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TECHNICAL *Reports* 2010|16

European *Values* Study

EVS 2008
Guidelines and Recommendations

Documentation of the full data release 30/11/10

Related to the Integrated Dataset

Archive-Study-No. ZA4800, doi:10.4232/1.10188

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European Values Study

GESIS – Leibniz Institute for the Social Sciences 2010

GESIS-Technical Reports

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An overview of all national sponsors of the 2008 survey is provided in the "EVS 2008 Guidelines and Recommendations" and the "EVS 2008 Method Report", and on the website of the European Values Study http://www.europeanvaluesstudy.eu/evs/sponsoring.html.

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1 European Values Study

1.1 EVS 1981-2008

The European Values Study (EVS) is the most comprehensive research project on human values in Europe. It is a large-scale, cross-national, and longitudinal survey research program on how Europeans think about family, work, religion, politics and society. Repeated every nine years in an increasing number of countries, the survey provides insights into the ideas, beliefs, preferences, attitudes, values, and opinions of citizens all over Europe.

The research program was initiated by the European Value System Study Group (EVSSG) in the late 1970s and has emerged as a well-established network of social and political scientists aiming at high standards in data creation and processing. The data is being intensively used in social science research and teaching. It may also be of interest to policymakers, politicians, journalists, and members of civil society in getting to know and understand the societies which they are part of.

1.2 EVS 2008: Advisory groups

The EVS 2008 was managed by a number of advisory groups. The *Council of Program Directors* discussed the general outlines of the project and approved the final questionnaire and the survey methodology. Large efforts were taken to guarantee high scientific standards in developing the Master Questionnaire and translating the Field Questionnaires. The substantive issues in the questionnaire were handled by the *Theory Group*. The members critically evaluated the existing questionnaire and prepared proposals for improvements, new topics and issues to be included, and items and questions to be dropped.

The *Methodology Group* dealt with the overall quality of the research project; from data collection, cleaning and handling to data analyses. The tasks were to: reach consensus on the themes and items in the questionnaire, identify problems of comparability, plan the survey, make recommendations on socio-demographic background variables, take care of the quality of the data, organize data confrontation seminars, provide methodological advice etc.

The *EVS Foundation* aims at planning and promoting joint activities and offers assistance in fundraising.

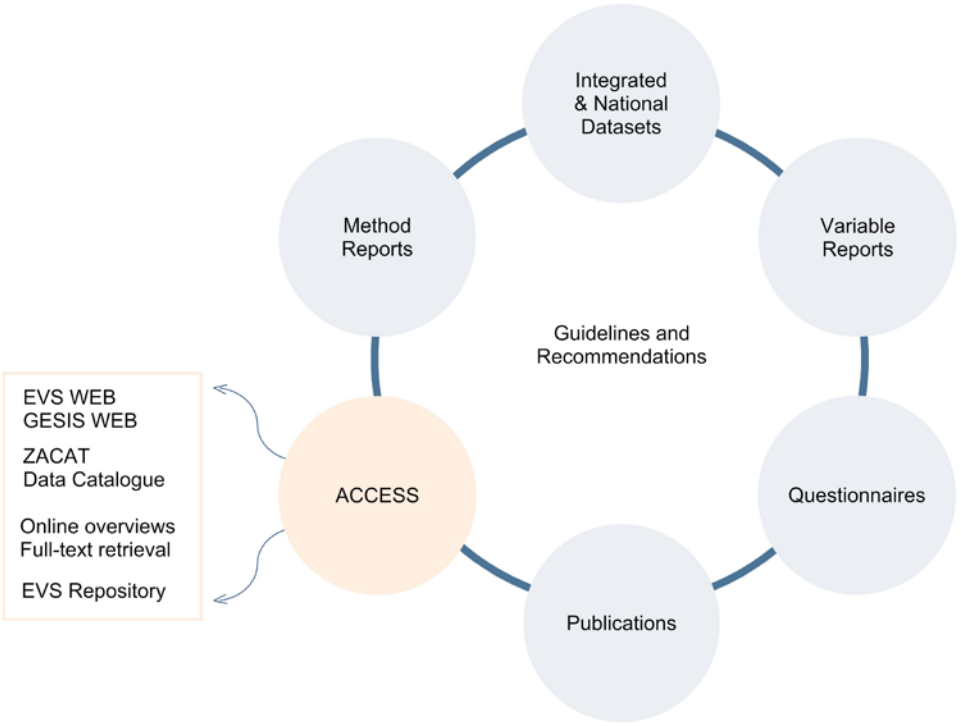
All activities are coordinated by the *team at Tilburg University*, in cooperation with *GESIS – Leibniz Institute for the Social Sciences*. Processing of data and documentation for long-term usability is realized in close collaboration between *Tilburg* and *GESIS*.

The guidelines and specifications included here were provided to the National Program Directors.

1.3 Overview of data and documentation

The documentation created for the fourth EVS wave includes both the guidelines and standards developed to produce comparable data and detailed information on peculiarities of the national datasets on study and variable level.

Figure 1: Overview of available data and documentation



Data

Beside the Integrated Dataset the national datasets, including additional country-specific variables, are provided through ZACAT for national rather than multinational use.

Reports

Standards and recommendations designed by the EVS advisory groups for all countries are compiled in the report "EVS 2008 Guidelines and Recommendations". The information is mainly related to the questionnaire development and translation process, fieldwork, and data processing.

The "EVS 2008 Method Report" includes both summarized information on the Integrated Dataset and country reports with country-specific information on the origin of the national datasets. It is based on the methodological questionnaires submitted by all EVS member countries.

The English variable documentation on the Integrated Dataset and bilingual variable reports on each national dataset are available as "EVS 2008 - Variable Reports".

Questionnaires

The English Master Questionnaire and the field questionnaires in all languages fielded in participating countries are downloadable.

Publications

The EVS repository is an easy way to find relevant publications based on EVS data. Moreover, it contains enhanced publications with direct links to the dataset, variables, and syntax codes of the concepts used.

1.4 Access to data and documentation

The data and documentation of the four EVS waves is publicly available at the EVS and GESIS websites.

General study information

The EVS website (http://www.europeanvaluesstudy.eu/) covers information on the origin of the project, and the master questionnaires as well as field questionnaires in different language versions. Additionally, method reports and original language variable reports on integrated and/or national datasets are offered for the third and fourth EVS wave.

Data and documentation

ZACAT - GESIS Online Study Catalogue provides data of all EVS waves for retrieval purposes, data exploration and free download. It supports full access to datasets and documentation and assists users in identifying trend variables of all four waves. Furthermore, ZACAT enables comparisons of original questions in survey languages of the third and fourth wave.

Version History & Errata

GESIS Data Catalogue provides an overview on version history and errata. It contains study descriptions for all EVS datasets with information about updates, errors, and error corrections.

Online study and variable information

Online study description and variable overview offer comprehensive metadata on the EVS datasets and variables.

The extended study description of the EVS 2008 provides country-specific information on the origin and outcomes of the national surveys.

The variable overview is available for the four EVS waves 1981- 2008. It allows identification of country-specific deviations in the question wording within and across the waves.

Full-text retrieval

Qbase-retrieval system is a facility for word/phrase searches in EVS text documents.

Method report retrieval supports full-text searches in EVS 2008 guidelines and method reports on both integrated and national datasets.

Question text retrieval serves for full-text searches in the Master Questionnaires and variable reports on integrated datasets of all EVS waves 1981-2008 and in existing bilingual variable reports on national datasets.

Publication

EVS Repository contains publications based on the data of the EVS. These publications are mostly enhanced with direct links to datasets, variables, and syntax codes of concepts used. The EVS Repository can be found at http://www.europeanvaluesstudy.eu/evs/publications/.

Secondary education

In cooperation with Fontys University of Applied Sciences Netherlands, a special EVS website for educational use has been established (http://www.atlasofeuropeanvalues.eu/). By means of maps, teachers and pupils can make assignments and gain a better understanding of European values.

The Atlas of European Values

Published in 2005, the Atlas of European Values unlocks the results of the EVS project for the general public. It presents values, beliefs, attitudes, and opinions through graphs, charts, and maps (http://www.europeanvaluesstudy.eu/evs/evsatlas.html).

1.5 Bibliographic Citation

Publications based on EVS data should acknowledge this by means of bibliographic citations. To ensure that such source attributions are captured for social science bibliographic utilities, citations must appear in the footnotes or in the reference section of publications.

How to cite the data:

EVS (2010): European Values Study 2008, 4th wave, Integrated Dataset. GESIS Data Archive, Cologne, Germany, ZA4800 Dataset Version 2.0.0 (2010-11-30), doi:10.4232/1.10188.

How to cite this publication:

EVS (2010): EVS 2008 Guidelines and Recommendations. GESIS-Technical Reports 2010/16. Retrieved from http://www.europeanvaluesstudy.eu/.

In addition to data files a study comprises further data depositor's original documents and materials processed by the Data Archive: for example code sheets, questionnaires or reports. It is recommended to acknowledge respective documents from the archive holdings in publications by means of bibliographic citations including Archive-Study-No.

Disclaimer

EVS, GESIS, and the producers bear no responsibility for the uses of the EVS data, or for interpretations or inferences based on these uses. EVS, GESIS, and the producers accept no liability for indirect, consequential or incidental damages or losses arising from use of the data collection, or from the unavailability of, or break in access to the service for whatever reason.

Guidelines and Recommendations

Guidelines EVS 2008 d.d. April 8, 2008

Overview

- Face-to-face survey to be conducted between April and July 2008.
- It covers the following series of topics: general values, general questions about the respondent's life, habits, and environment.
- The questionnaire length is 70 minutes.

Universe

- Random probability samples are required--full coverage of the target population.
- Net sample size: 1500.
- Eligible respondents: Persons 18 years or older who are resident within private households, regardless of nationality and citizenship or language.

Sampling Methodology

- Samples must be random. Preference hierarchy for respondent/household selection: (1) population/individual registry data, (2) address samples, (3) random walk. Guidelines concerning random walk can be obtained from the Methodology Group (evs@uvt.nl).
- Multistage and stratified sampling is allowed as long as the necessary information for weighting purposes can be provided.
- The following information should be provided for weighting purposes (see *Appendix A* for a detailed explanation):
    - size of the population from which the sample is drawn
    - the complete hierarchical structure of the sampling design, identifying all different stages/clusters
    - the size of the stages/clusters at each step in the population
    - the number of selected respondents for each stage/cluster at each step
    - the actual number of interviewed respondents for each stage/cluster at each step.
    - population distributions (of gender, age, education, region, ...), preferably in combination with each other
- Selection of eligible respondent within the household: last birthday method is acceptable; ‘closest’ birthday to a randomly chosen month is better, as is an appropriate use of Kish Grid.
- Requested visit number to a successful interview: 1+3 revisits. The interviewers should fill out a predefined contact form for each visit. This data shall be recorded and sent back together with the questionnaire data. Contact form in *Appendix B.*
- The “no substitution” principle applies. This means that the person who had been randomly selected, has to be revisited, and cannot be substituted with any other person from the same household.
- Respondent numbers should be unique and set up in such a way that the nesting of this respondent in all higher order levels/strata/clusters can be derived.

Fieldwork

- The Program Director makes sure to be updated on the fieldwork progress by the interview agency on a regular basis.

Questionnaire

- The questionnaire will be produced by the Program Director using the Webtrans system, and can be retrieved in national languages from Webtrans.
- The questionnaire contains pre-classified variables for education, income, political parties, religion, and region.
- The questionnaire contains open questions for occupation (two questions: one for occupation and one for kind of activity), nationality, and language. These should be coded according to pre-classified country-comparable classifications as shown in *Appendix C*: occupation (ISCO88), nationality (ISO 3166-1), language (ISO 639-1) and NUTS.
- When no NUTS-codes are available for your country, please create your own code based on the regional classifications approved by the Methodology Group. Code should start with ISO-code for your country, e.g. ru for Russia (for all codes see Appendix C).
- When country-specific questions are used, number the added questions and variables such that it is clear that these are country specific by adding _XX, where XX is the ISO-country code, e.g. the numbering will be as follows: Q1_ nl, v238_dk (for all codes see Appendix C).
- Additional/country specific battery items should be added at the end of the battery; questions that are domain specific should be added at the end of the domain; all other country specific questions should be placed before "Demographics".
- A sufficient number of pre-tests should be conducted by means of try-out interviews.

Training

- Interviewers should be thoroughly trained before they go into the field. The Program Director is expected to monitor this process closely.

Quality Control

- Quality control back-checks (in person, by telephone or by post) must be carried out and documented on at least 5% of respondents, 10% of refusals and 10% of non-contacts. Quality control back-checks of respondents involve a short interview with the respondent (whether by telephone or in person).

Data

- Questionnaire data should be provided in (a) an SPSS file with the original, uncorrected data, and (b) an SPSS file with the corrected data according to the cleaning-guidelines *(guidelines in Appendix D)*. Please make sure that all variables are included.
- Contact data should be provided in an SPSS file.
- SPSS templates can be used to deliver the questionnaire and contact data.

Deliverables

- Methodological questionnaire *(Appendix E)*
- Quality control report
- Sampling information for weighting purposes
- SPSS file with original, uncorrected survey data
- SPSS file with corrected survey data according to guidelines
- SPSS file with contact data

Appendix A:
Weighting information

EVS Guidelines 2008

Appendix A Necessary sampling information for weighting purposes – additional explanation

In order to guarantee high quality samples, it was decided that all samples in all countries must be some kind of random probability sampling. In the ideal situation, it can be calculated in such a sample for each potential respondent what the selection probability is; this probability is known to the Program Director (PD). However, the world is not completely ideal as we all know too well and even with a perfect design we have non-response that might distort the randomness of the sample. Moreover, a sampling design that is perfect in all respects, is not always feasible. In order to improve the representativeness of the sample, given a less than perfect design and given non-response, weighting factors can be useful (although the very best way, far better than weighting is to have a sampling design that is as perfect as possible and to reduce the non-response as much as possible). Weighting will be done, whenever possible, after the data collection by the Management Center of EVS or by the PD's with help from the Management Center where needed. However to make such a weighting procedure possible – and several weights must be computed – the management center or the PD's must have a number of important bits of information. What is needed for the different weights is outlined below. The PD is responsible for giving the necessary information to the Methodology Group (Ruud Luijkx) in all cases, regardless of who is doing the weighting; often the PD will get the relevant information from the interviewing agency.

