



# West Midlands Regional Observatory

## Resource Catalogue Submission Guidelines for Geospatial Data

Version 6.0  
Updated 8 May 2008

For further information and assistance, please contact:

Steven Dovey  
Information Analyst  
West Midlands Regional Observatory  
Level L1, Millennium Point  
Curzon Street  
Birmingham B4 7XG  
Tel. 0121 202 3255  
E-mail: [steven.dovey@wmro.org](mailto:steven.dovey@wmro.org)

## Table of contents

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>GENERAL INFORMATION ABOUT THE RESOURCE SUBMISSION FORM.....</b>       | <b>3</b>  |
|          | Purpose of the resource submission form.....                             | 3         |
|          | Who can submit resources to the catalogue?.....                          | 3         |
|          | Where is the resource submission form? .....                             | 3         |
|          | What information should I include in the form? .....                     | 3         |
| <b>2</b> | <b>GUIDELINES FOR COMPLETING THE SUBMISSION FORM.....</b>                | <b>5</b>  |
| 2.1      | General guidelines.....  | 5         |
| <b>3</b> | <b>THE ONLINE RESOURCE SUBMISSION FORM .....</b>                         | <b>6</b>  |
| 3.1      | Resource Origin .....  | 6         |
|          | Title [Mandatory] .....  | 6         |
|          | Alternative Title .....  | 6         |
|          | Creator [Mandatory].....   | 6         |
|          | Publisher .....  | 7         |
|          | Contributor(s) .....   | 7         |
| 3.2      | Subject (IPSV) classification [Mandatory].....                           | 8         |
| 3.3      | Strategy Classification .....  | 9         |
| 3.4      | Resource description .....   | 10        |
|          | Subject keywords .....   | 10        |
|          | Geospatial topic keywords [Mandatory].....                               | 10        |
|          | Description [Mandatory] .....  | 12        |
|          | Presentation type [Mandatory] .....                                      | 13        |
|          | Data Format .....  | 14        |
| 3.5      | Geographic extent and chronologic information .....                      | 15        |
|          | Coverage Geographical [Mandatory].....                                   | 15        |
|          | Vertical extent .....  | 15        |
|          | West co-ordinate.....  | 15        |
|          | East co-ordinate.....  | 15        |
|          | North co-ordinate.....   | 16        |
|          | South co-ordinate.....   | 16        |
|          | Spatial representation type .....  | 16        |
|          | Spatial resolution .....   | 16        |
|          | Spatial reference system .....   | 16        |
|          | Coverage time period .....   | 16        |
|          | Date of update of metadata .....   | 17        |
|          | Date created.....  | 17        |
|          | Date available .....   | 17        |
|          | Next version due .....   | 17        |
|          | Freq. of update .....  | 17        |
| 3.6      | Resource Access.....   | 18        |
|          | Source .....   | 18        |
|          | Identifier .....   | 18        |
|          | Rights .....   | 19        |
|          | Access Restrictions .....  | 19        |
|          | Cost .....   | 19        |
|          | Language .....   | 19        |
|          | Location .....   | 20        |
|          | Resource Contact .....   | 20        |
|          | Relation .....   | 20        |
| <b>4</b> | <b>INTEGRATED PUBLIC SECTOR VOCABULARY TERMS (ABRIDGED VERSION).....</b> | <b>23</b> |

# 1 General information about the resource submission form

---

## Purpose of the resource submission form

The purpose of the form is to collect descriptive information, also referred to as 'metadata', about data and intelligence resources from the West Midlands. Resources can include reports, datasets or websites, for example.

The information provided in the form will be included in the West Midlands Regional Observatory (WMRO) Resource Catalogue and made accessible through the WMRO website (<http://www.wmro.org>). It should be emphasised that WMRO only intends to 'signpost' the collected information and not to publish the actual resources described. This means that the owner remains in full control of the resource at all times.

Questions or calls for assistance should be directed to the Observatory's Information Analyst using the contact details on page 1.

## Who can submit resources to the catalogue?

Any user registered with on the WMRO website can submit resources to the catalogue. Registration is free and can be completed on our website at:

<http://www.wmro.org/user-registration.aspx>

## Where is the resource submission form?

The resource submission form is on our website [www.wmro.org](http://www.wmro.org). You can access the form by browsing to the following pages:

1. My details (you will be prompted to login with your username and password)  
<http://www.wmro.org/my-preferences.aspx>
2. Go to my resources  
<http://www.wmro.org/resource-submission-start.aspx>

The 'My resources' page is the starting page for a new resource submission. Also, if you have submitted resources to the catalogue previously, these will be displayed in a list.

## What information should I include in the form?

Questions that might arise when completing the form include:

- How do I decide whether or not a form should be completed for this particular resource?
- How much detail should I use to describe my resource?

As a general rule, try and provide as much information as possible when describing a resource. If any uncertainty exists about the value of the resource to a regional audience, it is always better to complete the form so that the information can be made available through the Resource Catalogue. Please do not hesitate to contact us (see contact details on the front page) if you have any questions.

## 2 Guidelines for completing the submission form

---

The form uses ‘metadata’ that allows data and intelligence resources to be described and catalogued in a consistent manner. It is important that each resource is described with as much detail and accuracy as possible, because this information will ultimately determine how useful the catalogue is to the end user.

[Chapter 3](#) contains information on how the various metadata elements in the form should be completed and gives some examples of their use. The following additional information should also be considered.

### 2.1 General guidelines

- Always check that the resource is not already available in the resource catalogue.
- Use a single submission form for a single resource that is to be included in the catalogue.
- Check your spelling!
- Note that fields marked [**Mandatory**] are considered particularly important when describing a resource and must be completed.
- All addresses should be entered in the following format:
  - Name/Organisation
  - Postal address
  - Telephone number, prefixed with Tel:
  - Fax number, prefixed with Fax:
  - Textphone number/Minicom
  - Email address, prefixed with Email:
  - Website, prefixed with Web:Try to maintain consistency between resources with the same contact details.
- Use the full official titles of organisations rather than their abbreviated name.
- Enter telephone/fax numbers as <area code> <number>. E.g. 0121 202 3250. For a UK telephone number, do not enter +44.
- If you only have a hard copy of a resource, try to find an electronic copy. Use a search engine such as [www.google.co.uk](http://www.google.co.uk) to try to locate it, and/or look at the publisher, creator or associated organisation’s websites to check if it is available there.

