eThesaurus for Good Governance

Information Search Made Easy

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

Prepared by

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## Metadata information on MFSOS

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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 fingertips. 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

The contact e-mail address for queries is metadatacell@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."

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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1 (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](https://dublincore.org/) (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.

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 (22nd 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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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)

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

### B.5.3 Identity

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

---

1 M = Mandatory; R = Recommendatory; O = Optional; C = Conditional
### B.5.4 Ownership

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

### B.5.5 Instantiation

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
<th>Obligation</th>
<th>Definition</th>
<th>Refinements</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Language</td>
<td>Recommendatory</td>
<td>The language of the content of the resource, or the language in which the service is provided</td>
<td>LanguageName / LanguageCode - O</td>
</tr>
</tbody>
</table>
| 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                  
<p>|     |         |            |                                                                            | Court case - C              |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
<th>Obligation</th>
<th>Definition</th>
<th>Refinements</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Date</td>
<td>Mandatory</td>
<td>A date associated with an event in the life cycle of the resource</td>
<td>Acquired/ Accepted / Approved / Available/ Created / cut-off date/ closed / copyrighted/ submitted / declared/ issued /modified /next version due / updating frequency / Valid /</td>
</tr>
<tr>
<td>17</td>
<td>Disposal</td>
<td>Conditional</td>
<td>The retention and disposal instructions for the resource</td>
<td>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</td>
</tr>
<tr>
<td>18</td>
<td>Preservation</td>
<td>Conditional</td>
<td>Information to support the long-term preservation of a resource</td>
<td>Original format - C</td>
</tr>
<tr>
<td>19</td>
<td>Availability</td>
<td>Conditional</td>
<td>How the resource can be obtained, or contact information</td>
<td>None</td>
</tr>
<tr>
<td>20</td>
<td>Rights</td>
<td>Optional</td>
<td>Information about the rights for management of information resources, such as copyright, or access terms and conditions applying to the resource being described</td>
<td>None</td>
</tr>
<tr>
<td>21</td>
<td>Coverage</td>
<td>Recommendatory</td>
<td>Coverage describes the extent or scope of the content of the resource</td>
<td>Jurisdiction / spatial / temporal - R</td>
</tr>
<tr>
<td>22</td>
<td>Audience</td>
<td>Optional</td>
<td>The target audience of the resource</td>
<td>Addressee - O</td>
</tr>
</tbody>
</table>
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) 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/](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](http://www.dublincore.org/). 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The name given to the resource or service. Typically, a Title will be a name by which the resource is formally known</td>
</tr>
<tr>
<td>Purpose</td>
<td>Searchers will use this element if they know the title of the resource or words in the title of the resource</td>
</tr>
<tr>
<td>Obligation</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>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</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>None</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
</tbody>
</table>
| Scope and interpretation | Where there is an official name used for the resource, this should be used in the Title element. 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. For a service, use its full explanatory name, or the official name used by the Department. 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. 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. Use the Relation element to reference other versions if required. 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). 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
<table>
<thead>
<tr>
<th>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). The title should be written in sentence case. This is much easier on the eye. If the resource is an electronic ‘folder’ containing electronic documents, use the usual folder name as the title.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the element when describing a service</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>The Portal displays this element on the results page. Displayed on metadata full record screen.</td>
</tr>
<tr>
<td>Examples</td>
<td>Sectoral Study - Export-cargo clearance of the customs department Pension Payment orders Reviewing procurement actions followed by CGHS for indenting medicine Evaluation/Inspection Report on the grievance redressal machinery Study report on maintenance of General Provident Fund Account of All India Service Officers Impact of liberalization on state level clearance for industrial projects Public Sector Undertakings - a case for autonomy in pricing - A study report</td>
</tr>
</tbody>
</table>
## 1.2 Subject, Keywords

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject, Keywords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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.</td>
</tr>
<tr>
<td>Obligation</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Element Refinements</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>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).</td>
</tr>
<tr>
<td>Keyword</td>
<td>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.</td>
</tr>
<tr>
<td>Process identifier</td>
<td>Indicates a specific service or transaction, using an identifier taken from a recognized list</td>
</tr>
<tr>
<td>Programme</td>
<td>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 relevance.</td>
</tr>
</tbody>
</table>
| **Project** | The specific project that this resource relates to directly.  
Comment: Projects are more specific manageable chunks that make up the larger Programme. See comment above under Programme |
|---|---|
| **Encoding schemes** | “Subjects of Andhra Pradesh (SOAP)” thesaurus - mandatory for at least one value. Refer “Subjects of Andhra Pradesh (SOAP) Thesaurus v 1.00 AP”.  
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. |
| **Default Value** | None |
| **Scope and interpretation** | The Subject element should tell the searcher what the resource or service is about.  
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.  
A more detailed explanation is in ISO Standard 5963.  
Select subject keywords from either the Title or Description information.  
Where a thesaurus has been used to select the subject value, the thesaurus name should be included in the refinement for the element.  
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.  
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.  
The subject comes from a controlled vocabulary or thesaurus, so the searcher might be able to browse the vocabulary for relevant topics.  
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.  
Using the most specific terms as Keywords, and not including more general terms, helps prevent information overload. For example, |
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.

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.

| 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 | The Portal uses this element, along with the Function element, to allow the user to browse by topic. Displayed on metadata full record screen. |
| Examples | For a policy document on issue of Caste Certificate  
subject: Certificate  
subject.category: Caste Certificate  
subject.keyword: Caste Certificate; Scheduled Caste; Scheduled Tribe  
subject.programme: MPHS Database  

For a web site giving advice to citizens travelling abroad  
subject.category: Tourism  
subject.keyword: Foreign travel; Travel advice; British embassies; Consulates |
# 1.3 Description

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Obligation</td>
<td>Recommendatory</td>
</tr>
</tbody>
</table>
| Element Refinements| Abstract - A summary of the content of the resource  
Table of Contents - A list of sub-units of the content of the resource |
| Encoding schemes   | None                                                                                                                                           |
| Default Value      | None                                                                                                                                           |
| Scope and interpretation | The Description element contains text describing a resource. It can contain abstracts if these are available. It can also contain:  
• A prose description of the content of the resource  
• A description of the nature of the service or objects, or  
• Thumbnail images or other electronic samples of content.  
When people write a description, they should make it concise and clear, and use non-technical language.  
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.  
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 |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>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.</th>
</tr>
</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The business function of the Department to which this resource or service relates</td>
</tr>
<tr>
<td>Purpose</td>
<td>This element is essential for searchers who want to find resources relating to a particular government business function or activity</td>
</tr>
<tr>
<td>Obligation</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>The Andhra Pradesh Government “Functions of Andhra Pradesh” Thesaurus (FOAP) - mandatory</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>Functions are the major activities organizations carry out to meet their missions and goals. 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. 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</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>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. 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</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>The Portal uses this element, along with the Subject element, to allow the searcher to browse by topic. Displayed on metadata full record screen.</td>
</tr>
</tbody>
</table>

**Examples**

<table>
<thead>
<tr>
<th>Function</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>
### 1.5 ResourceName

<table>
<thead>
<tr>
<th>Name</th>
<th>ResourceName</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The category or genre of the resource or service</td>
</tr>
<tr>
<td>Purpose</td>
<td>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”</td>
</tr>
<tr>
<td>Obligation</td>
<td>Mandatory, with the refinement category=&quot;Type.category&quot;</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>Category is mandatory. There are only three values:</td>
</tr>
<tr>
<td></td>
<td>Service - used when describing a service directly, not a document about a service</td>
</tr>
<tr>
<td></td>
<td>Document - for all resources which are not services, even if they are not traditional “documents” - for example, a sculpture</td>
</tr>
<tr>
<td></td>
<td>Department - used to describe an organization</td>
</tr>
<tr>
<td></td>
<td>aggregation level with two possible values:</td>
</tr>
<tr>
<td></td>
<td>item - for a single resource</td>
</tr>
<tr>
<td></td>
<td>Collection - for a logical grouping of resources. Item is the default</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>Where the category is document, use the list in the section AP-Metadata RESOURCE TYPE Encoding Scheme (AP-MTES)</td>
</tr>
<tr>
<td>Default Value</td>
<td>The default for the category refinement is “document”. The default for the aggregation level refinement is “item”</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>To describe the physical or digital manifestation of the resource, use the FORMAT element.</td>
</tr>
<tr>
<td></td>
<td>If the resource has content of multiple mixed types then multiple or repeated Type elements should be used to describe the main components.</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>Use the category refinement to indicate that the resource is a service</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>The category refinement</td>
</tr>
</tbody>
</table>
|                    | Use Type.category to distinguish between services and documents, because these resources will be used differently. For example,
Departments are displayed in A-Z listings, services are displayed by topic, Department or alphabetically, while documents are displayed in groups according to type.

**Type for use by the Portal**

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.

Rule: Where the category is document, then repeat the Type element to describe the content using the list provided in this section

### Examples

a) For a manual: The category would be document, the content of the repeated Type element would be text/manual.

b) For a map: The category would be document, and the content of the repeated Type element would be image/map.

### Controlled Vocabulary for document resource

<table>
<thead>
<tr>
<th>Text</th>
<th>Meaning</th>
<th>Format / genre Refinements (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>/advice, /agenda, /checklist, /contract, /correspondence, /form, /guide, /homepage, /instructions, /journal, /manual, /minutes, /newsletter, /promotion, /report</td>
<td></td>
</tr>
</tbody>
</table>
**particular resource or service**

- **homepage** = web site main page
- **instructions** = any training materials in text form
- **journal** = publishing vehicle for formal papers - often scientific or technical, or relating to a trade or profession
- **manual** = a document like this one
- **minutes** = minutes recording a meeting or other event
- **newsletter** = a publication advising those interested in its main subject are of new events or resources
- **promotion** = any advertising material
- **report** = findings of any project or a record of recent operations in an organisation

### Dataset

<table>
<thead>
<tr>
<th>Meaning</th>
<th>Format / genre Refinements (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A dataset is information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing.</td>
<td>/geospatial</td>
</tr>
</tbody>
</table>

### Event

<table>
<thead>
<tr>
<th>Meaning</th>
<th>Format / genre Refinements (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An event is a non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, responsible agents, and links to related events and resources. The resource of type event may not be retrievable if the described instantiation has expired or is yet to occur. Examples - exhibition, webcast, conference, workshop, open-day, performance, battle, trial, wedding, tea-party, conflagration</td>
<td>/conference, /exhibition, /webCast, /workshop</td>
</tr>
<tr>
<td>Image</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Meaning</strong></td>
<td>An image is a primarily symbolic visual representation other than text. For example - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that image may include both electronic and physical representations</td>
</tr>
<tr>
<td><strong>Format / genre Refinements (optional)</strong></td>
<td>/art, /hologram, /map, /plan, /movie, /photograph</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interactive resource</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meaning</strong></td>
<td>An interactive resource is a resource which requires interaction from the user to be understood, executed, or experienced. For example - forms on web pages, applets, multimedia learning objects, chat services, virtual reality.</td>
</tr>
<tr>
<td><strong>Format / genre Refinements (optional)</strong></td>
<td>/art, /form, /physical Object, /webPage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meaning</strong></td>
<td>Software is a computer program in source or compiled form which may be available for installation non-transiently on another machine. For software which exists only to create an interactive environment, use interactive instead</td>
</tr>
<tr>
<td><strong>Format / genre Refinements (optional)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sound</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meaning</strong></td>
<td>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,</td>
</tr>
<tr>
<td><strong>Format / genre Refinements (optional)</strong></td>
<td></td>
</tr>
<tr>
<td>and recorded speech or sounds.</td>
<td></td>
</tr>
</tbody>
</table>
### 1.6 Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The position or state of the resource.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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</td>
</tr>
<tr>
<td>Obligation</td>
<td>Optional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>The status of a resource includes:</td>
</tr>
<tr>
<td></td>
<td>The extent to which it has been developed or completed: i.e. is it a first draft, final draft or completed draft?</td>
</tr>
<tr>
<td></td>
<td>Is it awaiting approval? If it has been approved, then by whom?</td>
</tr>
<tr>
<td></td>
<td>Version number</td>
</tr>
<tr>
<td></td>
<td>The purpose of the resource. This is not the purpose of the content (see Description) but the purpose in relation to the status of the resource. This data should apply to the described resource only, not to earlier versions</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>For a series of documents created in the development of a policy statement</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>status: Draft v0.1. For consideration by Team</td>
</tr>
<tr>
<td></td>
<td>status: Draft v0.2. For consideration by Department</td>
</tr>
<tr>
<td></td>
<td>status: Draft v0.3. For consideration by Secretary</td>
</tr>
<tr>
<td></td>
<td>status: Draft v0.4. Approved by Minister. For open consultation</td>
</tr>
<tr>
<td></td>
<td>status: Draft v0.5. Following open consultation. For final approval by Minister</td>
</tr>
<tr>
<td></td>
<td>status: Version 1.0. For publication</td>
</tr>
<tr>
<td></td>
<td>status: Version 2.0. For publication</td>
</tr>
</tbody>
</table>
### 1.7 Resource identifier