1. DIFFERENT COUNTRY SIZES.

We draw equal size samples (N=1500) from countries that differ a lot regarding their size. Although the reliability of the sample is not influenced by the population size, for some purposes, country size must be taken into account, for example when a researcher wants to make statements about the average European citizen. To make such analyses possible we must have information about the size of the population from which the sample is drawn. Number of inhabitants at the moment of interviewing might be a rough indicator. Better is to have the number of residential people living in the country of 18 years and older. Better still is the number of inhabitants that are not institutionalized (hospital, prison etc.) as these people are usually excluded from the sample, etc. etc. The best figure, but not always available is the precise size of the exact population from which the sample is drawn at a particular time.

2. NON-RESPONSE

Although we try to get a 70% response everywhere, even this high figure can still cause a distorted sample, let alone lower response rates. Weight factors may overcome this bias. 'Non-response weights' must be based on those factors that are known to correlate with non-response and for which the population distribution is known. The relevant population is here in principle, as above, the exact population from which the sample is drawn (but

certainly here a more approximate population definition might be necessary to get the needed information). In principle, the more information can be used, the more distributions are known, the better. The minimum required set consists of providing the population distributions of Gender, Education, Age and Region. Additional relevant variables one might think of are marital status, household composition, religion, and/or urbanization. At least the marginal distribution of each particular characteristic is needed, e.g., the distribution of Age. But if population combinations of two or more characteristics are available, the better, e.g. Age x Gender x Region. A more refined population distribution of region is preferred, because later on more broad regions can be defined in all kinds of combinations for weighting. We ask the PD's to provide this information, including the link between the coding of the population characteristics and the relevant categories of the same variables used in the questionnaire.

3. DISPROPORTIONATE SAMPLES

Most samples are not drawn as simple random samples. (The model: put all inhabitants of the country of 18 years and older into one big bag, shake well, and draw blindly a respondent, put it back, shake well again, blindly choose another, etc. etc.). Usually several stages and/ or strata are being used. For example, first, randomly some areas are chosen, secondly, within the chosen areas, villages and towns, within these communities buildings, within buildings households, within the household, a person. Often this 'cluster' process is combined with stratified sampling: areas are divided into rural and urban areas/ strata and within such a stratum, further selection takes place. If at each step in each 'area (also: household) or in each stratum, the number of persons selected is proportional to the size of the areas or strata, the sample is called self-weighting and no extra measures have to be taken. But if in even one of these steps, the number of respondents selected is not in agreement with the size of the step (area/stratum) compared to other areas/strata, weights must be constructed to ensure representativeness and guard against overrepresenting smaller areas or strata. (The rationale behind the first weighting factor above).

To be able to ensure representativeness and construct the appropriate weights, we need the following information:

a) the size of the areas/strata at each step in the population

b) the number of selected respondents for each and all areas/strata at each step

c) the actual number of interviewed respondents at each step for each area/stratum.

In some procedures it will be hard or even impossible to find reliable estimates of the population size of all 'areas' (clusters). This might happen in some forms of random walk. If a procedure has to be used in which it is not possible to get reliable estimates for all steps, because it is the only means, we still need for those steps separately the number of respondents chosen and interviewed. Corrections to ensure representativeness must then be partly achieved by using the weights, labelled 2 above, for non-response. However, this is a very bad choice. But if is this is the only possible way, so be it: Given the circumstances it might be the optimal choice possible.

4. EFFECTIVE SAMPLE SIZE

These weights have to do with the fact that in more stage/steps sampling designs as described above the elements within a cluster (e.g., an area, an apartment building) are not independent of each other. Imagine an area sample of 20 areas and 100 respondents within each area. If the areas are completely homogenous, al people within an area think exactly the same about an issue, then the effective sample size for this issue will not be 20*100=2000, but just 20! In general, the more the elements within an area look like one another, the 'less' the effective sample size is. To be able to compute for later analyses, the effective sample size for computing correctly the standard errors of the estimates, we need to know for each respondent to which categories of all steps the respondent belongs. In other words, the identification number for the respondent should be 'hierarchical' and should make perfectly clear to which area, to which subarea, to which building etc. the respondent belongs.

Appendix B:
Contact form

EVS CONTACT SHEET [INSTITUTE] [COUNTRY] [COUNTRY CODE]

European *Values* Study

[Settlement] [Settl CODE] Number of interviews to be completed: []
PSU: [PSU CODE]

Name of interviewer n°1:		Interviewer ID:					
Name of interviewer n°2:		Interviewer ID:					
Instructor's ID:							
Respondent's ID:							

Name of settlement:	Settlement ID:	Type of settlement:
ADDRESS:		

Respondent's name:									
Respondent's telephone number:	Area code:		Phone number:						1 – refused 2 – no phone

CONTACT PROTOCOL

Visit=each attempt to contact the individual/household
Complete this form at the end of each visit, including the visit in which the interview has been completed.
When more than four contacts are needed, please use another form (1st contact is than 5th contact and so on)

	1ST VISIT	2ND VISIT	3RD VISIT	4TH VISIT
Q1.Date: dd/mm/yy	…./…./….	…./…./….	…./…./….	…./…./….
Q2.Time: (24 hour clock)	..…..h …..min	.....h.….min	…….h ..min	.. ….h …..min
Q3. Mode of visit				
1- Personal face-to-face	1	1	1	1
2- Phone	2	2	2	2
3- Personal contact by door entry	3	3	3	3
4- Other, please specify.....	4	4	4	4

	Q4. VISIT OUTCOME:		1ST VISIT	2ND VISIT	3RD VISIT	4TH VISIT
WRONG ADDRESS	11= Address not valid (unoccupied/demolish hed/institution)	**-- > skip to Q9**				
NO CONTACT	21= Not at home	**-- > revisit**				
	22= At home, did not open door	**-- > revisit**				
	23= Unable to enter building/reach housing unit	**-- > revisit**				
CONTACT WITH SOMEONE, DON'T KNOW IF RESPONDENT OR OTHER THAN RESPONDENT	31= Language barriers	**FINAL**				
	32= Household refusal, no information whether refused by eligible respondent or other person in household	**GO TO Q5**				
	33= Respondent is not capable (mentally/ physically disabled)	**FINAL**				
	34= Respondent not available/away until the end of fieldwork	**FINAL**				
	35= Respondent temporarily not available/away	**-- > revisit**				
	36= Contacted person (who is not respondent) is not capable (mentally/physically disabled)	**-- > revisit**				
	37= Appointment *(date and time)*	**-- > revisit**				
	38= Other, please specify.....					
CONTACT WITH RESPONDENT, NO INTERVIEW	41= Language barriers	**FINAL**				
	42= Refused by eligible respondent	**GO TO Q5**				
	43= Respondent is not capable (mentally/ physically disabled)	**FINAL**				
	44= Respondent not available/away until the end of fieldwork	**FINAL**				
	45= Respondent temporarily not available/away	**-- > revisit**				
	46= Appointment *(date and time)*	**-- > revisit**				
	47= Other, please specify.....					
SUCCESSFUL INTERVIEW	51= Completed interview	**FINAL**				
	52= Partially completed interview	**FINAL**				

IN CASE OF REFUSAL (Code 32 or Code 42)		
Q5. Number of visit that refusal occurs? *(write in)*	Visit N°:.....	Visit N°:.....
Q6. Reason for refusal *(multiple answers possible)*		
1. Bad timing (e.g. ill, child,…), engaged (e.g. visit of guests)	1	1
2. Not interested	2	2
3. Don't know subject, too difficult for him/her	3	3
4. Waste of time	4	4
5. Waste of money	5	5
6. Interferes with his/her privacy / does not reveal private information	6	6
7. Never do surveys	7	7
8. Co-operated too often	8	8
9. Do not trust surveys	9	9
10. Previous bad experience	10	10
11. Don't like subject	11	11
12. Refuses because he/she has got no approval from partner/family/household to cooperate	12	12
13. Other, please specify.....	13	13
Q7. Age of respondent		
1- Under 20 **2-** 20 to 39 **3**- 40 to 59 **4**- 60 or over **8**- don't know	1 2 3 4 8	1 2 3 4 8
Q8. Gender of respondent		
1- Male **2**- Female **8**- don't know	1 2 8	1 2 8

Q9. WRONG ADDRESS

1. Derelict or demolished house/address
2. Not yet built/not yet ready for occupation
3. Address not traceable, address was not sufficient
4. Address not residential: business purpose
5. Address not residential: institution (sheltered/retirement housing, hospital, barrack, …)
6. Address is not occupied (empty, vacation house,…)
7. Seasonal/vacation/temporary residence
8. Other, please specify……

Variable name	Meaning of variable, value labels and codes	Variable type	Question in contact form
GENERAL INFORMATION			
country	Country code 1 France 2 Great Britain 3 Germany 5 Austria 6 Italy 7 Spain 8 Portugal 9 Netherlands 10 Belgium 11 Denmark 13 Sweden 14 Finland 15 Iceland 16 Northern Ireland 17 Ireland 18 Estonia 19 Latvia 20 Lithuania 21 Poland 22 Czech Republic 23 Slovakia 24 Hungary 25 Romania 26 Bulgaria 27 Croatia 28 Greece 29 Russia 32 Malta 33 Luxembourg 34 Slovenia 35 Ukraine 36 Belarus 37 Albania 38 Armenia 39 Azerbaijan 40 Bosnia-Herzegovina 41 Cyprus 42 Georgia 43 Kosovo 44 Turkey 45 Macedonia 46 Moldava 47 Montenegro 48 Norway 49 Serbia 50 Switzerland	N	
entryid	Data-entry person number	N	

Variable name	Meaning of variable, value labels and codes	Variable type	Question in contact form
INFORMATION TO BE FILLED IN BY FIELDWORK RESPONSIBLE			
statuscf	Contact form status for the sample unit 1 contact form is filled in by interviewer 2 contact form is missing	N	
statusint	Interview status for the sample unit 1 complete and valid interview related to contact form 2 interview is incomplete 3 interview is invalid 4 no interview related to contact form	N	
IDENTIFICATION INFORMATION			
settcode	Settlement code	N	
psucode	PSU code	N	
nintcom	Number of interviews to be completed	N	
int1id	Interviewer number of first interviewer who visits the sample unit	N	
int2id	Interviewer number of second interviewer who visits the sample unit	N	
instrid	Instructor number	N	
respid	Respondent number	N	
settname	Name of settlement	A	
settid	Settlement number	N	
settltype	Type of settlement	A	
address	Address	A	
respname	Name respondent	A	
telnum	Telephone number respondent 1 refused *(missing value)* 2 no phone *(missing value)*	N	
CONTACT INFORMATION			
date_v1 to date_v4	Date that the first (2nd/3rd/4th) visit was made: calendar number of day (1-31)	N	Q1
mon_v1 to mon_v4	Month that the first (2nd/3rd/4th) visit was made: calendar number of month (1-12)	N	Q1
year_v1 to year_v4	Year that the first (2nd/3rd/4th) visit was made: in two digits (08)	N	Q1
hour_v1 to hour_v4	Hour at which first (2nd/3rd/4th) visit was made (1-24)	N	Q2
min_v1 to min_v4	Minutes at which first (2nd/3rd/4th) visit was made (0-59)	N	Q2
mode_v1 to mode_v4	Mode of first (2nd/3rd/4th) visit 1 personal face-to-face 2 phone 3 personal contact by door entry 4 other, please specify in mode_v1a etc	N	Q3
mode_v1a to mode_v4a	Other mode of first (2nd/3rd/4th) visit specified	A	Q3

Variable name	Meaning of variable, value labels and codes	Variable type	Question in contact form
outc_v1 to out_v4	Outcome first (2nd/3rd/4th) visit 11 Address not valid (unoccupied/demolished/institution) 21 Not at home 22 At home, did not open door 23 Unable to enter building/reach housing unit 31 Language barriers 32 Household refusal, no information whether refused by eligible respondent or other person in household 33 Respondent is not capable (mentally/ physically disabled) 34 Respondent not available/away until the end of fieldwork 35 Respondent temporarily not available/away 36 Contacted person (who is not respondent) is not capable (mentally/physically disabled) 37 Appointment (date and time) 38 Other, please specify - outc_v1a etc. 41 Language barriers 42 Refused by eligible respondent 43 Respondent is not capable (mentally/ physically disabled) 44 Respondent not available/away until the end of fieldwork 45 Respondent temporarily not available/away 46 Appointment (date and time) 47 Other, please specify 51 Completed interview 52 Partially completed interview	N	Q4
outc_v1a to outc_v4a	Other outcome first (2nd/3rd/4th) visit-contact with someone else	A	Q4
outc_v1b to outc_v4b	Other outcome first (2nd/3rd/4th) visit-contact with respondent	A	Q4
refnum	Number of visit that refusal occurs 1 first visit 2 second visit 3 third visit 4 fourth visit	N	Q5
ref1 & ref1_2	Reason for (2nd) refusal - respondent mentioned: Bad timing (e.g. ill, child,…), engaged (e.g. visit of guests)	N	Q6
ref2 & ref2_2	Reason for (2nd) refusal - respondent mentioned: Not interested	N	Q6
ref3 & ref3_2	Reason for (2nd) refusal - respondent mentioned: Does not know subject, too difficult for him/her	N	Q6
ref4 & ref4_2	Reason for r(2nd) efusal - respondent mentioned: Waste of time	N	Q6
ref5 & ref5_2	Reason for (2nd) refusal - respondent mentioned: Waste of money	N	Q6
ref6 & ref6_2	Reason for (2nd) refusal - respondent mentioned: Interferes with his/her privacy / does not reveal private information	N	Q6
ref7 & ref7_2	Reason for (2nd) refusal - respondent mentioned: Never does surveys	N	Q6
ref8 & ref8_2	Reason for (2nd) refusal - respondent mentioned: Co-operated too often	N	Q6
ref9 & ref9_2	Reason for (2nd) refusal - respondent mentioned: Does not trust surveys	N	Q6