## 3 The online resource submission form

---

### 3.1 Resource Origin

#### Title [Mandatory]

What is the title of the resource? *Title* refers to the name by which the resource is formally known. The first letter of the title and proper nouns only should be capitalised. Use *and* rather than *&*. If there is a sub-title, include it here, separating it out from the main title with a colon.

| Examples |   |
|----------|---|
| Title    | The supply and demand for science, technology, engineering and mathematics skills in the UK economy |
| Title    | Regional futures: England's regions in 2030   |

#### Alternative Title

*Alternative Title* may be specified if the resource known by any other name than the formal one. This could be any form of the title used as a substitute or alternative to the formal title.

| Example for a document commonly known by an informal title |   |
|--|---|
| Title  | The Stephen Lawrence inquiry: Report of an inquiry by Sir William Macpherson of Cluny |
| Alternative title  | The Macpherson report   |

#### Creator [Mandatory]

The *Creator* (often an author) is the entity primarily responsible for writing/preparing the content of the resource. Examples include a person, an organisation, or a service. Give full contact details if possible, especially when they are not to be given elsewhere, i.e. where the creator is different from the publisher. If there is more than one primary creator, separate with a semi-colon.

**Note:** Use job titles in preference to names of individuals, if possible, if the production of the work would have been done as part of the person's work responsibilities.

| Example of a resource where chief responsibility is with the Assistant Director |   |
|---|---|
| Creator   | Cabinet Office, Office of the e-Envoy, Technology Policy, Assistant Director<br>Tel: 0123 456 78910<br>Email: ukgovtalk@e-envoy.gov.uk<br>Web: www.e-envoy.gov.uk |

## Publisher

The *Publisher* is the entity that makes the resource available, either in the traditional sense of publishing a book or by releasing the resource on a website. This is also the entity that the user would contact to obtain new copies or discuss copyright issues. Examples of a *Publisher* include a person, an organisation, or a service.

**Note:** A publisher has certain legal rights and responsibilities regarding the resource, so should always be named if known.

| Example   |   |
|-----------|---|
| Publisher | The Stationery Office<br>St Crispins, Duke Street, Norwich NR3 1PD<br>Tel: 0870 600 5522<br>Fax: 0870 600 5533<br>Email: esupport@tso.co.uk<br>Web: www.tso.co.uk |

## Contributor(s)

A *Contributor* is an entity that played an important or significant role in creating the content of the resource but does not qualify as *Creator*. This field help users to find resources that have been contributed to by a particular individual or organisation. Examples of a *Contributor* include a person, an organisation, or a service.

**Note:** Use job titles in preference to names of individuals, if possible, if the production of the work would have been done as part of the person's work responsibilities.

| Example for a resource edited by a member of staff in a Government Department |   |
|---|---|
| Contributor   | National Assembly for Wales, Cabinet, Finance Group, Resources Manager<br>Email: fgcabinet@wales.gsi.gov.uk |

## 3.2 Subject (IPSV) classification [Mandatory]

All information on the Observatory website is classified with one or more subject headings. We use the Integrated Public Sector Vocabulary (IPSV) which provides a framework for effective classification of a wide range of information.

You can use the search option to search for relevant subjects or browse through the 'tree' for appropriate headings.

Please select as many subject headings as you consider suitable for the resource you are describing. Try to select the most specific term you can, but don't be afraid of using a broader term if it is the most specific. A broader term should not be selected if one of its subordinate terms has been selected.

E.g. if you select "Performing Arts" and "Visual Arts", then "Culture and Creativity" and "Leisure and Culture" should not be selected as they are broader terms in the same branch of the tree.

A full list of all available IPSV terms is provided in Appendix A.

### 3.3 Strategy Classification

If the resource that you are describing is related to any of the regional strategies, you should select the appropriate strategy or strategies. This is not a mandatory element of the submission process, so if the resource does not relate directly to any strategy you can skip this stage.

## 3.4 Resource description

### Subject keywords

*Subject keywords* should be used to describe the subject content of the resource and may be chosen freely, as long as they are clear, consistent and specific to the resource. Each keyword or phrase should be separated by a comma.

| Example for a web site giving advice to citizens traveling abroad |  |
|---|--|
| Subject keywords  | Foreign travel, travel advice, British embassies, consulates |

### Geospatial topic keywords [Mandatory]

Similar to the Subject category element, Geospatial topic keywords should reflect the main theme of the dataset. This is a mandatory element so one keyword must be chosen from the list of descriptors below:

| GIS topic keywords                    |   |
|---------------------------------------|---|
| Name                                  | Definition  |
| Farming/Agriculture                   | Rearing of animals and/or cultivation of plants.<br>Examples: agriculture, irrigation, aquaculture, plantations, herding, pests and diseases affecting crops and livestock  |
| Biota                                 | Flora and/or fauna in natural environment<br>Examples: wildlife, vegetation, biological sciences, ecology, wilderness, sealife, wetlands, habitat   |
| Boundaries                            | Legal land descriptions.<br>Examples: political and administrative boundaries   |
| Climatology, Meteorology, Agriculture | Processes and phenomena of the atmosphere.<br>Examples: cloud cover, weather, climate, atmospheric conditions, climate change, precipitation  |
| Economy                               | Economic activities, conditions and employment.<br>Examples: production, labour, revenue, commerce, industry, tourism and ecotourism, forestry, fisheries, commercial or subsistence hunting, exploration and exploitation of resources such as minerals, oil and gas |

|                                 |   |
|---------------------------------|---|
| Elevation                       | <p>Height above or below sea level.</p> <p>Examples: altitude, bathymetry, digital elevation models, slope, derived products</p>  |
| Environment                     | <p>Environmental resources, protection and conservation.</p> <p>Examples: environmental pollution, waste storage and treatment, environmental impact assessment, monitoring environmental risk, nature reserves, landscape</p>  |
| Geoscientific information       | <p>Information pertaining to earth sciences.</p> <p>Examples: geophysical features and processes, geology, minerals, sciences dealing with the composition, structure and origin of the earth's rocks, risks of earthquakes, volcanic activity, landslides, gravity information, soils, permafrost, hydrogeology, erosion</p> |
| Health                          | <p>Health, health services, human ecology, and safety.</p> <p>Examples: disease and illness, factors affecting health, hygiene, substance abuse, mental and physical health, health services</p>  |
| Imagery, Base maps, Earth cover | <p>Base maps.</p> <p>Examples: land cover, topographic maps, imagery, unclassified images, annotations</p>  |
| Intelligence military           | <p>Military bases, structures, activities.</p> <p>Examples: barracks, training grounds, military transportation, information collection</p>   |
| Inland waters                   | <p>Inland water features, drainage systems and their characteristics.</p> <p>Examples: rivers and glaciers, salt lakes, water utilization plans, dams, currents, floods, water quality, hydrographic charts</p>   |
| Location                        | <p>Positional information and services.</p> <p>Examples: addresses, geodetic networks, control points, postal zones and services, place names</p>   |
| Oceans                          | <p>Features and characteristics of salt water bodies (excluding inland waters).</p> <p>Examples: tides, tidal waves, coastal information, reefs</p>   |
| Planning, Cadastre              | <p>Information used for appropriate actions for future use of the land.</p> <p>Examples: land use maps, zoning maps, cadastral surveys, land ownership</p>  |

|                             |   |
|-----------------------------|---|
| Society                     | Characteristics of society and cultures.<br>Examples: settlements, anthropology, archaeology, education, traditional beliefs, manners and customs, demographic data, recreational areas and activities, social impact assessments, crime and justice, census information  |
| Structure                   | Man-made construction.<br>Examples: buildings, museums, churches, factories, housing, monuments, shops, towers  |
| Transportation              | Means and aids for conveying persons and/or goods.<br>Examples: roads, airports/airstrips, shipping routes, tunnels, nautical charts, vehicle or vessel location, aeronautical charts, railways   |
| Utilities,<br>Communication | Energy, water and waste systems and communications infrastructure and services.<br>Examples: hydroelectricity, geothermal, solar and nuclear sources of energy, water purification and distribution, sewage collection and disposal, electricity and gas distribution, data communication, telecommunication, radio, communication networks |