<table>
<thead>
<tr>
<th>Name</th>
<th>ResourceIdentifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>A unique identifier for a resource.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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. To use this element in a search, searchers have to know the Identifier of the resource they’re looking for</td>
</tr>
<tr>
<td>Obligation</td>
<td>Conditional - mandatory for online resources, otherwise recommended where available</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>URI - Uniform Resource Identifier for online or electronic resources</td>
</tr>
<tr>
<td></td>
<td>ISBN - International Standard Book Number - for books</td>
</tr>
<tr>
<td></td>
<td>ISSN - International Standard Serial Number - for serials</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>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. 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. Note that the Availability element can be used with the Identifier element to show how to obtain the resource</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>Do not use this element where the Type category is service. You can use this element to identify documents relating to the service</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>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.</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>[ISBN] 0-908804-93-8</td>
</tr>
<tr>
<td></td>
<td>[ISSN] 1174-3549</td>
</tr>
</tbody>
</table>
## 1.8 Source

<table>
<thead>
<tr>
<th>Name</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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.</td>
</tr>
<tr>
<td>Obligation</td>
<td>Optional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>Where there is an exact coding scheme to identify the original resource that should be used. Examples include: URI - Uniform Resource Identifier, ISBN - International Standard Book Number, ISSN - International Standard Serial Number</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
</tbody>
</table>
| Scope and interpretation| 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. The Source element should only be used when the following conditions apply:  
1. The resource type.category=document, and  
2. The source document is not simply an earlier version of the current document, and  
3. The information would help the discovery or evaluation of the current resource, or  
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.  
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.  
In general, include in this area information which does not fit easily into Relation. |
| 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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.</td>
</tr>
<tr>
<td>Purpose</td>
<td>The relation element should be used where there are significant related resources which the searcher could also find useful</td>
</tr>
<tr>
<td>Obligation</td>
<td>Optional</td>
</tr>
<tr>
<td>Refinements</td>
<td>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. The following table shows how various types of relationships would work under this approach. 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:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relation Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>conformsTo</td>
<td>A reference to an established standard to which the resource conforms</td>
</tr>
<tr>
<td>isPartOf/hasPart</td>
<td>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>isVersionOf/hasVersion</td>
<td>One resource is an historical state or edition of another resource by the same creator.</td>
</tr>
<tr>
<td>isFormatOf/hasFormat</td>
<td>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>isReferencedBy/references</td>
<td>One resource cites, acknowledges, disputes or otherwise refers to another resource.</td>
</tr>
<tr>
<td>isBasedOn/isBasisFor</td>
<td>One resource is a performance, production, derivation, translation, adaptation or interpretation of another resource.</td>
</tr>
<tr>
<td>isRequiredBy/requires</td>
<td>One resource requires another resource for its functioning, delivery, or content and cannot be used without the related</td>
</tr>
</tbody>
</table>
| Encoding schemes | Examples:  
| URI - Uniform Resource Identifier  
| ISBN - International Standard Book Number  
| ISSN - International Standard Serial Number |
| Default Value | None |
| Scope and interpretation | 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.  
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.  
The recommended method for expressing a relationship in qualified Dublin Core (DC) is:  
Title="the present resource"  
Relation="relationship-type [space] unique identifier for the related resource", where “relationship-type” is a token drawn from the approved list of qualifiers.  
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. |
| Using the element when describing a service | 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.  
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 |
| Role of the element in a portal | 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 |
### How the Portal Uses the Relation Element

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Portal use</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document -&gt; Department</td>
<td>To display the Department(s) that relate to a discovered document - in search results.</td>
<td>All element values which have an encoding scheme of AP represent Department name, regardless of the element they are contained in. The link to a Department metadata record is done through a search: where Title=Department name and Type.Category='Department'. 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.</td>
</tr>
<tr>
<td>Document -&gt; Service</td>
<td>To display other documents that relate to a discovered document - in search results.</td>
<td>This is handled by the current APMDS Relation element, which would normally contain the URIs of related documents. Clicking on the URI would take</td>
</tr>
<tr>
<td>Relationship</td>
<td>Description</td>
<td>Criteria</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Service -&gt; Department</td>
<td>To indicate the Department(s) that provides a service - in a listing of services or in search results.</td>
<td>Exactly the same as for document - &gt; Department above. The primary Department will be identified in the Creator element.</td>
</tr>
<tr>
<td>Service -&gt; Service</td>
<td>To indicate relationships Between services - in a listing of services or in search results</td>
<td>Exactly the same as for Document - &gt; Service above.</td>
</tr>
<tr>
<td>Service -&gt; Document</td>
<td>This is one of the main search mechanisms whereby, once a service is chosen, a search returns all related documents.</td>
<td>The search would include the following criteria: where Relation=service name and Category.Type='document'.</td>
</tr>
<tr>
<td>Department -&gt; Department</td>
<td>To indicate relationships between Departments - in a Department listing or in search results.</td>
<td>Exactly the same as for document - &gt; Department above.</td>
</tr>
<tr>
<td>Department -&gt; Service</td>
<td>To provide a list of services, by Department.</td>
<td>A search is required to identify the service records, with the following criteria: where any: element=Department name and Type.Category='service'. Note: More specificity could be gained by limiting the search to the Creator element of the service record.</td>
</tr>
<tr>
<td>Department -&gt; Document</td>
<td>Possibly - to display all the Documents relevant to a Department.</td>
<td>A search is required to identify documents, with the following criteria: where any element=Department name and Type.Category='document'.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Creator/Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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</td>
</tr>
<tr>
<td>Obligation</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>None</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>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. Where there are joint authors, repeat the Creator element and put one person’s name in each element. 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. 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. 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.</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>When describing a service, the Creator will always be the name of the Department providing the service.</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>This element is displayed on the results page. It also allows services to be listed by Department. Displayed on metadata full record screen.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Examples                       | Department of Information Technology  
                                  Department of Administrative Reforms & Public Grievances  
                                  Sachdeva, Sameer                                                                                                                                 |

Centre for Good Governance
### 1.11 Publisher

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Obligation</strong></td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Element Refinements</strong></td>
<td>The role of the contributor will appear as an element qualifier, for example contributor.illustrator;</td>
</tr>
<tr>
<td></td>
<td>Examples of role titles which could be used include: author, jointAuthor, compiler, resourceContributor, editor, illustrator, serviceProvider, photographer, collaborator, projectLeader, investigator. Note that this list is not exhaustive.</td>
</tr>
<tr>
<td><strong>Encoding schemes</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Default Value</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Scope and interpretation</strong></td>
<td>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</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>describing contributors to a resource with intellectual property content</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>Displayed on metadata full record screen</td>
</tr>
<tr>
<td>Examples</td>
<td>(compiler) Department of Statistics</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>(jointAuthor) personalName=Sachdeva, Sameer corporateName=Department of Statistics</td>
<td></td>
</tr>
<tr>
<td>(projectLeader) personalName=Janardhan, Nadadur</td>
<td></td>
</tr>
<tr>
<td>(investigator) personalName=Ramachandran, Sekar</td>
<td></td>
</tr>
</tbody>
</table>
### 1.13 Language

<table>
<thead>
<tr>
<th>Name</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>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].)</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>This element allows a search to be restricted to resources in a specific language. It is not intended to be a primary search point.</td>
</tr>
<tr>
<td><strong>Obligation</strong></td>
<td>Recommendatory</td>
</tr>
</tbody>
</table>
| **Element Refinements** | LanguageName- Refer RFC 3066  
LanguageCode – Refer RFC 3066 |
| **Encoding schemes** | RFC3066 - tags for the identification of languages -  
RFC3166 - tags for countries |
| **Default Value**  | en                                            |
| **Scope and interpretation** | Language values are chosen from a standard set.  
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: http://www.rfc-editor.org/rfc/rfc3066.txt  
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.  
Each version gets its own metadata record.  
Coded or textual information can be represented here. If the content is in more than one language, the element may be repeated. |
| **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

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

- [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

### Format element Values

The more commonly used values for the Format element that use the Internet Media Types (IMT) are listed here.

<table>
<thead>
<tr>
<th>IMT</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>text/plain</td>
<td>Unformatted text</td>
</tr>
<tr>
<td>text/html</td>
<td>Web pages (HTML)</td>
</tr>
<tr>
<td>text/sgml</td>
<td>SGML document</td>
</tr>
<tr>
<td>text/xml</td>
<td>XML document</td>
</tr>
<tr>
<td>multipart/mixed</td>
<td>Mixed format resources, which are encoded according to Internet MIME standard</td>
</tr>
<tr>
<td>message/rfc822</td>
<td>Electronic mail (Internet format)</td>
</tr>
<tr>
<td>application/postscript</td>
<td>Postscript document</td>
</tr>
<tr>
<td>application/rtf</td>
<td>Rich Text Format document</td>
</tr>
<tr>
<td>application/wordperfect</td>
<td>WordPerfect document</td>
</tr>
<tr>
<td>application/pdf</td>
<td>Portable Data Format document</td>
</tr>
<tr>
<td>application/msword</td>
<td>Microsoft Word document</td>
</tr>
<tr>
<td>application/EDIFACT</td>
<td>Electronic Data Interchange For Administration, Commerce and Transport resource</td>
</tr>
<tr>
<td>image/jpeg</td>
<td>JPEG encoded image</td>
</tr>
<tr>
<td>image/gif</td>
<td>GIF encoded image</td>
</tr>
<tr>
<td>Encoding Type</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>image/png</td>
<td>PNG encoded image</td>
</tr>
<tr>
<td>video/mpeg</td>
<td>MPEG encoded video</td>
</tr>
<tr>
<td>video/quicktime</td>
<td>Quicktime encoded video</td>
</tr>
<tr>
<td>model/vrml</td>
<td>VRML encoded resource</td>
</tr>
</tbody>
</table>
### 1.15 Mandate

<table>
<thead>
<tr>
<th>Name</th>
<th>Mandate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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)</td>
</tr>
<tr>
<td>Purpose</td>
<td>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.</td>
</tr>
<tr>
<td>Obligation</td>
<td>Conditional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>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</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>None - but please use generally accepted legal notation.</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>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.</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>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</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>Displayed on metadata full record screen</td>
</tr>
</tbody>
</table>
### 1.16 Date

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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</td>
</tr>
<tr>
<td>Obligation</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>When Date is used, you must use one of the following:</td>
</tr>
<tr>
<td>Acquired</td>
<td>The date on which the resource was received into the organisation.</td>
</tr>
<tr>
<td>Accepted</td>
<td>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>Approved</td>
<td>The date on which the resource was formally approved by the approving authority</td>
</tr>
<tr>
<td>Available</td>
<td>Date (often a range) that the resource will become or did become available.</td>
</tr>
<tr>
<td>Created</td>
<td>Date of creation of the resource.</td>
</tr>
<tr>
<td>Cut-off date</td>
<td>Date from which the resource should no longer be added to or modified.</td>
</tr>
<tr>
<td>Closed</td>
<td>Date which the capacity to store the resource as part of a collection was revoked.</td>
</tr>
<tr>
<td>Copyrighted</td>
<td>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>Submitted</td>
<td>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>Declared</td>
<td>Date on which the resource was declared, filed or stored.</td>
</tr>
<tr>
<td><strong>Issued</strong></td>
<td>Date of formal issuance (e.g. publication) of the resource or the date on which the resource was made formally available.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Modified</strong></td>
<td>Date on which the resource was last changed or modified.</td>
</tr>
<tr>
<td><strong>Next version due</strong></td>
<td>Date on which the resource is due to be superseded.</td>
</tr>
<tr>
<td><strong>Updating frequency</strong></td>
<td>How often the resource is updated.</td>
</tr>
<tr>
<td><strong>Valid</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

**Encoding schemes**

- ISO 8601 - the list of acceptable formats is in this section
- DCMIPeriod - a standard for expressing validity dates and date ranges, which uses ISO 8601 for formatting the actual dates

**Default Value**

- None

**Scope and interpretation**

The Date element can also indicate time, if it is relevant information about the particular resource.

Date ranges can be expressed using “/” as a separator, according to ISO 8601. For example, 2001-01-01/2001-01-31

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.

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.

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.

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.

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.

