: Autopsy

**Post offices**  
 USE: Postal services

**Postage stamps**  
 RT: Postal services

**Postal services**  
 UF: Mail

**Post offices**  
 RT: Courier services  
 Postage stamps

**Potatoes**  
 BT: Vegetables

**Pottery**

BT: Visual arts  
 RT: Art works  
 Ceramics

**Poultry**  
 UF: Chickens

**Hens**  
 BT: Livestock  
 RT: Birds  
 Ducks  
 Eggs  
 Geese

**Poverty**  
 UF: Poor  
 RT: Disadvantaged  
 Economic conditions  
 Income  
 Social conditions

**Power failures**  
 RT: Electricity

**Power stations**  
 UF: Thermal power stations  
 RT: Electricity

**Powers of attorney**  
 UF: Enduring power of  
 attorney  
 RT: Law

**Powers of entry**  
 RT: Police  
 Search warrants

**Prawns**  
 UF: Shrimps  
 BT: Marine animals

**Pre trial procedures**  
 BT: Civil proceedings  
 Criminal proceedings  
 NT: Arrests  
 Remand in custody  
 RT: Bail  
 Confessions  
 Courts  
 Disclosure

**Pregnancy**  
 RT: Assisted  
 reproductive  
 technology

Birth  
 Birth control  
 Embryos  
 Fertility  
 Foetuses  
 Maternity services

**Pregnancy termination**  
 USE: Abortion

**Preschool education**  
 USE: Early childhood education

**Prescriptions**  
 RT: Drugs  
 Medical treatments  
 Pharmacy

**Press**  
 USE: Mass media

**Preventive medicine**  
 BT: Medicine  
 NT: Immunization  
 RT: Community health  
 Public health

**Price fixing**  
 USE: Restrictive trade practices

**Prices**  
 RT: Cost of living  
 Costs  
 Fees  
 Indexation  
 Inflation

**Primary education**  
 BT: Education

**Primary industry**  
 BT: Industry  
 NT: Agriculture  
 Fisheries  
 Forestry  
 Mining  
 RT: Producer boards

**Primary schools**  
 UF: Composite schools  
 BT: Schools  
 RT: Primary education

**Prime ministers**

RT: Heads of state  
 Members of parliament  
 Ministers

**Prison inmates**  
 USE: Prisoners

**Prison officers**  
 BT: Occupations  
 RT: Prisons

**Prisoner escapes**  
 RT: Prisoners

**Prisoners**  
 UF: Prison inmates  
 NT: Political prisoners  
 Prisoners of war  
 RT: Home detention  
 Offenders  
 Parole  
 Prisoner escapes  
 Prisons  
 Remand in custody

**Prisoners of war**  
 BT: Prisoners  
 RT: Armed conflict

**Prisons**  
 UF: Gaols

**Jails**

**Maximum security prisons**  
 RT: Prison officers  
 Prisoners  
 Punishment  
 Youth justice facilities

**Privacy**  
 RT: Disclosure  
 Surveillance

**Private healthcare**  
 RT: Health

**Private prosecutions**  
 USE: Prosecutions

**Private schools**  
 UF: Independent schools  
 BT: Schools

**Private training establishments**  
 RT: Education  
 Tertiary education

**Prizes**  
 UF: Awards  
 RT: Medals

**Probate**  
 USE: Wills

**Probation**  
 RT: Non custodial sentences  
 Punishment

**Proceeds of crime**  
 UF: Money laundering  
 RT: Crime

**Processed food**  
 BT: Food  
 RT: Food additives

**Procurement**  
 USE: Purchasing

**Producer boards**  
 RT: Marketing  
 Primary industry

**Product safety**  
 USE: Consumer protection

**Productivity**  
 RT: Industry  
 Labour force

**Progress Report**  
 RT: Status Report

**Professional development**  
 BT: Continuing education

**Professional misconduct**  
 UF: Malpractice  
 RT: Negligence

**Profits**  
 NT: Capital gains

**Progressive taxation**  
 BT: Income tax

**Proof of identity**  
 USE: Identification

**Property**  
 UF: Real estate

**Real property**  
 NT: Intellectual property  
 Personal property

Relationship property  
 RT: Estates  
 Leases  
 Ownership

**Proportional representation**  
 USE: Electoral systems

**Prosecutions**  
 UF: Private prosecutions  
 BT: Criminal proceedings

**Prostate cancer**  
 BT: Cancer

**Prosthetics**  
 UF: Artificial limbs  
 BT: Biomedical engineering

**Prostitution**  
 UF: Sex industry  
 Soliciting  
 BT: Sexual offences  
 RT: Massage parlours

**Protectionism**  
 RT: Free trade  
 Trade

**Protective clothing**  
 USE: Protective equipment

**Protective equipment**  
 UF: Airbags

Child restraints  
 Helmets  
 Protective clothing  
 Safety belts  
 Seat belts  
 BT: Equipment  
 RT: Safety

**Protests**  
 UF: Boycotts  
 RT: Demonstrations

**Provisional tax**  
 USE: Income tax

**Psychiatric disorders**  
 USE: Mental disorders

**Psychiatric hospitals**  
 UF: Mental hospitals  
 BT: Hospitals

NT: Secure psychiatric units  
 RT: Mental health

**Psychiatrists**  
 BT: Health professionals  
 RT: Psychiatry

**Psychiatry**  
 UF: Psychoanalysis  
 BT: Medicine  
 RT: Mental disorders  
 Mental health  
 Psychiatrists  
 Psychology

**Psychoanalysis**  
 USE: Psychiatry

**Psychologists**  
 BT: Occupations  
 RT: Psychology

**Psychology**  
 RT: Psychiatry  
 Psychologists  
 Stress (Psychological)

**Psychoses**  
 USE: Mental disorders

**Public administration**  
 NT: Committees of inquiry  
 Public service  
 Commissions  
 RT: Decentralization  
 Disclosure  
 Emergency powers  
 Government  
 Justices of the peace  
 Official information  
 Public finance

**Public appointments**  
 RT: Recruitment

**Public buildings**  
 BT: Buildings  
 RT: Official residences

**Public deficit**  
 UF: Budget deficit  
 Current account deficit  
 Public sector deficit  
 BT: Public finance

**Public finance**

BT: Finance  
 NT: Government  
 shareholding  
 Public deficit  
 RT: Fiscal policy  
 National debt  
 Public administration

**Public health**  
 BT: Health  
 RT: Community health  
 Hygiene  
 Preventive medicine  
 Quarantine  
 Sanitation

**Public holidays**  
 UF: Holidays

**Statutory holidays**  
 NT: Anzac Day  
 Waitangi Day

**Public inquiries**  
 USE: Committees of inquiry  
 Tribunals

**Public lending right**  
 RT: Books  
 Public libraries

**Public libraries**  
 BT: Libraries  
 RT: Public lending right

**Public order**  
 RT: Demonstrations  
 Freedom of assembly

**Public records**  
 USE: Records

**Public relations**  
 RT: Marketing  
 Sponsorship

**Public sector**  
 UF: State sector  
 NT: Government  
 departments  
 State owned enterprises

**Public sector deficit**  
 USE: Public deficit

**Public servants**

USE: Public service

**Public service**

UF: Civil service

**Public servants**

BT: Public administration

RT: Government departments

**Public toilets**

RT: Sanitation

**Public transport**

BT: Transport

RT: Buses  
Commuting  
Fares  
Ferries  
Railways  
Rapid transit systems  
Taxis  
Trams

**Publications**

NT: Books  
Newspapers  
Periodicals

RT: Mass media  
Publishing  
Writing

**Publishing**

RT: ISBNs  
ISSNs  
Legal deposit  
Mass media  
Publications

**Pulp**

BT: Forest products

**Pumps**

USE: Machinery

**Punishment**

UF: Penalties  
Sentences (Punishment)

NT: Capital punishment  
Confiscation  
Corporal punishment  
Home detention  
Non custodial sentences  
Suspended sentences

RT: Compensation  
Discipline

Parole  
Prisons  
Probation  
Sanctions

**Pupil teacher ratios**

USE: Class sizes

**Pupils**

USE: Students

**Purchasing**

UF: Buying

**Procurement**

RT: Selling

**Quad bikes**

USE: All terrain vehicles

**Qualifications**

RT: Education

**Quality assurance**

UF: Quality control

RT: Consumer protection  
Standards

**Quality control**

USE: Quality assurance

**Quarantine**

BT: Biosecurity

RT: Public health

**Quarrying**

RT: Mining

**Quotas**

RT: Economic instruments

**R & D**

USE: Research

**Rabbit calicivirus disease**

UF: Rabbit hemorrhagic disease

RCD  
RHD

BT: Animal diseases

RT: Rabbits  
Rabbit hemorrhagic disease

USE: Rabbit calicivirus disease

**Rabbits**

BT: Animals

RT: Pests  
Rabbit calicivirus disease

**Race relations**

RT: Racial discrimination

**Racial discrimination**

UF: Racism

BT: Discrimination

RT: Race relations  
Racial groups

USE: Ethnic groups  
Racism

USE: Racial discrimination

**Radar**

RT: Navigation  
Remote sensing

**Radiation**

NT: Infrared radiation  
Microwaves  
Ultraviolet radiation

RT: Irradiation  
Lasers  
Radioactivity

**Radio**

BT: Broadcasting

NT: Amateur radio  
Citizen radio service

RT: Radio spectrum  
Radio frequencies

USE: Radio spectrum  
Radio frequency interference

USE: Radio spectrum  
Radio hams

USE: Amateur radio  
Radio reception

USE: Radio spectrum

**Radio spectrum**

UF: Radio frequencies  
Radio frequency interference  
Radio reception

RT: Radio  
Radiofrequency transmitters  
Television spectrum

**Radioactivity**



RT: Hazardous substances  
Nuclear wastes  
Radiation  
Uranium

**Radiofrequency transmitters**

UF: Cellphone towers  
Cellsites  
RT: Mobile phones  
Radio spectrum  
Telecommunications  
Television spectrum

**Radiographers**

BT: Occupations  
RT: Radiography

**Radiography**

RT: Medical treatments  
Radiographers  
Raffles  
USE: Lotteries

**Rafting**

BT: Water sports

**Railway stations**

BT: Railways

**Railways**

UF: Underground railways  
BT: Infrastructure  
Transport  
NT: Railway stations  
RT: Level crossings  
Public transport  
Rapid transit systems  
Trains  
Tunnels

**Rain**

BT: Weather  
RT: Droughts  
Rainforests  
USE: Forests

**Rape**

BT: Sexual offences

**Rapid transit systems**

RT: Public transport  
Railways  
USE: Religion

**Rate payers polls**

USE: Referenda

**Rates (Property)**

BT: Indirect taxation  
RT: Land  
Local government

**Rationing**

RT: Economic instruments  
Shortages  
Waiting lists

**Rats**

BT: Animals  
RT: Pests

**RCD**

USE: Rabbit calicivirus  
disease

**Reading**

RT: Literacy

**Real estate**

USE: Property

**Real property**

USE: Property

**Rebates**

RT: Fees  
Taxation

**Receivership**

USE: Bankruptcy

**Recidivists**

USE: Re-offenders

**Reclamation**

RT: Land

**Records**

UF: Documents  
Public records  
NT: Criminal records  
Logbooks  
Medical records  
Student records  
RT: Archives  
Official information

**Recreation**

USE: Leisure

**Recreational facilities**

UF: Stadiums

NT: Parks  
Playgrounds  
Sports grounds  
Swimming pools  
Tracks (Walking)  
RT: Community centres  
Marinas  
Zoos

**Recreational fishing**

UF: Angling  
BT: Outdoor recreation  
RT: Fish  
Fishing nets

**Recruitment**

RT: Human resource  
management  
Public appointments

**Recycling**

UF: Composting  
RT: Wastes

**Redundancy**

BT: Dismissal  
RT: Unemployment

**Referenda**

UF: Citizens initiated  
referenda  
Rate-payers polls

**Voting**

RT: Petitions  
Politics

**Refineries**

RT: Manufacturing  
Petroleum

**Refrigeration**

RT: Temperature

**Refugees**

UF: Boat people  
RT: Immigrants  
Political asylum  
Repatriation  
Stateless persons

**Refuse**

UF: Litter

**Rubbish**

BT: Wastes

**Regional councils**

UF: Councils  
BT: Local government

**Regional development**

RT: Economic development

**Regional government**

USE: Local government

**Regulations**

BT: Delegated legislation

**Rehabilitation**

RT: Counseling  
Disabilities  
Injuries

**Relationship property**

UF: Matrimonial property  
BT: Property  
RT: Family law

**Religion**

UF: Buddhism  
Christianity  
Hinduism  
Islam  
Judaism  
RT: Clergy  
Mythology  
Religious buildings

**Religious buildings**

UF: Churches  
BT: Buildings  
RT: Religion

**Remand in custody**

BT: Pre trial procedures  
RT: Prisoners

**Remedial education**

BT: Education  
RT: Special education

**Remote sensing**

RT: Radar  
Satellites

**Remuneration**

USE: Fringe benefits  
Pay

**Renewable energy**

BT: Energy

NT: Geothermal energy  
Hydroelectric power  
Solar energy  
Wind energy

**Rental housing**

BT: Housing  
NT: Council housing  
State housing  
RT: Tenancy

**Re-offenders**

UF: Recidivists  
BT: Offenders

**Reparations**

USE: Compensation

**Repatriation**

RT: Immigrants  
Refugees

**Repetitive strain injury**

USE: OOS

**Repossession orders**

RT: Bailiffs  
Commercial law  
Hire purchase

**Republicanism**

BT: Government

**Research**

UF: R & D  
NT: Market research  
RT: Experiments (Research)  
Industry  
Laboratories  
Science

**Reserves**

UF: Forest parks  
Scenic reserves  
NT: Marine reserves  
RT: National parks  
Parks

**Reservoirs**

BT: Infrastructure  
RT: Water

**Resident withholding tax**

USE: Income tax

**Residential care**

UF: Institutional care  
BT: Social services  
RT: Respite care

**Resignation**

RT: Employment

**Resource consents**

RT: Building consents  
Construction  
Environment  
Natural resources  
Town planning

**Respiratory disorders**

UF: Bronchitis  
Emphysema  
BT: Diseases  
NT: Asthma  
Legionnaire's disease  
Tuberculosis

**Respite care**

RT: Caregivers  
Community care  
Residential care

**Responsibility**

USE: Accountability

**Rest homes**

RT: Older people

**Restaurants**

UF: Cafes

**Takeaway bars**

BT: Service industries  
RT: Catering  
Fast food  
Hospitality industry  
Licensed premises

**Restorative justice**

BT: Justice

**Restrictive trade practices**

UF: Cartels  
Monopolies  
Price fixing  
RT: Competition (Business)

