



West Midlands Regional Observatory

Resource Catalogue Submission Guidelines

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For further information and assistance, please contact:

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1 General information about the resource submission form

The West Midlands Regional Observatory hosts the West Midlands regional resource catalogue on its website with the purpose of sharing and disseminating data and intelligence across the region. The catalogue is built on submissions from people and organisations from across the region and includes a large range of datasets, reports, statistics, strategies, websites and other information sources.

Purpose of the resource submission form

The purpose of the form is to provide each resource record with descriptive information (metadata). This information is searchable and displays in the Regional Resource Catalogue on the WMRO website at <http://www.wmro.org>.

All resources are 'signposted' which means that the owner of the data or intelligence resource has control over the circulation of the resource.

Who can submit resources to the catalogue?

Any user registered with with [wmro.org](http://www.wmro.org) 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. 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?

You should try and provide as much information as possible when describing a resource because this information determines how useful the catalogue is to our users.

2 Guidelines for completing the submission form

[Section 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 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 Definition of Metadata Elements

3.1 Resource Origin

Resource submission

Please note that all fields marked with * are mandatory.

Resource origin IPSV classification Strategy classification Resource description Resource access Specialist metadata

Guidelines for completing the resource submission form are available, [here](#).

Part 1 - Publication Details ?

Title*

Alternative Title

Creator*

Publisher

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 Tel: 0123 456 78910 Email: ukgovtalk@e-envoy.gov.uk 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 St Crispins, Duke Street, Norwich NR3 1PD Tel: 0870 600 5522 Fax: 0870 600 5533 Email: esupport@tso.co.uk Web: www.tso.co.uk
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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 Email: fgcabinet@wales.gsi.gov.uk

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.

Date valid

The date of validity of a resource.

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.

3.2 Subject (IPSV) classification [Mandatory]

Resource submission

Please note that all fields marked with * are mandatory.

Resource origin **IPSV classification** **Strategy classification** **Resource description** **Resource access** **Specialist metadata**

Please use the tree picker below to categorise your resource with an appropriate IPSV term. Please note that this step is mandatory and at least one IPSV term must be selected. You may select as many terms as you wish.

Guidelines for completing the resource submission form are available, [here](#).

Part 2 - Subject Classification ?

Please select one or more subject categories.

Search subjects ? [Search](#)

<input type="checkbox"/>	Business and industry	<input type="checkbox"/>	You have selected the following subjects	
<input type="checkbox"/>	Economics and finance	<input type="checkbox"/>		Road charging Clear
<input type="checkbox"/>	Education and skills	<input type="checkbox"/>		<input checked="" type="checkbox"/> Clear all selections
<input type="checkbox"/>	Employment, jobs and careers	<input type="checkbox"/>		<input type="checkbox"/> Collapse all branches
<input type="checkbox"/>	Environment	<input type="checkbox"/>		
<input type="checkbox"/>	Government, politics and public administration	<input type="checkbox"/>		
<input type="checkbox"/>	Health, well-being and care	<input type="checkbox"/>		
<input type="checkbox"/>	Housing	<input type="checkbox"/>		
<input type="checkbox"/>	Information and communication	<input type="checkbox"/>		
<input type="checkbox"/>	International affairs and defence	<input type="checkbox"/>		
<input type="checkbox"/>	Leisure and culture	<input type="checkbox"/>		
<input type="checkbox"/>	Life in the community	<input type="checkbox"/>		
<input type="checkbox"/>	People and organisations	<input type="checkbox"/>		
<input type="checkbox"/>	Public order, justice and rights	<input type="checkbox"/>		
<input type="checkbox"/>	Science, technology and innovation	<input type="checkbox"/>		
<input type="checkbox"/>	Transport and infrastructure	<input type="checkbox"/>		

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 B.

3.3 Regional strategy Classification

Resource submission

Please note that all fields marked with * are mandatory.

Resource origin * IPSV classification * Strategy classification Resource description * Resource access * Specialist metadata *

If appropriate, use the tree picker below to classify the content of your resource with a regional strategy. You may select as many strategies as you wish. This step is optional.

Guidelines for completing the resource submission form are available, [here](#).

Part 3 - Strategy Classification ?