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.
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

<table>
<thead>
<tr>
<th>Year and month</th>
<th>YYYY-MM</th>
<th>(e.g. 1997-07)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete date</td>
<td>YYYY-MM-DD</td>
<td>(e.g. 1997-07-16)</td>
</tr>
<tr>
<td>Complete date plus hours and minutes</td>
<td>YYYY-MM-DDThh:mmTZD</td>
<td>(e.g. 1997-07-16T19:20+01:00)</td>
</tr>
<tr>
<td>Complete date plus hours, minutes and seconds</td>
<td>YYYY-MM-DDThh:mm:ssTZD</td>
<td>(e.g. 1997-07-16T19:20:30+01:00)</td>
</tr>
<tr>
<td>Complete date plus hours, minutes, seconds and a decimal fraction of a second</td>
<td>YYYY-MM-DDThh:mm:ss.sTZD</td>
<td>(e.g. 1997-07-16T19:20:30.45+01:00)</td>
</tr>
<tr>
<td>Periods of Time when start and end dates are known</td>
<td>YYYY-MM-DD/YYYY-MM-DD</td>
<td>(e.g. 1997-07-16/1997-08-17)</td>
</tr>
<tr>
<td>Periods of Time when the start or end date are not known</td>
<td>YYYY-MM-DD/- OR -/YYYY-MM-DD</td>
<td>(e.g. 1997-07-16/-/1997-08-17)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Date-Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The retention and disposal instructions for the resource</td>
</tr>
<tr>
<td>Purpose</td>
<td>Helps the user manage resources and ensure that they are not kept after they are needed or disposed of before their time</td>
</tr>
<tr>
<td>Obligation</td>
<td>Conditional</td>
</tr>
</tbody>
</table>

### Element Refinements

<table>
<thead>
<tr>
<th>Element Refinements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>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>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>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>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>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>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Encoding schemes</th>
<th>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>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
</tbody>
</table>
| Scope and interpretation | 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.  
AutoRemoveDate is used for machine generated removals, where there is absolutely no need for human intervention and review.  
Many of the refinements will be used almost entirely for long-term records management purposes.  
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. |
| Using the element when describing a service | Not applicable                                                                                                                                                                                |
| Role of the element in a portal | Not applicable                                                                                                                                                                                |
| Examples | 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  
For a web page which states that ‘The final report will be published in August 2003’ disposal.review: 2003-08-01  
For a resource which will automatically be removed on 3rd September 2003, without any review taking place disposal.autoRemoveDate: 2003-09-03 |
## 1.18 Preservation

<table>
<thead>
<tr>
<th>Name</th>
<th>Preservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Information to support the long-term preservation of a resource</td>
</tr>
<tr>
<td>Purpose</td>
<td>Enables users now and in the future to read, interpret and use the resource</td>
</tr>
<tr>
<td>Obligation</td>
<td>Conditional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>Original format - The original format of the resource</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>None</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>Preservation will be mainly used by records managers and others engaged in the long-term storage of official records. It will be used to support departmental migration activity, sustainability and archival preservation of the resource. 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. 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. <strong>Relation.hasFormat</strong> - 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.</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>Does not apply</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>Supports the Web administrators in preserving certain web pages over a period of time</td>
</tr>
<tr>
<td>Examples</td>
<td>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 Preservation.originalFormat: WordStar v2</td>
</tr>
</tbody>
</table>
### 1.19 Availability

<table>
<thead>
<tr>
<th>Name</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>How the resource can be obtained, or contact information</td>
</tr>
<tr>
<td>Purpose</td>
<td>The Availability element is mostly used for services and non-electronic resources, to provide information for searchers about physical access to the resource</td>
</tr>
<tr>
<td>Obligation</td>
<td>Conditional – mandatory for off-line resources and services</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>None</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
</tbody>
</table>

#### Scope and interpretation
- 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.
- 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.
- The Availability element is not used to describe an on-line resource - where you should use the Identifier element instead.
- If you are describing a service or an off-line resource, then the Availability element must be used.
- If a resource is available both on-line and off-line, then two metadata records are required.
- 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.

#### Using the element when describing a service
- The Availability element should always be used to describe how people locate a service.
- It should include enough information so somebody knows where to go to obtain the service.
- The element can be repeated for different contact points or personal names etc.

#### Role of the element in a portal
- The Portal displays this element on the results page. Displayed on metadata full record screen

#### Examples
- 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.
## 1.20 Rights

<table>
<thead>
<tr>
<th>Name</th>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>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.</td>
</tr>
<tr>
<td>Purpose</td>
<td>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.</td>
</tr>
<tr>
<td>Obligation</td>
<td>Optional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>None</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>None compulsory - but use URI - Uniform Resource Identifier - for reference to web-pages.</td>
</tr>
<tr>
<td>Default Value</td>
<td>Copyright © Andhra Pradesh yyyy (where yyyy represents the current year)</td>
</tr>
</tbody>
</table>
| Scope and interpretation | Although this element is optional, its use is highly recommended when information resources or services are being described.  
Although the APGILS metadata describing the resource might be freely available, the actual resource or service may have some restrictions on it regarding access.  
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.  
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.  
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. |</p>
<table>
<thead>
<tr>
<th>Role of the element in a portal</th>
<th>Displayed on metadata full record screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples</td>
<td>[URI] <a href="http://www.ap.gov.in/cgg/copyright.html">http://www.ap.gov.in/cgg/copyright.html</a></td>
</tr>
<tr>
<td></td>
<td>The reports from the AP online performance tracking system (OLTPS) may only be seen by the Secretaries and Heads of Departments</td>
</tr>
</tbody>
</table>
## 1.21 Coverage

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership-Coverage</th>
</tr>
</thead>
</table>
| Definition        | Coverage describes the extent or scope of the content of the resource:  
- The spatial location (a place name or geographic co-ordinates)  
- Temporal period (a period label, a date, or a date range), or  
- Jurisdiction (such as a named administrative region where the content applies).                                                                                                                                                                                                                           |
| Purpose           | 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.  
If you are attempting to describe the group you expect to use the resource, use the Audience element rather than Coverage.                                                                                                                                                                                                                                  |
| Obligation        | Recommended when describing a service, otherwise optional                                                                                                                                                                                                                                                                                             |
| Element Refinements | 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.  
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.  
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.  
The points at which the services are delivered would come under the Availability element, not the Coverage element.  
jurisdiction - the jurisdiction affected by the content of the resource - a legal concept - examples:  
geographicDescription - a proper name - from AP MPHS database  
geographicBox - use the DCMI Box Encoding Scheme at:  
geographicElements - defined polygons  
temporal - temporal coverage, or the time periods covered in the content of the resource.  
Country Name / Country Code: The name of the country as classified under ISO 3166.                                                                                                                                                                                                                                                                                                     |
<table>
<thead>
<tr>
<th>Encoding schemes</th>
<th>Examples only: Date Encoding Scheme; ISO 8601 - standard for dating and coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Value</td>
<td>All of India</td>
</tr>
</tbody>
</table>
| Scope and interpretation | 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.  

If a Department uses its own standard scheme for either spatial or temporal coverage, the scheme name should be included in the Coverage element.  

Note that Coverage always relates to the content of the resource, not to the users or the Availability of the resource.  

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.  

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.  

The points at which the services are delivered would come under the Availability element, not the Coverage element.  

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.  

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.  

Using the element when describing a service | Coverage relates to the content of the resource. For example, for something like a fishing license, you could use the Coverage element as follows:  

• Use the spatial refinement to describe the area for which the fishing license is valid |
- Use the temporal refinement to show the date range of the time the license was valid for
- Use the jurisdiction refinement to show the name of the authority regulating the license and its jurisdiction.

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.

<table>
<thead>
<tr>
<th>Role of the element in a portal</th>
<th>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</th>
</tr>
</thead>
</table>
| Examples                      | (jurisdiction) Andhra Pradesh  
(spatial) Hyderabad, Andhra Pradesh |
1.22 Audience

<table>
<thead>
<tr>
<th>Name</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The target audience of the resource</td>
</tr>
<tr>
<td>Purpose</td>
<td>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</td>
</tr>
<tr>
<td>Obligation</td>
<td>Optional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td>Addressee</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>AP Vocabulary for Audience - AP-Metadata AUDIENCE Encoding Scheme  (AP-MTAS)</td>
</tr>
<tr>
<td>Default Value</td>
<td>All</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>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</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>It can also be used by a Department to target a service or resource at a particular demographic or socioeconomic group</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>This element is used by the Portal to group resources relevant to particular communities of interest. Displayed on metadata full record screen</td>
</tr>
<tr>
<td>Examples</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>Administration Manager</td>
</tr>
<tr>
<td></td>
<td>Scheduled Caste / Scheduled Tribe</td>
</tr>
<tr>
<td></td>
<td>Physically handicapped</td>
</tr>
<tr>
<td></td>
<td>Government employees</td>
</tr>
</tbody>
</table>
### 1.23 Location

<table>
<thead>
<tr>
<th>Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>The physical location of the resource</td>
</tr>
<tr>
<td>Purpose</td>
<td>Enables the physical form of the resource to be found</td>
</tr>
<tr>
<td>Obligation</td>
<td>Conditional</td>
</tr>
<tr>
<td>Element Refinements</td>
<td></td>
</tr>
<tr>
<td>Current location</td>
<td>The temporary place the resource is located, e.g. the name and address of a person who has checked out a disc</td>
</tr>
<tr>
<td>Home location</td>
<td>The place the resource is normally stored</td>
</tr>
<tr>
<td>Spatial</td>
<td>the spatial location (a place name or geographic coordinates)</td>
</tr>
<tr>
<td>Encoding schemes</td>
<td>AP District / Village Codes</td>
</tr>
<tr>
<td>Default Value</td>
<td>None</td>
</tr>
<tr>
<td>Scope and interpretation</td>
<td>Location will mainly be used for items held in a physical format, e.g. paper files.</td>
</tr>
<tr>
<td></td>
<td>This is especially relevant for items listed in a metadata database (a catalogue containing the metadata of resources but not the resources themselves). Metadata databases may refer to items not available in electronic format.</td>
</tr>
<tr>
<td></td>
<td>It will also be valuable for electronic resources stored on physical media, e.g. magnetic tapes or CD-ROMs.</td>
</tr>
<tr>
<td></td>
<td>Identifier - The URL or filename refers to an electronic, machine readable pathway, not a physical location. Such information should go in the Identifier element.</td>
</tr>
<tr>
<td></td>
<td>Coverage - This element concerns what the resource is about and not where the resource is</td>
</tr>
<tr>
<td>Using the element when describing a service</td>
<td>Required to help obtain the service from a specified location</td>
</tr>
<tr>
<td>Role of the element in a portal</td>
<td>Informational</td>
</tr>
<tr>
<td>Examples</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>location: Storeroom 16, Box 38</td>
</tr>
<tr>
<td></td>
<td>location: Library, Dr.MCR HRD Institute, disc 1874D</td>
</tr>
</tbody>
</table>
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
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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4 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.\(^5\)

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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\(^5\) 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?
D.2.3 The role of the metadata manager

Each Department or an organization within the Government will need to nominate a 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

§ Where will the metadata be stored?
$ 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 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

![Diagram](image)

**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 Unifië-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 Unifië-X Metadata Centroid does not have all the information, which is stored at the departmental level. In addition to the above service, the Unifië-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 Unifië-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 Unifië-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 Unifi-X Metadata Centroid. In the event a departmental repository de-registers, the Unifi-X Metadata Centroid MUST NOT forward and metadata queries to the departmental repository. The individual departmental repositories can register/de-register with the Unifi-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 Unifi-X Metadata Centroid. The format of the message MUST be in conformance with the message format as specified in IIP/IIS. The Unifi-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. The Unifi-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 accessed. 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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6 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](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\(^7\) (mode of access \textit{MAY} be different for information resources of different nature).

\textbf{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 \textbf{MUST} have the \texttt{Coverage.Mediator} attribute pointing to the mediator.

\textbf{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 \textbf{SHALL} be considered as the \textit{single authentic metadata} source for the resource. There \textbf{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 \textbf{SHALL} be known as \textit{Replicated Metadata} and \textbf{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.

\(^7\) 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.
# Appendices

## Country codes ISO 3166 (Annex 1)

<table>
<thead>
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### G.2 Language codes - RFC 3066 (Annex 2)

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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.