**Retail trade**

RT: Business  
Franchises  
Opening hours

Selling  
Street trading

**Retirement**  
RT: Older people  
Superannuation

**Retirement villages**  
RT: Housing  
Older people

**Returned servicemen**  
USE: War veterans

**Revenue**  
USE: Income

**RHD**  
USE: Rabbit calicivirus disease

**Rheumatoid arthritis**  
USE: Arthritis

**Ridesharing**  
UF: Car pooling  
RT: Cars  
Commuting  
Passengers

**Rifles**  
USE: Firearms

**Right of assembly**  
USE: Freedom of assembly

**Rights of accused**  
BT: Human rights  
RT: Criminal proceedings  
Offenders

**Risk management**  
BT: Management

**River flow**  
USE: Hydrology

**Rivers**  
UF: Streams  
RT: Dams  
Estuaries  
Floods  
Hydrology  
Water

**Road safety**  
BT: Safety

RT: Speed cameras  
Speed limits

**Road traffic**  
USE: Road transport

**Road transport**  
UF: Road traffic

**Traffic**  
BT: Transport  
RT: Cycling  
Motor vehicles  
Roads  
Speed limits

**Roads**  
UF: Highways

**Streets**  
BT: Infrastructure  
NT: Bus lanes  
Motorways  
RT: Cycle- ways  
Footpaths  
Level crossings  
Parking  
Pedestrian crossings  
Road transport  
Tunnels

**Robbery**  
USE: Theft

**Robots**  
BT: Machinery

**Rocks**  
USE: Geology

**Rollerblading**  
USE: Inline skating

**Rowing**  
BT: Water sports

**Royalties**  
UF: Performing rights  
RT: Copyright  
Fees

**RSI**  
USE: OOS

**Rubbish**  
USE: Refuse

**Rubbish dumps**

USE: Landfills

**Rubbish tips**  
USE: Landfills

**Rubella**  
UF: German measles  
BT: Diseases

**Rugby**  
BT: Sports

**Rugby league**  
BT: Sports

**Rules**  
RT: Delegated legislation  
Discipline

**Runaways**  
USE: Missing persons

**Runoff**  
USE: Storm water  
Wastes

**Rural areas**  
RT: Agriculture  
Area schools

**Sacking**  
USE: Dismissal

**Safety**  
NT: Road safety  
RT: Accidents  
Occupational health  
Protective equipment  
Security

**Safety belts**  
USE: Protective equipment

**Sailing**  
UF: Yachting  
BT: Water sports  
RT: Navigation

**Salaries**  
USE: Pay

**Sales tax**  
BT: Indirect taxation

**Salmon**  
BT: Fish

**Salmonella**

USE: Food poisoning

**Salt**

RT: Food

**Salvage**

USE: Maritime law

**Same sex relationships**

USE: De facto relationships

**Sanctions**

UF: Embargoes

RT: Punishment

**Sand**

BT: Minerals

NT: Iron sand

RT: Beaches

Dunes

**Sanitary landfills**

USE: Landfills

**Sanitation**

RT: Hygiene

Public health

Public toilets

Sewerage

**Satellites**

RT: Remote sensing

Telecommunications

**Savings**

RT: Investment

**Sawmilling**

RT: Forestry

Timber

**Scaffolding**

RT: Construction

**Scallops**

BT: Shellfish

**Scenic reserves**

USE: Reserves

**Schizophrenia**

BT: Mental disorders

**Scholarships**

UF: Awards

RT: Grants

**School attendance**

NT: Truancy

RT: Schools

Students

**School boards of trustees**

RT: Schools

**School holidays**

USE: School terms

**School libraries**

BT: Libraries

RT: Schools

**School principals**

BT: Teachers

**School terms**

UF: School holidays

RT: Schools

**Schools**

UF: Integrated schools

NT: Area schools

Intermediate schools

Middle schools

Primary schools

Private schools

Secondary schools

RT: Education

School attendance

School boards of trustees

School libraries

School terms

**Science**

NT: Astronomy

Biochemistry

Biology

Biotechnology

Chemistry

Forensic science

Geology

Medicine

Meteorology

Oceanography

Physics

Seismology

RT: Laboratories

Mathematics

Research

Technology

**Sculpture**

BT: Visual arts

RT: Art works

**Sea levels**

USE: Oceans

**Sea lions**

BT: Marine animals

**Seabed**

UF: Continental shelf

RT: Oceanography

Oceans

**Seabirds**

UF: Albatrosses

**Petrels**

BT: Birds

NT: Penguins

**Seafarers**

UF: Seamen

BT: Occupations

RT: Shipping

**Seafood**

BT: Fish products

Food

RT: Fish

Shellfish

**Seals**

BT: Marine animals

**Seamen**

USE: Seafarers

**Search & rescue**

BT: Emergency services

RT: Surf lifesaving

**Search warrants**

RT: Powers of entry

**Seas**

USE: Oceans

**Seasonal employment**

USE: Temporary employment

**Seat belts**

USE: Protective equipment

**Seaweeds**

BT: Algae

RT: Aquatic plants

**Secondary education**

BT: Education  
RT: Secondary schools

**Secondary schools**

UF: Colleges  
High schools  
BT: Schools  
RT: Secondary education

**Secret ballot**

USE: Electoral systems

**Secure psychiatric units**

BT: Psychiatric hospitals

**Securities**

UF: Bills of exchange  
Bonds (Investment)  
Certificates of deposit  
NT: Government securities  
RT: Futures (Finance)  
Hedging (Finance)  
Insider trading  
Shares

**Security**

NT: Biosecurity  
National security  
RT: Encryption  
Safety  
Security guards  
Surveillance

**Security guards**

RT: Security

**Security vetting**

RT: Espionage  
National security

**Seeds**

BT: Plant products

**Seismology**

BT: Science  
RT: Earthquakes

**Select committees**

BT: Parliament

**Selenium**

BT: Minerals

**Self employment**

BT: Employment  
RT: Small businesses

**Selling**

NT: Auctions  
Barter  
Direct selling  
RT: Marketing  
Purchasing  
Retail trade  
Vending machines

**Senility**

USE: Dementia

**Senior citizens**

USE: Older people

**Sentences (Punishment)**

USE: Punishment

**Separation (Marital)**

RT: Divorce  
Family law  
Marriage

**Septic tanks**

RT: Sewage

**Service industries**

BT: Industry  
NT: Cleaning services  
Hospitality industry  
Restaurants  
Tourism  
RT: Call centres  
Franchises

**Sewage**

UF: Effluent

**Wastewater**

BT: Wastes  
RT: Septic tanks  
Sewage treatment  
Sewerage

**Sewage treatment**

RT: Sewage

**Sewerage**

UF: Drains  
Sewers  
RT: Drainage  
Pipelines  
Sanitation

Sewage  
Storm water

**Sewers**

USE: Sewerage

**Sex**

RT: Birth control  
Sexual offences  
Sexually transmitted diseases

**Sex discrimination**

BT: Discrimination

**Sex industry**

USE: Prostitution

**Sexual abuse of children**

BT: Sexual offences  
RT: Child abuse

**Sexual harassment**

RT: Discrimination

**Sexual offences**

BT: Crime  
NT: Prostitution  
Rape  
Sexual abuse of children  
RT: Sex

**Sexual orientation**

UF: Bisexuality  
Heterosexuality  
NT: Homosexuality  
Lesbianism

**Sexually transmitted diseases**

UF: STDs  
Venereal diseases  
BT: Diseases  
RT: Sex

**Shareholders**

RT: Companies  
Shares

**Share milking**

RT: Dairy farming

**Shares**

UF: Stocks  
RT: Dividends

Government  
 shareholding  
 Insider trading  
 Securities  
 Shareholders  
 Stock exchange

**Shearing**  
 RT: Sheep

**Sheep**  
 BT: Animals  
 RT: Livestock  
 Shearing  
 Sheep farming  
 Sheep meat  
 Wool

**Sheep farming**  
 BT: Agriculture  
 RT: Sheep

**Sheep meat**  
 UF: Lamb

**Mutton**  
 BT: Meat  
 RT: Sheep

**Shellfish**  
 BT: Marine animals  
 NT: Mussels  
 Oysters  
 Scallops  
 RT: Fish  
 Seafood

**Shelterbelts**  
 RT: Trees

**Shelters**  
 USE: Huts

**Shift work**  
 USE: Hours of work

**Shipping**  
 BT: Transport  
 RT: Boats  
 Containers (Freight)  
 Harbour pilots  
 Lighthouses  
 Navigation  
 Ports  
 Seafarers  
 Ships  
 Shipwrecks

**Ships**  
 NT: Nuclear powered ships  
 Passenger ships  
 Warships  
 RT: Boats  
 Ports  
 Shipping  
 Shipwrecks

**Shipwrecks**  
 RT: Accidents  
 Boats  
 Shipping  
 Ships

**Shoes**  
 USE: Footwear

**Shoplifting**  
 USE: Theft

**Shopping centres**  
 UF: Shopping malls  
 RT: Shops

**Shopping malls**  
 USE: Shopping centres

**Shops**  
 BT: Business premises  
 NT: Supermarkets  
 RT: Pharmacies  
 Shopping centres

**Shortages**  
 RT: Rationing  
 Waiting lists

**Shrimps**  
 USE: Prawns

**Sick leave**  
 USE: Leave (Employment)

**Sickness**  
 USE: Diseases

**Sickness benefits**  
 UF: Invalids benefits  
 BT: Social security

**SIDS**  
 USE: Sudden infant death  
 syndrome

**Sight**

UF: Vision  
 RT: Opticians  
 Visual impairment

**Sign language**  
 BT: Languages  
 RT: Hearing impairment

**Signage**  
 UF: Billboards

**Hoardings**  
 RT: Advertising  
 Emblems

**Silage**  
 USE: Animal feed

**Silviculture**  
 USE: Forestry

**Single parent families**  
 USE: One parent families

**Single transferable vote**  
 USE: STV

**Sister cities**  
 RT: International relations  
 Towns

**Skateboarding**  
 BT: Sports

**Ski lifts**  
 USE: Passenger ropeways

**Skiing**  
 USE: Snow sports

**Skilled workers**  
 BT: Labour force

**Skin cancer**  
 UF: Melanoma  
 BT: Cancer

**Slander**  
 USE: Defamation

**Slaughter (Livestock)**  
 UF: Halal slaughter  
 Home kill  
 RT: Livestock  
 Meat processing  
 premises

**Sleep**  
 USE: Fatigue

**Smacking**

USE: Corporal punishment

**Small and medium sized enterprises**

USE: Small businesses

**Small businesses**

UF: Small and medium sized enterprises  
SMEs  
Sole traders  
RT: Companies  
Self employment

**Small claims**

USE: Dispute resolution

**Smallholdings**

UF: Lifestyle farms  
BT: Farms

**Smart cards**

RT: Credit cards

**Smells**

USE: Odours

**Smelters**

RT: Metals

**SMEs**

USE: Small businesses

**Smog**

USE: Air pollution

**Smoke**

USE: Emissions

**Smoke alarms**

RT: Fires

**Smoking**

BT: Substance abuse  
RT: Tobacco

**Smuggling**

BT: Crime

**Snails**

BT: Animals

**Snakes**

BT: Animals  
RT: Pests

**Snapper**

BT: Fish

**Soccer**

UF: Football  
BT: Sports

**Social conditions**

RT: Poverty  
Social impact  
Social policy  
Socio economic status

**Social impact**

RT: Social conditions

**Social policy**

RT: Social conditions

**Social sciences**

UF: Social studies  
NT: Economics  
Education  
Law  
RT: History

**Social security**

UF: Benefits (Social security)  
Income support  
Welfare benefits  
NT: Domestic purposes benefit  
Sickness benefits  
Superannuation  
Unemployment benefits  
RT: Allowances  
Beneficiaries  
Means testing  
Pensions  
Social services

**Social services**

UF: Social welfare  
NT: Community care  
Foster care  
Residential care  
RT: Disadvantaged  
Geography  
Social security  
Social work

**Social studies**

USE: Social sciences

**Social welfare**

USE: Social services

**Social work**

RT: Counseling  
Social services  
Social workers

**Social workers**

BT: Occupations  
RT: Social work

**Societies**

USE: Organizations

**Socio economic status**

RT: Economic conditions  
Social conditions  
Standard of living

**SOEs**

USE: State owned enterprises

**Soft fruit**

USE: Berryfruit

**Software**

UF: Computer operating systems  
Computer software  
RT: Computer programming  
Computers  
Encryption  
Information technology

**Soils**

RT: Erosion  
Geology  
Land

**Solar energy**

BT: Renewable energy

**Soldiers**

USE: Army

**Sole parent families**

USE: One parent families

**Sole traders**

USE: Small businesses

**Soliciting**

USE: Prostitution

**Solicitors**

USE: Lawyers

**Solid wastes**

USE: Wastes

**Solvent abuse**

UF: Glue sniffing  
BT: Substance abuse  
RT: Drug abuse  
Solvents

**Solvents**

BT: Chemicals  
RT: Solvent abuse

**Sound recordings**

RT: Music

**Sovereignty**

RT: Government

**Special education**

BT: Education  
RT: Disabilities  
Gifted children  
Mainstreaming  
Remedial education  
Special needs students

**Special needs students**

BT: Students  
RT: Disabilities  
Mainstreaming  
Special education

**Speech therapists**

BT: Health professionals  
RT: Speech therapy

**Speech therapy**

RT: Speech therapists

**Speed cameras**

RT: Road safety  
Speed limits

**Speed limits**

RT: Driving  
Road safety  
Road transport  
Speed cameras

**Spending**

USE: Expenditure

**Spiders**

BT: Animals  
RT: Insects

**Spies**

USE: Intelligence services

**Spina bifida**

BT: Congenital abnormalities  
RT: Physical disabilities

**Sponsorship**

RT: Advertising  
Naming rights  
Public relations

**Sports**

NT: Athletics  
Cricket  
Cycling  
Golf  
Horse racing  
Inline skating  
Lawn bowls  
Motor sports  
Netball  
Soccer  
Tennis  
Water sports  
RT: Athletes  
Coaching (Sports)  
Commonwealth Games  
Leisure  
Olympic Games  
Outdoor recreation  
Physical education  
Sports grounds

**Sports grounds**

BT: Recreational facilities  
RT: Sports

**Sportsmen**

USE: Athletes

**Sportswomen**

USE: Athletes

**Spray drift**

RT: Pesticides

**Spying**

USE: Espionage

**Squid**

BT: Marine animals

**Stadiums**

USE: Recreational facilities

**Staff**

USE: Employees

**Stamp duties**

BT: Indirect taxation

**Standard of living**

RT: Cost of living  
Income  
Socio economic status

**Standards**

RT: Quality assurance

**State housing**

BT: Rental housing  
RT: Council housing

**State owned enterprises**

UF: SOEs  
BT: Public sector  
RT: Companies  
Directors  
Government departments  
Government shareholding