Variable name	Meaning of variable, value labels and codes	Variable type	Question in contact form
ref10 & ref10_2	Reason for (2nd) refusal - respondent mentioned: Previous bad experience	N	Q6
ref11 & ref11_2	Reason for (2nd) refusal - respondent mentioned: Does not like subject	N	Q6
ref12 & ref12_2	Reason for (2nd) refusal - respondent mentioned: Refuses because he/she has got no approval from partner/family/household to cooperate	N	Q6
ref13 & ref13_2	Reason for (2nd) refusal - respondent mentioned: Other, please specify	N	Q6
ref13a & ref13a_2	Reason for (2nd) refusal - Other reason for refusal specified	A	Q6
age & age_2	Age of respondent - in case of (2nd) refusal 1 under 20 2 20-39 3 40-59 4 60 or over 8 do not know *(missing value)*	N	Q7
gender & gender_2	Gender of respondent - in case of (2nd) refusal 1 male 2 female 8 do not know (missing value)	N	Q8
wradd	Wrong address - specified 1 Derelict or demolished house/address 2 Not yet built/not yet ready for occupation 3 Address not traceable, address was not sufficient 4 Address not residential: business purpose 5 Address not residential: institution (sheltered/retirement housing, hospital, barrack, …) 6 Address is not occupied (empty, vacation house,…) 7 Seasonal/vacation/temporary residence 8 Other, please specify	N	Q9
wradd_a	Other reason for wrong address specified	A	Q9

* N=numeric; A=alphanumeric

INTERVIEWER INFORMATION

Fill in general information	
	Country
	Fieldwork agency
	Total number of interviewers

Provide the following information for each interviewer that took part in the EVS-fieldwork - use 1 line per interviewer		
NOTE	Interviewer number	identical to the number used on the contact form
	Sex	0=male; 1=female
	Birth year	in 4 digits (e.g. 1965)
	Educational level	follow the classification of your country as used in the questionnaire
	Years of experience as an interviewer	round off to the nearest number of years

Appendix C:
Official classifications

Appendix C Official Classifications

A. Occupation: ISCO88 (4 digits)

B. Nationality: ISO 3166-1 (and ISO 3166-3)

C. Languages: ISO 639-1

D. Regional codes: NUTS-3

A. Occupation: ISCO88 4 digits

(source: http://www.ilo.org/public/english/bureau/stat/isco/isco88/index.htm)

1 LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11 LEGISLATORS AND SENIOR OFFICIALS

111 LEGISLATORS

1110 Legislators

112 SENIOR GOVERNMENT OFFICIALS

1120 Senior government officials

113 TRADITIONAL CHIEFS AND HEADS OF VILLAGES

1130 Traditional chiefs and heads of villages

114 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS

1141 Senior officials of political-party organisations

1142 Senior officials of employers', workers' and other economic-interest organisations

1143 Senior officials of humanitarian and other special-interest organisations

12 CORPORATE MANAGERS (This group is intended to include persons who - as directors, chief executives or department managers - manage enterprises or organisations, or departments, requiring a total of three or more managers.)

121 DIRECTORS AND CHIEF EXECUTIVES

1210 Directors and chief executives

122 PRODUCTION AND OPERATIONS DEPARTMENT MANAGERS

1221 Production and operations department managers in agriculture, hunting, forestry and fishing

1222 Production and operations department managers in manufacturing

1223 Production and operations department managers in construction

1224 Production and operations department managers in wholesale and retail trade

1225 Production and operations department managers in restaurants and hotels

1226 Production and operations department managers in transport, storage and communications

1227 Production and operations department managers in business services

1228 Production and operations department managers in personal care, cleaning and related services

1229 Production and operations department managers not elsewhere classified

123 OTHER DEPARTMENT MANAGERS

1231 Finance and administration department managers

1232 Personnel and industrial relations department managers

1233 Sales and marketing department managers

1234 Advertising and public relations department managers

1235 Supply and distribution department managers

1236 Computing services department managers

1237 Research and development department managers

1239 Other department managers not elsewhere classified

13 GENERAL MANAGERS (This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub- major group as, in most cases, the tasks will be broader than those of a specialised manager in a larger enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

131 GENERAL MANAGERS

1311 General managers in agriculture, hunting, forestry/ and fishing

1312 General managers in manufacturing

1313 General managers in construction

1314 General managers in wholesale and retail trade

1315 General managers of restaurants and hotels

1316 General managers in transport, storage and communications

1317 General managers of business services

1318 General managers in personal care, cleaning and related services

1319 General managers not elsewhere classified

2 PROFESSIONALS

21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS

211 PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS

2111 Physicists and astronomers

2112 Meteorologists

2113 Chemists

2114 Geologists and geophysicists

212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS

2121 Mathematicians and related professionals

2122 Statisticians

213 COMPUTING PROFESSIONALS

2131 Computer systems designers and analysts

2132 Computer programmers

2139 Computing professionals not elsewhere classified

214 ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

2141 Architects, town and traffic planners

2142 Civil engineers

2143 Electrical engineers

2144 Electronics and telecommunications engineers

2145 Mechanical engineers

2146 Chemical engineers

2147 Mining engineers, metallurgists and related professionals

2148 Cartographers and surveyors

2149 Architects, engineers and related professionals not elsewhere classified

22 LIFE SCIENCE AND HEALTH PROFESSIONALS

221 LIFE SCIENCE PROFESSIONALS

2211 Biologists, botanists, zoologists and related professionals

2212 Pharmacologists, pathologists and related professionals

2213 Agronomists and related professionals

222 HEALTH PROFESSIONALS (except nursing)

2221 Medical doctors

2222 Dentists

2223 Veterinarians

2224 Pharmacists

2229 Health professionals (except nursing) not elsewhere classified

223 NURSING AND MIDWIFERY PROFESSIONALS

2230 Nursing and midwifery professionals

23 TEACHING PROFESSIONALS

231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS

2310 College, university and higher education teaching professionals

232 SECONDARY EDUCATION TEACHING PROFESSIONALS

2320 Secondary education teaching professionals

233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS

2331 Primary education teaching professionals

2332 Pre-primary education teaching professionals

234 SPECIAL EDUCATION TEACHING PROFESSIONALS

2340 Special education teaching professionals

235 OTHER TEACHING PROFESSIONALS

2351 Education methods specialists

2352 School inspectors

2359 Other teaching professionals not elsewhere classified

24 OTHER PROFESSIONALS

241 BUSINESS PROFESSIONALS

2411 Accountants

2412 Personnel and careers professionals

2419 Business professionals not elsewhere classified

242 LEGAL PROFESSIONALS

2421 Lawyers

2422 Judges

2429 Legal professionals not elsewhere classified

243 ARCHIVISTS, LIBRARIANS AND RELATED INFORMATION PROFESSIONALS

2431 Archivists and curators

2432 Librarians and related information professionals

244 SOCIAL SCIENCE AND RELATED PROFESSIONALS

2441 Economists

2442 Sociologists, anthropologists and related professionals

2443 Philosophers, historians and political scientists

2444 Philologists, translators and interpreters

2445 Psychologists

2446 Social work professionals

245 WRITERS AND CREATIVE OR PERFORMING ARTISTS

2451 Authors, journalists and other writers

2452 Sculptors, painters and related artists

2453 Composers, musicians and singers

2454 Choreographers and dancers

2455 Film, stage and related actors and directors

246 RELIGIOUS PROFESSIONALS

2460 Religious professionals

3 TECHNICIANS AND ASSOCIATE PROFESSIONALS

31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS

311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS

3111 Chemical and physical science technicians

3112 Civil engineering technicians

3113 Electrical engineering technicians

3114 Electronics and telecommunications engineering technicians

3115 Mechanical engineering technicians

3116 Chemical engineering technicians

3117 Mining and metallurgical technicians

3118 Draughtspersons

3119 Physical and engineering science technicians not elsewhere classified

312 COMPUTER ASSOCIATE PROFESSIONALS

3121 Computer assistants

3122 Computer equipment operators

3123 Industrial robot controllers

313 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS

3131 Photographers and image and sound recording equipment operators

3132 Broadcasting and telecommunications equipment operators

3133 Medical equipment operators

3139 Optical and electronic equipment operators not elsewhere classified

314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS

3141 Ships' engineers

3142 Ships' deck officers and pilots

3143 Aircraft pilots and related associate professionals

3144 Air traffic controllers

3145 Air traffic safety technicians

315 SAFETY AND QUALITY INSPECTORS

3151 Building and fire inspectors

3152 Safety, health and quality inspectors

32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS

321 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS

3211 Life science technicians

3212 Agronomy and forestry technicians

3213 Farming and forestry advisers

322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)