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<tr>
<th>Group</th>
<th>Resource Type</th>
<th>Usage</th>
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</thead>
<tbody>
<tr>
<td>Publications/correspondence</td>
<td>Annual report</td>
<td>A document that outlines and analyses the activities, especially the financial dealings, of a company or other organisation over the past year.</td>
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<tr>
<td>Article</td>
<td></td>
<td>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;</td>
</tr>
<tr>
<td>Briefing note</td>
<td></td>
<td>Note recording an action, event or policy statement. May take the form of a memo or minute, and/or address a specific issue.</td>
</tr>
<tr>
<td>Complaints document</td>
<td></td>
<td>Any of the documents dealing with a complaint against a public body or one of its officials.</td>
</tr>
<tr>
<td>Consultation paper</td>
<td></td>
<td>Consultative document to invite public feedback on a project, policy or proposal.</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Includes letters and email correspondence</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Form</td>
<td>Document or template structured for soliciting input. See also Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>Any material for practical guidance, including user guides, guidelines, handbooks, manuals, procedural instructions, tutorials, training materials, etc. See also Rules</td>
<td></td>
</tr>
<tr>
<td>Policy</td>
<td>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</td>
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<tr>
<td>Questionnaire</td>
<td>List of questions, often used to conduct a survey. See also Form</td>
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</tr>
<tr>
<td>Reference</td>
<td>Includes bibliographies, definitions, dictionaries, directories, encyclopaedias, glossaries, lexicons, thesauri, atlases</td>
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<tr>
<td>Report</td>
<td>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.</td>
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<tr>
<td>Rules</td>
<td>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.</td>
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</tr>
<tr>
<td>Standard</td>
<td>A technical specification available to the public established by consensus and approved by a recognised body. See also Specification.</td>
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<tr>
<td>Statistics</td>
<td>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.</td>
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<tr>
<td>Submission</td>
<td>Document submitted to an authority, usually in response to a process or requirement.</td>
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</tbody>
</table>

**Financial/purchasing**

<table>
<thead>
<tr>
<th>Accounts</th>
<th>A set of financial accounts, often including a balance sheet and Profit and Loss statements.</th>
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</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Plan of expected income/revenue and expenditure. See also Business planning</td>
</tr>
<tr>
<td>Call for expressions of interest (EOI)</td>
<td>A document inviting interested parties to supply services / products / solutions to address a given problem</td>
</tr>
<tr>
<td>Contract</td>
<td>Legally binding agreement between two or more parties</td>
</tr>
<tr>
<td><strong>Invitation to tender</strong></td>
<td>A general call for tenders or a specific invitation to tender</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Request for Proposal (RFP)</strong></td>
<td>A call for formal submission of bid documents against a tender notification</td>
</tr>
<tr>
<td><strong>Invoice</strong></td>
<td>An itemised list of goods / services provided specifying the price and terms of sale</td>
</tr>
<tr>
<td><strong>Purchase order</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Service level agreement</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Service level Guarantee</strong></td>
<td>An assurance or a guarantee to provide and maintain a certain threshold of service quality in respect of specific and collective outcomes.</td>
</tr>
<tr>
<td><strong>Specification</strong></td>
<td>Includes specification covering design, product, requirements, function, test and includes statement of requirements, use cases.</td>
</tr>
<tr>
<td><strong>Graphical/non-text</strong></td>
<td><strong>Dataset</strong></td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td>Visual representation of a person, object, scene or process. Includes diagrams, icons, drawings, graphics, illustrations, logos, paintings, pictures, photographs, etc.</td>
</tr>
<tr>
<td><strong>Map</strong></td>
<td>A geospatial representation, for example of a geographical area or road network. Includes navigational charts.</td>
</tr>
<tr>
<td><strong>Organisation chart</strong></td>
<td>A representation of the hierarchy of command control and division of responsibility in graphic / text form</td>
</tr>
<tr>
<td><strong>Physical object</strong></td>
<td>Use when the resource being described is a physical object, such as a museum piece</td>
</tr>
<tr>
<td><strong>Plan drawing</strong></td>
<td>Includes architectural/engineering plans.</td>
</tr>
<tr>
<td><strong>Software</strong></td>
<td>The entire set of programs, procedures, and related documentation associated with a computer system</td>
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<tr>
<td>Legislation/parliamentary/local government</td>
<td></td>
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<tr>
<td>------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Sound</td>
<td>Includes audio recordings</td>
</tr>
<tr>
<td>Video</td>
<td>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</td>
</tr>
<tr>
<td>Act of Parliament</td>
<td>A bill that has been approved by Parliament and so becomes law</td>
</tr>
<tr>
<td>Bill</td>
<td>The draft of an Act of Parliament</td>
</tr>
<tr>
<td>By-law</td>
<td>A law or ordinance dealing with matters of local or internal regulation, made by a local authority.</td>
</tr>
<tr>
<td>Circular</td>
<td>Guidance on the implementation of legislation, issued by a government department. See also Statutory guidance.</td>
</tr>
<tr>
<td>Committee report</td>
<td>Formal report presented to a local authority committee to support decision-making by Council.</td>
</tr>
<tr>
<td>Government Order (GO)</td>
<td>Formal order from a Department of the Government</td>
</tr>
<tr>
<td>Treaty</td>
<td>International agreement, convention or protocol concluded between States in written form and governed by international law</td>
</tr>
<tr>
<td>Directive</td>
<td>A general instruction how to proceed or act, issued by an authority. See also Rules</td>
</tr>
<tr>
<td>Parliament / Assembly paper</td>
<td>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.</td>
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<tr>
<td>Parliamentary Question</td>
<td>Includes question and answer</td>
</tr>
<tr>
<td>Statutory guidance</td>
<td>Guidance document from a government department, with some statutory weight. See also Circular.</td>
</tr>
<tr>
<td>Statutory instrument</td>
<td>Secondary legislation providing detailed regulations for an Act of Parliament</td>
</tr>
<tr>
<td>White paper</td>
<td>Policy statement, often preceding a Bill</td>
</tr>
<tr>
<td>News/Meetings/conferences</td>
<td></td>
</tr>
<tr>
<td>Agenda</td>
<td>List of items for discussion</td>
</tr>
<tr>
<td>Call for papers</td>
<td>Invitation to submit a paper for publication and/or presentation at an event</td>
</tr>
<tr>
<td><strong>Minutes</strong></td>
<td>Record of a meeting, particularly noting points of agreement</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Newsletter</strong></td>
<td>Issue of a regular publication giving news and events information. Sometimes known as bulletin or gazette.</td>
</tr>
<tr>
<td><strong>Press release</strong></td>
<td>Brief public statement for release to the mass media</td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td>Outline of matters presented at a meeting, sometimes including graphics. See also Speech</td>
</tr>
<tr>
<td><strong>Proceedings</strong></td>
<td>Record of matters presented at a conference, meeting etc. See also Minutes</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td>Advance notice of the content and timing of an event. Not to be confused with Software.</td>
</tr>
<tr>
<td><strong>Promotional</strong></td>
<td>Any item, possibly an advertisement, promoting a cause or a project or product</td>
</tr>
<tr>
<td><strong>Public notice</strong></td>
<td>A written or a printed announcement including electronic format published for the information of the public</td>
</tr>
<tr>
<td><strong>Record Notes of Discussion</strong></td>
<td>Record of a meeting, particularly noting points of agreement/disagreement</td>
</tr>
<tr>
<td><strong>Speech</strong></td>
<td>Text of a presentation verbally delivered. See also Presentation</td>
</tr>
<tr>
<td><strong>Personnel/Organisational</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business plan</strong></td>
<td>Organisational plan including statement of objectives, strategy, financial plan, etc.</td>
</tr>
<tr>
<td><strong>Case notes</strong></td>
<td>All the documentation relating to a specific, individual case</td>
</tr>
<tr>
<td><strong>Contract</strong></td>
<td>Legally binding document agreed between two or more parties</td>
</tr>
<tr>
<td><strong>Department online Performance Tracking</strong></td>
<td>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 &amp; Heads of Departments.</td>
</tr>
<tr>
<td><strong>Diary or calendar</strong></td>
<td>Use the combined term for either a diary or a calendar, or a list of upcoming events.</td>
</tr>
<tr>
<td><strong>Form</strong></td>
<td>Document or template structured for soliciting input. See also Questionnaire</td>
</tr>
<tr>
<td><strong>Job advertisement</strong></td>
<td>An advertisement in Newspapers, journals, magazines, websites or a public notice inviting applications from eligible candidates for filling up vacant positions</td>
</tr>
<tr>
<td><strong>Job description</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Mission statement</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Organisation chart</strong></td>
<td>A representation of the hierarchy of command control and division of responsibility in graphic / text form</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td>A representation of the hierarchy of command control and division of responsibility in graphic / text form</td>
</tr>
<tr>
<td><strong>Project document</strong></td>
<td>Includes project initiation document, project exception report and any other documentation.</td>
</tr>
<tr>
<td><strong>Staff appraisal</strong></td>
<td>A formal process for assessing the performance effectiveness of staff on various factors for a stated period</td>
</tr>
<tr>
<td><strong>Terms of reference</strong></td>
<td>May apply to a committee or a project.</td>
</tr>
<tr>
<td><strong>Web guidance</strong></td>
<td><strong>Discussion forum</strong></td>
</tr>
<tr>
<td><strong>Home page</strong></td>
<td>Introductory page or major entry point for a network site</td>
</tr>
<tr>
<td><strong>Website facility</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>XML schema</strong></td>
<td>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</td>
</tr>
</tbody>
</table>
### G.3.3 Alphabetical List

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

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

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

qualification or for their own educational development

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

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Refinement</th>
<th>Encoding Scheme</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td></td>
<td>corporateName=Regional Transport Office, Hyderabad</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributor</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td>RTO Driver’s License Application</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>SOAP</td>
<td>(to be developed)</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>RFC 3066</td>
<td>En</td>
<td></td>
</tr>
<tr>
<td>Relation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage</td>
<td>jurisdiction</td>
<td>Hyderabad City, Andhra Pradesh</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>FOAP</td>
<td>(to be developed)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>ISO 8601</td>
<td>1996-07-01</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>category</td>
<td>service</td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifier</td>
<td></td>
<td>RTO, Hyderabad</td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td></td>
<td>corporateName= Hyderabad City, Andhra Pradesh address= 2199, ABC Towers, 4th Floor address=Secunderabad</td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td>Hyderabad Citizens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandate</td>
<td>act</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Motor Vehicles Act and Rules</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

contact=Regional Transport Authority Business Unit
call = phone: 040-23456789 for enquiries
### G.5.2 Progress Report

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Refinement</th>
<th>Encoding Scheme</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td></td>
<td></td>
<td>Girija Shankar</td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
<td>IT&amp;C Dept</td>
</tr>
<tr>
<td>Contributor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td>SOAP</td>
<td>Online Transaction Processing Project</td>
</tr>
<tr>
<td>Subject</td>
<td></td>
<td></td>
<td>SOAP Progress Report</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
<td>RFC 3066</td>
<td>En</td>
</tr>
<tr>
<td>Relation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage</td>
<td>jurisdiction</td>
<td></td>
<td>Shadnagar, Mahaboobnagar District and Bhongir, Nalgonda District</td>
</tr>
<tr>
<td>Function</td>
<td>Functions in AP Government (FAPGov)</td>
<td></td>
<td>(to be developed)</td>
</tr>
<tr>
<td>Date</td>
<td>ISO 8601</td>
<td></td>
<td>1996-07-01</td>
</tr>
<tr>
<td>Type</td>
<td>category</td>
<td></td>
<td>Report</td>
</tr>
<tr>
<td>Format</td>
<td></td>
<td>[IMT] application/pdf</td>
<td></td>
</tr>
<tr>
<td>Identifier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td>IT&amp;C Dept, Hyderabad</td>
<td>corporateName= IT&amp;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</td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td></td>
<td></td>
<td>Hyderabad Citizens</td>
</tr>
<tr>
<td>Mandate</td>
<td>act</td>
<td></td>
<td>Motor Vehicles Act and Rules</td>
</tr>
</tbody>
</table>
G.6 Subjects in Andhra Pradesh (SiAP) - (Annex - 6) [Being presented separately]

G.7 Functions in Andhra Pradesh (FiAP) - (Annex - 7) [Being presented separately]
Values in the properties

Object (Values)
- acquired
- accepted
- approved
- available
- created
- cut-offDate
- closed
- copyRighted
- submitted
- declared
- issued
- modified
- nextVersionDue
- updatingFrequency
- Valid

Date
- acquired
- accepted
- approved
- available
- created
- cut-offDate
- closed
- copyRighted
- submitted
- declared
- issued
- modified
- nextVersionDue
- updatingFrequency
- Valid

Identity
- ownership
- identity
- temporal

Predicate (Properties)
- Title
- Alternative
- Subject
- Keyword
- Process Identifier
- Programme
- Project
- Description
- TableOfContents
- Abstract
- Function
- Resource Type
- Category
- Aggregation Level
- status

Source
- URI
- IsVersionOf
- HasVersionOf
- isPartOf / hasPartOf
- isFormatOf / hasFormat
- isReferencedBy / References
- isBasedOn / isBasisFor
- isRequiredBy / requires
- isReplacedBy / replaces

Relation
- isPartOf / hasPartOf
- isFormatOf / hasFormat
- isReferencedBy / References
- isBasedOn / isBasisFor
- isRequiredBy / requires
- isReplacedBy / replaces

Ownership
- Creator/Author
- Publisher
- Contributor
- role

Preservation
- originalFormat
- address
- currentLocation
- homeLocation
- spatial
- rights

Rights
- jurisdiction
- monetary
- coverage
- copyRighted
- submitted
- declared
- issued
- modified
- nextVersionDue
- updatingFrequency
- Valid

Format
- extent
- medium

Language
- LanguageName
- LanguageCode

Mandate
- act
- regulation
- role
- courtCase
eThesaurus for Good Governance (version 1.00 AP⁸)
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

*************

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.