**State sector**

USE: Public sector

**Stateless persons**

RT: Citizenship  
Refugees

**States of emergency**

USE: Emergency powers

**Statistics**

RT: Census  
Econometrics  
Mathematics

**Statutes**

USE: Law

**Statutory holidays**

USE: Public holidays

**STDs**



USE: Sexually transmitted diseases

**Stealing**

USE: Theft

**Steel**

BT: Construction materials  
Metals

**Sterilization**

RT: Birth control  
Hygiene

**Sterility**

USE: Fertility

**Stoats**

BT: Animals  
RT: Pests

**Stock exchange**

RT: Shares

**Stockcar racing**

USE: Motor sports

**Stocks**

USE: Shares

**Stone fruit**

USE: Summer fruit

**Stopwatches**

USE: Clocks

**Storage**

**Storms**

UF: Cyclones  
BT: Weather  
RT: Disasters

**Storm water**

UF: Runoff  
RT: Drainage  
Floods  
Sewerage  
Water

**Streams**

USE: Rivers

**Street appeals**

RT: Charities  
Fundraising

**Street kids**

USE: Homeless people

**Street trading**

UF: Hawkers  
RT: Retail trade

**Streets**

USE: Roads

**Stress (Psychological)**

RT: Fatigue  
Mental disorders  
Psychology

**Strikes**

UF: Work stoppages  
RT: Employment relations  
Lockouts  
Picketing

**Strip searches**

USE: Body searches

**Strokes (Cerebrovascular)**

BT: Cardiovascular diseases

**Student loans**

BT: Loans  
RT: Students

**Student records**

BT: Records  
RT: Students

**Students**

UF: Pupils  
NT: Foreign students  
Special needs students  
RT: Class sizes  
Education  
School attendance  
Student loans  
Student records

**STV**

UF: Single transferable vote  
BT: Electoral systems

**Submarines**

BT: Warships

**Subordinate legislation**

USE: Delegated legislation

**Subsidence**

RT: Land

**Subsidies**

RT: Economic instruments  
Grants  
Trade remedies

**Substance abuse**

NT: Alcohol abuse  
Drug abuse  
Smoking  
Solvent abuse

**Suburbs**

USE: Towns

**Sudden infant death syndrome**

UF: Cot death  
SIDS  
RT: Babies  
Death

**Suffrage**

USE: Elections

**Sugar**

BT: Food  
RT: Commodities

**Suicide**

RT: Death  
Euthanasia

**Summer fruit**

UF: Stone fruit  
BT: Fruit

**Sunday trading**

USE: Opening hours

**Superannuation**

BT: Pensions  
Social security  
RT: Retirement

**Supermarkets**

BT: Shops

**Surf lifesaving**

BT: Water sports  
RT: Search & rescue

**Surgery**

BT: Medical treatments  
NT: Joint replacement  
Plastic surgery  
Transplant surgery

**Surveillance**

UF: Electronic surveillance  
 RT: Intelligence services  
 Patrol craft  
 Privacy  
 Security

**Surveying (Land)**

RT: Maps  
 Measurement  
 Surveyors

**Surveyors**

BT: Occupations  
 RT: Surveying (Land)

**Suspended sentences**

BT: Punishment

**Sustainable development**

RT: Economic development  
 Environment

**Swamps**

USE: Wetlands

**Swimming**

BT: Water sports  
 RT: Swimming pools

**Swimming pools**

UF: Aquatic centres  
 BT: Recreational facilities  
 RT: Swimming

**Syllabus**

USE: Curriculum

**Takeaway bars**

USE: Restaurants

**Takeaways**

USE: Fast food

**Takeovers**

RT: Companies  
 Mergers

**Tariffs**

BT: Indirect taxation  
 RT: Customs duties  
 Economic instruments  
 Imports

**Tattooing**

USE: Body art

**Tax avoidance**

NT: Tax havens  
 RT: Tax evasion  
 Taxation

**Tax evasion**

RT: Hidden economy  
 Tax avoidance  
 Taxation

**Tax havens**

BT: Tax avoidance

**Taxation**

UF: Levies

**Taxes**

NT: Double taxation  
 Income tax  
 Indirect taxation  
 RT: Economic instruments  
 Fiscal policy  
 Rebates  
 Tax avoidance  
 Tax evasion

**Taxes**

USE: Taxation

**Taxis**

BT: Motor vehicles  
 RT: Public transport

**Teacher training colleges**

USE: Colleges of education

**Teachers**

UF: Instructors

**Lecturers**

BT: Occupations  
 NT: School principals  
 RT: Education

**Technological change**

UF: Automation  
 RT: Innovation  
 Technology

**Technology**

NT: Information technology  
 RT: Biotechnology  
 Engineering  
 Laboratories  
 Science  
 Technological change  
 Technology transfer

**Technology transfer**

RT: Technology

**Teenagers**

USE: Youth

**Telecommunications**

RT: Bandwidth  
 Data transmission  
 Email  
 Infrastructure  
 Radiofrequency  
 transmitters  
 Satellites  
 Telephones

**Telephones**

NT: Mobile phones  
 RT: Telecommunications

**Television**

BT: Broadcasting  
 RT: Television spectrum  
 Video recordings

**Television frequencies**

USE: Television spectrum

**Television reception**

USE: Television spectrum

**Television spectrum**

UF: Television frequencies

**Television reception**

RT: Radio spectrum  
 Radiofrequency  
 transmitters  
 Television

**Teleworking**

USE: Working from home

**Telex**

USE: Data transmission

**Temperature**

RT: Measurement  
 Refrigeration

**Temporary employment**

UF: Casual employment

**Seasonal employment**

BT: Employment

**Tenancy**

UF: Landlords

**Tenancy bonds**

RT: Rental housing

***Tenancy bonds***

USE: Tenancy

**Tennis**

BT: Sports

Terminal care

USE: Palliative care

**Territorial Army**

BT: Army

***Territorial authorities***

USE: Local body councils

**Territorial waters**

UF: Exclusive economic zones

RT: Maritime law  
Oceans

**Terrorism**

RT: Armed conflict  
Hostages

**Tertiary education**

UF: Higher education

BT: Education

RT: Colleges of education  
Graduates  
Polytechnics  
Private training establishments  
Universities

**Tests**

UF: Examinations

RT: Experiments (Research)

**Textiles**

RT: Clothing  
Natural fibres

**Thar**

BT: Animals

**Theatres**

UF: Cinemas

BT: Buildings

**Theft**

UF: Burglary

Robbery

Shoplifting

**Stealing**

BT: Crime

NT: Poaching

**Therapeutic products**

UF: Dietary supplements

RT: Drugs

Food

Medical treatments

Vitamins

***Thermal power stations***

USE: Power stations

***Thermometers***

USE: Measuring instruments

***Third world***

USE: Developing countries

***Tidal waves***

USE: Tsunami

***Tides***

USE: Oceans

**Timber**

BT: Wood

RT: Construction materials  
Sawmilling

**Time**

RT: Clocks

Daylight saving

**Timesharing**

RT: Accommodation

***Tissue donation***

USE: Transplant surgery

**Tobacco**

UF: Cigarettes

RT: Crops  
Smoking

***Tolls***

USE: Fees

***Tooth decay***

USE: Dental health

**Torts**

BT: Law

NT: Defamation

Negligence

Trespass

RT: Contracts

Liability

**Torture**

RT: Crime

Crimes against  
humanity

Violence

**Tourism**

BT: Service industries

RT: Hospitality industry  
Leisure  
Travel

**Town planning**

UF: Urban design

RT: Resource consents  
Towns

**Towns**

UF: Cities

Suburbs

Urban areas

NT: Central business  
districts

RT: Sister cities  
Town planning

**Toxic metals**

UF: Heavy metals

BT: Metals

RT: Hazardous substances  
Lead  
Mercury

**Toxicology**

RT: Drugs  
Poisons

***Toxins***

USE: Poisons

**Toys**

BT: Manufactured goods

**Tracks (Walking)**

UF: Walkways

BT: Recreational facilities

RT: Footpaths  
Tramping

**Tractors**

BT: Motor vehicles

**Trade**

NT: Exports  
Free trade  
Imports

RT: Customs duties  
Globalization  
Protectionism  
Trade remedies

**Trade agreements**

USE: International agreements

**Trade marks**

BT: Intellectual property

**Trade remedies**

UF: Countervailing  
NT: Antidumping  
RT: Customs duties  
Subsidies  
Trade

**Trade secrets**

UF: Commercial secrets  
RT: Business

**Trade unions**

UF: Employee unions

**Labour unions**

RT: Employees  
Employment relations

**Traffic**

USE: Road transport

**Trailers**

UF: Horse floats  
RT: Caravans  
Vehicle towing

**Trains**

RT: Railways

**Tramping**

UF: Walking  
BT: Outdoor recreation  
RT: Climbing  
Huts  
Tracks (Walking)

**Trams**

RT: Public transport

**Translation**

RT: Interpreters  
Languages

**Transplant surgery**

UF: Heart transplants  
Kidney transplants  
Liver transplants  
Organ donation  
Organ transplants  
Tissue donation  
Xeno transplants

BT: Surgery

**Transport**

NT: Aviation  
Passenger ropeways  
Public transport  
Railways  
Road transport  
Shipping

RT: Commuting  
Freight  
Passengers

**Travel**

RT: Exploration  
Tourism

**Treason**

BT: Crime  
RT: Espionage

**Treasury bills**

USE: Government securities

**Treaties**

USE: International agreements

**Trees**

UF: Conifers  
BT: Plants  
NT: Beech  
Mangroves  
Pine

RT: Forests  
Shelterbelts

**Trespass**

BT: Torts

**Trials**

USE: Civil proceedings  
Criminal proceedings

**Tribunals**

UF: Public inquiries  
RT: Administrative law  
Arbitration  
Courts

**Trolleybuses**

USE: Buses

**Trotting**

USE: Horse racing

**Trout**

BT: Fish

**Truancy**

BT: School attendance

**Trucks**

UF: Lorries  
BT: Motor vehicles

**Truffles**

USE: Fungi

**Trusts**

NT: Family trusts  
RT: Estates

**Tsunami**

UF: Tidal waves  
RT: Disasters  
Oceans

**Tuatara**

BT: Animals

**Tuberculosis**

BT: Respiratory disorders

**Tuna**

BT: Fish

**Tunnels**

BT: Infrastructure  
RT: Railways  
Roads

**Turbines**

BT: Engines

**Tussock**

BT: Grasses

**Tyres**

RT: Motor vehicle parts  
Wheels

**Ultraviolet radiation**

UF: UV radiation  
BT: Radiation  
RT: Ozone layer

**Underdeveloped countries**

USE: Developing countries

**Underground economy**

USE: Hidden economy

**Underground railways**

USE: Railways

**Underprivileged**

USE: Disadvantaged

**Unemployment**

BT: Employment

RT: Redundancy

Unemployment benefits

**Unemployment benefits**

UF: Dole

BT: Social security

RT: Unemployment

**Unfair dismissal**

USE: Dismissal

**Uniforms**

BT: Clothing

**Unit trusts**

RT: Investment

**Universities**

RT: Colleges of education

Polytechnics

Tertiary education

**Unpaid work**

USE: Voluntary work

**Uranium**

BT: Metals

RT: Radioactivity

**Urban areas**

USE: Towns

**Urban design**

USE: Town planning

**User charges**

USE: Fees

**UV radiation**

USE: Ultraviolet radiation

**Vaccination**

USE: Immunization

**Valuation**

RT: Valuers

**Value added tax**

USE: GST

**Valuers**

BT: Occupations

RT: Valuation

**Values**

RT: Ethics

**Vandalism**

UF: Graffiti

BT: Crime

**VAT**

USE: GST

**VDUs**

USE: Computers

**Vegetable oils**

UF: Olive oil

BT: Food

Plant products

**Vegetables**

BT: Food

Plant products

NT: Kumara

Potatoes

RT: Crops

Horticulture

**Vegetation**

USE: Plants

**Vehicle towing**

RT: Motor vehicles

Trailers

**Vending machines**

RT: Selling

**Venereal diseases**

USE: Sexually transmitted diseases

**Venison**

UF: Cervena

BT: Meat

RT: Deer

Deer farming

**Ventilation**

RT: Air conditioning

**Venture capital**

RT: Investment

**Verdicts**

USE: Judgments

**Veterinarians**

UF: Vets

BT: Occupations

RT: Veterinary medicine

**Veterinary medicine**

BT: Medicine

RT: Animal diseases

Livestock

Pets

Veterinarians

**Vets**

USE: Veterinarians

**Victims**

RT: Disadvantaged

**Video recordings**

RT: Film

Television

**Violence**

UF: Bullying

NT: Domestic violence

RT: Assault

Home invasion

Torture

**Viruses**

BT: Microorganisms

RT: Diseases

**Visas**

RT: Passports

**Vision**

USE: Sight

**Visual arts**

UF: Fine arts

BT: Arts

NT: Architecture

Art works

Carving

Painting

Photography

Pottery  
Sculpture  
RT: Art galleries  
Design

**Visual impairment**  
UF: Blindness  
BT: Physical disabilities  
RT: Sight

**Vitamins**  
RT: Food  
Therapeutic products

**Viticulture**  
BT: Agriculture  
RT: Grapes  
Wine

**Vocational education**  
UF: Industry training  
BT: Education  
RT: Apprenticeships  
Continuing education

**Vocational guidance**  
USE: Career guidance

**Volcanoes**  
BT: Mountains  
RT: Eruptions

**Voluntary fire brigades**  
USE: Fire services

**Voluntary organizations**  
BT: Organizations  
RT: Charities  
Voluntary work

**Voluntary work**  
UF: Unpaid work  
RT: Voluntary organizations

**Voters**  
USE: Elections

**Voting**  
USE: Elections  
Referenda

**Wages**  
USE: Pay

**Waiting lists**  
RT: Rationing  
Shortages

**Walking**  
USE: Pedestrians  
Tramping

**Walkways**  
USE: Tracks (Walking)

**War**  
USE: Armed conflict

**War crimes**  
BT: Crimes against  
humanity  
RT: Armed conflict

**War graves**  
BT: Cemeteries

**War veterans**  
UF: Returned servicemen  
RT: Armed forces

**Warships**  
BT: Ships  
NT: Frigates  
Submarines

**Wasps**  
BT: Insects  
RT: Pests

**Wastes**  
UF: Ballast water  
Effluent  
Runoff  
Solid wastes  
NT: Hazardous wastes  
Refuse  
Sewage  
RT: Landfills  
Pollution  
Recycling

**Wastewater**  
USE: Sewage

**Water**  
BT: Natural resources  
NT: Ground water  
RT: Drinks  
Environment  
Hydraulics  
Hydrology  
Irrigation  
Lakes

Reservoirs  
Rivers  
Storm water  
Water treatment  
Wetlands

**Water sports**  
BT: Sports  
NT: Rafting  
Rowing  
Sailing  
Surf lifesaving  
Swimming  
RT: Boating  
Diving  
Jet skis