3221 Medical assistants

3222 Sanitarians

3223 Dieticians and nutritionists

3224 Optometrists and opticians

3225 Dental assistants

3226 Physiotherapists and related associate professionals

3227 Veterinary assistants

3228 Pharmaceutical assistants

3229 Modern health associate professionals (except nursing) not elsewhere classified

323 NURSING AND MIDWIFERY ASSOCIATE PROFESSIONALS

3231 Nursing associate professionals

3232 Midwifery associate professionals

324 TRADITIONAL MEDICINE PRACTITIONERS AND FAITH HEALERS

3241 Traditional medicine practitioners

3242 Faith healers

33 TEACHING ASSOCIATE PROFESSIONALS

331 PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS

3310 Primary education teaching associate professionals

332 PRE-PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS

3320 Pre-primary education teaching associate professionals

333 SPECIAL EDUCATION TEACHING ASSOCIATE PROFESSIONALS

3330 Special education teaching associate professionals

334 OTHER TEACHING ASSOCIATE PROFESSIONALS

3340 Other teaching associate professionals

34 OTHER ASSOCIATE PROFESSIONALS

341 FINANCE AND SALES ASSOCIATE PROFESSIONALS

3411 Securities and finance dealers and brokers

3412 Insurance representatives

3413 Estate agents

3414 Travel consultants and organisers

3415 Technical and commercial sales representatives

3416 Buyers

3417 Appraisers, valuers and auctioneers

3419 Finance and sales associate professionals not elsewhere classified

342 BUSINESS SERVICES AGENTS AND TRADE BROKERS

3421 Trade brokers

3422 Clearing and forwarding agents

3423 Employment agents and labour contractors

3429 Business services agents and trade brokers not elsewhere classified

343 ADMINISTRATIVE ASSOCIATE PROFESSIONALS

3431 Administrative secretaries and related associate professionals

3432 Legal and related business associate professionals

3433 Bookkeepers

3434 Statistical, mathematical and related associate professionals

3439 Administrative associate professionals not elsewhere classified

344 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS

3441 Customs and border inspectors

3442 Government tax and excise officials

3443 Government social benefits officials

3444 Government licensing officials

3449 Customs, tax and related government associate professionals not elsewhere classified

345 POLICE INSPECTORS AND DETECTIVES

3450 Police inspectors and detectives

346 SOCIAL WORK ASSOCIATE PROFESSIONALS

3460 Social work associate professionals

347 ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS

3471 Decorators and commercial designers

3472 Radio, television and other announcers

3473 Street, night-club and related musicians, singers and dancers

3474 Clowns, magicians, acrobats and related associate professionals

3475 Athletes, sportspersons and related associate professionals

348 RELIGIOUS ASSOCIATE PROFESSIONALS

3480 Religious associate professionals

4 CLERKS

41 OFFICE CLERKS

411 SECRETARIES AND KEYBOARD-OPERATING CLERKS

4111 Stenographers and typists

4112 Word-processor and related operators

4113 Data entry operators

4114 Calculating-machine operators

4115 Secretaries

412 NUMERICAL CLERKS

4121 Accounting and bookkeeping clerks

4122 Statistical and finance clerks

413 MATERIAL-RECORDING AND TRANSPORT CLERKS

4131 Stock clerks

4132 Production clerks

4133 Transport clerks

414 LIBRARY, MAIL AND RELATED CLERKS

4141 Library and filing clerks

4142 Mail carriers and sorting clerks

4143 Coding, proof-reading and related clerks

4144 Scribes and related workers

419 OTHER OFFICE CLERKS

4190 Other office clerks

42 CUSTOMER SERVICES CLERKS

421 CASHIERS, TELLERS AND RELATED CLERKS

4211 Cashiers and ticket clerks

4212 Tellers and other counter clerks

4213 Bookmakers and croupiers

4214 Pawnbrokers and money-lenders

4215 Debt-collectors and related workers

422 CLIENT INFORMATION CLERKS

4221 Travel agency and related clerks

4222 Receptionists and information clerks

4223 Telephone switchboard operators

5 SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

51 PERSONAL AND PROTECTIVE SERVICES WORKERS

511 TRAVEL ATTENDANTS AND RELATED WORKERS

5111 Travel attendants and travel stewards

5112 Transport conductors

5113 Travel guides

512 HOUSEKEEPING AND RESTAURANT SERVICES WORKERS

5121 Housekeepers and related workers

5122 Cooks

5123 Waiters, waitresses and bartenders

513 PERSONAL CARE AND RELATED WORKERS

5131 Child-care workers

5132 Institution-based personal care workers

5133 Home-based personal care workers

5139 Personal care and related workers not elsewhere classified

514 OTHER PERSONAL SERVICES WORKERS

5141 Hairdressers, barbers, beauticians and related workers

5142 Companions and valets

5143 Undertakers and embalmers

5149 Other personal services workers not elsewhere classified

515 ASTROLOGERS, FORTUNE-TELLERS AND RELATED WORKERS

5151 Astrologers and related workers

5152 Fortune-tellers, palmists and related workers

516 PROTECTIVE SERVICES WORKERS

5161 Fire-fighters

5162 Police officers

5163 Prison guards

5169 Protective services workers not elsewhere classified

52 MODELS, SALESPERSONS AND DEMONSTRATORS

521 FASHION AND OTHER MODELS

5210 Fashion and other models

522 SHOP SALESPERSONS AND DEMONSTRATORS

5220 Shop salespersons and demonstrators

523 STALL AND MARKET SALESPERSONS

5230 Stall and market salespersons

6 SKILLED AGRICULTURAL AND FISHERY WORKERS

61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS

611 MARKET GARDENERS AND CROP GROWERS

6111 Field crop and vegetable growers

6112 Tree and shrub crop growers

6113 Gardeners, horticultural and nursery growers

6114 Mixed-crop growers

612 MARKET-ORIENTED ANIMAL PRODUCERS AND RELATED WORKERS

6121 Dairy and livestock producers

6122 Poultry producers

6123 Apiarists and sericulturists

6124 Mixed-animal producers

6129 Market-oriented animal producers and related workers not elsewhere classified

613 MARKET-ORIENTED CROP AND ANIMAL PRODUCERS

6130 Market-oriented crop and animal producers

614 FORESTRY AND RELATED WORKERS

6141 Forestry workers and loggers

6142 Charcoal burners and related workers

615 FISHERY WORKERS, HUNTERS AND TRAPPERS

6151 Aquatic-life cultivation workers

6152 Inland and coastal waters fishery workers

6153 Deep-sea fishery workers

6154 Hunters and trappers

62 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS

621 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS

6210 Subsistence agricultural and fishery workers

7 CRAFT AND RELATED TRADES WORKERS

71 EXTRACTION AND BUILDING TRADES WORKERS

711 MINERS, SHOTFIRERS, STONE CUTTERS AND CARVERS

7111 Miners and quarry workers

7112 Shotfirers and blasters

7113 Stone splitters, cutters and carvers

712 BUILDING FRAME AND RELATED TRADES WORKERS

7121 Builders, traditional materials

7122 Bricklayers and stonemasons

7123 Concrete placers, concrete finishers and related workers

7124 Carpenters and joiners

7129 Building frame and related trades workers not elsewhere classified

713 BUILDING FINISHERS AND RELATED TRADES WORKERS

7131 Roofers

7132 Floor layers and tile setters

7133 Plasterers

7134 Insulation workers

7135 Glaziers

7136 Plumbers and pipe fitters

7137 Building and related electricians

714 PAINTERS, BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS

7141 Painters and related workers

7142 Varnishers and related painters

7143 Building structure cleaners

72 METAL, MACHINERY AND RELATED TRADES WORKERS

721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL- METAL PREPARERS, AND RELATED TRADES WORKERS

7211 Metal moulders and coremakers

7212 Welders and flamecutters

7213 Sheet metal workers

7214 Structural-metal preparers and erectors

7215 Riggers and cable splicers

7216 Underwater workers

722 BLACKSMITHS, TOOL-MAKERS AND RELATED TRADES WORKERS

7221 Blacksmiths, hammer-smiths and forging-press workers

7222 Tool-makers and related workers

7223 Machine-tool setters and setter-operators

7224 Metal wheel-grinders, polishers and tool sharpeners

723 MACHINERY MECHANICS AND FITTERS

7231 Motor vehicle mechanics and fitters

7232 Aircraft engine mechanics and fitters

7233 Agricultural- or industrial-machinery mechanics and fitters

724 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS

7241 Electrical mechanics and fitters

7242 Electronics fitters

7243 Electronics mechanics and servicers

7244 Telegraph and telephone installers and servicers

7245 Electrical line installers, repairers and cable jointers

73 PRECISION, HANDICRAFT, PRINTING AND RELATED TRADES WORKERS

731 PRECISION WORKERS IN METAL AND RELATED MATERIALS

7311 Precision-instrument makers and repairers

7312 Musical instrument makers and tuners

7313 Jewellery and precious-metal workers

732 POTTERS, GLASS-MAKERS AND RELATED TRADES WORKERS

7321 Abrasive wheel formers, potters and related workers

7322 Glass makers, cutters, grinders and finishers

7323 Glass engravers and etchers

7324 Glass, ceramics and related decorative painters

733 HANDICRAFT WORKERS IN WOOD,TEXTILE, LEATHER AND RELATED MATERIALS

7331 Handicraft workers in wood and related materials

7332 Handicraft workers in textile, leather and related materials

734 PRINTING AND RELATED TRADES WORKERS

7341 Compositors, typesetters and related workers

7342 Stereotypers and electrotypers

7343 Printing engravers and etchers

7344 Photographic and related workers

7345 Bookbinders and related workers

7346 Silk-screen, block and textile printers

74 OTHER CRAFT AND RELATED TRADES WORKERS

741 FOOD PROCESSING AND RELATED TRADES WORKERS

7411 Butchers, fishmongers and related food preparers

7412 Bakers, pastry-cooks and confectionery makers

7413 Dairy-products makers

7414 Fruit, vegetable and related preservers

7415 Food and beverage tasters and graders

7416 Tobacco preparers and tobacco products makers

742 WOOD TREATERS, CABINET-MAKERS AND RELATED TRADES WORKERS

7421 Wood treaters

7422 Cabinet makers and related workers

7423 Woodworking machine setters and setter-operators

7424 Basketry weavers, brush makers and related workers

743 TEXTILE, GARMENT AND RELATED TRADES WORKERS

7431 Fibre preparers

7432 Weavers, knitters and related workers

7433 Tailors, dressmakers and hatters

7434 Furriers and related workers

7435 Textile, leather and related pattern-makers and cutters

7436 Sewers, embroiderers and related workers

7437 Upholsterers and related workers

744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS

7441 Pelt dressers, tanners and fellmongers

7442 Shoe-makers and related workers

8 PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81 STATIONARY-PLANT AND RELATED OPERATORS

811 MINING- AND MINERAL-PROCESSING-PLANT OPERATORS

8111 Mining-plant operators

8112 Mineral-ore- and stone-processing-plant operators

8113 Well drillers and borers and related workers

812 METAL-PROCESSING-PLANT OPERATORS

8121 Ore and metal furnace operators

8122 Metal melters, casters and rolling-mill operators

8123 Metal-heat-treating-plant operators

8124 Metal drawers and extruders

813 GLASS, CERAMICS AND RELATED PLANT OPERATORS

8131 Glass and ceramics kiln and related machine operators

8139 Glass, ceramics and related plant operators not elsewhere classified

814 WOOD-PROCESSING- AND PAPERMAKING-PLANT OPERATORS

8141 Wood-processing-plant operators

8142 Paper-pulp plant operators

8143 Papermaking-plant operators

815 CHEMICAL-PROCESSING-PLANT OPERATORS

8151 Crushing-, grinding- and chemical-mixing-machinery operators

8152 Chemical-heat-treating-plant operators

8153 Chemical-filtering- and separating-equipment operators

8154 Chemical-still and reactor operators (except petroleum and natural gas)

8155 Petroleum- and natural-gas-refining-plant operators

8159 Chemical-processing-plant operators not elsewhere classified

816 POWER-PRODUCTION AND RELATED PLANT OPERATORS

8161 Power-production plant operators

8162 Steam-engine and boiler operators

8163 Incinerator, water-treatment and related plant operators

817 AUTOMATED-ASSEMBLY-LINE AND INDUSTRIAL-ROBOT OPERATORS

8171 Automated-assembly-line operators

8172 Industrial-robot operators

82 MACHINE OPERATORS AND ASSEMBLERS

821 METAL- AND MINERAL-PRODUCTS MACHINE OPERATORS

8211 Machine-tool operators

8212 Cement and other mineral products machine operators

822 CHEMICAL-PRODUCTS MACHINE OPERATORS

8221 Pharmaceutical- and toiletry-products machine operators

8222 Ammunition- and explosive-products machine operators

8223 Metal finishing-, plating- and coating-machine operators

8224 Photographic-products machine operators

8229 Chemical-products machine operators not elsewhere classified

823 RUBBER- AND PLASTIC-PRODUCTS MACHINE OPERATORS

8231 Rubber-products machine operators

8232 Plastic-products machine operators

824 WOOD-PRODUCTS MACHINE OPERATORS

8240 Wood-products machine operators

825 PRINTING-, BINDING- AND PAPER-PRODUCTS MACHINE OPERATORS

8251 Printing-machine operators

8252 Bookbinding-machine operators

8253 Paper-products machine operators

826 TEXTILE-, FUR- AND LEATHER-PRODUCTS MACHINE OPERATORS

8261 Fibre-preparing-, spinning- and winding-machine operators

8262 Weaving- and knitting-machine operators

8263 Sewing-machine operators

8264 Bleaching-, dyeing- and cleaning-machine operators

8265 Fur and leather-preparing-machine operators

8266 Shoemaking- and related machine operators

8269 Textile-, fur- and leather-products machine operators not elsewhere classified

827 FOOD AND RELATED PRODUCTS MACHINE OPERATORS

8271 Meat- and fish-processing-machine operators

8272 Dairy-products machine operators

8273 Grain- and spice-milling-machine operators

8274 Baked-goods, cereal and chocolate-products machine operators

8275 Fruit-, vegetable- and nut-processing-machine operators

8276 Sugar production machine operators

8277 Tea-, coffee-, and cocoa-processing-machine operators

278 Brewers, wine and other beverage machine operators

8279 Tobacco production machine operators

828 ASSEMBLERS

8281 Mechanical-machinery assemblers

8282 Electrical-equipment assemblers

8283 Electronic-equipment assemblers

8284 Metal-, rubber- and plastic-products assemblers

8285 Wood and related products assemblers

8286 Paperboard, textile and related products assemblers

829 OTHER MACHINE OPERATORS AND ASSEMBLERS

8290 Other machine operators and assemblers

83 DRIVERS AND MOBILE-PLANT OPERATORS

831 LOCOMOTIVE-ENGINE DRIVERS AND RELATED WORKERS

8311 Locomotive-engine drivers

8312 Railway brakers, signallers and shunters

832 MOTOR-VEHICLE DRIVERS

8321 Motor-cycle drivers

8322 Car, taxi and van drivers

8323 Bus and tram drivers

8324 Heavy-truck and lorry drivers

833 AGRICULTURAL AND OTHER MOBILE-PLANT OPERATORS

8331 Motorised farm and forestry plant operators

8332 Earth-moving- and related plant operators

8333 Crane, hoist and related plant operators

8334 Lifting-truck operators

834 SHIPS' DECK CREWS AND RELATED WORKERS

8340 Ships' deck crews and related workers

9 ELEMENTARY OCCUPATIONS

91 SALES AND SERVICES ELEMENTARY OCCUPATIONS

911 STREET VENDORS AND RELATED WORKERS

9111 Street food vendors

9112 Street vendors, non-food products

9113 Door-to-door and telephone salespersons

912 SHOE CLEANING AND OTHER STREET SERVICES ELEMENTARY OCCUPATIONS

9120 Shoe cleaning and other street services elementary occupations

913 DOMESTIC AND RELATED HELPERS, CLEANERS AND LAUNDERERS

9131 Domestic helpers and cleaners

9132 Helpers and cleaners in offices, hotels and other establishments

9133 Hand-launderers and pressers

914 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS

9141 Building caretakers

9142 Vehicle, window and related cleaners

915 MESSENGERS, PORTERS, DOORKEEPERS AND RELATED WORKERS

9151 Messengers, package and luggage porters and deliverers

9152 Doorkeepers, watchpersons and related workers

9153 Vending-machine money collectors, meter readers and related workers

916 GARBAGE COLLECTORS AND RELATED LABOURERS

9161 Garbage collectors

9162 Sweepers and related labourers

92 AGRICULTURAL, FISHERY AND RELATED LABOURERS

921 AGRICULTURAL, FISHERY AND RELATED LABOURERS

9211 Farm-hands and labourers

9212 Forestry labourers

9213 Fishery, hunting and trapping labourers

93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT

931 MINING AND CONSTRUCTION LABOURERS

9311 Mining and quarrying labourers

9312 Construction and maintenance labourers: roads, dams and similar constructions

9313 Building construction labourers

932 MANUFACTURING LABOURERS

9321 Assembling labourers

9322 Hand packers and other manufacturing labourers

933 TRANSPORT LABOURERS AND FREIGHT HANDLERS

9331 Hand or pedal vehicle drivers

9332 Drivers of animal-drawn vehicles and machinery

9333 Freight handlers

0 ARMED FORCES

01 ARMED FORCES

011 ARMED FORCES

0110 Armed forces

B. ***Nationality: ISO 3166-1 and ISO 3166-3***

(source: http://www.iso.org/iso/english_country_names_and_code_elements)

- ISO 3166-1 (2 letter codes – a numerical code will be provided later)

ISO 3661-1 code	Country name
	A
AF	AFGHANISTAN
AX	ÅLAND ISLANDS
AL	ALBANIA
DZ	ALGERIA
AS	AMERICAN SAMOA
AD	ANDORRA
AO	ANGOLA
AI	ANGUILLA
AQ	ANTARCTICA
AG	ANTIGUA AND BARBUDA
AR	ARGENTINA
AM	ARMENIA
AW	ARUBA
AU	AUSTRALIA
AT	AUSTRIA
AZ	AZERBAIJAN
	B
BS	BAHAMAS
BH	BAHRAIN
BD	BANGLADESH
BB	BARBADOS
BY	BELARUS
BE	BELGIUM
BZ	BELIZE
BJ	BENIN
BM	BERMUDA
BT	BHUTAN
BO	BOLIVIA
BA	BOSNIA AND HERZEGOVINA
BW	BOTSWANA
BV	BOUVET ISLAND
BR	BRAZIL
IO	BRITISH INDIAN OCEAN TERRITORY
BN	BRUNEI DARUSSALAM
BG	BULGARIA
BF	BURKINA FASO
BI	BURUNDI
	C
KH	CAMBODIA
CM	CAMEROON
CA	CANADA