---

⁸ copyright 2003
# Index of Subjects in Andhra Pradesh (FiAP)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abattoirs</td>
<td>135</td>
</tr>
<tr>
<td>Abduction</td>
<td>135</td>
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<tr>
<td>Abortion</td>
<td>135</td>
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<td>135</td>
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<td>Accommodation</td>
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<tr>
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<tr>
<td>Acids 135</td>
<td>135</td>
</tr>
<tr>
<td>Acquired immune deficiency syndrome</td>
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</tr>
<tr>
<td>Acts 135</td>
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<td>Age limit</td>
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<td>Agreements</td>
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<td>Airbags</td>
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<td>Alcohol</td>
<td>136</td>
</tr>
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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

Agreement
USE: Deeds of settlement
Integration agreements
Internal agreements

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

Agriculture
UF: Farming
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
### 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

### Arts

**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

### 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
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
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<td>Biomass</td>
<td>RT: Energy</td>
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<td>Biomedical engineering</td>
<td>NT: Prosthetics</td>
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<td>Biosecurity</td>
<td>BT: Security, NT: Quarantine, RT: Diseases, Environment, Pests</td>
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<td>Biotechnology</td>
<td>BT: Science, NT: Genetic modification, RT: Biology, Technology</td>
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<td>Bipolar disorder</td>
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<tr>
<td>Birds</td>
<td>BT: Animals, NT: Ducks, Geese, Kiwi, Seabirds, RT: Endangered species, Introduced species, Pets, Poultry, Wildlife</td>
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<tr>
<td>Birth</td>
<td>UF: Childbirth, RT: Babies, Birth control, Maternity services, Pregnancy</td>
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<td>UF: Family planning, NT: Contraception, RT: Abortion, Birth, Fertility, Pregnancy, Sex, Sterilization</td>
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<td>USE: Congenital abnormalities</td>
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<td>RT: Death rate, Population</td>
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<td>USE: Sexual orientation</td>
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<td>USE: Hidden economy</td>
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<td>Blood products</td>
<td>RT: Blood transfusions</td>
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<tr>
<td>Blood transfusions</td>
<td>RT: Blood donation, Blood products</td>
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<td>Boarding houses</td>
<td>USE: Hotels</td>
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<td>Boat people</td>
<td>USE: Refugees</td>
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<tr>
<td>Boatbuilding</td>
<td>RT: Boats, Industry</td>
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<tr>
<td>Boating</td>
<td>RT: Boats, Water sports</td>
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<tr>
<td>Boats</td>
<td>UF: Yachts, NT: Canoes, Fishing boats, Jet boats, Patrol craft</td>
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<tr>
<td>RT: Boatbuilding, Boating, Yachts, Marinas, Moorings, Shipping, Ships, Shipwrecks</td>
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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
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<td>USE: Forests</td>
<td>USE: Ministers</td>
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<td>Business</td>
<td>Cable cars</td>
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<td>UF: Commerce</td>
<td>USE: Passenger ropeways</td>
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<tr>
<td>NT: Electronic commerce</td>
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<td>RT: Business premises</td>
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<tr>
<td>Commercial law</td>
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<td>Companies</td>
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<td>Consumers</td>
<td>RT: Consumer premises</td>
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<td>Cooperatives</td>
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<td>Industry</td>
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<td>Marketing</td>
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<td>Call centres</td>
<td>Business cycles</td>
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<tr>
<td>RT: Consumers</td>
<td>USE: Depressions (Economic)</td>
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<tr>
<td>Service industries</td>
<td>Economic recessions</td>
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<td>Business cycles</td>
<td>RT: Economic conditions</td>
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<td>Business parks</td>
<td>Business premises</td>
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<tr>
<td>USE: Industrial estates</td>
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</tr>
<tr>
<td>USE: Factories</td>
<td>RT: Factories</td>
</tr>
<tr>
<td>Offices</td>
<td>NT: Shops</td>
</tr>
<tr>
<td>RT: Buildings</td>
<td>RT: Factories</td>
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<tr>
<td>Business</td>
<td>Business premises</td>
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<td>Business premises</td>
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<td>USE: Factories</td>
<td>NT: Shops</td>
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<td>Offices</td>
<td>RT: Factories</td>
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<td>Business</td>
<td>Business premises</td>
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<td>Call centres</td>
<td>Business parks</td>
</tr>
<tr>
<td>RT: Consumers</td>
<td>RT: Campervans</td>
</tr>
<tr>
<td>Call centres</td>
<td>RT: Accommodation</td>
</tr>
<tr>
<td>RT: Consumer premises</td>
<td></td>
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<tr>
<td>Business premises</td>
<td>Business premises</td>
</tr>
<tr>
<td>USE: Campervans</td>
<td>RT: Trailers</td>
</tr>
<tr>
<td>Rideshares</td>
<td>Carbon dioxide</td>
</tr>
<tr>
<td>Carbon dioxide</td>
<td>BT: Gases</td>
</tr>
<tr>
<td>USE: Rideshares</td>
<td>RT: Carbon sinks</td>
</tr>
<tr>
<td>RT: Carbon dioxide</td>
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<tr>
<td>Carbon sinks</td>
<td>RT: Carbon dioxide</td>
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<td>RT: Carbon dioxide</td>
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<tr>
<td>Carbon sinks</td>
<td>Greenhouse effect</td>
</tr>
<tr>
<td>Cancer</td>
<td>RT: Cancer</td>
</tr>
<tr>
<td>UF: Carcinogens</td>
<td>Carbon dioxide</td>
</tr>
<tr>
<td>BT: Diseases</td>
<td>Greenhouse effect</td>
</tr>
<tr>
<td>NT: Breast cancer</td>
<td></td>
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<tr>
<td>Cervical cancer</td>
<td>Carbon dioxide</td>
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<tr>
<td>Prostate cancer</td>
<td>Greenhouse effect</td>
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<td>Skin cancer</td>
<td>Carbon dioxide</td>
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<td>Cannabis</td>
<td>Cancer</td>
</tr>
<tr>
<td>UF: Marijuana</td>
<td>Cardiovascular diseases</td>
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<td>BT: Drugs</td>
<td>BT: Diseases</td>
</tr>
<tr>
<td>Canoes</td>
<td>NT: Heart diseases</td>
</tr>
<tr>
<td>UF: Kayaks</td>
<td>Strokes (Cerebrovascular)</td>
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<td>BT: Boats</td>
<td>Capital</td>
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<td>BT: Wealth</td>
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<td>Capital gains</td>
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<td>RT: Profits</td>
</tr>
<tr>
<td>Capital movements</td>
<td>RT: Balance of payments</td>
</tr>
<tr>
<td>RT: International investment</td>
<td>Cargo</td>
</tr>
<tr>
<td>Cargo</td>
<td>USE: Freight</td>
</tr>
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<tr>
<td>Subject</td>
<td>Use/UF/RT/Notes</td>
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<tr>
<td>Carp</td>
<td>BT: Fish</td>
</tr>
<tr>
<td>Carpal tunnel syndrome</td>
<td>USE: OOS</td>
</tr>
<tr>
<td>Cars</td>
<td>UF: Motor cars BT: Motor vehicles RT: Motor sports Ridesharing</td>
</tr>
<tr>
<td>Cartels</td>
<td>USE: Restrictive trade practices</td>
</tr>
<tr>
<td>Cartography</td>
<td>USE: Maps</td>
</tr>
<tr>
<td>Carving</td>
<td>BT: Visual arts RT: Art works</td>
</tr>
<tr>
<td>Casinos</td>
<td>RT: Gambling</td>
</tr>
<tr>
<td>Casual employment</td>
<td>USE: Temporary employment</td>
</tr>
<tr>
<td>Catering</td>
<td>BT: Hospitality industry RT: Restaurants</td>
</tr>
<tr>
<td>Cats</td>
<td>BT: Animals</td>
</tr>
<tr>
<td>Cattle</td>
<td>UF: Cows BT: Animals RT: Beef farming Dairy farming Livestock</td>
</tr>
<tr>
<td>Caves</td>
<td>BT: Land</td>
</tr>
<tr>
<td>CBD</td>
<td>USE: Central business districts</td>
</tr>
<tr>
<td>Celebrations</td>
<td>RT: Ceremonies Festivals</td>
</tr>
<tr>
<td>Cell phone towers</td>
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</tr>
<tr>
<td>Cell phones</td>
<td>USE: Mobile phones</td>
</tr>
<tr>
<td>Cell sites</td>
<td>USE: Radiofrequency transmitters</td>
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<tr>
<td>Cemeteries</td>
<td>NT: War graves RT: Burial Death Memorials</td>
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<td>Censorship</td>
<td>RT: Freedom of information Pornography</td>
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<tr>
<td>Census</td>
<td>RT: Population Statistics</td>
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<tr>
<td>Central banks</td>
<td>BT: Banks RT: Monetary policy</td>
</tr>
<tr>
<td>Central business districts</td>
<td>UF: CBD BT: Towns</td>
</tr>
<tr>
<td>Ceramics</td>
<td>RT: Crafts Pottery</td>
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<tr>
<td>Cereals</td>
<td>USE: Grain</td>
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<tr>
<td>Cerebral palsy</td>
<td>BT: Congenital abnormalities RT: Physical disabilities</td>
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<tr>
<td>Ceremonies</td>
<td>RT: Celebrations Festivals Funerals</td>
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<tr>
<td>Certificates of deposit</td>
<td>USE: Securities</td>
</tr>
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<td>Cervena</td>
<td>USE: Venison</td>
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<tr>
<td>Cervical cancer</td>
<td>BT: Cancer</td>
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<tr>
<td>CFCs</td>
<td>UF: Chlorofluorocarbons RT: Ozone layer</td>
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<tr>
<td>Chaplains</td>
<td>USE: Clergy</td>
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<td>Charges</td>
<td>USE: Fees</td>
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<td>Charitable trusts</td>
<td>USE: Charities</td>
</tr>
<tr>
<td>Charities</td>
<td>UF: Charitable trusts RT: Street appeals Voluntary organizations</td>
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<tr>
<td>Charts</td>
<td>USE: Maps</td>
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<tr>
<td>Chattels</td>
<td>USE: Personal property</td>
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<td>Cheating</td>
<td>USE: Fraud</td>
</tr>
<tr>
<td>Cheese</td>
<td>BT: Dairy products</td>
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<td>Chemical warfare</td>
<td>BT: Armed conflict</td>
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<td>Chemicals</td>
<td>NT: Acids Dioxin Hormones Nitrates Solvents RT: Chemistry Fertilizers Hazardous substances Pesticides</td>
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<td>Chemistry</td>
<td>BT: Science RT: Biochemistry Chemicals</td>
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<td>Cheques</td>
<td>BT: Money</td>
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<td>Chickens</td>
<td>USE: Poultry</td>
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<td>Child abuse</td>
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<tr>
<td>Child abuse</td>
<td>UF: Baby battering</td>
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<td>Term</td>
<td>BT: Employment relations</td>
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<td>Colleges</td>
<td>USE: Secondary schools</td>
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<td>Colleges of education</td>
<td>UF: Teacher training</td>
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<td></td>
<td>colleges</td>
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<td>RT: Tertiary education</td>
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<td>Universities</td>
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<tr>
<td>Colonies</td>
<td>USE: Dependent territories</td>
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<td>Commerce</td>
<td>USE: Business</td>
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<tr>
<td>Commercial law</td>
<td>UF: Company law</td>
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<td>BT: Law</td>
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<tr>
<td></td>
<td>RT: Bankruptcy</td>
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<td>Business</td>
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<td>Consumer protection</td>
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<td>Contracts</td>
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<td>Conveyancing</td>
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<td>Liquidation</td>
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<td>Repossession orders</td>
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<td>Commercial secrets</td>
<td>USE: Trade secrets</td>
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<td>Committees of inquiry</td>
<td>UF: Public inquiries</td>
</tr>
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<td></td>
<td>BT: Public administration</td>
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<td>RT: Commissions</td>
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<td>Commodities</td>
<td>RT: Agricultural products</td>
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<td>Copper</td>
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<td>Sugar</td>
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<td>Wheat</td>
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<td>Wool</td>
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<td>Common law</td>
<td>BT: Law</td>
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<tr>
<td>Commonwealth</td>
<td>USE: Commonwealth</td>
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<tr>
<td>Commonwealth Games</td>
<td>UF: Commonwealth of</td>
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<tr>
<td></td>
<td>Nations</td>
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<tr>
<td></td>
<td>RT: International relations</td>
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<tr>
<td>Companies</td>
<td>UF: Corporations</td>
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<table>
<thead>
<tr>
<th>Term</th>
<th>BT: Local body councils</th>
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<tr>
<td>Community boards</td>
<td>USE: Commonwealh</td>
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<tr>
<td>Community care</td>
<td>USE: Non custodial</td>
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<td>sentences</td>
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<td>Community centres</td>
<td>RT: Community centres</td>
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<td>Respite care</td>
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<td>Community development</td>
<td>RT: Community centres</td>
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<td>Community education</td>
<td>USE: Continuing education</td>
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<tr>
<td>Community health</td>
<td>BT: Health</td>
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<td>RT: Home care</td>
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<td>Preventive medicine</td>
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<td>Public health</td>
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<td>Community housing</td>
<td>USE: Council housing</td>
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<td>Community magistrates</td>
<td>USE: Judiciary</td>
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<td>Community service orders</td>
<td>USE: Non custodial</td>
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<td>Community trusts</td>
<td>RT: Local government</td>
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<td>Commuting</td>
<td>RT: Public transport</td>
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<td>Ridesharing</td>
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<td>Transport</td>
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<tr>
<td>Companies</td>
<td>USE: Corporations</td>
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</table>
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