## Description [Mandatory]

The *Description* field should provide a brief outline of the content of the resource to help the user decide if the resource fits their needs. A *Description* may include but is not limited to: an abstract or free-text account of the content.

**Note:** Keep the description as brief as possible and try not to repeat information that could be given elsewhere in the template.

**Note:** Be wary of just copying the resource's own description which may be unclear in the context of the resource catalogue. However you could use it as a basis for your own description.

| Examples    |  |
|-------------|--|
| Description | Explains the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools.   |
| Description | Using data from the 2001 census, this report describes the population and households of Worcestershire and looks at changes since the previous census in 1991. The report provides Worcestershire county-wide key facts along with a more detailed breakdown of statistics for the wards and parishes of the county. |

## Presentation type [Mandatory]

Presentation type refers to the mode in which the data is presented, for example, whether an image exists in hardcopy or digital format. Please refer to the list below for an explanation of the elements used:

| Presentation type descriptors |   |
|-------------------------------|---|
| Name                          | Definition  |
| Document Digital              | Digital representation of a primarily textual item (can contain illustrations also)   |
| Document Hardcopy             | Representation of a primarily textual item (can contain illustrations also) on paper, photographic material, or other media   |
| Image Digital                 | Likeness of natural or man-made features, objects, and activities acquired through the sensing of visual or any other segment of the electromagnetic spectrum by sensors, such as thermal infrared, and high resolution radar and stored in digital format  |
| Image Hardcopy                | Likeness of natural or man-made features, objects, and activities acquired through the sensing of visual or any other segment of the electromagnetic spectrum by sensors, such as thermal infrared, and high resolution radar and reproduced on paper, photographic material, or other media for use directly by the human user |
| Map Digital                   | Map represented in raster or vector form  |
| Map Hardcopy                  | Map printed on paper, photographic material, or other media for use directly by the human user  |
| Model Digital                 | Multi-dimensional digital presentation of a feature, process, etc.  |
| Model Hardcopy                | Map printed on paper, photographic material, or other media for use directly by the human user  |
| Profile Digital               | Vertical cross-section in digital form  |
| Profile Hardcopy              | Vertical cross-section printed on paper, etc.   |
| Table Digital                 | Digital representation of facts or figures systematically displayed, especially in columns  |
| Table Hardcopy                | Representation of facts or figures systematically displayed, especially in columns, printed on paper, photographic material, or other media   |
| Video Digital                 | Digital video recording   |
| Video Hardcopy                | Video recording on film   |

**Note:** To describe the physical or digital manifestation of the resource, use the [Data Format](#) field.

## Data Format

*Data Format* describes the physical or digital format of the resource and may include the media type (e.g. text, image, video) and the software or other equipment necessary to access it. There are three elements to the Primary format to describe the *Content*, *File format* and *Medium* for distribution.

The table below outlines some common examples of descriptors:

| Content          | File format | Medium for distribution |
|------------------|-------------|-------------------------|
| Text             | HTML        | Internet                |
| Numeric          | PDF         | Hard copy               |
| Image            | RTF         | Book                    |
| Video            | MS Word     | CD-ROM                  |
| Audio            | MS Excel    | DVD                     |
| GIS              | MS Access   | Floppy disk             |
| XML              | SPSS        | Tape                    |
| Graphical        | ESRI ArcGIS |                         |
| Text & Graphical | MapInfo     |                         |

This should be entered in the style, <content>/<file format> medium: <medium>

| Example of an ESRI ArcGIS dataset provided on CD-ROM             |                                |
|--|--------------------------------|
| Data format  | GIS/ESRI ArcGIS medium: CD-ROM |
| Example of boundary map available in PDF format via the Internet |                                |
| Data format  | Graphical/PDF medium: Internet |

**Note:** If a resource exists in more than one format, only the main format should be listed here and the other(s) referred to using the [Relation](#) element. For example, the PDF-version of a text document should be referred to using 'Has Format: Text/PDF'.

## 3.5 Geographic extent and chronologic information

### Coverage Geographical [Mandatory]

Specify here whether the resource relates to a specific place or area, e.g. jurisdiction, town, county, borough, constituency, region etc. Please use named places rather than coordinates, whenever possible. Common examples include 'UK', 'West Midlands' and 'Birmingham'.

If the resource is UK-wide, but includes specific reference to any area(s) within the West Midlands, note this.

| Example               |   |
|-----------------------|---|
| Coverage Geographical | Birmingham and Solihull                           |
| Coverage Geographical | UK (with case-studies from Worcester and Telford) |

### Vertical extent

Specify here the vertical domain of the dataset. This information is required for above- and below-ground data. If *Vertical extent* is specified, please refer to the following rules

| Element refinement name | Definition  |
|-------------------------|---|
| Minimum value           | Lowest vertical extent contained in the dataset         |
| Maximum value           | Highest vertical extent contained in the dataset        |
| Unit of measure         | Vertical units used for vertical extent                 |
| Vertical datum          | The origin from which the elevation values are measured |

### West co-ordinate

Specify here the Western-most co-ordinate of the limit of the database extent, expressed in longitude in decimal degrees (positive East). Values must be in the range  $-180^{\circ}$  to  $180^{\circ}$

### East co-ordinate

Specify here the Eastern-most co-ordinate of the limit of the database extent, expressed in longitude in decimal degrees (positive East). Values must be in the range  $-180^{\circ}$  to  $180^{\circ}$

## North co-ordinate

Specify here the Northern-most co-ordinate of the limit of the database extent, expressed in longitude in decimal degrees (positive North). Values must be in the range  $-90^{\circ}$  to  $90^{\circ}$ . The value of the North bounding co-ordinate must be greater than the value of the South bounding co-ordinate.

## South co-ordinate

Specify here the Southern-most co-ordinate of the limit of the database extent, expressed in longitude in decimal degrees (positive North). Values must be in the range  $-90^{\circ}$  to  $90^{\circ}$ . The value of the North bounding co-ordinate must be greater than the value of the South bounding co-ordinate.