**Water treatment**  
RT: Fluoridation  
Water

**Wealth**  
NT: Capital  
RT: Assets  
Economic conditions  
Income

**Weapons**  
UF: Armaments  
Arms  
Artillery  
Bombs  
Missiles  
Ordinance  
NT: Firearms  
Land mines  
Nuclear weapons  
RT: Bomb disposal  
Disarmament  
Military equipment

**Weather**  
BT: Climate  
NT: Rain  
Storms  
Wind  
RT: Meteorology  
Weather forecasting

**Weather forecasting**  
BT: Meteorology  
RT: Weather

**Weaving**

BT: Crafts

**Weed killers**

USE: Pesticides

**Weeds**

BT: Pests

RT: Plants

**Weights & measures**

USE: Measurement

**Welfare benefits**

USE: Social security

**Wetas**

BT: Insects

**Wetlands**

UF: Marshes

Swamps

BT: Natural resources

RT: Estuaries

Land

Mangroves

Water

**Whales**

BT: Marine animals

**Wharves**

UF: Docks

Jetties

RT: Moorings

Ports

**Wheat**

BT: Grain

RT: Commodities

**Wheels**

RT: Motor vehicle parts

Tyres

**Whistle blowing**

RT: Corruption

Ethics

**Whitebait**

BT: Fish

**Whooping cough**

UF: Pertussis

BT: Diseases

**Wild animals**

USE: Wildlife

**Wildlife**

UF: Wild animals

RT: Animals

Biodiversity

Birds

Endangered species

Fish

Insects

Introduced species

Marine animals

**Wills**

UF: Inheritance

Probate

RT: Estates

Intestacy

Law

**Wind**

BT: Weather

RT: Wind energy

**Wind energy**

UF: Wind farms

Wind turbines

BT: Renewable energy

RT: Wind

**Wind farms**

USE: Wind energy

**Wind turbines**

USE: Wind energy

**Wine**

BT: Alcohol

RT: Grapes

Viticulture

**Wiring**

USE: Electrical wiring

**Witnesses**

RT: Evidence

Perjury

**Women**

RT: Girls

Mothers

**Women's refuges**

RT: Domestic violence

**Wood**

BT: Forest products

NT: Firewood

Timber

RT: Fibre board

**Wood burners**

USE: Home heating

**Wool**

BT: Natural fibres

RT: Commodities

Sheep

**Work stoppages**

USE: Lockouts

Strikes

**Workers**

USE: Employees

**Workforce**

USE: Labour force

**Working conditions**

USE: Conditions of

employment

**Working from home**

UF: Teleworking

RT: Conditions of

employment

**Working holidays**

USE: Foreign workers

**Working hours**

USE: Hours of work

**World Wide Web**

USE: Internet

**Wounds**

USE: Injuries

**Writing**

RT: Literacy

Literature

Publications

**WWW**

USE: Internet

**Xeno transplants**

USE: Transplant surgery

**Yachting**

USE: Sailing

**Yachts**

USE: Boats

**Youth**

UF: Adolescents  
Juveniles  
Teenagers

NT: Boys  
Girls

RT: Age  
Children  
Youth justice facilities

**Youth justice facilities**

RT: Prisons  
Youth

**Zones**

RT: Borders

**Zoology**

BT: Biology  
RT: Animals

**Zoos**

RT: Animals  
Recreational facilities



## eThesaurus for Good Governance (version 1.00 AP<sup>9</sup>)

### Functions in Andhra Pradesh (FiAP)

#### Thesaurus change process

The FiAP thesaurus was created for use with the AP metadata framework, standards and Operational Specifications (AP-MDFSOS). Candidate terms will be regularly reviewed by the State Apex Board and new versions of the thesauri released as warranted. Ways in which terms may become thesauri candidates are:

- ✘ through usage in searches by portal users, subsequently detected by web log analysis
- ✘ through other feedback channels, including this email address: <mailto:thesaurus@cgg.gov.in>

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**Keys:** Def = Definition; SN = Scope Note; UF = Use For; USE = Use; BT = Broader Term; NT = Narrower Term; RT= Related Term

Note: Terms in italics are non-preferred terms. They always have a 'Use' reference. The 'Use' reference is the term one should select for the AP-MDFSOS.

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### **Accountability reporting**

- BT: Ensuring accountability  
DEF: Reporting outside the organisation as required by established accountability mechanisms  
SN: EXAMPLES:  
Reporting to Assembly (e.g. Departmental Annual Reports tabled in Assembly, Select Committee reports to Assembly), Cabinet, Ministers, Mayors and Councillors of local bodies

### **Accounting**

- USE: Ensuring accountability  
Financial management (Internal)  
Managing public finances

### **Accrediting**

- UF: Approving courses  
Certifying practitioners  
Certifying services  
Credentialing  
Recognizing competencies  
BT: Authorizing  
DEF: The procedure by which an authoritative body gives formal recognition that a service or person is competent to carry out specific tasks to a specific standard; approval of a course which meets a specific standard. Includes refusing to grant accreditation  
SN: EXAMPLES:  
Accrediting a laboratory, a qualification or a course, accrediting agents engaged on specific tasks for government departments, e.g. accrediting a course. EXCLUDES: recognition of standards, see 'Rulemaking', excludes individuals gaining qualifications, see 'Enabling, Educating, Assessing student achievement' or taking an appeal against refusal to grant accreditation, see 'Upholding the rules, Ensuring compliance, Conducting legal hearings' Excludes revoking accreditation (which may be after taking some form of legal action) see 'Upholding the Rules, Ensuring

compliance, Conducting legal hearings'

### **Acquiring land for public works**

- USE: Establishing infrastructure systems

### **Acquisitions**

- USE: Centralized purchasing  
Financial management (Internal)

### **Administering consents**

- USE: Granting consents

### **Administering government**

- NT: Department management (Internal)  
Ensuring accountability  
Managing public finances  
Providing secretariat  
Running commercial enterprises  
Structuring government  
DEF: Ensuring that the government has the capacity to manage the State, and carrying out the administrative processes associated with managing the State

### **Administration (Internal)**

- UF: Facilities management  
Property management  
BT: Department management (Internal)  
DEF: Managing agency property and facilities and developing and applying administrative procedures and guidelines applying only within the organisation and the normal range of administrative tasks associated with running an organisation

### **Administrative support of other government agencies**

- USE: Providing secretariat

### **Adopting**

- BT: Providing protective care for the vulnerable  
DEF: Arranging and approving adoptions

### **Advertising**

- USE: Publicizing

### **Advising**

- USE: Answering information requests  
Providing advice to community groups  
Providing business advice  
Providing personal advice

Providing policy briefings

**Advising Ministers**

USE: Providing policy briefings

**Advocating for constituents**

UF: Advocating for pressure groups/  
taxpayers

BT: Representing constituents

**Advocating for interest groups**

USE: Interest group advocacy

**Advocating for taxpayers**

USE: Advocating for constituents

**Allocating budget**

USE: Managing the budget cycle

**Allocating resource**

UF: Rationing  
Tendering  
Zoning

BT: Managing consumption of resources

DEF: Managing access to a resource  
through processes such as  
tendering, direct sale, waiting list  
management or some other means

SN: Tendering fishing rights, establishing  
and managing PDS waiting lists,  
establishing school zones and  
applying them to pupil selection,  
applying mechanisms for shared  
use of interagency inventories

**Amalgamating government agencies**

USE: Restructuring government sector

**Analyzing information**

UF: Charting  
Converting data  
Interpreting data  
Mapping  
Quantitative analysis

BT: Informing

DEF: Interpreting data/information and  
converting it into usable content

SN: INCLUDES: Creating reports, maps,  
charts, graphs, diagrams and  
statistical tables

**Answering information requests**

UF: Advising  
Answering Mayoral  
Answering Ministerial  
Answering Chief Ministerial  
Answering queries from the public

Responding to official information  
requests

BT: Providing access to information

DEF: Providing information in response  
to specific requests

SN: EXAMPLES: providing information  
about electoral matters, providing  
visitor and public information  
services, providing adoption  
information, providing general  
legal advice (for legal opinions see  
'Upholding the rules, Interpreting  
the law, Developing legal  
opinions').

Use for answering Official  
Information Act requests,  
ministerial, mayors, and Questions  
in the House

**Answering Mayorals**

USE: Answering information requests

**Answering Ministerials**

USE: Answering information requests

**Answering Prime Ministerials**

USE: Answering information requests

**Answering queries from the public**

USE: Answering information requests

**Applying monetary sanctions**

UF: Fining

BT: Enforcing legal sanctions and  
remedies

DEF: Collecting fines or legal costs

SN: EXAMPLES: Collecting fines and  
court directed costs, collecting  
reparation and infringement  
payments Appointing Chief  
Executives

USE: Appointing to senior or statutory  
positions

**Appointing to senior or statutory  
positions**

UF: Appointing Chief Executives  
Recruiting

BT: Structuring government

DEF: Appointing to senior positions in an  
organisation, or to positions on  
statutory boards, by an external  
agent such as State Services  
Selection Board

SN: EXAMPLES: Appointments to the

**Appropriations**



USE: Managing the budget cycle

**Approving courses**

USE: Accrediting

**Approving policy**

USE: Finalizing policy

**Arbitrating**

USE: Resolving disputes  
Archiving

USE: Building informative collections  
Maintaining information

**Arresting**

USE: Detaining

**Assenting to legislation**

USE: Promulgating laws

**Assessing competency**

USE: Assessing student achievement

**Assessing student achievement**

UF: Assessing competency  
Examining student skills  
Testing student skills

BT: Educating

**Asset sales**

USE: Managing public assets

**Assisting**

NT: Subsidizing businesses  
Subsidizing communities  
Subsidizing individual and family income

DEF: Providing direct or indirect financial assistance in circumstances of adversity, to individuals, families, communities, business, industries or States

**Attracting businesses**

UF: Attracting industry  
Regional development

BT: Facilitating business development

DEF: Promoting Andhra Pradesh, and individual regions, as good places to set up business, and providing incentives to business

SN: "Developing the economy" in local government terms, although this has a different meaning at State government level.

**Attracting industry**

USE: Attracting businesses

**Auditing**

USE: Ensuring accountability  
Managing public finances  
Risk management (Internal)

**Authenticating documents**

UF: Certifying documents  
Notarizing

BT: Authorizing

DEF: Legal certification by authorised officers that documents are a true and correct record or have been signed by a specific person

SN: EXAMPLE: The work of Public Notaries in witnessing signatures

**Authorizing**

NT: Accrediting  
Authenticating documents  
Granting consents  
Registering

DEF: (1) Officially recording information and (2) Giving official permission to carry out activities

**Banning**

USE: Censoring  
Enforcing legally required actions

**Borrowing by the State**

USE: Managing public debt

**Bringing delegated legislation into force**

UF: Gazetting delegated legislation

BT: Developing delegated legislation

DEF: Carrying out the actions needed to adopt rules which have the force of law but which do not go through Assembly

SN: INCLUDES: passing, issuing or notifying statutory instruments: regulations, (signed by Governor), Codes of Practice, Building Code, local government District Plans, local government by-laws, Special Orders in Council (at local government level), and mandated standards. Includes gazetting or formal publication but not generally making copies available for information, see 'Informing, Providing access to information, Publishing'

**Budget vote allocation**

USE: Managing the budget cycle

**Building**

UF: Constructing public works  
 BT: Providing infrastructure  
 DEF: Constructing public works, public buildings, public amenities and state or council housing  
 SN: INCLUDES: building hospitals and schools, constructing roads, constructing civic and community buildings, constructing parks, constructing playgrounds, constructing huts and tracks, building swimming pools, building libraries, building housing, building dams and power stations. NOTE: developing the energy network itself goes in 'Providing infrastructure, Establishing infrastructure systems', while maintaining the system is dealt with under Providing infrastructure, Maintaining infrastructure systems, Maintaining networks'

**Building informative collections**

UF: Archiving  
 BT: Collecting information  
 RT: Protecting heritage  
 DEF: Systematically gathering available resources to make a focused collection of objects or information  
 SN: EXAMPLES: Making collections of written material, visual and audio material, cultural objects, artworks, animal plant and mineral specimens, historical material, artifacts

***Burying animal remains***

USE: Disposing of animal remains

***Burying human remains***

USE: Disposing of human remains

***Career counselling***

USE: Providing career guidance

***Career planning***

USE: Providing career guidance

***Carrying out surveys***

USE: Gathering data

***Cataloguing***

USE: Creating finding aids

***Censoring***

UF: Banning

Classifying  
 Expurgating  
 BT: Ensuring public safety

**Centralized purchasing**

UF: Acquisitions  
 Collective tendering  
 E-procurement  
 Procurement  
 Tendering  
 BT: Managing public finances  
 DEF: Collective or externally controlled selection and contracting for goods and services  
 SN: EXAMPLES: e-procurement, centralized purchasing by government agencies, pharmaceuticals purchasing, purchasing through "government stores board" if it were to be re-created. EXCLUDES: Commercial activities that some local bodies and government agencies undertake in competition with the private sector, see - 'Administering government, running commercial enterprises'

***Certifying documents***

USE: Authenticating documents

***Certifying practitioners***

USE: Accrediting

***Certifying services***

USE: Accrediting

***Charting***

USE: Analyzing information

***Classifying***

USE: Censoring  
 Creating finding aids  
 Information management (Internal)

***Coaching***

USE: Teaching

***Collecting data***

USE: Gathering data

**Collecting information**

UF: Gathering information  
 BT: Informing  
 NT: Building informative collections  
 Gathering data  
 Searching out existing information

DEF: Actively seeking out data or requiring people to provide information which will be used for government purposes, including the purpose of providing public access

**Collecting revenue**

USE: Revenue gathering

**Collective tendering**

USE: Centralized purchasing

**Communicating with constituents**

UF: Communicating with taxpayers  
 BT: Representing constituents  
 SN: EXCLUDES Ministerials, see 'Informing, Providing access to information, answering information requests'

**Communicating with taxpayers**

USE: Communicating with constituents

**Community policing**

USE: Preventing crime

**Compensating for lost earnings**

USE: Providing income support

**Compulsory purchase**

USE: Establishing infrastructure systems

**Conducting Court hearings**

USE: Conducting legal hearings

**Conducting legal hearings**

UF: Conducting Court hearings  
 Hearing disputes  
 Holding a trial  
 Preparing court cases  
 Summoning  
 BT: Ensuring compliance  
 DEF: The process of preparing for and conducting a hearing, dispute or court case  
 SN: INCLUDES: Summoning, empanelling a jury, preparing cases, conducting a case, holding a trial, hearing appeals, hearing disputes, hearing claims the Family Court.