Centre for Good Governance
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
UF: Pirated copies
RT: Copyright
Manufacturing

**Countervailing**
USE: Trade remedies

**Courier services**
RT: Postal services

**Courts**
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

**Courts martial**
RT: Armed forces
Courts

**Cows**
USE: Cattle

**CPI**
USE: Indexation

**Crafts**
UF: Handcrafts
NT: Jewellery
Weaving
RT: Arts
Ceramics
Cultural heritage
Culture

**Cranes (Equipment)**
USE: Equipment

**Crashes**
USE: Accidents

**Crayfish**
UF: Lobsters
Marron
BT: Marine animals

**Crèches**

**Credit**
NT: Credit cards
Hire purchase
Loans
RT: Credit rating
Debt

**Credit cards**
BT: Credit
RT: Smart cards

**Credit rating**
RT: Credit

**Credit unions**
BT: Financial institutions

**Cremation**
RT: Death
Funerals

**Cricket**
BT: Sports

**Crime**
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

**Crimes against humanity**

**Criminal convictions**
USE: Criminal records

**Criminal law**
BT: Law
NT: Criminal proceedings
RT: Crime

**Criminal proceedings**
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

**Criminal records**
UF: Criminal convictions
BT: Records
RT: Offenders

**Criminals**
USE: Offenders

**Crops**
UF: Hemp
RT: Arable farming
Flowers
Fruit
Fungi
Grain
Plant breeding
Plants
Tobacco
Vegetables

**Corporations**

**Corporate entities**
UF: Corporations
Government owned companies
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

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

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
<table>
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<th>BT: Medicine</th>
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<td>RT: Deer</td>
<td>RT: Dental health</td>
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<tr>
<td>Deer farming</td>
<td>Dentists</td>
</tr>
<tr>
<td></td>
<td>BT: Health professionals</td>
</tr>
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<td></td>
<td>RT: Dentistry</td>
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<td>Defamation</td>
<td>Dependants</td>
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<tr>
<td>UF: Libel</td>
<td>RT: Caregivers</td>
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<td>Slander</td>
<td>Families</td>
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<td>BT: Torts</td>
<td>Defences</td>
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<tr>
<td>RT: Freedom of speech</td>
<td>Defence</td>
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<td>RT: Armed conflict</td>
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<td>Armed forces</td>
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| endregion
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
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<td>BT: Social security</td>
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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** | **UF:** Consulates  
**RT:** Diplomatic service  
**Embezzlement**  
**USE:** Fraud |
|-------------------------------|--------------------------|
| **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** |
| **Embraces** | **USE:** Sanctions |
| **Embassies** |  
**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** |  

Centre for Good Governance
<table>
<thead>
<tr>
<th>RT: Animals</th>
<th>Sustainable development</th>
<th>Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birds</td>
<td>Environmental impact</td>
<td>RT: Environment</td>
</tr>
<tr>
<td>Fish</td>
<td></td>
<td>Pollution</td>
</tr>
<tr>
<td>Insects</td>
<td>Enzymes</td>
<td>RT: Biochemistry</td>
</tr>
<tr>
<td>Plants</td>
<td>Epilepsy</td>
<td>BT: Neurological disorders</td>
</tr>
<tr>
<td>Wildlife</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

**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: Dependents
  - Genealogy

### Family law
- BT: Law
  - 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
  - NT: 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
NT: Spawning grounds
NT: Lagoons
NT: Weirs
NT: Weirs
NT: Artificial ponds
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

**Flu**
  USE: Influenza

**Fluoridation**
  RT: Dental health
  Water treatment

**Flying**
  USE: Aviation

**Fodder**
  USE: Animal feed

**Foetal abnormalities**
  USE: Congenital abnormalities

**Foetuses**
  RT: Abortion
  Embryos
  Pregnancy

**Food**
  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

**Food additives**
  UF: Artificial sweeteners
  RT: Processed food

**Food poisoning**
 UF: Campylobacteriosis
  Salmonella
  BT: Diseases
  RT: Bacteria

**Foot and mouth disease**
  BT: Animal diseases

**Football**
  USE: Soccer

**Footpaths**
  RT: Pedestrians
  Roads
  Tracks (Walking)

**Footwear**
  UF: Shoes
  BT: Clothing

**Forage**
  USE: Animal feed

**Foreign aid**
  UF: International aid
  Overseas aid
  RT: Developing countries

**Foreign exchange**
  UF: Devaluation
  Exchange rates
  RT: Balance of payments
  Capital movements
  Depreciation
  Forward exchange
  Hedging (Finance)
  Monetary unions
  Money
  Overseas reserves

**Foreign fee paying students**
  USE: Foreign students

**Foreign investment**
  USE: International investment

**Foreign relations**
  USE: International relations

**Foreign students**
  UF: Foreign fee paying students
  International students

**Foreign workers**
  UF: Working holidays
  BT: Labour force
  RT: Immigration

**Forensic science**
  BT: Science
  RT: Autopsy
  Evidence
  Inquests
  Medicine

**Foreshore**
  USE: Beaches

**Forest parks**
  USE: Reserves

**Forest products**
  NT: Fibre board
  Paper
  Pulp
  Wood
  RT: Forestry

**Forestry**
  UF: Afforestation
  Silviculture
  BT: Primary industry
  NT: Agroforestry
  Logging
  RT: Forest products
  Forests
  Sawmilling

**Forests**
  UF: Bush
  Rainforests
  BT: Natural resources
  RT: Forestry
  Trees

**Forgery**
  USE: Fraud

**Forklifts**
  USE: Equipment

**Forward exchange**
  RT: Foreign exchange

**Fossils**
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
BT: Drinks
RT: Fruit
Fuels
BT: Energy
NT: Coal
Diesel
Firewood
LPG
Petrol
RT: Gases
Fundraising
RT: Street appeals
Funerals
RT: Burial
Cremations
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
Gambling
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
eThesaurus for Good Governance: Subjects in Andhra Pradesh

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
Geyser
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
  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

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
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

Hem
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 |
| **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 |
| **Hostages** | RT: Abduction  
Terrorism |
| **Hostels** | BT: Accommodation |
| **Hot springs** | USE: Geothermal resources |
| **Hospitals** | NT: Hospices  
Psychiatric hospitals  
RT: Clinics  
District health boards |
| **Hospices** | USE: Gambling |
| **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
Pipeines
Ports
Railways
Reservoirs
Roads
Tunnels
RT: Telecommunications
Inheritance
USE: Wills
Injuries
UF: Wounds
NT: Burns
Head injuries
Informed consent
RT: Ethics
Insolventy
USE: Bankruptcy
Insomnia
USE: Fatigue
Institutional care
USE: Residential care
Instructors
USE: Teachers
Insolation
RT: Buildings
Energy
Insurance
RT: Compensation
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
Inshore fisheries
BT: Fisheries
Insider trading
RT: Crime
Securities
Shares
Insolventy
USE: Bankruptcy
Insomnia
USE: Fatigue
Institutional care
USE: Residential care
Instructors
USE: Teachers
Insolation
RT: Buildings
Energy
Insurance
RT: Compensation
Financial institutions
Integrated schools
USE: Schools
Integration agreements
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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
<table>
<thead>
<tr>
<th>Treaties</th>
<th>BT: Agreements</th>
<th>RT: International law</th>
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<tbody>
<tr>
<td>Military alliances</td>
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<tr>
<td>Monetary unions</td>
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<tr>
<td><strong>International aid</strong></td>
<td>USE: Foreign aid</td>
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<tr>
<td><strong>International arbitration</strong></td>
<td>BT: Arbitration</td>
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<td>RT: International courts</td>
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<td>International law</td>
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<td><strong>International companies</strong></td>
<td>USE: Multinational companies</td>
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<tr>
<td><strong>International cooperation</strong></td>
<td>UF: Harmonization</td>
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<td>BT: International relations</td>
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<td><strong>International courts</strong></td>
<td>BT: Courts</td>
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<td></td>
<td>RT: International arbitration</td>
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<td><strong>International finance</strong></td>
<td>BT: Finance</td>
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<tr>
<td></td>
<td>RT: Capital movements</td>
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<td>Globalization</td>
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<td>International investment</td>
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<td><strong>International investment</strong></td>
<td>UF: Foreign investment</td>
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<td></td>
<td>Overseas investment</td>
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<tr>
<td></td>
<td>BT: Investment</td>
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<tr>
<td></td>
<td>RT: Balance of payments</td>
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<td></td>
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<td>Capital movements</td>
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<td>International finance</td>
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<td>Overseas reserves</td>
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<tr>
<td><strong>International law</strong></td>
<td>BT: Law</td>
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<tr>
<td></td>
<td>RT: Conflicts of law</td>
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<td>International agreements</td>
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<td>International arbitration</td>
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<td>International courts</td>
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<td><strong>International organizations</strong></td>
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<thead>
<tr>
<th>Inventions</th>
<th>BT: Organizations</th>
<th>RT: International relations</th>
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<tr>
<td><strong>International private law</strong></td>
<td>USE: Conflicts of law</td>
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<tr>
<td><strong>International relations</strong></td>
<td>UF: Diplomatic relations</td>
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<td>Foreign relations</td>
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<td>NT: International cooperation</td>
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<td>Military alliances</td>
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<td>RT: Borders</td>
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<tr>
<td></td>
<td>Commonwealth</td>
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<td></td>
<td>Developing countries</td>
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<td>Globalization</td>
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<td>International organizations</td>
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<td>National security</td>
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<td>Neutrality</td>
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<td>Official visits</td>
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<td>Sister cities</td>
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<tr>
<td><strong>International students</strong></td>
<td>USE: Foreign students</td>
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<tr>
<td><strong>Internet</strong></td>
<td>UF: world Wide Web</td>
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<tr>
<td></td>
<td>WWW</td>
<td></td>
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<td></td>
<td>RT: Databases</td>
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<td></td>
<td>Electronic commerce</td>
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<td>Email</td>
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<tr>
<td><strong>Interpretors</strong></td>
<td>RT: Languages</td>
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<tr>
<td></td>
<td>Translation</td>
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<tr>
<td><strong>Intestacy</strong></td>
<td>RT: Wills</td>
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<tr>
<td><strong>Introduced species</strong></td>
<td>UF: Exotic species</td>
<td></td>
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<tr>
<td></td>
<td>RT: Animals</td>
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<td></td>
<td>Birds</td>
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<td>Fish</td>
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<td>Insects</td>
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<td>Plants</td>
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<td></td>
<td>Wildlife</td>
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<tr>
<td><strong>Invalid carriages</strong></td>
<td>USE: Mobility scooters</td>
<td></td>
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<tr>
<td><strong>Invalids benefits</strong></td>
<td>USE: Sickness benefits</td>
<td></td>
</tr>
</tbody>
</table>