Regional Biodiversity Strategy	<input type="checkbox"/>	✖ Clear all selections
Regional Cultural Strategy	<input type="checkbox"/>	
Regional Economic Strategy	<input type="checkbox"/>	
Regional Energy Strategy	<input type="checkbox"/>	
Regional European Strategy	<input type="checkbox"/>	
Regional Forestry Framework	<input type="checkbox"/>	
Regional Freight Strategy	<input type="checkbox"/>	
Regional Health and Well-being Strategy	<input type="checkbox"/>	
Regional Housing Strategy	<input type="checkbox"/>	
Regional ICT Strategy	<input type="checkbox"/>	
Regional Innovation Strategy	<input type="checkbox"/>	
Regional International Trade Strategic Plan	<input type="checkbox"/>	
Regional Language Strategy	<input type="checkbox"/>	
Regional Marketing Strategy	<input type="checkbox"/>	
Regional Plan for Sport	<input type="checkbox"/>	
Regional Rural Delivery Framework	<input type="checkbox"/>	
Regional Skills Partnership	<input type="checkbox"/>	
Regional Social Enterprise Framework	<input type="checkbox"/>	
Regional Spatial Strategy / Regional Planning Guidance	<input type="checkbox"/>	
Regional Sustainable Development Framework	<input type="checkbox"/>	
Regional Visitor Economy Strategy	<input type="checkbox"/>	
Regional Waste Strategy	<input type="checkbox"/>	
Regional Water Resources Strategy	<input type="checkbox"/>	

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

Resource submission

Please note that all fields marked with * are mandatory.

Resource origin **IPSV classification** **Strategy classification** **Resource description** **Resource access** **Specialist metadata**

Guidelines for completing the resource submission form are available, [here](#).

Part 4 - Resource Description ?

Subject Keywords

Description*

Coverage Geographical

Coverage Time Period

Type

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
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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.

Coverage Geographical

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)

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

Type

The *Type* element outlines the nature or genre of the resource. Examples include minutes, annual report, and job advertisement, and it is recommended that *Type* is selected from the list below.

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

Appendix A provides guidance on the available publication types.

3.5 Resource Access

Resource submission

Please note that all fields marked with * are mandatory.

Resource origin IPSV classification Strategy classification Resource description Resource access Specialist metadata

Guidelines for completing the resource submission form are available, [here](#).

Part 5 - Resource Access ?

Rights*

Identifiers

URL

ISBN

Other

Access Restrictions

Cost

Language

Location

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, http://www.hmso.gov.uk/docs/copynote.htm

Rights	Creative Commons Attribution-NonCommercial-NoDerivs 2.0 License, http://www.ruralcommunities.gov.uk/content/copyright
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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	http://www.communities.gov.uk/pub/462/HomelessnessPreventionAGuidetoGoodPractice_id1500462.pdf
ISBN	9781851128570
Other	Reference No: 05 ASD 03797 (a)
URL	http://www.wmro.org/resources/res.aspx/CmsResource/resourceFilename/28/RLRI-Full-report.pdf
ISBN	0954748905
Other	

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
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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 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.

3.6 Specialist metadata

Resource submission

Please note that all fields marked with * are mandatory.

Resource origin IPSV classification Strategy classification Resource description Resource access Specialist metadata

Guidelines for completing the resource submission form are available, [here](#).

Part 6 - Specialist Metadata ?

Primary Format

Content

File Format

Medium

Other Formats

Source

Relation ? Select no of Relations 0 1 2 3 4

Primary Format

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 *Content* and *File format* should always be specified.

Other formats

If the resource is available in other formats, enter the details here.

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, http://www.aslib.co.uk/proceedings/2001/jan/03.html

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. 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

Submitting the resource

Once all data has been entered, click on the Submit button to contribute the resource to the catalogue. The submission will be reviewed by WMRO and would usually be included in the catalogue within one working day.

Hint: If you are submitting a number of similar resources, e.g. from the same creator or publisher, you could use the “Create” button in the Previous submissions list to create a new record based on a previous submission.

Appendix A: Publication types

The following tables provide guidance on available publication types for selection in the Type field.

Publication/Correspondence	
Annual report	A document that outlines and analyses the activities, especially the financial dealings, of a company or other organisation over the past year.
Article	
Briefing note	Note recording an action, event or policy statement. May take the form of a memo or minute, and/or address a specific issue.
Complaints document	Any of the documents dealing with a complaint against a public body or one of its officials.
Consultation paper	Consultative document to invite public feedback on a project, policy or proposal. See also Green paper.
Correspondence	Includes letters and email correspondence.
Form	Document or template structured for soliciting input. See also Questionnaire.
Instructional	Any material for practical guidance, including user guides, guidelines, handbooks, manuals, procedural instructions, tutorials, training materials, etc. See also Rules.
Policy	
Questionnaire	List of questions, often used to conduct a survey. See also Form.
Reference	Includes bibliographies, definitions, dictionaries, directories, encyclopaedias, glossaries, lexicons, thesauri, atlases.
Report	Includes a wide variety, such as the report of a survey or an inquiry, a research report, collection of case studies, health and safety report, etc.