## Spatial representation type

This element refers to the method used to represent the spatial aspect of the data. Please select a descriptor from the drop-down options.

## Spatial resolution

*Spatial resolution* is a measure of the granularity, i.e. the level of spatial detail, of the data (in metres). Values must be greater than 0 and this measurement is equivalent to ground sample distance.

## Spatial reference system

*Spatial reference system* refers to the name or description of the system of spatial referencing, whether by coordinates or geographic identifiers, used in the dataset. Rather than using free text, please select a suitable descriptor from the drop-down options.

## Coverage time period

Specify here whether the resource covers a certain time period. This could be a beginning date, end date, date range, or period label. The format for entering dates is YYYY-MM-DD. The format for entering a range of date is YYYY-MM-DD/YYYY-MM-DD.

Please specify the full date(s) if known.

| Example for a document analysing data collected between 2004 and 2006 |                       |
|---|-----------------------|
| Coverage time period  | 2004/2006             |
| Example for data covering the period 1 April 2005 to 31 March 2006    |                       |
| Coverage time period  | 2005-04-01/2006-03-31 |

## Data of update of metadata

The date on which the metadata itself was last updated.

**Note:** If not all elements of the publication date are known, you can enter year only or month and year only.

## Date created

Enter the date of creation (or publication) of the resource. Please enter the full date, if known.

**Note:** If not all elements of the publication date are known, you can enter year only or month and year only.

## Date available

Date that the resource will become or did become available. *Date available* may be different from *Date created* if there is a period of internal evaluation before publishing. Please enter the full date, if known.

**Note:** If not all elements of the publication date are known, you can enter year only or month and year only.

## Next version due

The date on which the resource is due to be superseded.

**Note:** If not all elements of the publication date are known, you can enter year only or month and year only.

## Freq. of update

The frequency with which changes and additions are made to the resource after initial publication.

## 3.6 Resource Access

### Source

Specify here whether the described resource is derived from a *Source* in whole or in part. Specifying *Source* enables users to find resources that have been developed using a particular resource. This field is not intended for use to include the source from which you found the resource.

**Note:** In some cases, it may be more appropriate to put this information in the [Relation](#) field. For example, if the resource is a report that is a new version, edition or adaptation of a previously existing report, it would be more accurate to use the ‘Relation, Is version of’ element.

| Example of a report based on figures gathered during another survey |   |
|---|---|
| Source  | Figures derived from Wired in Whitehall survey by the Committee of Departmental Librarians 1998,<br><a href="http://www.aslib.co.uk/proceedings/2001/jan/03.html">http://www.aslib.co.uk/proceedings/2001/jan/03.html</a> |

### Identifier

The *Identifier* should be an unambiguous reference to the resource.

Ideally, this would be a string or number conforming to a formal identification system such as an ISBN number or a bibliographic reference. This should be entered into the ISBN field.

**Note:** If you are specifying an ISBN, enter all numbers but do not include spaces or hyphens. If the resource specifies a 10 digit and 13 digit ISBN, please use the 13 digit number.

However, more commonly a URL (web address) may be the best identifier available, and should therefore be specified in this field. If the *Identifier* is not an ISBN or a URL, please use the “Other” field.

| Examples |   |
|----------|---|
| URL      | <a href="http://www.communities.gov.uk/pub/462/HomelessnessPreventionAGuidetoGoodPractice_id1500462.pdf">http://www.communities.gov.uk/pub/462/HomelessnessPreventionAGuidetoGoodPractice_id1500462.pdf</a> |
| ISBN     | 9781851128570   |
| Other    | Reference No: 05 ASD 03797 (a)  |

|       |   |
|-------|---|
| URL   | <a href="http://www.wmro.org/resources/res.aspx/CmsResource/resourceFilename/28/RLRI-Full-report.pdf">http://www.wmro.org/resources/res.aspx/CmsResource/resourceFilename/28/RLRI-Full-report.pdf</a> |
| ISBN  | 0954748905  |
| Other |   |

## Rights

The *Rights* element indicates who owns the intellectual property rights, copyright, or other rights, to the resource. Usually this is included in the resource itself or on the publisher or creator’s website. If it is not stated, enter “Not stated”.

**Note:** If possible provide a link to a resource giving more details about the *Rights* marking.

| Examples |   |
|----------|---|
| Rights   | Crown copyright, 2005,<br><a href="http://www.hmso.gov.uk/docs/copynote.htm">http://www.hmso.gov.uk/docs/copynote.htm</a>   |
| Rights   | Creative Commons Attribution-NonCommercial-NoDerivs 2.0 License,<br><a href="http://www.ruralcommunities.gov.uk/content/copyright">http://www.ruralcommunities.gov.uk/content/copyright</a> |

## Access Restrictions

Specify here whether the resource is available only to certain groups or types of users or whether it is available to everyone.

**Note:** If no access restrictions apply, specify ‘None’.

## Cost

Specify here whether the resource can be accessed for free or whether it is available only on payment of a fee or subscription.

| Example |                                 |
|---------|---------------------------------|
| Cost    | Free download; £15.95 Hard copy |

## Language

What is the published language of the resource? E.g. English, Welsh, French

## Location

The *Location* element is reserved for items held in a physical format, such as paper files, magnetic tapes or CD-ROMs that are not available in electronic format. Location should identify the organisation holding the resource and where access is available.

**Note:** *Location* should not be confused with [Identifier URL](#), which holds the URL or filename that refers to an electronic, machine readable pathway, and not a physical location.

| Example of a resource that is not publicly available and must be viewed at a specific location |  |
|--|--|
| Location   | West Midlands Regional Observatory, Level L1, Millennium Point, Curzon Street, Birmingham B4 7XG<br>Tel: 0121 202 3250 |

## Resource Contact

Specify here the relevant contact for further information about the resource. *Resource Contact* may include a person, an organisation or a service, and should specify name, address, phone number, e-mail address, web address (URL), etc.

**Note:** Use job titles in preference to names of individuals, whenever possible.

## Relation

The *Relation* element is a reference to a closely related resource. It is especially valuable to group resources which form a collection, or to link together individual items in multiple parts, different versions of the same resource, and items available in multiple formats.

Most commonly, this is used to cross-reference other versions of the resource, or to indicate that the resource is available in other formats to that specified in the Format field.

When selecting relationship descriptors from the list below, please use the most specific one that is applicable.