CV	CAPE VERDE
KY	CAYMAN ISLANDS
CF	CENTRAL AFRICAN REPUBLIC
TD	CHAD
CL	CHILE
CN	CHINA
CX	CHRISTMAS ISLAND
CC	COCOS (KEELING) ISLANDS
CO	COLOMBIA
KM	COMOROS
CG	CONGO
CD	CONGO, THE DEMOCRATIC REPUBLIC OF THE
CK	COOK ISLANDS
CR	COSTA RICA
CI	CÔTE D'IVOIRE
HR	CROATIA
CU	CUBA
CY	CYPRUS
CZ	CZECH REPUBLIC
	D
DK	DENMARK
DJ	DJIBOUTI
DM	DOMINICA
DO	DOMINICAN REPUBLIC
	E
EC	ECUADOR
EG	EGYPT
SV	EL SALVADOR
GQ	EQUATORIAL GUINEA
ER	ERITREA
EE	ESTONIA
ET	ETHIOPIA
	F
FK	FALKLAND ISLANDS (MALVINAS)
FO	FAROE ISLANDS
FJ	FIJI
FI	FINLAND
FR	FRANCE
GF	FRENCH GUIANA
PF	FRENCH POLYNESIA
TF	FRENCH SOUTHERN TERRITORIES
	G
GA	GABON
GM	GAMBIA
GE	GEORGIA
DE	GERMANY
GH	GHANA

GI	GIBRALTAR
GR	GREECE
GL	GREENLAND
GD	GRENADA
GP	GUADELOUPE
GU	GUAM
GT	GUATEMALA
GG	GUERNSEY
GN	GUINEA
GW	GUINEA-BISSAU
GY	GUYANA
	H
HT	HAITI
HM	HEARD ISLAND AND MCDONALD ISLANDS
VA	HOLY SEE (VATICAN CITY STATE)
HN	HONDURAS
HK	HONG KONG
HU	HUNGARY
	I
IS	ICELAND
IN	INDIA
ID	INDONESIA
IR	IRAN, ISLAMIC REPUBLIC OF
IQ	IRAQ
IE	IRELAND
IM	ISLE OF MAN
IL	ISRAEL
IT	ITALY
	J
JM	JAMAICA
JP	JAPAN
JE	JERSEY
JO	JORDAN
	K
KZ	KAZAKHSTAN
KE	KENYA
KI	KIRIBATI
KP	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF
KR	KOREA, REPUBLIC OF
KW	KUWAIT
KG	KYRGYZSTAN
	L
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LV	LATVIA
LB	LEBANON
LS	LESOTHO
LR	LIBERIA

LY	LIBYAN ARAB JAMAHIRIYA
LI	LIECHTENSTEIN
LT	LITHUANIA
LU	LUXEMBOURG
	M
MO	MACAO
MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
MG	MADAGASCAR
MW	MALAWI
MY	MALAYSIA
MV	MALDIVES
ML	MALI
MT	MALTA
MH	MARSHALL ISLANDS
MQ	MARTINIQUE
MR	MAURITANIA
MU	MAURITIUS
YT	MAYOTTE
MX	MEXICO
FM	MICRONESIA, FEDERATED STATES OF
MD	MOLDOVA, REPUBLIC OF
MC	MONACO
MN	MONGOLIA
ME	MONTENEGRO
MS	MONTSERRAT
MA	MOROCCO
MZ	MOZAMBIQUE
MM	MYANMAR
	N
NA	NAMIBIA
NR	NAURU
NP	NEPAL
NL	NETHERLANDS
AN	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NZ	NEW ZEALAND
NI	NICARAGUA
NE	NIGER
NG	NIGERIA
NU	NIUE
NF	NORFOLK ISLAND
MP	NORTHERN MARIANA ISLANDS
NO	NORWAY
	O
OM	OMAN
	P
PK	PAKISTAN

PW	PALAU
PS	PALESTINIAN TERRITORY, OCCUPIED
PA	PANAMA
PG	PAPUA NEW GUINEA
PY	PARAGUAY
PE	PERU
PH	PHILIPPINES
PN	PITCAIRN
PL	POLAND
PT	PORTUGAL
PR	PUERTO RICO
	Q
QA	QATAR
	R
RE	RÉUNION
RO	ROMANIA
RU	RUSSIAN FEDERATION
RW	RWANDA
	S
BL	SAINT BARTHÉLEMY
SH	SAINT HELENA
KN	SAINT KITTS AND NEVIS
LC	SAINT LUCIA
MF	SAINT MARTIN
PM	SAINT PIERRE AND MIQUELON
VC	SAINT VINCENT AND THE GRENADINES
WS	SAMOA
SM	SAN MARINO
ST	SAO TOME AND PRINCIPE
SA	SAUDI ARABIA
SN	SENEGAL
RS	SERBIA
SC	SEYCHELLES
SL	SIERRA LEONE
SG	SINGAPORE
SK	SLOVAKIA
SI	SLOVENIA
SB	SOLOMON ISLANDS
SO	SOMALIA
ZA	SOUTH AFRICA
GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
ES	SPAIN
LK	SRI LANKA
SD	SUDAN
SR	SURINAME
SJ	SVALBARD AND JAN MAYEN
SZ	SWAZILAND

SE	SWEDEN
CH	SWITZERLAND
SY	SYRIAN ARAB REPUBLIC
	T
TW	TAIWAN, PROVINCE OF CHINA
TJ	TAJIKISTAN
TZ	TANZANIA, UNITED REPUBLIC OF
TH	THAILAND
TL	TIMOR-LESTE
TG	TOGO
TK	TOKELAU
TO	TONGA
TT	TRINIDAD AND TOBAGO
TN	TUNISIA
TR	TURKEY
TM	TURKMENISTAN
TC	TURKS AND CAICOS ISLANDS
TV	TUVALU
	U
UG	UGANDA
UA	UKRAINE
AE	UNITED ARAB EMIRATES
GB	UNITED KINGDOM
US	UNITED STATES
UM	UNITED STATES MINOR OUTLYING ISLANDS
UY	URUGUAY
UZ	UZBEKISTAN
	V
VU	VANUATU
VA	VATICAN CITY STATE
VE	VENEZUELA
VN	VIET NAM
VG	VIRGIN ISLANDS, BRITISH
VI	VIRGIN ISLANDS, U.S.
	W
WF	WALLIS AND FUTUNA
EH	WESTERN SAHARA
	Y
YE	YEMEN
	Z
CD	ZAIRE
ZM	ZAMBIA
ZW	ZIMBABWE

- For formerly used country names, ISO 3166-3 can be used (4 letters: 2 old and 2 new; HH means no single successor country exists):

ISO 3166-3 code	Former country name	Former code elements	Period of validity	Notes
CSHH	Czechoslovakia	CS, CSK, 200	1974–1993	Split up into Czech Republic (CZ, CZE, 203) and Slovakia (SK, SVK, 703) CS was reassigned to *Serbia and Montenegro* until its split in 2006
CSXX	Serbia and Montenegro	CS, SCG, 891	2003–2006	Alphabetical codes taken from "Srbija i Crna Gora", its Serbian name Split up into Montenegro (ME, MNE, 499) and Serbia (RS, SRB, 688) CS is currently transitionally reserved
DDDE	German Democratic Republic	DD, DDR, 278	1974–1990	Alphabetical codes taken from "Deutsche Demokratische Republik", its German name Merged to form part of Germany (DE, DEU, 276)
SUHH	U.S.S.R.	SU, SUN, 810	1974–1992	Alphabetical codes taken from "Soviet Union" Split up into Armenia (AM, ARM, 051), Azerbaijan (AZ, AZE, 031), Belarus, (BY, BLR, 112), Estonia (EE, EST, 233), Georgia (GE, GEO, 268), Kazakhstan (KZ, KAZ, 398), Kyrgyzstan (KG, KGZ, 417), Latvia (LV, LVA, 428), Lithuania (LT, LTU, 440), Republic of Moldova (MD, MDA, 498), Russian Federation (RU, RUS, 643), Tajikistan (TJ, TJK, 762), Turkmenistan (TM, TKM, 795), Ukraine (UA, UKR, 804), and Uzbekistan (UZ, UZB, 860), of which the entries for Belarus and Ukraine had already existed SU is currently transitionally reserved, and still used as a ccTLD
YUCS	Yugoslavia	YU, YUG, 891	1974–2003	Used numeric code 890 until 1993 (i.e., SFR Yugoslavia) and numeric code 891 from 1993 to 2003 (i.e., FR Yugoslavia) Changed its name to Serbia and Montenegro (CS, SCG, 891) YU is currently transitionally reserved, and still used as a ccTLD

C Languages ISO 639-1

aa	Afar
ab	Abkhazian
ae	Avestan
af	Afrikaans
ak	Akan
am	Amharic
an	Aragonese
ar	Arabic
as	Assamese
av	Avaric
ay	Aymara
az	Azerbaijani
ba	Bashkir
be	Belarusian
bg	Bulgarian
bh	Bihari
bi	Bislama
bm	Bambara
bn	Bengali
bo	Tibetan
br	Breton
bs	Bosnian
ca	Catalan
ce	Chechen
ch	Chamorro
co	Corsican
cr	Cree
cs	Czech
cu	Church Slavic
cv	Chuvash
cy	Welsh
da	Danish
de	German
dv	Divehi
dz	Dzongkha
ee	Ewe
el	Greek
en	English
eo	Esperanto
es	Spanish
et	Estonian
eu	Basque
fa	Persian
ff	Fulah
fi	Finnish
fj	Fijian
fo	Faroese
fr	French
fy	Western Frisian

ga	Irish
gd	Scottish Gaelic
gl	Galician
gn	Guaraní
gu	Gujarati
gv	Manx
ha	Hausa
he	Hebrew
hi	Hindi
ho	Hiri Motu
hr	Croatian
ht	Haitian
hu	Hungarian
hy	Armenian
hz	Herero
ia	Interlingua (International Auxiliary Language Association)
id	Indonesian
ie	Interlingue
ig	Igbo
ii	Sichuan Yi
ik	Inupiaq
io	Ido
is	Icelandic
it	Italian
iu	Inuktitut
ja	Japanese
jv	Javanese
ka	Georgian
kg	Kongo
ki	Kikuyu
kj	Kwanyama
kk	Kazakh
kl	Kalaallisut
km	Khmer
kn	Kannada
ko	Korean
kr	Kanuri
ks	Kashmiri
ku	Kurdish
kv	Komi
kw	Cornish
ky	Kirghiz
la	Latin
lb	Luxembourgish
lg	Ganda
li	Limburgish
ln	Lingala
lo	Lao
lt	Lithuanian

lu	Luba-Katanga
lv	Latvian
mg	Malagasy
mh	Marshallese
mi	Māori
mk	Macedonian
ml	Malayalam
mn	Mongolian
mo	Moldavian
mr	Marathi
ms	Malay
mt	Maltese
my	Burmese
na	Nauru
nb	Norwegian Bokmål
nd	North Ndebele
ne	Nepali
ng	Ndonga
nl	Dutch
nn	Norwegian Nynorsk
no	Norwegian
nr	South Ndebele
nv	Navajo
ny	Chichewa
oc	Occitan
oj	Ojibwa
om	Oromo
or	Oriya
os	Ossetian
pa	Panjabi
pi	Pāli
pl	Polish
ps	Pashto
pt	Portuguese
qu	Quechua
rm	Raeto-Romance
rn	Kirundi
ro	Romanian
ru	Russian
rw	Kinyarwanda
sa	Sanskrit
sc	Sardinian
sd	Sindhi
se	Northern Sami
sg	Sango
sh	Serbo-Croatian
si	Sinhalese
sk	Slovak
sl	Slovenian
sm	Samoan
sn	Shona
so	Somali

sq	Albanian
sr	Serbian
ss	Swati
st	Sotho
su	Sundanese
sv	Swedish
sw	Swahili
ta	Tamil
te	Telugu
tg	Tajik
th	Thai
ti	Tigrinya
tk	Turkmen
tl	Tagalog
tn	Tswana
to	Tonga
tr	Turkish
ts	Tsonga
tt	Tatar
tw	Twi
ty	Tahitian
ug	Uighur
uk	Ukrainian
ur	Urdu
uz	Uzbek
ve	Venda
vi	Vietnamese
vo	Volapük
wa	Walloon
wo	Wolof
xh	Xhosa
yi	Yiddish
yo	Yoruba
za	Zhuang
zh	Chinese
zu	Zulu

D. Region: NUTS level 1-2-3

(Source: http://epp.eurostat.ec.europa.eu/portal/page?_pageid=2254,64099847,2254_64185160&_dad=portal&_schema=PORTAL)

Please use the NUTS-3 codes.

When no NUTS-codes are available for your country, please create your own code based on the regional classifications approved by the Methodology Group.

CODE should start with the ISO-code for your country, e.g. RU for Russia.