**Conserving heritage**

USE: Protecting heritage

**Conserving the environment**

UF: Preserving the environment  
 Protecting the environment  
 BT: Protecting

NT: Enhancing ecosystems  
 Maintaining ecosystems  
 Protecting individual species

RT: Containing non-human pests and diseases  
 Exterminating non-human pests and diseases

DEF: Protection of landscape, natural waterways, marine habitats and their associated indigenous species to prevent exploitation, destruction or neglect and to ensure their continued enjoyment by present and future generation from Andhra Pradesh

SN: EXCLUDES: Developing district and regional plans - see 'Rulemaking, Developing delegated legislation'. For control of pests and diseases see 'Protecting, Border control, excluding unwanted organisms' or, if pests and diseases have already entered the country and become established see 'Protecting, Controlling unwanted organisms'. For control of trade in endangered species (inwards and outwards) see 'Upholding the rules, Monitoring compliance'. See also 'Upholding the rules' for applying due process to suspected smuggling of animals and plants.

**Constructing public works**

USE: Building

**Consulting on policy**

UF: Making submissions on policy  
 Seeking secondary opinions on financial implications of policy  
 BT: Policy making  
 DEF: Seeking input from interested parties. Collating, analyzing and presenting responses  
 SN: INCLUDES: Inter-departmental consultation, sector consultation, public consultation

**Containing non-human pests and diseases**

UF: Controlling non-human pests and diseases  
 Issuing animal movement orders  
 Quarantining  
 Restricting movement of infected stock

BT: Controlling unwanted organisms  
 RT: Conserving the environment  
     Enhancing ecosystems  
     Maintaining ecosystems  
     Protecting individual species  
 DEF: Carrying out activities to limit the spread of pests and diseases  
 SN: EXAMPLES: Restricting movement of stock, monitoring levels of pests, quarantining, running regular pest control maintenance programmes

**Contracting out**

USE: Financial management (Internal)  
 Purchasing services for the public

**Controlling non-human pests and diseases**

USE: Containing non-human pests and diseases

**Controlling predators**

USE: Enhancing ecosystems  
 Exterminating non-human pests and diseases

**Controlling unwanted organisms**

UF: Pest control  
 BT: Protecting  
 NT: Containing non-human pests and diseases  
     Exterminating non-human pests and diseases  
     Immunizing animals  
 RT: Excluding unwanted organisms  
     Reducing health risks to people  
 DEF: Limiting the spread and minimizing the impact of established pests and diseases in Andhra Pradesh affecting indigenous species, the environment or primary production.

**Converting data**

USE: Analyzing information

**Department management (Internal)**

BT: Administering government  
 NT: Administration (Internal)  
     Financial management (Internal)  
     Human resource management (Internal)  
     Information management (Internal)  
     Risk management (Internal)  
 DEF: Managing the organization's own administrative body

SN: EXCLUDES: Appointing Chief Executives, commissioners and setting their remuneration see - 'Administering government, Appointing to senior or statutory positions' and 'Administering government, External setting of remuneration'. Excludes operational procedures and guidelines - see 'Rulemaking'

**Counseling**

USE: Providing personal advice

**Creating draft policy**

BT: Policy making  
 DEF: Analyzing possible options and developing potential policy  
 SN: INCLUDES: government green papers, Cabinet Papers, Cabinet minutes, Cabinet briefs  
 EXCLUDES: carrying out information analysis and research, see 'Informing'

**Creating finding aids**

UF: Accessioning  
     Cataloguing  
     Classifying  
     Creating metadata  
     Indexing  
 BT: Providing access to information  
 DEF: Describing objects or information in a systematic way, and creating systems to search for and retrieve that information

**Creating jobs**

BT: Optimizing employment

**Creating metadata**

USE: Creating finding aids

**Credentialing**

USE: Accrediting  
 Registering

**Cremating**

USE: Disposing of human remains

**Decommissioning infrastructure**

UF: Disabling infrastructure  
 BT: Providing infrastructure  
 DEF: Removing infrastructure systems, structures or equipment from active use, either by demolition or by standing down from service

SN: EXCLUDES: privatizing, see 'Administering government, Structuring government, Privatizing'

### **Delegating**

BT: Ensuring accountability  
DEF: Creating and maintaining formal delegation systems between elected bodies and government agencies  
SN: EXAMPLES: Cabinet delegations to Ministers, Ministerial delegations to Chief Executives, Chief Executive delegations to Senior Managers, delegations created by legislation

### **Delivering civil defence**

USE: Providing emergency services

### **Delivering courses**

USE: Teaching

### **Detaining**

UF: Arresting  
Distraint  
Granting bail  
Impounding  
Remanding in custody  
Seizing goods  
BT: Ensuring compliance  
DEF: Temporary detention of people or property as part of an investigation, including during a hearing  
SN: INCLUDES: arresting, granting bail, detaining before or during a trial, seizing or impounding equipment or goods

### **Detecting**

USE: Investigating incidents

### **Determining electoral boundaries**

BT: Maintaining electoral process  
SN: EXAMPLE: The work of the Election Commission

### **Determining legal sanctions and remedies**

BT: Ensuring compliance  
DEF: Deciding an appropriate form of remedial action, e.g. punishment, reparation or sanction  
SN: EXAMPLES: Sentencing, awarding, ordering, imposing fines, issuing notices (e.g. by building

inspectors), suspension of license. May also be an outcome of inspecting, without there having been a hearing

### **Determining qualifications framework**

UF: Establishing a qualification  
BT: Educating  
DEF: Determining which qualifications should become part of the national system, identifying prerequisite requirements for specific qualifications, and agreeing to them  
SN: EXCLUDES: Accrediting providers of teaching/training or accrediting courses qualifications - see 'Authorizing, Accrediting'

### **Developing course material**

USE: Developing educational resources

### **Developing courses**

BT: Educating  
SN: EXCLUDES: accrediting courses - see 'Authorizing, Accrediting'

### **Developing curriculum**

BT: Educating  
SN: Excludes funding education

### **Developing delegated legislation**

BT: Rulemaking  
NT: Bringing delegated legislation into force  
Drafting delegated legislation  
DEF: Developing the rules outside of Parliament that have the force of law

### **Developing educational resources**

UF: Developing course material  
Developing learning material  
Developing learning resources  
Developing teaching materials  
BT: Educating

### **Developing government sector procedures**

BT: Ensuring accountability  
DEF: Creating administrative procedures which apply across government agencies  
SN: EXAMPLES: Cabinet Manual, Treasury Instructions, State Services Commission guidelines, cross agency guidelines. NOTE:

These procedures are administrative, not operational

**Developing learning material**

USE: Developing educational resources

**Developing learning resources**

USE: Developing educational resources

**Developing mandated standards**

USE: Drafting delegated legislation

**Developing service delivery procedures**

BT: Rulemaking

DEF: Creating guidelines on how to implement service delivery, to ensure that government agencies act within the boundaries of legislation, delegated legislation obligations and agreed policy.

SN: EXAMPLES: Developing standards manual, school rules, and the approved 'style' of delivery. EXCLUDES: administrative guidelines used only within an organisation, see 'Administering government, Corporate management [internal], Administration [internal]' or administrative guidelines used throughout the government sector - see "Administering government, Ensuring accountability, Developing government sector procedures", excludes developing strategic plans, see 'Policy making, Planning for policy implementation'

**Developing teaching materials**

USE: Developing educational resources

**Disabling infrastructure**

USE: Decommissioning infrastructure

**Disaster recovery planning**

USE: Mitigating hazards  
Risk management (Internal)

**Disciplinary suspension**

USE: Enforcing legally required actions

**Disinterring animal remains**

USE: Disposing of animal remains

**Disinterring human remains**

USE: Disposing of human remains

**Disposing of animal remains**

UF: Burying animal remains  
Disinterring animal remains  
Interring animal remains

BT: Providing public health services

DEF: Burial, cremation or otherwise disposing of dead animals

**Disposing of assets**

USE: Managing public assets

**Disposing of human remains**

UF: Burying human remains  
Cremating

Disinterring human remains

Interring human remains

BT: Providing public health services

DEF: Burial or cremation of people after death

**Disposing of waste**

UF: Recycling  
Treating waste

BT: Providing public health services

DEF: Collecting, treating and getting rid of waste and effluent

SN: EXAMPLES: Rubbish collection, waste disposal, managing storm water runoff and treating sewage, hazardous waste disposal, operating landfills, recycling waste

**Distraining**

USE: Detaining

**Distributing information**

USE: Providing access to information

**Drafting delegated legislation**

UF: Developing mandated standards  
Drafting statutory instruments  
Writing bylaws

BT: Developing delegated legislation

DEF: Drafting rules which have the force of law but which do not go through Assembly

SN: INCLUDES: Drafting regulations, Codes of Practice, Building Code, local government District Plans, local government by-laws.

EXCLUDES: Informing people about legislation - see 'Informing, Providing access to information, and answering information requests'; Excludes developing case law - see 'Upholding the rules, interpreting the law, Developing case law'

**Drafting instructions for legislation**

USE: Drafting legislation

**Drafting legislation**

UF: Drafting instructions for legislation  
Select committee hearings

Writing legislation

BT: Legislating in Assembly

DEF: Drafting instructions for and drafting bills to go through Assembly, including Private Members Bills and Local Bills

**Drafting statutory instruments**

USE: Drafting delegated legislation

**E-procurement**

USE: Centralized purchasing  
Financial management (Internal)  
Purchasing services for the public

**Educating**

UF: Training

BT: Enabling

NT: Assessing student achievement

Determining qualifications framework

Developing courses

Developing curriculum

Developing educational resources

Funding individual study

Moderating student assessment system

Teaching

DEF: Facilitating the development of, and providing, education and training

SN: EXCLUDES: determining the need for new qualifications - see 'Policy making'; Excludes disciplining pupils - see 'Upholding the rules'; applying enrolment schemes - see 'Protecting, Managing consumption of resources'; Accrediting providers - see 'Authorizing, Accrediting', excludes monitoring examination sites and procedures - see 'Upholding the rules, monitoring compliance'

**Emergency management**

USE: Providing emergency services

**Eminent domain**

USE: Establishing infrastructure systems

**Enabling**

NT: Educating

Facilitating business development

Facilitating community development

Optimizing employment

Promoting participation in society

DEF: Providing or promoting opportunities to enhance the capability of individuals/families, communities, businesses/industries

**Enacting legislation**

USE: Promulgating laws

**Encouraging participation in the community**

BT: Promoting participation in society

DEF: Ensuring opportunities for people to participate fully in their social environment

**Encouraging safe health practices**

USE: Promoting good health

Reducing health risks to people

**Enforcing custodial punishment**

UF: Imprisoning

BT: Enforcing legal sanctions and remedies

DEF: Monitoring and overseeing conditions that are custodial or have the potential to be custodial if conditions are not met

SN: EXAMPLES: Supervising prisoners, periodic detention, probationers, parolees, home detainees, diversion, suspended sentences

**Enforcing legal sanctions and remedies**

UF: Impounding

Punishing

Supervising punishment

BT: Upholding the rules

NT: Applying monetary sanctions

Enforcing custodial punishment

Enforcing legally required actions

Granting parole

DEF: Ensuring that decided outcomes are carried out

**Enforcing legally required actions**

UF: Banning

Disciplinary suspension

Expulsion

BT: Enforcing legal sanctions and remedies

DEF: Directing the carrying out of remedial or punitive actions which do not involve monetary sanctions or custodial punishments

SN: EXAMPLES: Splitting a company, divesting shares, supervising de-registration or de-accreditation, gazetting, enforcing protection orders, upholding international sanctions.

### **Enriching**

NT: Holding official ceremonies  
Honoring individuals  
Promoting participation in cultural and leisure activities  
Providing amenities for cultural and leisure activities  
Providing funding for cultural and leisure activities

DEF: Developing and enhancing the capability of individuals, families and communities to participate in cultural, recreational and sporting activities.

### **Enrolling**

USE: Registering

### **Ensuring accountability**

UF: Accounting  
Auditing  
BT: Administering government  
NT: Accountability reporting  
Delegating  
Developing government sector procedures  
External auditing  
Setting accountability requirements  
DEF: Setting up the requirements within which government bodies must act and monitoring their performance

### **Ensuring compliance**

BT: Upholding the rules  
NT: Conducting legal hearings  
Detaining  
Determining legal sanctions and remedies  
Resolving disputes  
DEF: Applying due process of the law and determining outcomes

### **Ensuring personal health**

BT: Protecting  
NT: Medical testing and diagnosing  
Providing chronic care

Providing palliative care  
Treating medical conditions

DEF: Providing health services to individuals and families

SN: EXCLUDES: Public health, see 'Protecting, Providing public health services'. Excludes purchasing or funding, see 'Administering government'; Excludes registering people or pharmaceuticals, see 'Authorizing, registering'; Excludes subsidizing cost of services or pharmaceuticals, see 'Assisting'

### **Ensuring public health**

USE: Providing public health services

### **Ensuring public safety**

BT: Protecting  
NT: Censoring  
Mitigating hazards  
Preventing crime  
Providing emergency services  
DEF: Protecting the public from loss and injury  
SN: EXAMPLES: Aid to the civil power by military forces and others

### **Eradicating non-human pests and diseases**

USE: Exterminating non-human pests and diseases

### **Establishing a qualification**

USE: Determining qualifications framework

### **Establishing available resource**

BT: Managing consumption of resources  
DEF: Identifying the amount of a resource available for sharing out  
SN: Establishing fishing quota, allocating finite funding to identified health services, e.g. identifying inter-agency resource inventories

### **Establishing infrastructure systems**

UF: Acquiring land for public works  
Compulsory purchase  
Eminent domain  
BT: Providing infrastructure  
DEF: Designing, implementing and extending the coverage of systems and equipment in order to deliver infrastructure services  
SN: INCLUDES: Setting up or reconfiguring State grid.



Developing waste water system, developing public transport systems, water supply system or energy supplies networks. Developing communications networks, street lighting and parking, developing harbours and airports, developing the roading network

### **Establishing legal precedents**

USE: Developing case law

### **Establishing new government agencies**

USE: Restructuring government sector

### **Establishing reserves**

USE: Enhancing ecosystems  
Maintaining ecosystems

### **Evaluating policy**

BT: Policy making  
DEF: Evaluating the effectiveness of policy implementation either by the implementing agency or an external agency  
SN: May well lead to the start of a fresh round of policy development

### **Examining student skills**

USE: Assessing student achievement

### **Excluding unwanted organisms**

BT: Border control  
RT: Controlling unwanted organisms  
Monitoring compliance  
Reducing health risks to people  
DEF: Preventing introduction of pests and diseases affecting people, primary production, indigenous species or the environment  
SN: INCLUDES: Preventing introduction of foot and mouth disease, or damaging plants, including introduction through imports of meat, meat products and by-products, and animal products and by-products

### **Exploring policy options**

BT: Policy making  
DEF: Identifying the need for policy and recommending possible directions for government to consider  
SN: May include Select Committees have responsibility for policy

initiatives in government - officials provide input from the bottom up.