| Inventions                              | BT: Intellectual property |
|                                        | Patents |
| **Investment**                         | BT: 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**                        | BT: Radiation | |
| **Irrigation**                         | BT: Agriculture | |
|                                        | Water | |
| **ISBNs**                              | BT: Books | |
|                                        | Publishing | |
| **Islam**                              | USE: Religion | |
| **Islands**                            | BT: Land | |
| **ISSNs**                              | BT: 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
Judaisms
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
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
Paternal 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
Liable 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
<table>
<thead>
<tr>
<th>Local government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life expectancy</td>
</tr>
<tr>
<td>RT: Age</td>
</tr>
<tr>
<td>Population</td>
</tr>
<tr>
<td>Lifestyle farms</td>
</tr>
<tr>
<td>USE: Smallholdings</td>
</tr>
<tr>
<td>Lifts</td>
</tr>
<tr>
<td>RT: Buildings</td>
</tr>
<tr>
<td>Light aircraft</td>
</tr>
<tr>
<td>USE: Aircraft</td>
</tr>
<tr>
<td>Lighthouses</td>
</tr>
<tr>
<td>RT: Navigation</td>
</tr>
<tr>
<td>Shipping</td>
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<tr>
<td>Lighting</td>
</tr>
<tr>
<td>RT: Energy</td>
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<tr>
<td>Lignite</td>
</tr>
<tr>
<td>USE: Coal</td>
</tr>
<tr>
<td>Limitation of actions</td>
</tr>
<tr>
<td>RT: Civil proceedings</td>
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<tr>
<td>Liquefied petroleum gas</td>
</tr>
<tr>
<td>USE: LPG</td>
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<tr>
<td>Liquidation</td>
</tr>
<tr>
<td>RT: Bankruptcy</td>
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<tr>
<td>Commercial law</td>
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<tr>
<td>Liquor</td>
</tr>
<tr>
<td>USE: Alcohol</td>
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<tr>
<td>Listeriosis</td>
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<tr>
<td>BT: Diseases</td>
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<tr>
<td>Literacy</td>
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<tr>
<td>UF: Information literacy</td>
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<tr>
<td>RT: Numeracy</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Writing</td>
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<tr>
<td>Literature</td>
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<tr>
<td>BT: Arts</td>
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<tr>
<td>RT: Books</td>
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<tr>
<td>Writing</td>
</tr>
<tr>
<td>Litter</td>
</tr>
<tr>
<td>USE: Refuse</td>
</tr>
<tr>
<td>Liver transplants</td>
</tr>
<tr>
<td>USE: Transplant surgery</td>
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<thead>
<tr>
<th>Livestock</th>
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<tbody>
<tr>
<td>UF: Emus</td>
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<tr>
<td>Farm animals</td>
</tr>
<tr>
<td>Ostriches</td>
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<tr>
<td>NT: Poultry</td>
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<tr>
<td>RT: Agriculture</td>
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<tr>
<td>Animal breeding</td>
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<tr>
<td>Animal feed</td>
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<td>Animals</td>
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<td>Cattle</td>
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<td>Deer</td>
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<td>Goats</td>
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<td>Horses</td>
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<td>Meat processing</td>
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<td>premises</td>
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<td>Pigs</td>
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<tr>
<td>Sheep</td>
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<td>Slaughter (Livestock)</td>
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<td>Veterinary medicine</td>
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<tr>
<th>Lizards</th>
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<td>BT: Animals</td>
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<thead>
<tr>
<th>Loans</th>
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<tbody>
<tr>
<td>UF: Borrowing</td>
</tr>
<tr>
<td>BT: Credit</td>
</tr>
<tr>
<td>NT: Mortgages</td>
</tr>
<tr>
<td>Student loans</td>
</tr>
<tr>
<td>RT: Pawn broking</td>
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<tr>
<th>Lobbying</th>
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<tr>
<td>BT: Politics</td>
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<tr>
<th>Lobsters</th>
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<tr>
<td>USE: Crayfish</td>
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<th>Local authorities</th>
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<tr>
<td>USE: Local body councils</td>
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<thead>
<tr>
<th>Local body councils</th>
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<tbody>
<tr>
<td>UF: City councils</td>
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<tr>
<td>Councils</td>
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<tr>
<td>District councils</td>
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<tr>
<td>Local authorities</td>
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<tr>
<td>Territorial authorities</td>
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<tr>
<td>BT: Local government</td>
</tr>
<tr>
<td>NT: Community boards</td>
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<tr>
<td>RT: Councilors</td>
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<tr>
<td>Mayors</td>
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<tr>
<th>Local government</th>
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<tbody>
<tr>
<td>UF: Regional government</td>
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<tr>
<td>BT: Government</td>
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<tr>
<td>NT: Local body councils</td>
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<tr>
<td>UF: Work stoppages</td>
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<td>RT: Employment relations</td>
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<tr>
<td>Strikes</td>
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<td>BT: Records</td>
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<td>BT: Forestry</td>
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<tr>
<td>USE: Trucks</td>
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<td>UF: Raffles</td>
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<tr>
<td>BT: Gambling</td>
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<table>
<thead>
<tr>
<th>LPG</th>
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<tbody>
<tr>
<td>UF: Liquefied petroleum gas</td>
</tr>
<tr>
<td>BT: Fuels</td>
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<table>
<thead>
<tr>
<th>Machinery</th>
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</thead>
<tbody>
<tr>
<td>UF: Furnaces</td>
</tr>
<tr>
<td>Pumps</td>
</tr>
<tr>
<td>NT: Boilers</td>
</tr>
<tr>
<td>Engines</td>
</tr>
<tr>
<td>Generators</td>
</tr>
<tr>
<td>Robots</td>
</tr>
<tr>
<td>RT: Equipment</td>
</tr>
<tr>
<td>Hydraulics</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Macroeconomics</th>
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<tr>
<td>BT: Economics</td>
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<table>
<thead>
<tr>
<th>Mad cow disease</th>
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<tbody>
<tr>
<td>USE: BSE</td>
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<table>
<thead>
<tr>
<th>Magazines</th>
</tr>
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<tbody>
<tr>
<td>USE: Periodicals</td>
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<table>
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<tr>
<th>Mail</th>
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<tbody>
<tr>
<td>USE: Postal services</td>
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</table>

<table>
<thead>
<tr>
<th>Mail order selling</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE: Direct selling</td>
</tr>
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<table>
<thead>
<tr>
<th>Mainstreaming</th>
</tr>
</thead>
</table>
eThesaurus for Good Governance: Subjects in Andhra Pradesh

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

Marriage
- USE: Demonstrations

Marinades
- 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

Centre for Good Governance
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

Mining

Minimum lending rate
UF: Bank rate
BT: Interest rates

Minimum wage
BT: Pay

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

Centre for Good Governance
<table>
<thead>
<tr>
<th>BT: Government</th>
<th>RT: Governors General</th>
<th>Heads of state</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monetary agreements</strong></td>
<td><strong>USE: Monetary unions</strong></td>
<td></td>
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<tr>
<td><strong>Monetary policy</strong></td>
<td>RT: Central banks</td>
<td>Economic policy</td>
</tr>
<tr>
<td></td>
<td>Fiscal policy</td>
<td>Inflation</td>
</tr>
<tr>
<td></td>
<td>Interest rates</td>
<td>Money</td>
</tr>
<tr>
<td><strong>Monetary unions</strong></td>
<td>UF: Currency unions</td>
<td>Monetary agreements</td>
</tr>
<tr>
<td></td>
<td>RT: Economic integration</td>
<td>Foreign exchange</td>
</tr>
<tr>
<td></td>
<td></td>
<td>International agreements</td>
</tr>
<tr>
<td><strong>Money</strong></td>
<td>UF: Currencies</td>
<td>Money laundering</td>
</tr>
<tr>
<td></td>
<td>NT: Bank notes</td>
<td>USE: Proceeds of crime</td>
</tr>
<tr>
<td></td>
<td>Cheques</td>
<td>Mongolism</td>
</tr>
<tr>
<td></td>
<td>Coins</td>
<td>USE: Down syndrome</td>
</tr>
<tr>
<td></td>
<td>RT: Foreign exchange</td>
<td>Monopolies</td>
</tr>
<tr>
<td></td>
<td>Gold</td>
<td>USE: Restrictive trade practices</td>
</tr>
<tr>
<td></td>
<td>Monetary policy</td>
<td></td>
</tr>
<tr>
<td><strong>Money laundering</strong></td>
<td><strong>USE: Proceeds of crime</strong></td>
<td></td>
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<tr>
<td><strong>Mongolism</strong></td>
<td><strong>USE: Down syndrome</strong></td>
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<tr>
<td><strong>Monopolies</strong></td>
<td><strong>USE: Restrictive trade practices</strong></td>
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<tr>
<td><strong>Monuments</strong></td>
<td><strong>USE: Memorials</strong></td>
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<tr>
<td><strong>Moorings</strong></td>
<td>RT: Boats</td>
<td><strong>Motor vehicle parts</strong></td>
</tr>
<tr>
<td></td>
<td>Marinas</td>
<td>RT: Batteries</td>
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<td></td>
<td>Wharves</td>
<td>Motor vehicles</td>
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<tr>
<td><strong>Mopeds</strong></td>
<td>BT: Motor vehicles</td>
<td>Motor vehicles</td>
</tr>
<tr>
<td></td>
<td>Mortality</td>
<td>USE: Death rate</td>
</tr>
<tr>
<td></td>
<td><strong>Mortgages</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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
eThesaurus for Good Governance: Subjects in Andhra Pradesh

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

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

Odours
UF: Smells
BT: Pollution

Off road vehicles
USE: All terrain vehicles

Offences
USE: Crime

Offenders
UF: Criminals
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

Open cast 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

Overstayrs
- 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
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
USE: Pedestrian areas

Pedestrians
UF: Walking
RT: Footpaths
Pedestrian areas
Pedestrian crossings

Pelts
USE: Hides & skins

Penalties
USE: Punishment
<table>
<thead>
<tr>
<th>Penguins</th>
<th>BT: Seabirds</th>
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<tbody>
<tr>
<td>Pension funds</td>
<td>BT: Financial institutions</td>
</tr>
<tr>
<td></td>
<td>RT: Pensions</td>
</tr>
<tr>
<td>Pensions</td>
<td>UF: Annuities</td>
</tr>
<tr>
<td></td>
<td>NT: Superannuation</td>
</tr>
<tr>
<td></td>
<td>RT: Pension funds</td>
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<td></td>
<td>Social security</td>
</tr>
<tr>
<td>Performers</td>
<td>USE: Entertainers</td>
</tr>
<tr>
<td>Performing arts</td>
<td>BT: Arts</td>
</tr>
<tr>
<td></td>
<td>NT: Dance</td>
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<tr>
<td></td>
<td>Drama</td>
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<td></td>
<td>Film</td>
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<td>Music</td>
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<td></td>
<td>Opera</td>
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<tr>
<td></td>
<td>RT: Circuses</td>
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<tr>
<td>Performing rights</td>
<td>USE: Royalties</td>
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<tr>
<td>Periodic detention</td>
<td>BT: Non custodial sentences</td>
</tr>
<tr>
<td>Periodicals</td>
<td>UF: Magazines</td>
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<tr>
<td></td>
<td>BT: Publications</td>
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<td></td>
<td>RT: ISSNs</td>
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<td>Perjury</td>
<td>RT: Evidence</td>
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<td></td>
<td>Witnesses</td>
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<tr>
<td>Permanent residence</td>
<td>RT: Citizenship</td>
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<td></td>
<td>Immigration</td>
</tr>
<tr>
<td>Personal finance</td>
<td>UF: Budgeting</td>
</tr>
<tr>
<td></td>
<td>BT: Finance</td>
</tr>
<tr>
<td></td>
<td>RT: Family trusts</td>
</tr>
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<td>Investment advisers</td>
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<tr>
<td>Personal grievances</td>
<td>USE: Employment relations</td>
</tr>
<tr>
<td>Personal property</td>
<td>UF: Chattels</td>
</tr>
<tr>
<td>Pharmaceuticals</td>
<td>UF: Domestic animals</td>
</tr>
<tr>
<td></td>
<td>RT: Animals</td>
</tr>
<tr>
<td></td>
<td>Birds</td>
</tr>
<tr>
<td></td>
<td>Fish</td>
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<td>Veterinary medicine</td>
</tr>
<tr>
<td>Phobias</td>
<td>BT: Mental disorders</td>
</tr>
<tr>
<td>Photography</td>
<td>BT: Visual arts</td>
</tr>
<tr>
<td>Physical disabilities</td>
<td>UF: Physically handicapped</td>
</tr>
<tr>
<td></td>
<td>BT: Disabilities</td>
</tr>
<tr>
<td></td>
<td>NT: Hearing impairment</td>
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<td></td>
<td>Visual impairment</td>
</tr>
<tr>
<td></td>
<td>RT: Cerebral palsy</td>
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<td>Guide dogs</td>
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<td></td>
<td>Spina bifida</td>
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<tr>
<td>Petrol</td>
<td>BT: Fuels</td>
</tr>
<tr>
<td></td>
<td>RT: Petroleum</td>
</tr>
<tr>
<td>Petroleum</td>
<td>UF: Oil</td>
</tr>
<tr>
<td></td>
<td>RT: Diesel</td>
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<td></td>
<td>Petrol</td>
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<td>Refineries</td>
</tr>
<tr>
<td>Pets</td>
<td>UF: Domestic animals</td>
</tr>
<tr>
<td></td>
<td>RT: Animals</td>
</tr>
<tr>
<td></td>
<td>Birds</td>
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<td>Fish</td>
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<td></td>
<td>Veterinary medicine</td>
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<tr>
<td>Pertussis</td>
<td>USE: Whooping cough</td>
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<tr>
<td>Pesticides</td>
<td>UF: Herbicides</td>
</tr>
<tr>
<td>Weed killers</td>
<td>RT: Chemicals</td>
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<td>Pests</td>
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<td>Poisons</td>
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<td>Spray drift</td>
</tr>
<tr>
<td>Pests</td>
<td>NT: Weeds</td>
</tr>
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<td></td>
<td>RT: Biological controls</td>
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<td>Biosecurity</td>
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<td>Deer</td>
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<td>Goats</td>
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<td>Pesticides</td>
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<td></td>
<td>Possums</td>
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<td></td>
<td>Rabbits</td>
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<td>Rats</td>
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<td>Snakes</td>
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<td>Stoats</td>
</tr>
<tr>
<td></td>
<td>Wasps</td>
</tr>
<tr>
<td>Petrlets</td>
<td>USE: Seabirds</td>
</tr>
<tr>
<td>Petitions</td>
<td>RT: Local government</td>
</tr>
<tr>
<td></td>
<td>Parliament</td>
</tr>
<tr>
<td></td>
<td>Politics</td>
</tr>
<tr>
<td></td>
<td>Referenda</td>
</tr>
<tr>
<td>Philosophy</td>
<td>RT: Ethics</td>
</tr>
<tr>
<td>Physical education</td>
<td>BT: Education</td>
</tr>
<tr>
<td></td>
<td>RT: Physical fitness</td>
</tr>
<tr>
<td>Sports</td>
<td>USE: Exercise</td>
</tr>
<tr>
<td></td>
<td>RT: Health</td>
</tr>
<tr>
<td></td>
<td>Physical education</td>
</tr>
<tr>
<td><strong>Physically handicapped</strong></td>
<td>USE: Physical disabilities</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td><strong>Physicians</strong></td>
<td>USE: Doctors</td>
</tr>
</tbody>
</table>
| **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 |
| **Pipe 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 |
<table>
<thead>
<tr>
<th>Subject</th>
<th>Broader Terms</th>
<th>Narrower Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF: Polio</td>
<td>BT: Diseases</td>
<td>PhD: Public health</td>
</tr>
<tr>
<td>Political asylum</td>
<td>PT: Refugees</td>
<td>PD: Asylum seeker</td>
</tr>
<tr>
<td>Political broadcasting</td>
<td>UF: Party political broadcasting</td>
<td>BT: Broadcasting</td>
</tr>
<tr>
<td>Political parties</td>
<td>PT: Party lists</td>
<td>PD: Politicians</td>
</tr>
<tr>
<td>Political polls</td>
<td>USE: Polls</td>
<td>PD: Politics</td>
</tr>
<tr>
<td>Political prisoners</td>
<td>BT: Prisoners</td>
<td>PD: Politicians</td>
</tr>
<tr>
<td>Politicians</td>
<td>USE: Councilors</td>
<td>PD: Members of parliament</td>
</tr>
<tr>
<td>Politics</td>
<td>NT: Lobbying</td>
<td>PD: Election campaigns</td>
</tr>
<tr>
<td></td>
<td>RT: Elections</td>
<td>PD: Petitions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PD: Political parties</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PD: Polls</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PD: Referenda</td>
</tr>
<tr>
<td>Polling stations</td>
<td>PT: Elections</td>
<td>PD: Polls</td>
</tr>
<tr>
<td>Polls</td>
<td>UF: Opinion polls</td>
<td>BT: Visual Arts</td>
</tr>
<tr>
<td></td>
<td>BT: Infrastructure</td>
<td>RT: Art works</td>
</tr>
<tr>
<td></td>
<td>RT: Harbours</td>
<td>PD: Shipping</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PD: Ships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PD: Wharves</td>
</tr>
<tr>
<td>Pollution</td>
<td>UF: Contamination</td>
<td>BT: Environment</td>
</tr>
<tr>
<td></td>
<td>NT: Air pollution</td>
<td>RT: Odours</td>
</tr>
<tr>
<td></td>
<td>Noise</td>
<td>RT: Environmental impact</td>
</tr>
<tr>
<td></td>
<td>Odours</td>
<td>PD: Wastes</td>
</tr>
<tr>
<td>Polymers</td>
<td>RT: Plastics</td>
<td>PD: Tertiary education</td>
</tr>
<tr>
<td>Potatoes</td>
<td>BT: Vegetables</td>
<td>PD: Plants</td>
</tr>
<tr>
<td>Pottery</td>
<td>PD: Ceramics</td>
<td>PD: Artworks</td>
</tr>
<tr>
<td>Pork</td>
<td>USE: Pig meat</td>
<td>PD: Poultry</td>
</tr>
<tr>
<td>Pornography</td>
<td>UF: Obscene publications</td>
<td>PD: Censorship</td>
</tr>
<tr>
<td></td>
<td>BT: Animals</td>
<td>RT: Birds</td>
</tr>
<tr>
<td></td>
<td>BT: Livestock</td>
<td>RT: Eggs</td>
</tr>
<tr>
<td></td>
<td>PD: Geese</td>
<td></td>
</tr>
<tr>
<td>Power failures</td>
<td>RT: Electricity</td>
<td>PD: Power</td>
</tr>
<tr>
<td>Power stations</td>
<td>UF: Thermal power stations</td>
<td>BT: Energy</td>
</tr>
<tr>
<td></td>
<td>RT: Electricity</td>
<td>PD: Power</td>
</tr>
<tr>
<td>Powers of attorney</td>
<td>UF: Enduring power of attorney</td>
<td>PD: Law</td>
</tr>
<tr>
<td>Powers of entry</td>
<td>RT: Police</td>
<td>PD: Search warrants</td>
</tr>
<tr>
<td>Pre trial procedures</td>
<td>BT: Civil proceedings</td>
<td>PD: Pretrial</td>
</tr>
<tr>
<td></td>
<td>Criminal proceedings</td>
<td>PD: Court</td>
</tr>
<tr>
<td></td>
<td>NT: Arrests</td>
<td>PD: Remand</td>
</tr>
<tr>
<td></td>
<td>Remand in custody</td>
<td>PD: Bail</td>
</tr>
<tr>
<td></td>
<td>RT: Confessions</td>
<td>PD: Disclosure</td>
</tr>
<tr>
<td>Pregnancy</td>
<td>RT: Assisted reproductive technology</td>
<td>PD: Reproductive health</td>
</tr>
</tbody>
</table>
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