NUTS_ID	NUTS-0	NUTS-1	NUTS-2	NUTS-3	NAME_ASCI
AT	AT				Osterreich
AT1	AT	AT1			Ostosterreich
AT11	AT	AT1	AT11		Burgenland
AT111	AT	AT1	AT11	AT111	Mittelburgenland
AT112	AT	AT1	AT11	AT112	Nordburgenland
AT113	AT	AT1	AT11	AT113	Sudburgenland
AT12	AT	AT1	AT12		Niederosterreich
AT121	AT	AT1	AT12	AT121	Mostviertel-Eisenwurzen
AT122	AT	AT1	AT12	AT122	Niederosterreich-Sud
AT123	AT	AT1	AT12	AT123	Sankt Polten
AT124	AT	AT1	AT12	AT124	Waldviertel
AT125	AT	AT1	AT12	AT125	Weinviertel
AT126	AT	AT1	AT12	AT126	Wiener Umland/Nordteil
AT127	AT	AT1	AT12	AT127	Wiener Umland/Sudteil
AT13	AT	AT1	AT13		Wien
AT130	AT	AT1	AT13	AT130	Wien
AT2	AT	AT2			Sudosterreich
AT21	AT	AT2	AT21		Karnten
AT211	AT	AT2	AT21	AT211	Klagenfurt-Villach
AT212	AT	AT2	AT21	AT212	Oberkarnten
AT213	AT	AT2	AT21	AT213	Unterkarnten
AT22	AT	AT2	AT22		Steiermark
AT221	AT	AT2	AT22	AT221	Graz
AT222	AT	AT2	AT22	AT222	Liezen
AT223	AT	AT2	AT22	AT223	Ostliche Obersteiermark
AT224	AT	AT2	AT22	AT224	Oststeiermark
AT225	AT	AT2	AT22	AT225	West- und Sudsteiermark
AT226	AT	AT2	AT22	AT226	Westliche Obersteiermark
AT3	AT	AT3			Westosterreich
AT31	AT	AT3	AT31		Oberosterreich
AT311	AT	AT3	AT31	AT311	Innviertel
AT312	AT	AT3	AT31	AT312	Linz-Wels
AT313	AT	AT3	AT31	AT313	Muhlviertel
AT314	AT	AT3	AT31	AT314	Steyr-Kirchdorf
AT315	AT	AT3	AT31	AT315	Traunviertel

AT32	AT	AT3	AT32		Salzburg
AT321	AT	AT3	AT32	AT321	Lungau
AT322	AT	AT3	AT32	AT322	Pinzgau-Pongau
AT323	AT	AT3	AT32	AT323	Salzburg und Umgebung
AT33	AT	AT3	AT33		Tirol
AT331	AT	AT3	AT33	AT331	Ausserfern
AT332	AT	AT3	AT33	AT332	Innsbruck
AT333	AT	AT3	AT33	AT333	Osttirol
AT334	AT	AT3	AT33	AT334	Tiroler Oberland
AT335	AT	AT3	AT33	AT335	Tiroler Unterland
AT34	AT	AT3	AT34		Vorarlberg
AT341	AT	AT3	AT34	AT341	Bludenz-Bregenzer Wald
AT342	AT	AT3	AT34	AT342	Rheintal-Bodenseegebiet
BE	BE				Belgique-Belgie
BE1	BE	BE1			Region de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest
BE10	BE	BE1	BE10		Region de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest
BE100	BE	BE1	BE10	BE100	Arr. de Bruxelles-Capitale/Arr. van Brussel-Hoofdstad
BE2	BE	BE2			Vlaams Gewest
BE21	BE	BE2	BE21		Prov. Antwerpen
BE211	BE	BE2	BE21	BE211	Arr. Antwerpen
BE212	BE	BE2	BE21	BE212	Arr. Mechelen
BE213	BE	BE2	BE21	BE213	Arr. Turnhout
BE22	BE	BE2	BE22		Prov. Limburg (B)
BE221	BE	BE2	BE22	BE221	Arr. Hasselt
BE222	BE	BE2	BE22	BE222	Arr. Maaseik
BE223	BE	BE2	BE22	BE223	Arr. Tongeren
BE23	BE	BE2	BE23		Prov. Oost-Vlaanderen
BE231	BE	BE2	BE23	BE231	Arr. Aalst
BE232	BE	BE2	BE23	BE232	Arr. Dendermonde
BE233	BE	BE2	BE23	BE233	Arr. Eeklo
BE234	BE	BE2	BE23	BE234	Arr. Gent
BE235	BE	BE2	BE23	BE235	Arr. Oudenaarde
BE236	BE	BE2	BE23	BE236	Arr. Sint-Niklaas
BE24	BE	BE2	BE24		Prov. Vlaams-Brabant
BE241	BE	BE2	BE24	BE241	Arr. Halle-Vilvoorde
BE242	BE	BE2	BE24	BE242	Arr. Leuven
BE25	BE	BE2	BE25		Prov. West-Vlaanderen
BE251	BE	BE2	BE25	BE251	Arr. Brugge
BE252	BE	BE2	BE25	BE252	Arr. Diksmuide
BE253	BE	BE2	BE25	BE253	Arr. Ieper
BE254	BE	BE2	BE25	BE254	Arr. Kortrijk
BE255	BE	BE2	BE25	BE255	Arr. Oostende
BE256	BE	BE2	BE25	BE256	Arr. Roeselare
BE257	BE	BE2	BE25	BE257	Arr. Tielt
BE258	BE	BE2	BE25	BE258	Arr. Veurne
BE3	BE	BE3			Region Wallonne
BE31	BE	BE3	BE31		Prov. Brabant Wallon
BE310	BE	BE3	BE31	BE310	Arr. Nivelles
BE32	BE	BE3	BE32		Prov. Hainaut
BE321	BE	BE3	BE32	BE321	Arr. Ath

BE322	BE	BE3	BE32	BE322	Arr. Charleroi
BE323	BE	BE3	BE32	BE323	Arr. Mons
BE324	BE	BE3	BE32	BE324	Arr. Mouscron
BE325	BE	BE3	BE32	BE325	Arr. Soignies
BE326	BE	BE3	BE32	BE326	Arr. Thuin
BE327	BE	BE3	BE32	BE327	Arr. Tournai
BE33	BE	BE3	BE33		Prov. Liege
BE331	BE	BE3	BE33	BE331	Arr. Huy
BE332	BE	BE3	BE33	BE332	Arr. Liege
BE333	BE	BE3	BE33	BE333	Arr. Verviers
BE334	BE	BE3	BE33	BE334	Arr. Waremme
BE34	BE	BE3	BE34		Prov. Luxembourg (B)
BE341	BE	BE3	BE34	BE341	Arr. Arlon
BE342	BE	BE3	BE34	BE342	Arr. Bastogne
BE343	BE	BE3	BE34	BE343	Arr. Marche-en-Famenne
BE344	BE	BE3	BE34	BE344	Arr. Neufchateau
BE345	BE	BE3	BE34	BE345	Arr. Virton
BE35	BE	BE3	BE35		Prov. Namur
BE351	BE	BE3	BE35	BE351	Arr. Dinant
BE352	BE	BE3	BE35	BE352	Arr. Namur
BE353	BE	BE3	BE35	BE353	Arr. Philippeville
BG	BG				Bulgarija
BG3	BG	BG3			Severna i Iztochna Bulgaria
BG31	BG	BG3	BG31		Severozapaden
BG311	BG	BG3	BG31	BG311	Vidin
BG312	BG	BG3	BG31	BG312	Montana
BG313	BG	BG3	BG31	BG313	Vratsa
BG314	BG	BG3	BG31	BG314	Pleven
BG315	BG	BG3	BG31	BG315	Lovech
BG32	BG	BG3	BG32		Severen tsentralen
BG321	BG	BG3	BG32	BG321	Veliko Tarnovo
BG322	BG	BG3	BG32	BG322	Gabrovo
BG323	BG	BG3	BG32	BG323	Ruse
BG324	BG	BG3	BG32	BG324	Razgrad
BG325	BG	BG3	BG32	BG325	Silistra
BG33	BG	BG3	BG33		Severoiztochen
BG331	BG	BG3	BG33	BG331	Varna
BG332	BG	BG3	BG33	BG332	Dobrich
BG333	BG	BG3	BG33	BG333	Shumen
BG334	BG	BG3	BG33	BG334	Targovishte
BG34	BG	BG3	BG34		Yugoiztochen
BG341	BG	BG3	BG34	BG341	Burgas
BG342	BG	BG3	BG34	BG342	Sliven
BG343	BG	BG3	BG34	BG343	Yambol
BG344	BG	BG3	BG34	BG344	Stara Zagora
BG4	BG	BG4			Yugozapadna i Yuzhna Centralna Bulgaria
BG41	BG	BG4	BG41		Yugozapaden
BG411	BG	BG4	BG41	BG411	Sofia (stolitsa)
BG412	BG	BG4	BG41	BG412	Sofia
BG413	BG	BG4	BG41	BG413	Blagoevgrad

BG414	BG	BG4	BG41	BG414	Pernik
BG415	BG	BG4	BG41	BG415	Kyustendil
BG42	BG	BG4	BG42		Yuzhen tsentralen
BG421	BG	BG4	BG42	BG421	Plovdiv
BG422	BG	BG4	BG42	BG422	Haskovo
BG423	BG	BG4	BG42	BG423	Pazardzhik
BG424	BG	BG4	BG42	BG424	Smolyan
BG425	BG	BG4	BG42	BG425	Kardzhali
CH	CH				Schweiz/Suisse/Svizzera
CH0	CH	CH0			Schweiz/Suisse/Svizzera
CH01	CH	CH0	CH01		Region Lemanique
CH011	CH	CH0	CH01	CH011	Vaud
CH012	CH	CH0	CH01	CH012	Valais
CH013	CH	CH0	CH01	CH013	Geneve
CH02	CH	CH0	CH02		Espace Mittelland
CH021	CH	CH0	CH02	CH021	Bern
CH022	CH	CH0	CH02	CH022	Freiburg
CH023	CH	CH0	CH02	CH023	Solothurn
CH024	CH	CH0	CH02	CH024	Neuchatel
CH025	CH	CH0	CH02	CH025	Jura
CH03	CH	CH0	CH03		Nordwestschweiz
CH031	CH	CH0	CH03	CH031	Basel-stadt
CH032	CH	CH0	CH03	CH032	Basel-landschaft
CH033	CH	CH0	CH03	CH033	Aargau
CH04	CH	CH0	CH04		Zurich
CH040	CH	CH0	CH04	CH040	Zurich
CH05	CH	CH0	CH05		Ostschweiz
CH051	CH	CH0	CH05	CH051	Glarus
CH052	CH	CH0	CH05	CH052	Schaffhausen
CH053	CH	CH0	CH05	CH053	Appenzell A. Rh.
CH054	CH	CH0	CH05	CH054	Appenzell I. Rh.
CH055	CH	CH0	CH05	CH055	St. Gallen
CH056	CH	CH0	CH05	CH056	Graubunden
CH057	CH	CH0	CH05	CH057	Thurgau
CH06	CH	CH0	CH06		Zentralschweiz
CH061	CH	CH0	CH06	CH061	Luzern
CH062	CH	CH0	CH06	CH062	Uri
CH063	CH	CH0	CH06	CH063	Schwyz
CH064	CH	CH0	CH06	CH064	Obwalden
CH065	CH	CH0	CH06	CH065	Nidwalden
CH066	CH	CH0	CH06	CH066	Zug
CH07	CH	CH0	CH07		Ticino
CH070	CH	CH0	CH07	CH070	Ticino
CY	CY				Kypros/Kibris
CY0	CY	CY0			Kypros/Kibris
CY00	CY	CY0	CY00		Kypros/Kibris
CY000	CY	CY0	CY00	CY000	Kypros/Kibris
CZ	CZ				Ceska Republika

CZ0	CZ	CZ0			Ceska Republika
CZ01	CZ	CZ0	CZ01		Praha
CZ010	CZ	CZ0	CZ01	CZ010	Hlavni mesto Praha
CZ02	CZ	CZ0	CZ02		Stredni Cechy
CZ020	CZ	CZ0	CZ02	CZ020	Stredocesky kraj
CZ03	CZ	CZ0	CZ03		Jihozapad
CZ031	CZ	CZ0	CZ03	CZ031	Jihocecky kraj
CZ032	CZ	CZ0	CZ03	CZ032	Plzensky kraj
CZ04	CZ	CZ0	CZ04		Severozapad
CZ041	CZ	CZ0	CZ04	CZ041	Karlovarsky kraj
CZ042	CZ	CZ0	CZ04	CZ042	Ustecky kraj
CZ05	CZ	CZ0	CZ05		Severovychod
CZ051	CZ	CZ0	CZ05	CZ051	Liberecky kraj
CZ052	CZ	CZ0	CZ05	CZ052	Kralovehradecky kraj
CZ053	CZ	CZ0	CZ05	CZ053	Pardubicky kraj
CZ06	CZ	CZ0	CZ06		Jihovychod
CZ061	CZ	CZ0	CZ06	CZ061	Vysocina
CZ062	CZ	CZ0	CZ06	CZ062	Jihomoravsky kraj
CZ07	CZ	CZ0	CZ07		Stredni Morava
CZ071	CZ	CZ0	CZ07	CZ071	Olomoucky kraj
CZ072	CZ	CZ0	CZ07	CZ072	Zlinsky kraj
CZ08	CZ	CZ0	CZ08		Moravskoslezsko
CZ080	CZ	CZ0	CZ08	CZ080	Moravskoslezsky kraj
DE	DE				Deutschland
DE1	DE	DE1			Baden-Wurttemberg
DE11	DE	DE1	DE11		Stuttgart
DE111	DE	DE1	DE11	DE111	Stuttgart, Stadtkreis
DE112	DE	DE1	DE11	DE112	Boblingen
DE113	DE	DE1	DE11	DE113	Esslingen
DE114	DE	DE1	DE11	DE114	Goppingen
DE115	DE	DE1	DE11	DE115	Ludwigsburg
DE116	DE	DE1	DE11	DE116	Rems-Murr-Kreis
DE117	DE	DE1	DE11	DE117	Heilbronn, Stadtkreis
DE118	DE	DE1	DE11	DE118	Heilbronn, Landkreis
DE119	DE	DE1	DE11	DE119	Hohenlohekreis
DE11A	DE	DE1	DE11	DE11A	Schwabisch Hall
DE11B	DE	DE1	DE11	DE11B	Main-Tauber-Kreis
DE11C	DE	DE1	DE11	DE11C	Heidenheim
DE11D	DE	DE1	DE11	DE11D	Ostalbkreis
DE12	DE	DE1	DE12		Karlsruhe
DE121	DE	DE1	DE12	DE121	Baden-Baden, Stadtkreis
DE122	DE	DE1	DE12	DE122	Karlsruhe, Stadtkreis
DE123	DE	DE1	DE12	DE123	Karlsruhe, Landkreis
DE124	DE	DE1	DE12	DE124	Rastatt
DE125	DE	DE1	DE12	DE125	Heidelberg, Stadtkreis
DE126	DE	DE1	DE12	DE126	Mannheim, Stadtkreis
DE127	DE	DE1	DE12	DE127	Neckar-Odenwald-Kreis
DE128	DE	DE1	DE12	DE128	Rhein-Neckar-Kreis
DE129	DE	DE1	DE12	DE129	Pforzheim, Stadtkreis
DE12A	DE	DE1	DE12	DE12A	Calw