Rules	Includes non-statutory regulations, codes of practice and procedural rules such as standing orders. See also Instructional, Statutory instrument.
Standard	A technical specification available to the public, established by consensus and approved by a recognised body. See also Specification.
Statistics	
Submission	Document submitted to an authority, usually in response to a process or requirement.
Financial/Purchasing	
Accounts	A set of financial accounts, often including a balance sheet.
Budget	Plan of expected income and expenditure. See also Business planning.
Call for expressions of interest	
Contract	Legally binding agreement between two or more parties.
Invitation to tender	May be a general call for tenders or a specific invitation to tender.
Invoice	
Purchase order	
Service level agreement	
Specification	Includes design specification, product specification, requirements specification, functional specification, test specification and statement of requirements.
Graphical/Non-text	
Dataset	Structured data in lists, tables, charts, databases, etc., normally in a format for direct machine processing. Data may be numeric, spatial, statistical or structured text. See also Statistics.
Image	Visual representation of a person, object, scene or process. Includes diagrams, icons, drawings, graphics, illustrations, logos, paintings, pictures, photographs, etc.

Map	A geospatial representation, for example of a geographical area or road network. Includes navigational charts.
Organisation chart	
Physical object	Use when the resource being described is a physical object, such as a museum piece.
Plan drawing	Includes architectural/engineering plans.
Software	
Sound	Includes audio recordings.
Video	
Legislation/Parliamentary/Local government	
Act of Parliament	A bill that has been approved by Parliament and so becomes law after signature by the Queen.
Bill	The draft of an Act of Parliament.
By-law	A law or ordinance dealing with matters of local or internal regulation, made by a local authority.
Circular	Guidance on the implementation of legislation, issued by a government department. See also Statutory guidance.
Command paper	Government paper presented to Parliament, and given a Command Paper Series number.
Committee report	Formal report presented to a local authority committee to support decision-making by Council.
Treaty	International agreement, convention or protocol concluded between states in written form and governed by international law.
Directive	A general instruction how to proceed or act, issued by an authority. See also Rules.
Green paper	Consultative paper preceding the drafting of a bill for parliament. See also Consultation Paper.
House of Commons paper	Papers arising from the deliberations of the House, or needed for its work, such as Select Committee papers, and Minutes of Proceedings of Standing Committees.
House of Lords paper	

Parliamentary Question	Includes question and answer.
Scottish Executive paper	For the Scottish Parliament, this is comparable to a Command paper.
Scottish Parliament paper	Comparable to a House of Commons or House of Lords paper
Statutory guidance	Guidance document from a government department, with some statutory weight. See also Circular.
Statutory instrument	Secondary legislation providing detailed regulations for an Act of Parliament.
White paper	Policy statement, often preceding a Bill.
News/Meetings/Conferences	
Agenda	List of items for discussion.
Call for papers	Invitation to submit a paper for publication and/or presentation at an event.
Minutes	Record of a meeting, particularly noting points of agreement.
Newsletter	Issue of a regular publication giving news and events information. Sometimes known as bulletin or gazette.
Press release	Brief public statement for release to the mass media
Presentation	Outline of matters presented at a meeting, sometimes including graphics. See also Speech.
Proceedings	Record of matters presented at a conference, meeting etc. See also Minutes.
Programme	Advance notice of the content and timing of an event. Not to be confused with Software.
Promotional	Any item, possibly an advertisement, promoting a cause or a project or product.
Public notice	
Speech	Text of a presentation verbally delivered. See also Presentation.
Personnel/Organisational	
Business plan	Organisational plan including statement of objectives, strategy, financial plan, etc.