You can enter a maximum of four relations per resource.

| Standard Relation descriptors |   |
|-------------------------------|---|
| Conforms to                   | A reference to an established standard to which the resource conforms.  |
| Has format                    | The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format. |

|                        |  |
|------------------------|--|
| Has version            | The described resource has a version, edition, or adaptation, namely, the referenced resource.   |
| Has part               | The described resource includes the referenced resource either physically or logically.  |
| Is defined by          | The described resource is given an effective working definition by the referenced resource.  |
| Is format of           | The described resource is the same intellectual content of the referenced resource, but presented in another format.   |
| Is part of             | The described resource is a physical or logical part of the referenced resource.   |
| Is referenced by       | The described resource is referenced, cited, or otherwise pointed to by the referenced resource.   |
| Is replaced by         | The described resource is supplanted, displaced, or superseded by the referenced resource.   |
| Is required by         | The described resource is required by the referenced resource to support its function, delivery, or coherence of content.  |
| Is version of          | The described resource is a version, edition, or adaptation of the referenced resource. A change in version implies substantive changes in content rather than differences in format.<br>Comments: Includes translations of resources. |
| Provides definition of | The described resource provides an effective working definition of an item whose usual name is given in the value.   |
| Reason for redaction   | The reason for the publication of a redaction or extract.  |
| Redaction              | The described resource has a version with some part of the content marked or removed to make the remainder of the content releasable.  |
| References             | The described resource references, cites, or otherwise points to the referenced resource.  |
| Requires               | The described resource requires the referenced resource to support its function, delivery, or coherence of content.  |
| Replaces               | The described resource supplants, displaces, or supersedes the referenced resource.  |

| Examples |   |
|----------|---|
| Relation | Has format: Text/Hard copy  |
| Relation | Replaces: Warwickshire County Council homelessness strategy 1998-2003 |
|          |   |

## 4 Integrated Public Sector Vocabulary Terms (Abridged version)

| Business and industry   |   |
|---|---|
| <ul style="list-style-type: none"> <li>. Business people</li> <li>. Business practice and regulation               <ul style="list-style-type: none"> <li>. Business development</li> <li>. Business management                   <ul style="list-style-type: none"> <li>. Business planning</li> <li>. Financial management                       <ul style="list-style-type: none"> <li>. Insurance</li> <li>. Investment</li> <li>. Procurement</li> </ul> </li> <li>. Human resource management                       <ul style="list-style-type: none"> <li>. Employment relations                           <ul style="list-style-type: none"> <li>. Industrial action</li> <li>. Employment terms and conditions                               <ul style="list-style-type: none"> <li>. Flexible working</li> <li>. Leave</li> <li>. Part-time employment</li> <li>. Pay</li> <li>. Working conditions and environment</li> <li>. Work-life balance</li> </ul> </li> </ul> </li> <li>. Recruitment</li> <li>. Termination of employment                           <ul style="list-style-type: none"> <li>. Dismissal</li> <li>. Redundancy</li> <li>. Retirement</li> </ul> </li> <li>. Workplace training and development</li> </ul> </li> <li>. Information management                       <ul style="list-style-type: none"> <li>. Data security</li> <li>. Records management</li> </ul> </li> <li>. Performance management</li> <li>. Project management</li> <li>. Public relations                       <ul style="list-style-type: none"> <li>. Public consultation</li> </ul> </li> <li>. Risk management</li> </ul> </li> <li>. e-Commerce</li> <li>. Health and safety at work               <ul style="list-style-type: none"> <li>. Fire</li> </ul> </li> <li>. Insolvency</li> <li>. Marketing</li> <li>. Regulation and deregulation               <ul style="list-style-type: none"> <li>. Business licences</li> <li>. Employment regulations</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>. Business sectors               <ul style="list-style-type: none"> <li>. Building and construction</li> <li>. Communications industries</li> <li>. Distribution and service industries                   <ul style="list-style-type: none"> <li>. Business services</li> <li>. Distribution services                       <ul style="list-style-type: none"> <li>. Postal services</li> </ul> </li> <li>. Financial service industries</li> <li>. Food and drink services</li> <li>. Retail trade</li> <li>. Tourism                       <ul style="list-style-type: none"> <li>. Passports and visas</li> </ul> </li> <li>. Utilities                       <ul style="list-style-type: none"> <li>. Electricity supply</li> <li>. Gas supply</li> <li>. Telephone services</li> <li>. Water supply</li> </ul> </li> </ul> </li> <li>. Manufacturing                   <ul style="list-style-type: none"> <li>. Chemical industry</li> <li>. Defence industries</li> <li>. Electronics industry</li> <li>. Food manufacturing industry</li> <li>. Motor industry</li> </ul> </li> <li>. Mineral extraction, mining, quarrying</li> </ul> </li> <li>. Companies               <ul style="list-style-type: none"> <li>. Small businesses</li> </ul> </li> <li>. Consumer affairs</li> <li>. Energy and fuel               <ul style="list-style-type: none"> <li>. Energy conservation</li> <li>. Energy efficiency</li> <li>. Fossil fuels</li> <li>. Nuclear energy</li> <li>. Renewable energy                   <ul style="list-style-type: none"> <li>. Biofuels</li> <li>. Solar energy</li> <li>. Tidal power</li> <li>. Wind power</li> </ul> </li> </ul> </li> <li>. International trade               <ul style="list-style-type: none"> <li>. Exports</li> <li>. Globalisation</li> <li>. Imports</li> <li>. Trade agreements</li> <li>. Trade disputes</li> </ul> </li> </ul> |

## Economics and finance

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>. Capital and financial markets</li><li>. Currencies and exchange rates</li><li>. Economic development<ul style="list-style-type: none"><li>. . Regeneration</li><li>. . Rural development</li><li>. . Sustainable development</li></ul></li><li>. Economic policy</li><li>. Euro and EMU</li><li>. Investment</li><li>. Labour market</li><li>. Market competition</li><li>. Nationalisation and privatisation<ul style="list-style-type: none"><li>. . Public private partnerships</li></ul></li><li>. Personal finance<ul style="list-style-type: none"><li>. . Insurance</li><li>. . Pensions<ul style="list-style-type: none"><li>. . . Occupational pensions</li><li>. . . Personal pensions</li><li>. . . State pensions</li></ul></li><li>. . Personal loans</li></ul></li><li>. Public finance<ul style="list-style-type: none"><li>. . Budget (UK)</li><li>. . Public expenditure</li><li>. . Public funding</li></ul></li></ul> | <ul style="list-style-type: none"><li>. Tax<ul style="list-style-type: none"><li>. . Capital gains tax</li><li>. . Corporation tax</li><li>. . Customs levies</li><li>. . Excise duties</li><li>. . Income tax</li><li>. . Inheritance tax</li><li>. . Landfill tax</li><li>. . Local taxes</li><li>. . National insurance</li><li>. . Stamp duties</li><li>. . VAT</li></ul></li><li>. UK economy<ul style="list-style-type: none"><li>. . Living standards and income levels</li><li>. . Northern Ireland economy</li><li>. . Prices and inflation</li><li>. . Rural economy</li><li>. . Scottish economy</li></ul></li></ul> |
|--|---|