DE12B	DE	DE1	DE12	DE12B	Enzkreis
DE12C	DE	DE1	DE12	DE12C	Freudenstadt
DE13	DE	DE1	DE13		Freiburg
DE131	DE	DE1	DE13	DE131	Freiburg im Breisgau, Stadtkreis
DE132	DE	DE1	DE13	DE132	Breisgau-Hochschwarzwald
DE133	DE	DE1	DE13	DE133	Emmendingen
DE134	DE	DE1	DE13	DE134	Ortenaukreis
DE135	DE	DE1	DE13	DE135	Rottweil
DE136	DE	DE1	DE13	DE136	Schwarzwald-Baar-Kreis
DE137	DE	DE1	DE13	DE137	Tuttlingen
DE138	DE	DE1	DE13	DE138	Konstanz
DE139	DE	DE1	DE13	DE139	Lorrach
DE13A	DE	DE1	DE13	DE13A	Waldshut
DE14	DE	DE1	DE14		Tubingen
DE141	DE	DE1	DE14	DE141	Reutlingen
DE142	DE	DE1	DE14	DE142	Tubingen, Landkreis
DE143	DE	DE1	DE14	DE143	Zollernalbkreis
DE144	DE	DE1	DE14	DE144	Ulm, Stadtkreis
DE145	DE	DE1	DE14	DE145	Alb-Donau-Kreis
DE146	DE	DE1	DE14	DE146	Biberach
DE147	DE	DE1	DE14	DE147	Bodenseekreis
DE148	DE	DE1	DE14	DE148	Ravensburg
DE149	DE	DE1	DE14	DE149	Sigmaringen
DE2	DE	DE2			Bayern
DE21	DE	DE2	DE21		Oberbayern
DE211	DE	DE2	DE21	DE211	Ingolstadt, Kreisfreie Stadt
DE212	DE	DE2	DE21	DE212	Munchen, Kreisfreie Stadt
DE213	DE	DE2	DE21	DE213	Rosenheim, Kreisfreie Stadt
DE214	DE	DE2	DE21	DE214	Altotting
DE215	DE	DE2	DE21	DE215	Berchtesgadener Land
DE216	DE	DE2	DE21	DE216	Bad Tolz-Wolfratshausen
DE217	DE	DE2	DE21	DE217	Dachau
DE218	DE	DE2	DE21	DE218	Ebersberg
DE219	DE	DE2	DE21	DE219	Eichstatt
DE21A	DE	DE2	DE21	DE21A	Erding
DE21B	DE	DE2	DE21	DE21B	Freising
DE21C	DE	DE2	DE21	DE21C	Furstenfeldbruck
DE21D	DE	DE2	DE21	DE21D	Garmisch-Partenkirchen
DE21E	DE	DE2	DE21	DE21E	Landsberg a. Lech
DE21F	DE	DE2	DE21	DE21F	Miesbach
DE21G	DE	DE2	DE21	DE21G	Muhldorf a. Inn
DE21H	DE	DE2	DE21	DE21H	Munchen, Landkreis
DE21I	DE	DE2	DE21	DE21I	Neuburg-Schrobenhausen
DE21J	DE	DE2	DE21	DE21J	Pfaffenhofen a. d. Ilm
DE21K	DE	DE2	DE21	DE21K	Rosenheim, Landkreis
DE21L	DE	DE2	DE21	DE21L	Starnberg
DE21M	DE	DE2	DE21	DE21M	Traunstein
DE21N	DE	DE2	DE21	DE21N	Weilheim-Schongau
DE22	DE	DE2	DE22		Niederbayern
DE221	DE	DE2	DE22	DE221	Landshut, Kreisfreie Stadt
DE222	DE	DE2	DE22	DE222	Passau, Kreisfreie Stadt

DE223	DE	DE2	DE22	DE223	Straubing, Kreisfreie Stadt
DE224	DE	DE2	DE22	DE224	Deggendorf
DE225	DE	DE2	DE22	DE225	Freyung-Grafenau
DE226	DE	DE2	DE22	DE226	Kelheim
DE227	DE	DE2	DE22	DE227	Landshut, Landkreis
DE228	DE	DE2	DE22	DE228	Passau, Landkreis
DE229	DE	DE2	DE22	DE229	Regen
DE22A	DE	DE2	DE22	DE22A	Rottal-Inn
DE22B	DE	DE2	DE22	DE22B	Straubing-Bogen
DE22C	DE	DE2	DE22	DE22C	Dingolfing-Landau
DE23	DE	DE2	DE23		Oberpfalz
DE231	DE	DE2	DE23	DE231	Amberg, Kreisfreie Stadt
DE232	DE	DE2	DE23	DE232	Regensburg, Kreisfreie Stadt
DE233	DE	DE2	DE23	DE233	Weiden i. d. OPf.,Kreisfreie Stadt
DE234	DE	DE2	DE23	DE234	Amberg-Sulzbach
DE235	DE	DE2	DE23	DE235	Cham
DE236	DE	DE2	DE23	DE236	Neumarkt i. d. OPf.
DE237	DE	DE2	DE23	DE237	Neustadt a. d. Waldnaab
DE238	DE	DE2	DE23	DE238	Regensburg, Landkreis
DE239	DE	DE2	DE23	DE239	Schwandorf
DE23A	DE	DE2	DE23	DE23A	Tirschenreuth
DE24	DE	DE2	DE24		Oberfranken
DE241	DE	DE2	DE24	DE241	Bamberg, Kreisfreie Stadt
DE242	DE	DE2	DE24	DE242	Bayreuth, Kreisfreie Stadt
DE243	DE	DE2	DE24	DE243	Coburg, Kreisfreie Stadt
DE244	DE	DE2	DE24	DE244	Hof, Kreisfreie Stadt
DE245	DE	DE2	DE24	DE245	Bamberg, Landkreis
DE246	DE	DE2	DE24	DE246	Bayreuth, Landkreis
DE247	DE	DE2	DE24	DE247	Coburg, Landkreis
DE248	DE	DE2	DE24	DE248	Forchheim
DE249	DE	DE2	DE24	DE249	Hof, Landkreis
DE24A	DE	DE2	DE24	DE24A	Kronach
DE24B	DE	DE2	DE24	DE24B	Kulmbach
DE24C	DE	DE2	DE24	DE24C	Lichtenfels
DE24D	DE	DE2	DE24	DE24D	Wunsiedel i. Fichtelgebirge
DE25	DE	DE2	DE25		Mittelfranken
DE251	DE	DE2	DE25	DE251	Ansbach, Kreisfreie Stadt
DE252	DE	DE2	DE25	DE252	Erlangen, Kreisfreie Stadt
DE253	DE	DE2	DE25	DE253	Furth, Kreisfreie Stadt
DE254	DE	DE2	DE25	DE254	Nurnberg, Kreisfreie Stadt
DE255	DE	DE2	DE25	DE255	Schwabach, Kreisfreie Stadt
DE256	DE	DE2	DE25	DE256	Ansbach, Landkreis
DE257	DE	DE2	DE25	DE257	Erlangen-Hochstadt
DE258	DE	DE2	DE25	DE258	Furth, Landkreis
DE259	DE	DE2	DE25	DE259	Nurnberger Land
DE25A	DE	DE2	DE25	DE25A	Neustadt a. d. Aisch-Bad Windsheim
DE25B	DE	DE2	DE25	DE25B	Roth
DE25C	DE	DE2	DE25	DE25C	Weissenburg-Gunzenhausen
DE26	DE	DE2	DE26		Unterfranken
DE261	DE	DE2	DE26	DE261	Aschaffenburg, Kreisfreie Stadt
DE262	DE	DE2	DE26	DE262	Schweinfurt, Kreisfreie Stadt

DE263	DE	DE2	DE26	DE263	Wurzburg, Kreisfreie Stadt
DE264	DE	DE2	DE26	DE264	Aschaffenburg, Landkreis
DE265	DE	DE2	DE26	DE265	Bad Kissingen
DE266	DE	DE2	DE26	DE266	Rhon-Grabfeld
DE267	DE	DE2	DE26	DE267	Hassberge
DE268	DE	DE2	DE26	DE268	Kitzingen
DE269	DE	DE2	DE26	DE269	Miltenberg
DE26A	DE	DE2	DE26	DE26A	Main-Spessart
DE26B	DE	DE2	DE26	DE26B	Schweinfurt, Landkreis
DE26C	DE	DE2	DE26	DE26C	Wurzburg, Landkreis
DE27	DE	DE2	DE27		Schwaben
DE271	DE	DE2	DE27	DE271	Augsburg, Kreisfreie Stadt
DE272	DE	DE2	DE27	DE272	Kaufbeuren, Kreisfreie Stadt
DE273	DE	DE2	DE27	DE273	Kempten (Allgau), Kreisfreie Stadt
DE274	DE	DE2	DE27	DE274	Memmingen, Kreisfreie Stadt
DE275	DE	DE2	DE27	DE275	Aichach-Friedberg
DE276	DE	DE2	DE27	DE276	Augsburg, Landkreis
DE277	DE	DE2	DE27	DE277	Dillingen a.d. Donau
DE278	DE	DE2	DE27	DE278	Gunzburg
DE279	DE	DE2	DE27	DE279	Neu-Ulm
DE27A	DE	DE2	DE27	DE27A	Lindau (Bodensee)
DE27B	DE	DE2	DE27	DE27B	Ostallgau
DE27C	DE	DE2	DE27	DE27C	Unterallgau
DE27D	DE	DE2	DE27	DE27D	Donau-Ries
DE27E	DE	DE2	DE27	DE27E	Oberallgau
DE3	DE	DE3			Berlin
DE30	DE	DE3	DE30		Berlin
DE300	DE	DE3	DE30	DE300	Berlin
DE4	DE	DE4			Brandenburg
DE41	DE	DE4	DE41		Brandenburg - Nordost
DE411	DE	DE4	DE41	DE411	Frankfurt (Oder), Kreisfreie Stadt
DE412	DE	DE4	DE41	DE412	Barnim
DE413	DE	DE4	DE41	DE413	Markisch-Oderland
DE414	DE	DE4	DE41	DE414	Oberhavel
DE415	DE	DE4	DE41	DE415	Oder-Spree
DE416	DE	DE4	DE41	DE416	Ostprignitz-Ruppin
DE417	DE	DE4	DE41	DE417	Prignitz
DE418	DE	DE4	DE41	DE418	Uckermark
DE42	DE	DE4	DE42		Brandenburg - Sudwest
DE421	DE	DE4	DE42	DE421	Brandenburg an der Havel, Kreisfreie Stadt
DE422	DE	DE4	DE42	DE422	Cottbus, Kreisfreie Stadt
DE423	DE	DE4	DE42	DE423	Potsdam, Kreisfreie Stadt
DE424	DE	DE4	DE42	DE424	Dahme-Spreewald
DE425	DE	DE4	DE42	DE425	Elbe-Elster
DE426	DE	DE4	DE42	DE426	Havelland
DE427	DE	DE4	DE42	DE427	Oberspreewald-Lausitz
DE428	DE	DE4	DE42	DE428	Potsdam-Mittelmark
DE429	DE	DE4	DE42	DE429	Spree-Neisse
DE42A	DE	DE4	DE42	DE42A	Teltow-Flaming
DE5	DE	DE5			Bremen
DE50	DE	DE5	DE50		Bremen

DE501	DE	DE5	DE50	DE501	Bremen, Kreisfreie Stadt
DE502	DE	DE5	DE50	DE502	Bremerhaven, Kreisfreie Stadt
DE6	DE	DE6			Hamburg
DE60	DE	DE6	DE60		Hamburg
DE600	DE	DE6	DE60	DE600	Hamburg
DE7	DE	DE7			Hessen
DE71	DE	DE7	DE71		Darmstadt
DE711	DE	DE7	DE71	DE711	Darmstadt, Kreisfreie Stadt
DE712	DE	DE7	DE71	DE712	Frankfurt am Main, Kreisfreie Stadt
DE713	DE	DE7	DE71	DE713	Offenbach am Main, Kreisfreie Stadt
DE714	DE	DE7	DE71	DE714	Wiesbaden, Kreisfreie Stadt
DE715	DE	DE7	DE71	DE715	Bergstrasse
DE716	DE	DE7	DE71	DE716	Darmstadt-Dieburg
DE717	DE	DE7	DE71	DE717	Gross-Gerau
DE718	DE	DE7	DE71	DE718	Hochtaunuskreis
DE719	DE	DE7	DE71	DE719	Main-Kinzig-Kreis
DE71A	DE	DE7	DE71	DE71A	Main-Taunus-Kreis
DE71B	DE	DE7	DE71	DE71B	Odenwaldkreis
DE71C	DE	DE7	DE71	DE71C	Offenbach, Landkreis
DE71D	DE	DE7	DE71	DE71D	Rheingau-Taunus-Kreis
DE71E	DE	DE7	DE71	DE71E	Wetteraukreis
DE72	DE	DE7	DE72		Giessen
DE721	DE	DE7	DE72	DE721	Giessen, Landkreis
DE722	DE	DE7	DE72	DE722	Lahn-Dill-Kreis
DE723	DE	DE7	DE72	DE723	Limburg-Weilburg
DE724	DE	DE7	DE72	DE724	Marburg-Biedenkopf
DE725	DE	DE7	DE72	DE725	Vogelsbergkreis
DE73	DE	DE7	DE73	DE73	Kassel
DE731	DE	DE7	DE73	DE731	Kassel, Kreisfreie Stadt
DE732	DE	DE7	DE73	DE732	Fulda
DE733	DE	DE7	DE73	DE733	Hersfeld-Rotenburg
DE734	DE	DE7	DE73	DE734	Kassel, Landkreis
DE735	DE	DE7	DE73	DE735	Schwalm-Eder-Kreis
DE736	DE	DE7	DE73	DE736	Waldeck-Frankenberg
DE737	DE	DE7	DE73	DE737	Werra-Meissner-Kreis
DE8	DE	DE8			Mecklenburg-Vorpommern
DE80	DE	DE8	DE80		Mecklenburg-Vorpommern
DE801	DE	DE8	DE80	DE801	Greifswald, Kreisfreie Stadt
DE802	DE	DE8	DE80	DE802	Neubrandenburg, Kreisfreie Stadt
DE803	DE	DE8	DE80	DE803	Rostock, Kreisfreie Stadt
DE804	DE	DE8	DE80	DE804	Schwerin, Kreisfreie Stadt
DE805	DE	DE8	DE80	DE805	Stralsund, Kreisfreie Stadt
DE806	DE	DE8	DE80	DE806	Wismar, Kreisfreie Stadt
DE807	DE	DE8	DE80	DE807	Bad Doberan
DE808	DE	DE8	DE80	DE808	Demmin
DE809	DE	DE8	DE80	DE809	Gustrow
DE80A	DE	DE8	DE80	DE80A	Ludwigslust
DE80B	DE	DE8	DE80	DE80B	Mecklenburg-Strelitz
DE80C	DE	DE8	DE80	DE80C	Muritz
DE80D	DE	DE8	DE80	DE80D	Nordvorpommern
DE80E	DE	DE8	DE80	DE80E	Nordwestmecklenburg