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

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
eThesaurus for Good Governance: Subjects in Andhra Pradesh

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 | NT: Geothermal energy  
|                   | Hydroelectric power  
|                   | Solar energy  
|                   | Wind energy  
| Regional development | Rental housing  
|                   | BT: Housing  
|                   | NT: Council housing  
|                   | State housing  
|                   | RT: Tenancy  
| Regional government | Re-offenders  
|                   | USE: Local government  
|                   | BT: Local government  
| Regulations | Regulations  
|                   | BT: Delegated legislation  
| Rehabilitation | Rehabilitation  
|                   | RT: Counseling  
|                   | Disabilities  
|                   | Injuries  
| Relationship property | Relationship property  
|                   | UF: Matrimonial property  
|                   | BT: Property  
|                   | RT: Family law  
| Religion | Religion  
|                   | UF: Buddhism  
|                   | Christianity  
|                   | Hinduism  
|                   | Islam  
|                   | Judaism  
|                   | RT: Clergy  
|                   | Mythology  
|                   | Religious buildings  
| Religious buildings | Religious buildings  
|                   | UF: Churches  
|                   | BT: Buildings  
|                   | RT: Religion  
| Remand in custody | Remand in custody  
|                   | BT: Pre trial procedures  
|                   | RT: Prisoners  
| Remedial education | Remedial education  
|                   | BT: Education  
|                   | RT: Special education  
| Remote sensing | Remote sensing  
|                   | RT: Radar  
|                   | Satellites  
| Remuneration | Remuneration  
|                   | USE: Fringe benefits  
|                   | Pay  
| Renewable energy | Renewable energy  
|                   | BT: Energy  
| Resource consents | Resource consents  
|                   | RT: Building consents  
|                   | Construction  
|                   | Environment  
|                   | Natural resources  
|                   | Town planning  
| Respiratory disorders | Respiratory disorders  
|                   | UF: Bronchitis  
|                   | Emphysema  
|                   | BT: Diseases  
|                   | NT: Asthma  
|                   | Legionnaire's disease  
|                   | Tuberculosis  
| Reparations | Reparations  
|                   | USE: Compensation  
| Repatriation | Repatriation  
|                   | RT: Immigrants  
|                   | Refugees  
| Repetitive strain injury | Repetitive strain injury  
|                   | USE: OOS  
| Repossession orders | Repossession orders  
|                   | RT: Bailiffs  
|                   | Commercial law  
|                   | Hire purchase  
| Republicanism | Republicanism  
|                   | BT: Government  
| Research | Research  
|                   | UF: R & D  
|                   | NT: Market research  
|                   | RT: Experiments (Research)  
|                   | Industry  
|                   | Laboratories  
|                   | Science  
| Reserves | Reserves  
|                   | UF: Forest parks  
|                   | Scenic reserves  
|                   | NT: Marine reserves  
|                   | RT: National parks  
|                   | Parks  
| Reservoirs | Reservoirs  
|                   | BT: Infrastructure  
|                   | RT: Water  
| Resident witholding tax | Resident withholding tax  
|                   | USE: Income tax  
| Residential care | Residential care  
|                   | USE: Institutional care  
|                   | BT: Social services  
|                   | RT: Respite care  
| Resignation | Resignation  
|                   | RT: Employment  
| Rest homes | Rest homes  
|                   | RT: Caregivers  
|                   | Community care  
|                   | Residential care  
| Responsibility | Responsibility  
|                   | USE: Accountability  
| Restaurants | Restaurants  
|                   | UF: Cafes  
| Takeaway bars | Takeaway bars  
|                   | BT: Service industries  
|                   | RT: Catering  
|                   | Fast food  
|                   | Hospitality industry  
|                   | Licensed premises  
| Restorative justice | Restorative justice  
|                   | BT: Justice  
| Restrictive trade practices | Restrictive trade practices  
|                   | UF: Cartels  
|                   | Monopolies  
|                   | Price fixing  
|                   | RT: Competition (Business)  
| Retail trade | 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

Road traffic
RT: Speed cameras
Speed limits

Road transport
USE: Road transport

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

Runaways
USE: Missing persons

Runoff
USE: Storm water
Wastes

Rural areas
RT: Agriculture
Area schools

Safety belts
USE: Protective equipment

Sales tax
BT: Indirect taxation

Salmon
BT: Fish

Salmonella

Rubella
UF: German measles
BT: Diseases

Rugby
BT: Sports

Rules
RT: Delegated legislation
Discipline

Sacking
USE: Dismissal

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

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Area schools

Safety belts
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Shearing
RT: Sheep
Sheep
BT: Animals
RT: Livestock
Shearing
Sheep farming
Sheep meat
UF: Lamb
Mutton
BT: Meat
RT: Sheep
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
USE: Fatigue
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
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<th>Subject</th>
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<td><strong>Stealing</strong></td>
<td>USE: Theft</td>
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<td><strong>Steel</strong></td>
<td>BT: Construction materials Metals</td>
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<td><strong>Sterilization</strong></td>
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<td>BT: Animals RT: Pests</td>
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<td>RT: Shares</td>
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<td><strong>Stockcar racing</strong></td>
<td>USE: Motor sports</td>
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<td><strong>Stocks</strong></td>
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<td>USE: Rivers</td>
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<td>BT: Food RT: Commodities</td>
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<td>BT: Water sports RT: Search &amp; rescue</td>
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Centre for Good Governance
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

Translation
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

Turbiners
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
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
eThesaurus for Good Governance: Subjects in Andhra Pradesh

**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**
- USE: Foreign workers

**Working holidays**
- USE: Teleworking
- RT: Conditions of employment

**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**

---

Centre for Good Governance 198
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 Ap⁹)
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

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

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 Mayoral
USE: Answering information requests

Answering Ministerial
USE: Answering information requests

Answering Prime Ministerial
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 recreated. 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
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
Distraining
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 assets**
USE: Managing public assets

**Disposing of human remains**
USE: 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**
USE: 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**
USE: 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
USE: Granting consents
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
USE: 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
USE: 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

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
**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
- BT: Rulemaking
- NT: Drafting legislative rules
- DEF: The process of drafting and passing legislation through Assembly

**Legislating in Assembly**
- BT: Rulemaking
- NT: Drafting legislative rules
- Passing legislation
- Promulgating laws
- DEF: Storing and managing collected information to retain accuracy, confidentiality, authenticity and usefulness and to prevent degradation

**Levying**
- 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: EXCLUDES: Describing it to help others find it, see ‘Informing, Providing access to information, creating finding aids’

**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


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'

Preventing crime
USE: Preventing crime

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
USE: Promoting participation in cultural and leisure 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
USE: Promoting participation in cultural and leisure activities

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
USE: 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
USE: Administration (Internal)

Protecting
USE: Protecting trade

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
USE: 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
USE: Providing amenities for recreational and sporting activities

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
USE: 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

**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
<table>
<thead>
<tr>
<th>Function</th>
<th>Definition</th>
<th>Examples</th>
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</thead>
<tbody>
<tr>
<td>Mediating</td>
<td>Ensuring compliance has to do with making or recommending decisions about disputes, court cases or claims between parties (one of whom could be the State).</td>
<td>INCLUDES: Family court conference decisions, judicial decision making.</td>
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<tr>
<td>Responding to official information requests</td>
<td>Answering information requests</td>
<td></td>
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<tr>
<td>Restricting movement of infected stock</td>
<td>Containing non-human pests and diseases</td>
<td></td>
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<tr>
<td>Restructuring government sector</td>
<td>Structuring government has to do with 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.</td>
<td>INCLUDES: Local Government Commission restructuring local government.</td>
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<tr>
<td>Re-vegetation</td>
<td>Enhancing ecosystems</td>
<td></td>
</tr>
<tr>
<td>Revenue gathering</td>
<td>Collecting revenue, levying, rating property, taxing</td>
<td>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.</td>
</tr>
</tbody>
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**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
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
NT: Developing service delivery procedures
BT: Legislating in Parliament
RT: 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  
USE: Guaranteeing business loans

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'

Summonsing
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’

Tendering
USE: Allocating resource
Centralized purchasing
Financial management (Internal)
Purchasing services for the public

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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