## Education and skills

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>. Adult and community education</li><li>. Further and higher education<ul style="list-style-type: none"><li>. . Further and higher education management</li><li>. . Further education colleges</li><li>. . Student finance</li><li>. . Studies and qualifications (post-16)</li><li>. . Universities</li></ul></li><li>. Learning and teaching methods<ul style="list-style-type: none"><li>. . e-Learning</li></ul></li><li>. Pre-school learning</li></ul> | <ul style="list-style-type: none"><li>. Schools<ul style="list-style-type: none"><li>. . Alternatives to school</li><li>. . Choosing a school</li><li>. . Curriculum and qualifications (pre-16)</li><li>. . Out of school activities</li><li>. . School governance, management and finance</li><li>. . School links with home, community and business</li><li>. . School performance and standards</li><li>. . School types</li><li>. . School welfare, behaviour and attendance</li><li>. . Studies and qualifications (post-16)</li><li>. . Teachers and school staff</li></ul></li><li>. Skills and competences</li><li>. Special educational needs and additional support</li><li>. Workplace training and development</li></ul> |
|--|---|

## Environment

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>. Built environment</li><li>. Energy and fuel<ul style="list-style-type: none"><li>. . Energy conservation</li><li>. . Energy efficiency</li><li>. . Fossil fuels</li><li>. . Nuclear energy</li><li>. . Renewable energy<ul style="list-style-type: none"><li>. . . Biofuels</li><li>. . . Solar energy</li><li>. . . Tidal power</li><li>. . . Wind power</li></ul></li></ul></li><li>. Environmental protection<ul style="list-style-type: none"><li>. . Climate and weather</li><li>. . Coastal erosion and protection</li><li>. . Countryside conservation</li><li>. . Environmental monitoring</li><li>. . Environmental sustainability</li><li>. . Marine environment</li><li>. . Nature conservation<ul style="list-style-type: none"><li>. . . Biodiversity</li><li>. . . Marine conservation</li><li>. . . Nature reserves</li></ul></li><li>. . Pollution</li></ul></li><li>. Farming<ul style="list-style-type: none"><li>. . Common Agricultural Policy</li><li>. . Crop spraying</li><li>. . Crops<ul style="list-style-type: none"><li>. . . Genetically modified food and crops</li></ul></li></ul></li><li>. Fisheries and aquaculture<ul style="list-style-type: none"><li>. . Common Fisheries Policy</li></ul></li><li>. Forestry</li><li>. Horticulture<ul style="list-style-type: none"><li>. . Common Agricultural Policy</li></ul></li></ul> | <ul style="list-style-type: none"><li>. Land and premises<ul style="list-style-type: none"><li>. . Agricultural land</li><li>. . Boundaries</li><li>. . Buildings</li><li>. . Common land</li><li>. . Council land and property</li><li>. . Countryside<ul style="list-style-type: none"><li>. . . Countryside conservation</li><li>. . . Nature reserves</li></ul></li><li>. . Land management</li><li>. . Land registration</li><li>. . Non-residential property</li><li>. . Planning (town and country)</li><li>. . Traveller sites</li></ul></li><li>. Mineral resources<ul style="list-style-type: none"><li>. . Fossil fuels</li></ul></li><li>. Plants, animals and wildlife<ul style="list-style-type: none"><li>. . Animal health</li><li>. . Animal husbandry</li><li>. . Animal rights and welfare</li><li>. . Animals</li><li>. . Biodiversity</li><li>. . Fishes</li><li>. . Hedges</li><li>. . Importing animals</li><li>. . Insects</li><li>. . Pests and pest control</li><li>. . Plant health</li><li>. . Plants</li><li>. . Wildlife</li></ul></li><li>. Waste management<ul style="list-style-type: none"><li>. . Drainage and sewerage</li><li>. . Recycling (waste)</li><li>. . Waste collection</li><li>. . Waste disposal</li></ul></li><li>. Water resources</li></ul> |
|--|--|

## Government, politics and public administration

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>. Central government               <ul style="list-style-type: none"> <li>. . Cabinet</li> <li>. . Executive agencies</li> <li>. . Government departments</li> <li>. . Ministers</li> <li>. . Prime Minister</li> </ul> </li> <li>. Civil Service</li> <li>. Constitution               <ul style="list-style-type: none"> <li>. . British-Irish Council</li> <li>. . Devolved government</li> <li>. . European Parliament</li> <li>. . Monarchy</li> <li>. . National Assembly for Wales</li> <li>. . Northern Ireland Assembly                   <ul style="list-style-type: none"> <li>. . . North-South bodies</li> </ul> </li> <li>. . Regional assemblies</li> <li>. . Scottish Parliament</li> <li>. . UK Parliament</li> </ul> </li> <li>. Democracy and elections</li> <li>. Devolved administrations               <ul style="list-style-type: none"> <li>. . Northern Ireland Executive</li> <li>. . Scottish Executive                   <ul style="list-style-type: none"> <li>. . . First Minister of Scotland</li> </ul> </li> <li>. . Welsh Assembly Government                   <ul style="list-style-type: none"> <li>. . . First Minister for Wales</li> </ul> </li> </ul> </li> <li>. Local government               <ul style="list-style-type: none"> <li>. . Councils</li> <li>. . Mayors</li> </ul> </li> <li>. Policy making</li> <li>. Politics               <ul style="list-style-type: none"> <li>. . Campaigning</li> <li>. . Political movements and doctrines</li> <li>. . Political parties</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>. Public administration               <ul style="list-style-type: none"> <li>. . Business management                   <ul style="list-style-type: none"> <li>. . . Business planning</li> <li>. . . Financial management                       <ul style="list-style-type: none"> <li>. . . . Insurance</li> <li>. . . . Investment</li> <li>. . . . Procurement</li> </ul> </li> <li>. . . Human resource management                       <ul style="list-style-type: none"> <li>. . . . Employment relations                           <ul style="list-style-type: none"> <li>. . . . . Industrial action</li> <li>. . . . . Employment terms and conditions                               <ul style="list-style-type: none"> <li>. . . . . Flexible working</li> <li>. . . . . Leave</li> <li>. . . . . Part-time employment</li> <li>. . . . . Pay</li> <li>. . . . . Working conditions and environment</li> <li>. . . . . Work-life balance</li> </ul> </li> </ul> </li> <li>. . . . Recruitment</li> <li>. . . . Termination of employment                           <ul style="list-style-type: none"> <li>. . . . . Dismissal</li> <li>. . . . . Redundancy</li> <li>. . . . . Retirement</li> </ul> </li> <li>. . . . Workplace training and development</li> </ul> </li> <li>. . Information management                   <ul style="list-style-type: none"> <li>. . . Data security</li> <li>. . . Records management</li> </ul> </li> <li>. . Performance management</li> <li>. . Project management</li> <li>. . Public relations                   <ul style="list-style-type: none"> <li>. . . Public consultation</li> </ul> </li> <li>. . Risk management</li> <li>. . e-Government</li> <li>. . Maladministration</li> <li>. . Public bodies</li> <li>. . Public consultation</li> <li>. . Public services</li> <li>. . Standards in public life</li> </ul> </li> <li>. Regional policy               <ul style="list-style-type: none"> <li>. . Government Offices for the Regions</li> <li>. . Regional Development Agencies</li> </ul> </li> </ul> </li></ul> |
|---|--|