### **Expulsion**

USE: Enforcing legally required actions

### **Expurgating**

USE: Censoring

### **Exterminating non-human pests and diseases**

UF: Controlling predators  
Eradicating non-human pests and diseases  
Pest destruction  
BT: Controlling unwanted organisms  
RT: Conserving the environment  
Enhancing ecosystems  
Maintaining ecosystems  
Protecting individual species  
DEF: Destroying unwanted organisms, including pests and disease vectors in a confined area, or from Andhra Pradesh

### **External auditing**

BT: Ensuring accountability  
DEF: Finance and performance auditing of government agencies by external auditors  
SN: INCLUDES: Government audits, or contracted auditors acting for government,

### **External setting of remuneration**

UF: Setting higher salaries  
BT: Structuring government  
DEF: Reviewing, recommending and setting the remuneration of senior or statutory positions from outside the agency that has those positions  
SN: EXAMPLE: Entities and mechanisms for conducting hearings and reviews

### **Facilitating business development**

UF: Facilitating industry  
BT: Enabling  
NT: Attracting businesses  
Funding business development  
Negotiating trade conditions  
Promoting trade  
Providing business advice  
DEF: Carrying out activities which will attract business, promoting types of industry, funding or subsidizing business research and development

and providing a favourable business climate

### **Facilitating community development**

- BT: Enabling
- NT: Funding community groups
  - Providing advice to community groups
  - Providing services to community groups
- DEF: Increasing community self sufficiency by providing funding or services for local initiatives

### **Facilitating industry**

- USE: Facilitating business development

### **Facilitating job placements**

- BT: Optimizing employment
- SN: Sometimes this is done by central and local government, as well as privately

### **Facilities management**

- USE: Administration (Internal)
  - Providing amenities for cultural and leisure activities

### **Finalizing policy**

- UF: Approving policy
- BT: Policy making
- DEF: Determining the shape of final policy and approving it
- SN: INCLUDES: finalizing and approving (seeking approval for) Cabinet policy

### **Financial management (Internal)**

- UF: Accounting
  - Acquisitions
  - Contracting out
  - E-procurement
  - Outsourcing
  - Procurement
  - Tendering
- BT: Department management (Internal)
- DEF: Running the financial internal control systems of an agency, including processing revenue and expenditure, maintaining a general ledger, and internal budgeting
- SN: INCLUDES: Departmental internal purchasing of goods and services for use within the organisation concerned, managing accounts payable and accounts receivable, running the usual accounting needs

of the organisation. EXCLUDES: participating in the government budget cycle, centralized purchasing or purchasing services to deliver outputs, for which use 'Managing the budget cycle', 'Centralized purchasing' and 'Purchasing services for the public' respectively

### **Fining**

- USE: Applying monetary sanctions

### **Forming the government**

- BT: Structuring government
- DEF: Determining which political party or parties have the confidence of Assembly. Appointment of Chief Minister and ministers by Governor
- SN: EXAMPLE: Establishing a coalition government

### **Funding business development**

- UF: Funding industrial development
- BT: Facilitating business development
- DEF: Providing seed money, guaranteeing startup or expansion loans from banks, providing venture capital, funding research and development

### **Funding community groups**

- UF: Guaranteeing loans to community groups
- BT: Facilitating community development
- DEF: Providing grants, loans or loan guarantees to recognized community groups to fund local projects
- SN: INCLUDES: projects which promote/increase community self sufficiency, building community capability. Includes provision of grants, loans and loan guarantees

### **Funding individual study**

- BT: Educating
- DEF: Providing grants, scholarships or loans to assist individuals to undertake a recognized course of study
- SN: INCLUDES: Student loans, study grants, scholarships

### **Funding industrial development**

- USE: Funding business development

### **Gathering data**

UF: Carrying out surveys  
Collecting data  
Measuring

BT: Collecting information

DEF: Collecting facts (especially quantitative facts) together for later analysis and use

SN: EXAMPLES: collecting statistics such as the census of population, interviewing and administering questionnaires, questioning people, measuring or surveying physical formations or flora and fauna

### **Gathering information**

USE: Collecting information

### **Gazetting delegated legislation**

USE: Bringing delegated legislation into force

### **Government spending**

USE: Managing the budget cycle

### **Granting bail**

USE: Detaining

### **Granting commercial concessions**

USE: Granting consents

### **Granting consents**

UF: Administering consents  
Granting commercial concessions  
Issuing permits

BT: Authorizing

DEF: Granting consents and issuing permits to undertake specific activities with very defined boundaries - where the amount of activity is limited and/or the place of activity is defined. Usually to do with construction according to the building code or use of the environment under the Resource Management Act. Includes refusing to grant consent

SN: EXAMPLES: Issuing resource consents, issuing building consents. Issuing mining consent, water rights usage, and discharge of waste water permits; Also includes the process of hearing submissions related to a specific application for consent. EXCLUDES: Hearings related to the development of District or Regional Plans, see 'Rulemaking, Developing delegated

legislation' or taking an appeal against refusal to grant a permit, see 'Upholding the rules, Ensuring compliance, Conducting legal hearings'

### **Guaranteeing business loans**

USE: Subsidising businesses

### **Guaranteeing loans to community groups**

USE: Funding community groups

### **Guaranteeing welfare loans**

USE: Subsidising welfare loans

### **Hearing disputes**

USE: Conducting legal hearings

### **Holding a trial**

USE: Conducting legal hearings

### **Holding elections**

UF: Overseeing voting in elections  
BT: Maintaining electoral process  
SN: INCLUDES: by-elections, central government elections, local government elections, school board elections, the work of the Electoral Commission

### **Holding official ceremonies**

UF: Running events  
BT: Enriching  
DEF: Arranging and running ceremonial, cultural or civic events in which central or local government plays a prominent part and which celebrate  
SN: EXAMPLES: State ceremonies, the opening of Assembly, cultural ceremonies, investiture ceremonies, wreath laying, civic functions, citizenship ceremonies

### **Honoring individuals**

BT: Enriching  
DEF: Providing government recognition of individuals who have made contributions to Andhra Pradesh as a whole or to their own communities  
SN: EXAMPLE: Creating and maintaining memorials and statues, awarding medals, creating plaques

### **Human resource management (Internal)**

UF: Paying allowances  
 Paying salaries  
 Paying staff  
 Paying wages  
 Personnel management (Internal)  
 Recruiting  
 Seconding staff  
 Setting staff salaries  
 BT: Corporate management (Internal)  
 DEF: Recruiting staff, setting remuneration levels, conditions of employment, training and development, and managing performance of all staff below Chief Executive Level  
 SN: INCLUDES: Secondments, staff exchanges, establishing pay levels and allowances, payroll.  
 EXCLUDES: Setting salaries of senior or statutory appointment, although payroll will usually include them

#### **Identifying locations**

BT: Providing infrastructure  
 DEF: Establishing and implementing common systems for naming or numbering physical features. Unique and non-unique identifiers for physical features  
 SN: EXAMPLES: Establishing street and place names, the Global Positioning System.

#### **Immunising animals**

UF: Inoculating animals  
 Vaccinating animals  
 BT: Controlling unwanted organisms  
 SN: EXCLUDES: controlling human diseases - see 'Protecting, Providing personal health services' and 'Protecting, Providing public health'

#### **Immunizing people**

UF: Inoculating people  
 Vaccinating people  
 BT: Providing public health services

#### **Impounding**

USE: Detaining  
 Enforcing legal sanctions and remedies

#### **Imprisoning**

USE: Enforcing custodial punishment

#### **Improving habitat**

USE: Enhancing ecosystems

#### **Indexing**

USE: Creating finding aids

#### **Information management (Internal)**

UF: Classifying  
 Knowledge management  
 Record keeping  
 BT: Corporate management (Internal)  
 DEF: Developing and operating systems, practices and technologies to manage information content produced by an organisation or used by an organisation in the course of its administration  
 SN: EXAMPLES: Records management, Information technology - IT

#### **Informing**

NT: Analyzing information  
 Collecting information  
 Maintaining information  
 Providing access to information  
 Researching  
 DEF: Discovering, collecting, processing, analyzing, maintaining and disseminating information.

#### **Inoculating animals**

USE: Immunizing animals

#### **Inoculating people**

USE: Immunizing people

#### **Inspecting**

BT: Monitoring compliance  
 DEF: Programmed inspecting, in both the public and private sectors, to determine whether rules are being obeyed and standards are being met. Includes inspecting activities, procedures or equipment and associated documentation  
 SN: EXAMPLES: Occupational Safety and Health scheduled inspections, Fire Service inspections, checking political parties' returns for compliance, checking weighing machines used for trade, monitoring product safety, inspections of produce for export, customs inspections to monitor the restricted entry and exit of goods, animals and plants, protected species, contraband (including

prohibited substances) and indecent publications.

EXCLUDES: auditing government agency administration and work of Audit New Zealand, see 'Administering government, Ensuring accountability, External auditing'. Excludes skills testing, see 'Enabling, Educating, Assessing student achievement'

### **Instructing**

USE: Teaching

### **Insuring**

USE: Risk management (Internal)

### **Intelligence gathering**

UF: Spying  
Surveillance

BT: Defending

DEF: Collecting and analyzing information on potential and actual threats to national security, including for economic and resource security

SN: EXAMPLE: Identifying risks to national security

### **Interest group advocacy**

UF: Advocating for interest groups  
BT: Representing

DEF: Identifying the needs of a particular interest group and acting on their behalf

SN: EXAMPLE: The advocacy activities of agencies whose function is to represent the interests of specific groups such as: Ministry of Youth Affairs

### **International representation**

BT: Representing Andhra Pradesh internationally

DEF: Representing Andhra Pradesh at meetings of international organizations

SN: INCLUDES: Government ministers or officials representing Andhra Pradesh at international conferences, includes representatives with particular areas of expertise e.g. conservation, agriculture. EXCLUDES: negotiating treaties, and 'Enabling, Facilitating business

development, Negotiating trade conditions'

### **Interpreting data**

USE: Analyzing information

### **Interpreting the law**

BT: Upholding the rules

NT: Developing case law

Developing legal opinions

DEF: Saying how the law may apply in particular circumstances

### **Interring animal remains**

USE: Disposing of animal remains

### **Interring human remains**

USE: Disposing of human remains

### **Investigating accidents**

USE: Investigating incidents

### **Investigating breaches**

USE: Investigating incidents

### **Investigating incidents**

UF: Detecting  
Investigating accidents  
Investigating breaches

BT: Monitoring compliance

RT: Mitigating hazards

DEF: Reactive, probing the circumstances around a particular incident to discover whether a breach of the rules has been committed

SN: INCLUDES: detective work, Occupational Safety and Health investigating an industrial accident, air accident investigations, Ombudsman's investigations, investigations by the Police

### **Investing**

USE: Managing public assets

### **Issuing animal movement orders**

USE: Containing non-human pests and diseases

### **Issuing permits**

USE: Granting consents

### **Knowledge management**

USE: Information management (Internal)

### **Law reform**

USE: Reviewing rules

**Lawmaking**

USE: Rulemaking

**Legislating in Assembly**

BT: Rulemaking

NT: Drafting legislative rules

Passing legislation

Promulgating laws

DEF: The process of drafting and passing legislation through Assembly

**Levyng**

USE: Revenue gathering

**Licensing**

USE: Registering

**Maintaining buildings and amenities**

UF: Repairing buildings and amenities

BT: Maintaining infrastructure systems

DEF: Carrying out repairs, painting, updating building services

**Maintaining ecosystems**

UF: Establishing reserves  
Maintaining habitat

BT: Conserving the environment

RT: Containing non-human pests and diseases

Exterminating non-human pests and diseases

Providing emergency services

DEF: Carrying out activities necessary to protect habitat from further deterioration

SN: EXAMPLES: Excluding weeds, maintaining water levels, cleaning up environmental contamination such as oil spills

**Maintaining electoral process**

BT: Representing

NT: Determining electoral boundaries  
Determining the electoral system

Holding elections

Holding referenda

DEF: Providing the framework to enable voters to vote

**Maintaining habitat**

USE: Maintaining ecosystems

**Maintaining information**

UF: Accessioning

Archiving

Processing information

Storing information

BT: Informing

DEF: Storing and managing collected information to retain accuracy, confidentiality, authenticity and usefulness and to prevent degradation

SN: EXCLUDES: Describing it to help others find it, see 'Informing, Providing access to information, creating finding aids'

**Maintaining infrastructure systems**

BT: Providing infrastructure

NT: Maintaining buildings and amenities  
Maintaining networks

DEF: Operating established infrastructure systems, operating and maintaining physical structures and equipment, and/or increasing their capacity, improving their quality, or monitoring their operation

**Maintaining networks**

BT: [Maintaining infrastructure systems](#)

DEF: Monitoring and operating existing networks to ensure they continue to work effectively

SN: EXAMPLES: Investigating radio frequency interference

**Making information available**

BT: Providing access to information

DEF: Ensuring information available for public inspection or use without distributing it

SN: INCLUDES: making electoral rolls available, providing read-only access to Statistical databases, providing access to a database through a website.