Case notes	All the documentation relating to a specific, individual case
Contract	Legally binding document agreed between two or more parties.
Diary or calendar	Use the combined term for either a diary or a calendar, or a list of upcoming events.
Environmental impact assessment	
Form	Document or template structured for soliciting input. See also Questionnaire.
Job advertisement	
Job description	
Mission statement	
Organisation chart	
Policy	
Project document	Includes project initiation document, project exception report and any other PRINCE 2 type documentation.
Service level agreement	
Staff appraisal	
Staff directory	
Terms of reference	May apply to a committee or a project.
Web guidance	
Discussion forum	
Home page	Introductory page or major entry point for a network site.
Website facility	Includes search page, site map, site directory, A-Z index, help pages, feedback pages, What's New, site guest book, contacts list, disclaimer, FAQ's and any other administrative elements to help people make use of web pages.
XML schema	

Appendix B: Integrated Public Sector Vocabulary Terms (Abridged version)

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

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

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

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

Government, politics and public administration

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

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| <ul style="list-style-type: none"> . Animal health . Benefits . Care <ul style="list-style-type: none"> . Care for disabled people . Care for older people . Child care . Child protection . Youth services . Disability <ul style="list-style-type: none"> . Care for disabled people . Disabled people . Family planning . Food and drink <ul style="list-style-type: none"> . 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 <ul style="list-style-type: none"> . Addiction <ul style="list-style-type: none"> . Alcohol use and abuse . Drugs use and abuse . Smoking . Solvent abuse . Dental health . Environmental health . Health promotion . Healthy living . Illnesses <ul style="list-style-type: none"> . Cancer . Cardiovascular diseases . Infectious diseases <ul style="list-style-type: none"> . AIDS and HIV . MRSA . Respiratory system diseases . Medicines . Mental health . Pregnancy, fertility and childbirth <ul style="list-style-type: none"> . Birth . Preventive medicine . Travel health | <ul style="list-style-type: none"> . Health and social care professionals . Health care <ul style="list-style-type: none"> . Complementary medicine . Health care services and specialisms <ul style="list-style-type: none"> . Hospitals . Medical and psychiatric treatment . Preventive medicine . Primary health care . Private health care . Secondary health care . National Health Service (NHS) <ul style="list-style-type: none"> . Ambulance services . NHS management . Primary health care . Secondary health care . Nutrition . Safety <ul style="list-style-type: none"> . Accident prevention . Child safety . Community safety . Fire . Food safety . Hazardous substances . Hygiene . Road safety . Safety equipment . Safety in the home . Water and beach safety |
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Housing

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

Information and communication

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| <ul style="list-style-type: none">. Communication<ul style="list-style-type: none">. . Language policy. Communications industries. Information<ul style="list-style-type: none">. . Freedom of information. . Intelligence (information). Information and communication technology<ul style="list-style-type: none">. . e-Learning. . Hardware<ul style="list-style-type: none">. . . Computers. . Networking<ul style="list-style-type: none">. . . Internet. . Radio. . Software. . Telecommunications<ul style="list-style-type: none">. . . Email. . . Internet. . . Telephone services. . Television | <ul style="list-style-type: none">. Information management<ul style="list-style-type: none">. . Data security. . Records management. Intellectual property. Library and information services. Media and the press<ul style="list-style-type: none">. . Newspapers. . Radio. . Television. Privacy and data protection. Public relations<ul style="list-style-type: none">. . Public consultation |
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International affairs and defence	
<ul style="list-style-type: none"> . Defence <ul style="list-style-type: none"> . . Armed forces <ul style="list-style-type: none"> . . . British Army . . . Royal Air Force . . . Royal Navy . . . Territorial Army . . Defence agencies . . Defence equipment and supplies . . Defence land and buildings . . Defence policy <ul style="list-style-type: none"> . . . Arms control . . . Defence alliances and organisations <ul style="list-style-type: none"> NATO . . Military operations <ul style="list-style-type: none"> . . . Peacekeeping . Embassies and consulates <ul style="list-style-type: none"> . . Passports and visas . European affairs <ul style="list-style-type: none"> . . European Parliament . . European Union <ul style="list-style-type: none"> . . . Common Agricultural Policy . . . Common Fisheries Policy . . . EU institutions <ul style="list-style-type: none"> European Parliament . . Euro and EMU 	<ul style="list-style-type: none"> . Extradition . Foreign policy . Immigration and nationality <ul style="list-style-type: none"> . . Asylum <ul style="list-style-type: none"> . . . Refugees and asylum seekers . . Deportation . . Identity cards . . Immigration control . International development and aid . International organisations <ul style="list-style-type: none"> . . Commonwealth . . NATO . . United Nations . . World Bank . International relations . Overseas conflict

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

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

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

Public order, justice and rights

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

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

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