## Health, well-being and care

- . Animal health
- . Benefits
- . Care
  - . . Care for disabled people
  - . . Care for older people
  - . . Child care
  - . . Child protection
  - . . Youth services
- . Disability
  - . . Care for disabled people
  - . . Disabled people
- . Family planning
- . Food and drink
  - . . Baby foods
  - . . Drinks
  - . . Fish (food)
  - . . Food additives
  - . . Food labelling
  - . . Food safety
  - . . Food supply
  - . . Fruit and vegetables
  - . . Genetically modified food and crops
  - . . Meat
  - . . Milk and dairy products
  - . . Organic produce
- . Health
  - . . Addiction
    - . . . Alcohol use and abuse
    - . . . Drugs use and abuse
    - . . . Smoking
    - . . . Solvent abuse
  - . . Dental health
  - . . Environmental health
  - . . Health promotion
  - . . Healthy living
  - . . Illnesses
    - . . . Cancer
    - . . . Cardiovascular diseases
    - . . . Infectious diseases
      - . . . . AIDS and HIV
      - . . . . MRSA
    - . . . Respiratory system diseases
  - . . Medicines
  - . . Mental health
  - . . Pregnancy, fertility and childbirth
    - . . . Birth
  - . . Preventive medicine
  - . . Travel health
- . Health and social care professionals
- . Health care
  - . . Complementary medicine
  - . . Health care services and specialisms
    - . . . Hospitals
  - . . Medical and psychiatric treatment
  - . . Preventive medicine
  - . . Primary health care
  - . . Private health care
  - . . Secondary health care
- . National Health Service (NHS)
  - . . Ambulance services
  - . . NHS management
  - . . Primary health care
  - . . Secondary health care
- . Nutrition
- . Safety
  - . . Accident prevention
  - . . Child safety
  - . . Community safety
  - . . Fire
  - . . Food safety
  - . . Hazardous substances
  - . . Hygiene
  - . . Road safety
  - . . Safety equipment
  - . . Safety in the home
  - . . Water and beach safety

## Housing

- . Home ownership
- . Homelessness
- . Housing finance
- . Housing repairs and renovation
- . Rented housing
- . Social housing
- . Temporary accommodation

## Information and communication

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>. Communication<ul style="list-style-type: none"><li>. . Language policy</li></ul></li><li>. Communications industries</li><li>. Information<ul style="list-style-type: none"><li>. . Freedom of information</li><li>. . Intelligence (information)</li></ul></li><li>. Information and communication technology<ul style="list-style-type: none"><li>. . e-Learning</li><li>. . Hardware<ul style="list-style-type: none"><li>. . . Computers</li></ul></li><li>. . Networking<ul style="list-style-type: none"><li>. . . Internet</li></ul></li><li>. . Radio</li><li>. . Software</li></ul></li><li>. . Telecommunications<ul style="list-style-type: none"><li>. . . Email</li><li>. . . Internet</li><li>. . . Telephone services</li></ul></li><li>. . Television</li></ul> | <ul style="list-style-type: none"><li>. Information management<ul style="list-style-type: none"><li>. . Data security</li><li>. . Records management</li></ul></li><li>. Intellectual property</li><li>. Library and information services</li><li>. Media and the press<ul style="list-style-type: none"><li>. . Newspapers</li><li>. . Radio</li><li>. . Television</li></ul></li><li>. Privacy and data protection</li><li>. Public relations<ul style="list-style-type: none"><li>. . Public consultation</li></ul></li></ul> |
|---|--|

## International affairs and defence

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>. Defence<ul style="list-style-type: none"><li>. . Armed forces<ul style="list-style-type: none"><li>. . . British Army</li><li>. . . Royal Air Force</li><li>. . . Royal Navy</li><li>. . . Territorial Army</li></ul></li><li>. . Defence agencies</li><li>. . Defence equipment and supplies</li><li>. . Defence land and buildings</li><li>. . Defence policy<ul style="list-style-type: none"><li>. . . Arms control</li><li>. . . Defence alliances and organisations<ul style="list-style-type: none"><li>. . . . NATO</li></ul></li><li>. . . Military operations<ul style="list-style-type: none"><li>. . . . Peacekeeping</li></ul></li></ul></li><li>. Embassies and consulates<ul style="list-style-type: none"><li>. . Passports and visas</li></ul></li><li>. European affairs<ul style="list-style-type: none"><li>. . European Parliament</li><li>. . European Union<ul style="list-style-type: none"><li>. . . Common Agricultural Policy</li><li>. . . Common Fisheries Policy</li><li>. . . EU institutions<ul style="list-style-type: none"><li>. . . . European Parliament</li></ul></li><li>. . . Euro and EMU</li></ul></li></ul></li></ul></li></ul> | <ul style="list-style-type: none"><li>. Extradition</li><li>. Foreign policy</li><li>. Immigration and nationality<ul style="list-style-type: none"><li>. . Asylum<ul style="list-style-type: none"><li>. . . Refugees and asylum seekers</li></ul></li><li>. . Deportation</li><li>. . Identity cards</li><li>. . Immigration control</li></ul></li><li>. International development and aid</li><li>. International organisations<ul style="list-style-type: none"><li>. . Commonwealth</li><li>. . NATO</li><li>. . United Nations</li><li>. . World Bank</li></ul></li><li>. International relations</li><li>. Overseas conflict</li></ul> |
|--|---|

## Leisure and culture

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>. Arts and entertainment venues<ul style="list-style-type: none"><li>. . Museums and galleries</li></ul></li><li>. Children's activities</li><li>. Culture and creativity<ul style="list-style-type: none"><li>. . Architecture</li><li>. . Crafts</li><li>. . Heritage</li><li>. . Literature</li><li>. . Music</li><li>. . Performing arts</li><li>. . Visual arts</li></ul></li><li>. Entertainment and events</li><li>. Gambling and lotteries</li></ul> | <ul style="list-style-type: none"><li>. Hobbies and interests</li><li>. Parks and gardens</li><li>. Sports and recreation<ul style="list-style-type: none"><li>. . Team sports<ul style="list-style-type: none"><li>. . . Cricket</li><li>. . . Football</li><li>. . . Rugby</li></ul></li><li>. . Water sports</li><li>. . Winter sports</li></ul></li><li>. Sports and recreation facilities</li><li>. Tourism<ul style="list-style-type: none"><li>. . Passports and visas</li></ul></li><li>. Young people's activities</li></ul> |
|--|---|