**Making reparation**

USE: Enforcing legal sanctions and remedies

**Making speeches**

USE: Publicizing

**Making submissions on legislation**

USE: Passing legislation  
Reviewing rules

**Making submissions on policy**

USE: Consulting on policy

**Making the environment safe**

USE: Reducing health risks to people

**Managing consumption of resources**

BT: Protecting  
NT: Allocating resource  
Establishing available resource  
DEF: Limiting and/or sharing out the use of resources  
SN: EXAMPLES: Sharing out use of radio frequencies, water, fisheries, minerals, imposing bag limits, sharing out water rights, allocating election broadcasting time and funds to political parties

### **Managing public assets**

UF: Asset sales  
Disposing of assets  
Investing  
Selling assets  
BT: Managing public finances  
RT: Privatizing  
DEF: Managing assets and managing and investing cash, funds  
SN: EXAMPLE: Managing cash, funds, investing; managing unclaimed monies, disposing of Government assets e.g. land sales, managing public surpluses, managing the Land Acquisition Fund. Applies to assets of Andhra Pradesh;  
EXCLUDES: selling a government business, see - 'Administering government, Structuring government, Privatizing'

### **Managing public debt**

UF: Borrowing by the State  
BT: Managing public finances  
DEF: Borrowing money to finance government activities, and managing repayment of those loans  
SN: INCLUDES: borrowing

### **Managing public finances**

UF: Accounting  
Auditing  
BT: Administering government  
NT: Centralized purchasing  
Managing public assets  
Managing public debt  
Managing public liabilities  
Managing the budget cycle  
Purchasing services for the public  
Revenue gathering  
DEF: Managing the processes by which government raises, manages and disburses funds, manages debts

and assets and purchases services across government

### **Managing public liabilities**

BT: Managing public finances  
RT: Risk management (Internal)  
DEF: Identifying possible financial risks to government and putting strategies in place to manage those risks  
SN: EXAMPLES: Managing Accident claims

### **Managing the budget cycle**

UF: Allocating budget  
Appropriations  
Budget vote allocation  
Government spending  
Preparing budget estimates  
Preparing economic and fiscal updates  
Public expenditure  
BT: Managing public finances  
DEF: Centralized process of estimating and allocating budgets, to which each agency contributes, and which is controlled by central agencies  
SN: EXAMPLES: carrying out budget/vote/appropriation rounds, providing Treasury secondary opinions, the Estimates process;  
EXCLUDES: performing a service, managing the machinery of government

### **Mandating**

USE: Rulemaking

### **Mapping**

USE: Analyzing information

### **Marketing**

USE: Publicizing

### **Measuring**

USE: Gathering data

### **Mediating**

USE: Resolving disputes

### **Medical testing and diagnosing**

UF: Providing pathology services  
BT: Ensuring personal health  
DEF: Checking individuals for the suspected presence of biological conditions such as pregnancy, disease or other causes of ill-

health or injury, and identifying causative organisms, conditions etc  
 SN: EXCLUDES: Mass screening of populations for illnesses or conditions, see 'Protecting, Providing public health services, screening'

**Mentoring**

USE: Teaching

**Minimizing harm**

USE: Mitigating hazards

**Minimizing natural disasters**

USE: Mitigating hazards

**Mitigating hazards**

UF: Disaster recovery planning  
 Minimizing harm  
 Minimizing natural disasters  
 BT: Ensuring public safety  
 RT: Investigating incidents  
 DEF: Preventing or reducing the potential impact of accidents, incidents and emergencies  
 SN: EXAMPLES: upgrading stop banks for flood protection, ensuring land use is appropriate

**Moderating student assessment system**

BT: Educating  
 DEF: Moderating within a school, moderating across schools, and checking the appropriate level of assessment

**Monitoring compliance**

BT: Upholding the rules  
 NT: Inspecting  
 Investigating incidents  
 RT: Excluding unwanted organisms  
 DEF: Checking to see whether rules have been complied with and investigating possible breaches

**Nationalizing**

BT: Structuring government  
 RT: Privatizing  
 DEF: Converting from private to government ownership

**Notarizing**

USE: Authenticating documents

**Nursing**

USE: Treating medical conditions

**Operating breeding programmes for endangered species**

USE: Protecting individual species

**Optimizing employment**

BT: Enabling  
 NT: Creating jobs  
 Facilitating job placements  
 Providing career guidance  
 DEF: Ensuring the Labour market operates to meet State's employment needs

**Outsourcing**

USE: Financial management (Internal)  
 Purchasing services for the public

**Overseeing the financial system**

BT: Maintaining infrastructure systems  
 DEF: Supervising operations of non-financial institutions to maintain a sound financial system  
 SN: EXCLUDES: Setting up a government bank providing services to the public in competition with other banks, see 'Administering government, Corporate management, Running commercial enterprises'

**Overseeing voting in elections**

USE: Holding elections

**Passing legislation**

UF: Making submissions on legislation  
 BT: Legislating in assembly  
 DEF: Introducing bills, debating bills in the House, reviewing bills in Select Committees through to the final reading and final vote stages. Includes getting a bill into the Legislative Programme  
 SN: INCLUDES: working with Bills, Supplementary Order papers which contain alterations to legislation. EXCLUDES: Order Papers not dealing with legislation; see 'Administering government'

**Paying allowances**

USE: Human resource management (Internal)

**Paying medical treatment costs**

USE: Subsidizing social services

**Paying salaries**



USE: Human resource management (Internal)

**Paying staff**

USE: Human resource management (Internal)

**Paying wages**

USE: Human resource management (Internal)

**Paying welfare benefits**

USE: Providing income support

**Performing surgery**

USE: Treating medical conditions

**Personnel management (Internal)**

USE: Human resource management (Internal)

**Pest control**

USE: Controlling unwanted organisms

**Pest destruction**

USE: Exterminating non-human pests and diseases

**Planning for policy implementation**

UF: Strategic planning

BT: Policy making

DEF: Preparing strategies and planning how to put policy into practice

SN: EXAMPLE: Developing conservation management strategies and plans, workforce planning to ensure that there are sufficient skilled people to run business and government, infrastructure planning; EXCLUDES: carrying out the plans, for which use other functions as appropriate. Excludes developing procedures, see 'Rulemaking, Developing service delivery procedures'

**Policing**

USE: Preventing crime

**Policy making**

NT: Consulting on policy

Creating draft policy

Evaluating policy

Exploring policy options

Finalizing policy

Planning for policy implementation

DEF: Creating or reviewing strategies and directions for the future, that applies OUTSIDE the creating organisation(s)

SN: INCLUDES: Includes policy making at Cabinet level, developing policy at all levels within an organisation.

EXCLUDES: Restructuring, even between agencies - see 'Administering government, Structuring government, Restructuring government sector', excludes monitoring the implementation of policy, excludes "how to" guidelines, see 'Rulemaking, Developing service delivery procedures' or 'Administering Government, Ensuring accountability, Developing government sector procedures'

**Preparing budget estimates**

USE: Managing the budget cycle

**Preparing court cases**

USE: Conducting legal hearings

**Preparing economic and fiscal updates**

USE: Managing the budget cycle

**Prescribing**

USE: Treating medical conditions

**Preserving heritage**

USE: Protecting heritage

**Preserving the environment**

USE: Conserving the environment

**Preventing crime**

UF: Community policing  
Policing

BT: Ensuring public safety

DEF: Carrying out activities which protect people and their property from harm by other people

SN: EXAMPLES: Community policing, local patrolling, teen policing, providing and monitoring security cameras, neighborhood watch. EXCLUDES educating the public about crime, see 'Informing, publicizing' for campaigns and/or 'Enabling, Educating, Teaching'

**Preventing self harm**

USE: Promoting good health

**Privatizing**

BT: Structuring government

RT: Managing public assets  
Nationalizing  
DEF: Selling a functioning organisation,  
or part of an organisation, usually  
as a going concern  
SN: EXAMPLE: Selling EXCLUDES:  
Buying and selling property

### **Processing information**

USE: [Maintaining information](#)

### **Procurement**

USE: Centralized purchasing  
Financial management (Internal)  
Purchasing services for the public

### **Promoting good health**

UF: Encouraging safe health practices  
Preventing self harm  
Promoting mental health  
Promoting physical health  
BT: Providing public health services  
DEF: Undertaking sector-based  
programmes to improve the health  
of people by altering behaviour

### **Promoting mental health**

USE: Promoting good health

### **Promoting participation in cultural and leisure activities**

UF: Promoting participation in  
recreational and sporting activities  
Running events  
BT: Enriching  
DEF: Promoting the benefits of taking  
part in or attending cultural,  
recreational and sporting  
activities. This may be carried out  
by advertising or by running events  
SN: EXAMPLES: promoting recreational  
activities for women, running

### **Promoting participation in recreational and sporting activities**

USE: Promoting participation in cultural  
and leisure activities

### **Promoting participation in society**

UF: Rehabilitating  
BT: Enabling  
NT: Encouraging participation in the  
community  
Providing personal advice  
DEF: Promoting positive and integrated  
social development of people into

family, peer, school, work and  
community environments.

SN: EXAMPLES: Support programmes,  
building self-esteem programmes  
(elderly, youth, disadvantaged)

### **Promoting physical health**

USE: Promoting good health

### **Promoting tourism**

USE: Promoting trade

### **Promoting trade**

UF: Promoting tourism  
BT: Facilitating business development  
DEF: Promoting trade in goods and  
services both internationally and  
within Andhra Pradesh, supporting  
exporters, carrying out generic  
marketing of Andhra Pradesh as a  
tourist destination to benefit the  
industry as a whole, promoting  
tourism and promoting education  
for foreign students  
SN: INCLUDES: Holding Trade Fairs,  
making tourism promotions

### **Promulgating laws**

UF: Assenting to legislation  
Enacting legislation  
BT: Legislating in Assembly  
DEF: Signing of passed legislation into  
law by the Governor

### **Property management**

USE: Administration (Internal)

### **Protecting**

NT: Conserving the environment  
Controlling unwanted organisms  
Ensuring personal health  
Ensuring public safety  
Managing consumption of resources  
Protecting business  
Protecting heritage  
Providing protective care for the  
vulnerable  
Providing public health services  
Providing records of personal  
identity  
DEF: Protecting people, communities,  
businesses and the environment  
from harm, minimizing adverse  
impacts on them now and in the  
future and restoring them

### **Protecting business**

UF: Protecting industry

BT: Protecting  
RT: Subsidizing businesses  
DEF: Protecting business from overseas competition, within the ambit of WTO rules  
SN: NOTE: It is illegal to protect business at a local or regional level from other businesses operating in Andhra Pradesh

### **Protecting heritage**

UF: Conserving heritage  
Preserving heritage  
BT: Protecting  
RT: Building informative collections  
DEF: Acting to ensure the safety of historic and cultural resources and minimize their loss or deterioration  
SN: EXAMPLES: Preserving library and museum items, archives, historic buildings and archaeological sites

### **Protecting individual species**

UF: Operating breeding programmes for endangered species  
Redistributing species  
BT: Conserving the environment  
RT: Containing non-human pests and diseases  
Exterminating non-human pests and diseases  
DEF: Carrying out activities to protect indigenous, native and game species

### **Protecting industry**

USE: Protecting business

### **Protecting the environment**

USE: Conserving the environment

### **Providing access to information**

UF: Distributing information  
BT: Informing  
NT: Answering information requests  
Creating finding aids  
Making information available  
Providing policy briefings  
Publicizing  
Publishing  
DEF: Selecting and preparing information for distribution, using it to answer queries, making it available, or distributing it

### **Providing accident compensation**

USE: Providing income support

### **Providing accommodation**

USE: Subsidizing social services

### **Providing accommodation supplements**

USE: Subsidizing social services

### **Providing advice to community groups**

UF: Advising  
Providing budgeting advice  
Providing legal advice  
BT: Facilitating community development  
DEF: Providing information and suggestions or recommendations to community groups on how to undertake an activity or reach a decision

### **Providing aid to the NGOs**

USE: Providing emergency services

### **Providing amenities for cultural and leisure activities**

UF: Facilities management  
Providing amenities for recreational and sporting activities  
BT: Enriching  
DEF: Operating and maintaining amenities or facilities for cultural, recreational and sporting activities  
SN: EXAMPLE: Maintaining parks and botanical gardens visitor programmes, maintaining and running sports fields, playgrounds, swimming pools, running libraries, roadside plantings and other beautification programmes.  
EXCLUDES: constructing, building or physical maintenance of infrastructure - see 'Providing infrastructure, Building' and 'providing infrastructure, maintaining infrastructure systems'

### **Providing amenities for recreational and sporting activities**

USE: Providing amenities for cultural and leisure activities

### **Providing budgeting advice**

USE: Providing advice to community groups  
Providing business advice  
Providing personal advice

### **Providing business advice**

UF: Advising

Providing budgeting advice  
Providing legal advice

BT: Facilitating business development

DEF: Providing information and suggestions or recommendations to businesses on how to undertake an activity or reach a decision

**Providing career guidance**

UF: Career counseling  
Career planning

BT: Optimizing employment

**Providing chronic care**

BT: Ensuring personal health

DEF: Providing care that is typically longer term and is intended to maintain or support individuals with chronic conditions or disabilities

**Providing civil defence**

USE: Providing emergency services

**Providing clinical services**

USE: Treating medical conditions

**Providing emergency accommodation**

USE: Subsidizing social services

**Providing emergency services**

UF: Delivering civil defence  
Emergency management  
Providing aid to the civil power  
Providing civil defence

BT: Ensuring public safety

RT: Maintaining ecosystems

DEF: Voluntary, civil and military agencies providing swift response to imminent and actual accidents, incidents and emergencies to minimize harm

SN: EXAMPLES: Providing ambulances, fire services, search and rescue, civil defence. Also includes declaring a state of civil emergency, providing cyclone relief in the coastal districts; Covers both emergency service readiness and the delivery of services.

**Providing funding for cultural and leisure activities**

UF: Providing funding for recreational and sporting activities  
Sponsoring

BT: Enriching

DEF: Giving money to people or organizations to provide, participate in or attend cultural, recreational or sporting activities

SN: EXAMPLES: Sponsoring festivals or sporting events. Providing grants to artists and athletes, to the theatre groups. EXCLUDES: purchasing services - see 'Administering government, Centralized purchasing' and 'administering government, Purchasing services'

**Providing funding for recreational and sporting activities**

USE: Providing funding for cultural and leisure activities

**Providing housing**

USE: Subsidizing social services

**Providing income support**

UF: Compensating for lost earnings  
Paying welfare benefits  
Providing accident compensation  
Providing personal income compensation  
Providing social security entitlements  
Supplementing individual and family incomes

BT: Subsidizing individual and family income

DEF: For those who qualify for assistance, paying welfare benefits and supplementary allowances and compensating for lost earnings

SN: EXAMPLES: Providing unemployment benefits, allowances (for caring for children, the sick and disabled), widow/widower benefits, retirement benefits, emergency benefits, including those for the self employed

**Providing infrastructure**

NT: Building  
Decommissioning infrastructure  
Establishing infrastructure systems  
Identifying locations  
Maintaining infrastructure systems

DEF: Ensuring the underlying foundation exists to enable the country to operate.

SN: EXCLUDES: funding, see 'Administering government,

Managing public finances, Managing budget cycle ', excludes providing open spaces, see 'Enriching, providing amenities for cultural and leisure activities', excludes flood control/ preventative works, see 'Protecting, Ensuring public safety, mitigating hazards'

**Providing legal advice**

USE: Providing advice to community groups  
 Providing business advice  
 Providing personal advice

**Providing military logistic support**

BT: Conducting military operations

**Providing palliative care**

BT: Ensuring personal health  
 DEF: Providing non-curative but supportive medical care for people with terminal or life threatening illnesses

**Providing pathology services**

USE: Medical testing and diagnosing

**Providing personal advice**

UF: Advising  
 Counseling  
 Providing budgeting advice  
 Providing legal advice  
 BT: Promoting participation in society  
 DEF: Providing information and suggestions or recommendations to individuals on how to undertake an activity or reach a decision

**Providing personal income compensation**

USE: Providing income support

**Providing policy briefings**

UF: Advising  
 Advising ministers  
 BT: Providing access to information  
 DEF: Briefing ministers, elected representatives, Mayors and councilors and officials on existing policy  
 SN: EXCLUDES: providing advice to the public or to other agencies (use 'Answering information requests')

**Providing protective care for the vulnerable**

BT: Protecting

NT: Adopting  
 Providing residential care  
 Supporting community care  
 DEF: Making arrangements for and delivering safe care for people who are not fully able to care for themselves

**Providing public health services**

UF: Ensuring public health  
 BT: Protecting  
 NT: Disposing of animal remains  
 Disposing of human remains  
 Disposing of waste  
 Immunizing people  
 Promoting good health  
 Reducing health risks to people  
 Screening for disease  
 DEF: Protecting and improving community health, where the focus is on a sector of the community rather than the individual. The activity is usually initiated by the health service provider, not individuals. The object is to prevent illness or intervene to minimize illness  
 SN: EXAMPLES: Restoring contaminated sites, providing immunization programmes, running screening programmes, controlling pests and diseases that are hazardous to humans, managing substances and new organisms that are hazardous to humans, invoking emergency powers under the Health Act, immunizing, reducing smoking, collecting rubbish

**Providing records of personal identity**

BT: Protecting  
 NT: Supplying identity documents  
 DEF: Supplying and authenticating documents relating to the identity of citizens or residents

**Providing residential care**

BT: Providing protective care for the vulnerable  
 DEF: Running accommodation and providing supervised care for people who are unable fully to care for themselves

**Providing secretariat**

UF: Administrative support of other government agencies  
 BT: Administering government  
 DEF: Providing administrative support to other government organizations, committees and elected bodies  
 SN: INCLUDES: Recording proceedings, running meetings of elected bodies. EXCLUDES: providing administrative or secretariat services to non-government Organizations, community groups etc - see 'Enabling, Facilitating community development, Providing services to community groups'

**Providing services to community groups**

BT: Facilitating community development  
 DEF: Supporting local community initiatives by providing facilities, amenities, and administrative support - support of all kinds except funding.  
 SN: EXAMPLES: Providing facilities at a subsidized rental", providing administration support to community groups, supporting local community initiatives.