## Life in the community

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>. Community development</li><li>. Community facilities</li><li>. Life events<ul style="list-style-type: none"><li>. . Birth</li><li>. . Death</li><li>. . Marriage and cohabitation</li></ul></li><li>. Minority groups</li><li>. Population and migration</li><li>. Religion</li><li>. Rural communities</li></ul> | <ul style="list-style-type: none"><li>. Social issues<ul style="list-style-type: none"><li>. . Abuse<ul style="list-style-type: none"><li>. . . Domestic violence</li></ul></li><li>. . Addiction<ul style="list-style-type: none"><li>. . . Alcohol use and abuse</li><li>. . . Drugs use and abuse</li><li>. . . Smoking</li><li>. . . Solvent abuse</li></ul></li><li>. . Ethical issues</li><li>. . Homelessness</li><li>. . Social inclusion<ul style="list-style-type: none"><li>. . . Equal opportunities and diversity</li><li>. . . Race relations</li></ul></li></ul></li><li>. Urban communities</li><li>. Volunteering</li></ul> |
|---|--|

## People and organisations

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>. Organisations<ul style="list-style-type: none"><li>. . Charities</li><li>. . Companies<ul style="list-style-type: none"><li>. . . Small businesses</li></ul></li><li>. . International aid organisations</li><li>. . International organisations<ul style="list-style-type: none"><li>. . . Commonwealth</li><li>. . . NATO</li><li>. . . United Nations</li><li>. . . World Bank</li></ul></li><li>. . Non-governmental organisations</li><li>. . Public bodies</li><li>. . Trade unions</li></ul></li><li>. Partnerships<ul style="list-style-type: none"><li>. . Public private partnerships</li></ul></li></ul> | <ul style="list-style-type: none"><li>. People<ul style="list-style-type: none"><li>. . Business people</li><li>. . Carers</li><li>. . Children</li><li>. . Disabled people</li><li>. . Families</li><li>. . Health and social care professionals</li><li>. . Jobseekers</li><li>. . Offenders</li><li>. . Older people</li><li>. . Refugees and asylum seekers</li><li>. . Students</li><li>. . Unemployed people</li><li>. . Victims of crime</li><li>. . Women</li><li>. . Young people<ul style="list-style-type: none"><li>. . . Youth services</li></ul></li></ul></li><li>. Social and support groups</li><li>. Voluntary sector</li></ul> |
|---|---|

## Public order, justice and rights

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>. Animal rights and welfare</li><li>. Civil and human rights</li><li>. Crime and law enforcement<ul style="list-style-type: none"><li>. . Arrest</li><li>. . Court orders</li><li>. . Crime<ul style="list-style-type: none"><li>. . . Antisocial behaviour and disorder</li><li>. . . Arson</li><li>. . . Business crime<ul style="list-style-type: none"><li>. . . . Fraud</li></ul></li><li>. . . Domestic violence</li><li>. . . Drug offences</li><li>. . . Drug-related crime</li><li>. . . Murder</li><li>. . . Offenders</li><li>. . . Offensive weapons</li><li>. . . Organised crime and terrorism</li><li>. . . Prostitution</li><li>. . . Racially motivated crime</li><li>. . . Sex offences</li><li>. . . Smuggling</li><li>. . . Theft and burglary</li><li>. . . Vehicle crime</li><li>. . . Victims of crime</li><li>. . . Violence against the person</li><li>. . . War crimes</li><li>. . . Young offending</li></ul></li><li>. . Crime prevention</li><li>. . Extradition</li><li>. . Police</li></ul></li></ul> | <ul style="list-style-type: none"><li>. Emergencies<ul style="list-style-type: none"><li>. . Civil emergencies</li><li>. . Emergency services<ul style="list-style-type: none"><li>. . . Ambulance services</li><li>. . . Fire and rescue services</li><li>. . . Police</li></ul></li><li>. . Flooding</li></ul></li><li>. Employment rights</li><li>. Firearms</li><li>. Justice system<ul style="list-style-type: none"><li>. . Courts of law</li><li>. . Judiciary</li><li>. . Legal proceedings</li><li>. . Miscarriages of justice</li><li>. . Parole</li><li>. . Prisons</li><li>. . Probation</li><li>. . Remand</li><li>. . Sentencing</li><li>. . Witnesses</li><li>. . Youth justice</li></ul></li><li>. Law</li><li>. Security<ul style="list-style-type: none"><li>. . Data security</li><li>. . National security</li><li>. . Personal security</li><li>. . Security of property</li></ul></li></ul> |
|--|---|

## Science, technology and innovation

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>. Astronomy and space</li><li>. Biology and applied life sciences<ul style="list-style-type: none"><li>. . Botany</li><li>. . Ecology</li><li>. . Epidemiology</li><li>. . Genetics</li><li>. . Medical science</li><li>. . Microbiology</li><li>. . Palaeontology</li><li>. . Physiology</li><li>. . Sports science and technology</li><li>. . Veterinary science</li><li>. . Zoology</li></ul></li><li>. Biotechnology<ul style="list-style-type: none"><li>. . Genetically modified food and crops</li></ul></li><li>. Chemistry and biochemistry</li><li>. Engineering</li><li>. Environmental and earth sciences<ul style="list-style-type: none"><li>. . Geography</li><li>. . Geology</li><li>. . Hydrology</li><li>. . Marine science and oceanography</li><li>. . Meteorology</li></ul></li></ul> | <ul style="list-style-type: none"><li>. Forensic science</li><li>. Information and communication technology<ul style="list-style-type: none"><li>. . e-Learning</li><li>. . Hardware<ul style="list-style-type: none"><li>. . . Computers</li><li>. . . Networking</li><li>. . . Internet</li></ul></li><li>. . Radio</li><li>. . Software</li><li>. . Telecommunications<ul style="list-style-type: none"><li>. . . Email</li><li>. . . Internet</li><li>. . . Telephone services</li></ul></li><li>. . Television</li></ul></li><li>. Mathematics<ul style="list-style-type: none"><li>. . Statistical analysis</li></ul></li><li>. Physics</li><li>. Psychology</li><li>. Research and development</li></ul> |
|--|---|

## Transport and infrastructure

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>. Air transport</li><li>. Freight transport</li><li>. Public transport<ul style="list-style-type: none"><li>. . Buses</li><li>. . Fares, passes and permits</li><li>. . Ferries</li><li>. . Rail transport</li></ul></li><li>. Road transport<ul style="list-style-type: none"><li>. . Road charging</li><li>. . Road safety</li><li>. . Road traffic offences</li><li>. . Traffic management</li><li>. . Vehicles<ul style="list-style-type: none"><li>. . . Buses</li></ul></li></ul></li></ul> | <ul style="list-style-type: none"><li>. Roads and highways</li><li>. Structures and installations</li><li>. Transport planning</li><li>. Water transport<ul style="list-style-type: none"><li>. . Boats and ships</li><li>. . Ferries</li><li>. . Ports and harbours</li><li>. . Waterways</li></ul></li></ul> |
|---|--|