**Providing social security entitlements**

USE: Providing income support

**Public expenditure**

USE: Managing the budget cycle

**Public sector assurance**

USE: Risk management (Internal)

**Publicizing**

UF: Advertising  
 Making speeches  
 Marketing  
 BT: Providing access to information  
 DEF: Actively promoting or advertising government activity, bringing it to public notice  
 SN: EXAMPLES: Creating publicity or information campaigns, issuing press releases, advertising, giving speeches (at conferences etc)

**Publishing**

BT: Providing access to information  
 DEF: Issuing information to the public in paper or electronic formats

**Punishing**

USE: Enforcing legal sanctions and remedies

**Purchasing services for the public**

UF: Contracting out  
 E-procurement  
 Outsourcing  
 Procurement  
 Tendering  
 BT: Managing public finances  
 DEF: Individual agencies purchasing services from providers to deliver outputs to the public

**Quantitative analysis**

USE: Analyzing information

**Quarantining**

USE: Containing non-human pests and diseases

**Rating property**

USE: Revenue gathering

**Rationalizing government structures**

USE: Restructuring government sector

**Rationing**

USE: Allocating resource

**Realigning government structures**

USE: Restructuring government sector

**Recognizing competencies**

USE: Accrediting

**Record keeping**

USE: Information management (Internal)

**Recruiting**

USE: Appointing to senior or statutory positions  
 Human resource management (Internal)

**Recycling**

USE: Disposing of waste

**Reducing health risks to people**

UF: Encouraging safe health practices  
 Making the environment safe  
 BT: Providing public health services  
 RT: Controlling unwanted organisms  
 Excluding unwanted organisms  
 DEF: Undertaking programmes to maintain and improve the safety of people's living and working environments

SN: EXAMPLES: Fluoridation, treating water supply, ensuring child safety, occupational safety, industrial safety, transport safety, cleaning up contamination, running clean air programmes, preventing contamination of water supply, eradicating or limiting organisms that spread diseases to people, cleaning up or containing toxic chemical spills

### **Referring patients**

USE: Treating medical conditions

### **Regional development**

USE: Attracting businesses

### **Registering**

UF: Credentialing  
Enrolling  
Licensing  
Warranting

BT: [Authorizing](#)

DEF: (1) Making an official record of information about a person or thing, and (2) giving official permission to an individual or organisation to undertake an activity, usually after demonstrating fitness or competence. Includes refusing to register or license

SN: EXAMPLES: Registering a birth or death, registering a patent, trademark or plant variety, registering a motor vehicle, registering political parties and party logos, enrolling voters, licensing marriage, licensing premises, licensing gaming machines, pharmaceuticals, registering securities, EXCLUDES: Taking an appeal against refusal to grant a permit, see 'Upholding the rules, Ensuring compliance, Conducting legal hearings'. NOTE: Licensing and registering have been combined to overcome problems arising from two separate meanings of the word "registering", one of which is interchangeable with licensing. Definition 2 implies the right to undertake the activity on an ongoing basis.

### **Regulating**

USE: Rulemaking

### **Rehabilitating**

USE: Promoting participation in society  
Treating medical conditions

### **Remanding in custody**

USE: Detaining

### **Repairing buildings and amenities**

USE: Maintaining buildings and amenities

### **Representing**

NT: Interest group advocacy  
Maintaining electoral process  
Representing constituents  
Representing **Andhra Pradesh** internationally

DEF: Providing the democratic process for electing citizens to public office. Providing a mechanism to represent **Andhra Pradesh** overseas; providing a means of representing the interests of specific groups in the community.

SN: EXCLUDES: enrolling voters or registering political parties, see 'Authorizing, Registering', excludes allocating election broadcasting time and funds to political parties, see 'Protecting, Managing consumption of resources'

### **Representing constituents**

UF: Representing taxpayers  
BT: Representing  
NT: Advocating for constituents  
Communicating with constituents  
DEF: Identifying what the people you are elected to represent want and acting on their behalf

### **Representing taxpayers**

USE: Representing constituents

### **Researching**

BT: Informing  
DEF: Detailed study of a subject especially in order to discover new information or reach a new understanding  
SN: Government carries out research, funds others to do research and does research in partnership with others EXCLUDES: applying research - this is dealt with under the appropriate functions

### **Resolving disputes**

UF: Arbitrating

Mediating  
Settling claims

BT: Ensuring compliance

DEF: Making or recommending decisions about disputes, court cases or claims between parties (one of whom could be the State)

SN: INCLUDES: Family court conference decisions, judicial decision making

### **Responding to official information requests**

USE: Answering information requests

### **Restricting movement of infected stock**

USE: Containing non-human pests and diseases

### **Restructuring government sector**

UF: Amalgamating government agencies  
Establishing new government agencies

Rationalizing government structures  
Realigning government structures  
Setting up new government agencies

BT: Structuring government

DEF: Moving government functions between existing or to new government agencies, sharing functions under new arrangements, and setting up new government organizations to carry out specific identified functions.

SN: Local Government Commission restructuring local government

### **Re-vegetation**

USE: Enhancing ecosystems

### **Revenue gathering**

UF: Collecting revenue  
Levying  
Rating property  
Taxing

BT: Managing public finances

DEF: Gathering income for government by means of taxes, rates, and profit returns

SN: EXAMPLES: Collecting professional tax, goods and services tax, fringe benefit tax, local body rates, consumption taxes such as tobacco and alcohol taxes. EXCLUDES: charges for services (recovery costs), e.g. the cost of sitting for a driver's license

### **Reviewing legislation**

USE: Reviewing rules

### **Reviewing rules**

UF: Law reform  
Making submissions on legislation  
Reviewing legislation

BT: Rulemaking

DEF: Assessing the need for, and consulting on, existing or intended legislation or non-legislative rules

SN: INCLUDES: Select Committee reviewing of specific legislation. May include an element of consultation as to whether or not there is a need to change the law or non-legislative rules.

### **Risk management (Internal)**

UF: Auditing  
Disaster recovery planning  
Insuring  
Public sector assurance

BT: Department management (Internal)

RT: Managing public liabilities

DEF: Identifying possible financial and other risks within an agency and putting strategies in place to manage those risks, including insuring, internal auditing, and developing risk management strategies

SN: INCLUDES: insurance arrangements, business continuity arrangements, organizational liability management, monitoring contract performance

### **Rulemaking**

UF: Lawmaking  
Mandating  
Regulating

NT: Developing delegated legislation  
Developing service delivery procedures

Legislating in Parliament  
Reviewing rules

DEF: Reviewing and consulting on existing or intended legislation. Drafting, passing and promulgating legislation. Developing the rules mandated by legislation and agreed policy.

SN: See also: 'Upholding the rules'

### **Running commercial enterprises**



BT: Administering government  
DEF: Provision and sale of goods and services by government, usually for profit, in activities that could be undertaken by the private sector  
SN: EXAMPLES: running Transco, quarries, some State Owned Companies, some Local Authority Trading Enterprises where they are not infrastructure. Commercial activities some local councils and government agencies undertake in competition with the private sector e.g. managing a forest, selling education services to foreign students

### **Running events**

USE: Holding official ceremonies  
Promoting participation in cultural and leisure activities

### **Screening for disease**

BT: Providing public health services  
DEF: Examining individuals in targeted sectors of the human population to detect the incidence of illnesses or of conditions that threaten human health  
SN: EXAMPLES: Screening for melanoma, breast cancer, prostate cancer, tuberculosis

### **Searching out existing information**

BT: Collecting information  
DEF: Identifying information which has previously been collected, analyzed and reported on and which will provide a background to a new piece of work  
SN: EXAMPLE: literature reviews carried out to obtain background information

### **Seconding staff**

USE: Human resource management (Internal)

### **Seeking secondary opinions on financial implications of policy**

USE: Consulting on policy

### **Seizing goods**

USE: Detaining

### **Select committee hearings**

USE: Drafting legislation

### **Selling assets**

USE: Managing public assets

### **Serving a removal order**

USE: Deporting

### **Setting accountability requirements**

BT: Ensuring accountability  
DEF: Establishing reporting processes to meet requirements of legislation or government policy  
SN: Examples: Establishing purchase agreements, establishing appropriate reporting formats to meet requirements as defined under Acts

### **Setting higher salaries**

USE: External setting of remuneration

### **Setting staff salaries**

USE: Human resource management (Internal)

### **Setting up new government agencies**

USE: Restructuring government sector

### **Settling claims**

USE: Resolving disputes

### **Sponsoring**

USE: Providing funding for cultural and leisure activities

### **Storing information**

USE: Maintaining information

### **Strategic planning**

USE: Planning for policy implementation

### **Structuring government**

BT: Administering government  
NT: Appointing to senior or statutory positions  
Establishing representative bodies  
External setting of remuneration  
Forming the government  
Nationalizing  
Privatizing  
Restructuring government sector  
DEF: Determining the overall structure of government agencies and bodies, reviewing and changing the structure, allocating functions to agencies. Includes the Executive, the legislature and Parliament

### **Subsidizing businesses**

UF: Guaranteeing business loans

Subsidizing industry  
 BT: Assisting  
 RT: Protecting business  
 DEF: Helping businesses to maintain financial viability when adverse circumstances apply  
 SN: INCLUDES: Providing subsidies for existing business, e.g. rating rebates, reducing taxes, subsidizing Labour etc writing off loans, assisting some failing businesses

### **Subsidizing communities**

BT: Assisting  
 DEF: Directly or indirectly subsidizing disadvantaged communities or nations  
 SN: INCLUDES: providing financial assistance to other countries in times of adversity. May include assisting non-profit organizations working in communities

### **Subsidizing housing**

USE: Subsidizing social services

### **Subsidizing individual and family income**

BT: Assisting  
 NT: Providing income support  
 Subsidizing social services  
 Subsidizing welfare loans  
 DEF: Providing supplementary income or subsidized services to people to bring them up to a minimum standard of living

### **Subsidizing industry**

USE: Subsidizing businesses

### **Subsidizing social services**

UF: Paying medical treatment costs  
 Providing accommodation  
 Providing accommodation supplements  
 Providing emergency accommodation  
 Providing housing  
 Subsidizing housing  
 BT: Subsidizing individual and family income  
 DEF: Providing personal or family support services at reduced or no cost for those who qualify for assistance

SN: INCLUDES: Subsidizing health services, providing accommodation supplements, providing subsidized housing, subsidizing support services for children and young people with disabilities, subsidizing transport for people with disabilities, providing Legal Aid  
 EXCLUDES: building accommodation and maintaining it, see 'Providing infrastructure, Building' and 'providing infrastructure, maintaining infrastructure systems, maintaining buildings'

### **Subsidizing welfare loans**

UF: Guaranteeing welfare loans  
 BT: Subsidizing individual and family income  
 DEF: Either providing or guaranteeing loans to cover personal or family costs to people who don't meet commercial lending criteria, and/or providing loans at subsidised or deferred interest rates  
 SN: EXAMPLES: housing loans, emergency loans; EXCLUDES: Student loans - see 'Enabling, Educating, Funding individual study'

### **Summoning**

USE: Conducting legal hearings

### **Supervising punishment**

USE: Enforcing legal sanctions and remedies

### **Supplementing individual and family incomes**

USE: Providing income support

### **Supplying identity documents**

BT: Providing records of personal identity  
 DEF: Supplying documents that are evidence of personal existence or status from MPHS  
 SN: EXAMPLES: Supplying birth certificates, death certificates, marriage certificates. EXCLUDES: Registering births, marriages and deaths, see 'Authorising, Registering'

### **Supporting community care**

UF: Committing under Health Act

BT: Providing protective care for the vulnerable  
DEF: Organizing care arrangements for children and adults at risk of harm  
SN: EXAMPLES: Removing at risk children from the home and finding them a care placement, fostering.  
EXCLUDES: Taking out protection orders, see 'Upholding the rules', excludes funding other organizations to provide care, see 'Administering government, Managing public finances, Purchasing services for the public'

### **Surveillance**

USE: Intelligence gathering

### **Taxing**

USE: Revenue gathering

### **Teaching**

UF: Coaching  
Delivering courses  
Instructing  
Mentoring  
BT: Educating  
DEF: Delivering any kind of training or teaching, including formal and informal instruction  
SN: EXAMPLES: Training students, training teachers, training principals in management, online participation in learning. Delivering youth training, skill enhancement programmes,

### **Tendering**

USE: Allocating resource  
Centralized purchasing  
Financial management (Internal)  
Purchasing services for the public

### **Testing student skills**

USE: Assessing student achievement

### **Training**

USE: Educating

### **Treating medical conditions**

UF: Nursing  
Performing surgery  
Prescribing  
Providing clinical services  
Referring patients  
Rehabilitating  
BT: Ensuring personal health

DEF: Intervening to improve personal physical or mental function after disease or injury, or to treat biological conditions  
SN: INCLUDES: Prescribing pharmaceuticals, nursing, providing dental care, providing medical care, maternity services etc, surgery, paediatrics, treating acute mental illness, treating drug overdoses etc. EXCLUDES: Palliative care, see 'Protecting, Ensuring personal health, Providing palliative care'

### **Treating waste**

USE: Disposing of waste

### **Upholding the rules**

NT: Enforcing legal sanctions and remedies  
Ensuring compliance  
Interpreting the law  
Monitoring compliance  
DEF: Maintaining the framework under which society operates by promoting compliance with and enforcing the rules and providing a mechanism for disputes resolution

### **Vaccinating animals**

USE: Immunizing animals

### **Vaccinating people**

USE: Immunizing people

### **Warranting**

USE: Registering

### **Writing bylaws**

USE: Drafting delegated legislation

### **Writing legislation**

USE: Drafting parliamentary legislation

### **Zoning**

USE: Allocating resource