DE80F	DE	DE8	DE80	DE80F	Ostvorpommern
DE80G	DE	DE8	DE80	DE80G	Parchim
DE80H	DE	DE8	DE80	DE80H	Rugen
DE80I	DE	DE8	DE80	DE80I	Uecker-Randow
DE9	DE	DE9			Niedersachsen
DE91	DE	DE9	DE91		Braunschweig
DE911	DE	DE9	DE91	DE911	Braunschweig, Kreisfreie Stadt
DE912	DE	DE9	DE91	DE912	Salzgitter, Kreisfreie Stadt
DE913	DE	DE9	DE91	DE913	Wolfsburg, Kreisfreie Stadt
DE914	DE	DE9	DE91	DE914	Gifhorn
DE915	DE	DE9	DE91	DE915	Gottingen
DE916	DE	DE9	DE91	DE916	Goslar
DE917	DE	DE9	DE91	DE917	Helmstedt
DE918	DE	DE9	DE91	DE918	Northeim
DE919	DE	DE9	DE91	DE919	Osterode am Harz
DE91A	DE	DE9	DE91	DE91A	Peine
DE91B	DE	DE9	DE91	DE91B	Wolfenbuttel
DE92	DE	DE9	DE92		Hannover
DE922	DE	DE9	DE92	DE922	Diepholz
DE923	DE	DE9	DE92	DE923	Hameln-Pyrmont
DE925	DE	DE9	DE92	DE925	Hildesheim
DE926	DE	DE9	DE92	DE926	Holzminden
DE927	DE	DE9	DE92	DE927	Nienburg (Weser)
DE928	DE	DE9	DE92	DE928	Schaumburg
DE929	DE	DE9	DE92	DE929	Region Hannover
DE93	DE	DE9	DE93		Luneburg
DE931	DE	DE9	DE93	DE931	Celle
DE932	DE	DE9	DE93	DE932	Cuxhaven
DE933	DE	DE9	DE93	DE933	Harburg
DE934	DE	DE9	DE93	DE934	Luchow-Dannenberg
DE935	DE	DE9	DE93	DE935	Luneburg, Landkreis
DE936	DE	DE9	DE93	DE936	Osterholz
DE937	DE	DE9	DE93	DE937	Rotenburg (Wumme)
DE938	DE	DE9	DE93	DE938	Soltau-Fallingbostel
DE939	DE	DE9	DE93	DE939	Stade
DE93A	DE	DE9	DE93	DE93A	Uelzen
DE93B	DE	DE9	DE93	DE93B	Verden
DE94	DE	DE9	DE94		Weser-Ems
DE941	DE	DE9	DE94	DE941	Delmenhorst, Kreisfreie Stadt
DE942	DE	DE9	DE94	DE942	Emden, Kreisfreie Stadt
DE943	DE	DE9	DE94	DE943	Oldenburg (Oldenburg), Kreisfreie Stadt
DE944	DE	DE9	DE94	DE944	Osnabruck, Kreisfreie Stadt
DE945	DE	DE9	DE94	DE945	Wilhelmshaven, Kreisfreie Stadt
DE946	DE	DE9	DE94	DE946	Ammerland
DE947	DE	DE9	DE94	DE947	Aurich
DE948	DE	DE9	DE94	DE948	Cloppenburg
DE949	DE	DE9	DE94	DE949	Emsland
DE94A	DE	DE9	DE94	DE94A	Friesland
DE94B	DE	DE9	DE94	DE94B	Grafschaft Bentheim
DE94C	DE	DE9	DE94	DE94C	Leer
DE94D	DE	DE9	DE94	DE94D	Oldenburg, Landkreis

DE94E	DE	DE9	DE94	DE94E	Osnabruck, Landkreis
DE94F	DE	DE9	DE94	DE94F	Vechta
DE94G	DE	DE9	DE94	DE94G	Wesermarsch
DE94H	DE	DE9	DE94	DE94H	Wittmund
DEA	DE	DEA			Nordrhein-Westfalen
DEA1	DE	DEA	DEA1		Dusseldorf
DEA11	DE	DEA	DEA1	DEA11	Dusseldorf, Kreisfreie Stadt
DEA12	DE	DEA	DEA1	DEA12	Duisburg, Kreisfreie Stadt
DEA13	DE	DEA	DEA1	DEA13	Essen, Kreisfreie Stadt
DEA14	DE	DEA	DEA1	DEA14	Krefeld, Kreisfreie Stadt
DEA15	DE	DEA	DEA1	DEA15	Monchengladbach, Kreisfreie Stadt
DEA16	DE	DEA	DEA1	DEA16	Mulheim an der Ruhr, Kreisfreie Stadt
DEA17	DE	DEA	DEA1	DEA17	Oberhausen, Kreisfreie Stadt
DEA18	DE	DEA	DEA1	DEA18	Remscheid, Kreisfreie Stadt
DEA19	DE	DEA	DEA1	DEA19	Solingen, Kreisfreie Stadt
DEA1A	DE	DEA	DEA1	DEA1A	Wuppertal, Kreisfreie Stadt
DEA1B	DE	DEA	DEA1	DEA1B	Kleve
DEA1C	DE	DEA	DEA1	DEA1C	Mettmann
DEA1D	DE	DEA	DEA1	DEA1D	Neuss
DEA1E	DE	DEA	DEA1	DEA1E	Viersen
DEA1F	DE	DEA	DEA1	DEA1F	Wesel
DEA2	DE	DEA	DEA2		Koln
DEA21	DE	DEA	DEA2	DEA21	Aachen, Kreisfreie Stadt
DEA22	DE	DEA	DEA2	DEA22	Bonn, Kreisfreie Stadt
DEA23	DE	DEA	DEA2	DEA23	Koln, Kreisfreie Stadt
DEA24	DE	DEA	DEA2	DEA24	Leverkusen, Kreisfreie Stadt
DEA25	DE	DEA	DEA2	DEA25	Aachen, Kreis
DEA26	DE	DEA	DEA2	DEA26	Duren
DEA27	DE	DEA	DEA2	DEA27	Erftkreis
DEA28	DE	DEA	DEA2	DEA28	Euskirchen
DEA29	DE	DEA	DEA2	DEA29	Heinsberg
DEA2A	DE	DEA	DEA2	DEA2A	Oberbergischer Kreis
DEA2B	DE	DEA	DEA2	DEA2B	Rheinisch-Bergischer Kreis
DEA2C	DE	DEA	DEA2	DEA2C	Rhein-Sieg-Kreis
DEA3	DE	DEA	DEA3		Munster
DEA31	DE	DEA	DEA3	DEA31	Bottrop, Kreisfreie Stadt
DEA32	DE	DEA	DEA3	DEA32	Gelsenkirchen, Kreisfreie Stadt
DEA33	DE	DEA	DEA3	DEA33	Munster, Kreisfreie Stadt
DEA34	DE	DEA	DEA3	DEA34	Borken
DEA35	DE	DEA	DEA3	DEA35	Coesfeld
DEA36	DE	DEA	DEA3	DEA36	Recklinghausen
DEA37	DE	DEA	DEA3	DEA37	Steinfurt
DEA38	DE	DEA	DEA3	DEA38	Warendorf
DEA4	DE	DEA	DEA4		Detmold
DEA41	DE	DEA	DEA4	DEA41	Bielefeld, Kreisfreie Stadt
DEA42	DE	DEA	DEA4	DEA42	Gutersloh
DEA43	DE	DEA	DEA4	DEA43	Herford
DEA44	DE	DEA	DEA4	DEA44	Hoxter
DEA45	DE	DEA	DEA4	DEA45	Lippe
DEA46	DE	DEA	DEA4	DEA46	Minden-Lubbecke
DEA47	DE	DEA	DEA4	DEA47	Paderborn

DEA5	DE	DEA	DEA5		Arnsberg
DEA51	DE	DEA	DEA5	DEA51	Bochum, Kreisfreie Stadt
DEA52	DE	DEA	DEA5	DEA52	Dortmund, Kreisfreie Stadt
DEA53	DE	DEA	DEA5	DEA53	Hagen, Kreisfreie Stadt
DEA54	DE	DEA	DEA5	DEA54	Hamm, Kreisfreie Stadt
DEA55	DE	DEA	DEA5	DEA55	Herne, Kreisfreie Stadt
DEA56	DE	DEA	DEA5	DEA56	Ennepe-Ruhr-Kreis
DEA57	DE	DEA	DEA5	DEA57	Hochsauerlandkreis
DEA58	DE	DEA	DEA5	DEA58	Markischer Kreis
DEA59	DE	DEA	DEA5	DEA59	Olpe
DEA5A	DE	DEA	DEA5	DEA5A	Siegen-Wittgenstein
DEA5B	DE	DEA	DEA5	DEA5B	Soest
DEA5C	DE	DEA	DEA5	DEA5C	Unna
DEB	DE	DEB			Rheinland-Pfalz
DEB1	DE	DEB	DEB1		Koblenz
DEB11	DE	DEB	DEB1	DEB11	Koblenz, Kreisfreie Stadt
DEB12	DE	DEB	DEB1	DEB12	Ahrweiler
DEB13	DE	DEB	DEB1	DEB13	Altenkirchen (Westerwald)
DEB14	DE	DEB	DEB1	DEB14	Bad Kreuznach
DEB15	DE	DEB	DEB1	DEB15	Birkenfeld
DEB16	DE	DEB	DEB1	DEB16	Cochem-Zell
DEB17	DE	DEB	DEB1	DEB17	Mayen-Koblenz
DEB18	DE	DEB	DEB1	DEB18	Neuwied
DEB19	DE	DEB	DEB1	DEB19	Rhein-Hunsruck-Kreis
DEB1A	DE	DEB	DEB1	DEB1A	Rhein-Lahn-Kreis
DEB1B	DE	DEB	DEB1	DEB1B	Westerwaldkreis
DEB2	DE	DEB	DEB2		Trier
DEB21	DE	DEB	DEB2	DEB21	Trier, Kreisfreie Stadt
DEB22	DE	DEB	DEB2	DEB22	Bernkastel-Wittlich
DEB23	DE	DEB	DEB2	DEB23	Bitburg-Prum
DEB24	DE	DEB	DEB2	DEB24	Daun
DEB25	DE	DEB	DEB2	DEB25	Trier-Saarburg
DEB3	DE	DEB	DEB3		Rheinhessen-Pfalz
DEB31	DE	DEB	DEB3	DEB31	Frankenthal (Pfalz), Kreisfreie Stadt
DEB32	DE	DEB	DEB3	DEB32	Kaiserslautern, Kreisfreie Stadt
DEB33	DE	DEB	DEB3	DEB33	Landau in der Pfalz, Kreisfreie Stadt
DEB34	DE	DEB	DEB3	DEB34	Ludwigshafen am Rhein, Kreisfreie Stadt
DEB35	DE	DEB	DEB3	DEB35	Mainz, Kreisfreie Stadt
DEB36	DE	DEB	DEB3	DEB36	Neustadt an der Weinstrasse, Kreisfreie Stadt
DEB37	DE	DEB	DEB3	DEB37	Pirmasens, Kreisfreie Stadt
DEB38	DE	DEB	DEB3	DEB38	Speyer, Kreisfreie Stadt
DEB39	DE	DEB	DEB3	DEB39	Worms, Kreisfreie Stadt
DEB3A	DE	DEB	DEB3	DEB3A	Zweibrucken, Kreisfreie Stadt
DEB3B	DE	DEB	DEB3	DEB3B	Alzey-Worms
DEB3C	DE	DEB	DEB3	DEB3C	Bad Durkheim
DEB3D	DE	DEB	DEB3	DEB3D	Donnersbergkreis
DEB3E	DE	DEB	DEB3	DEB3E	Germersheim
DEB3F	DE	DEB	DEB3	DEB3F	Kaiserslautern, Landkreis
DEB3G	DE	DEB	DEB3	DEB3G	Kusel
DEB3H	DE	DEB	DEB3	DEB3H	Sudliche Weinstrasse
DEB3I	DE	DEB	DEB3	DEB3I	Ludwigshafen, Landkreis

DEB3J	DE	DEB	DEB3	DEB3J	Mainz-Bingen
DEB3K	DE	DEB	DEB3	DEB3K	Sudwestpfalz
DEC	DE	DEC			Saarland
DEC0	DE	DEC	DEC0		Saarland
DEC01	DE	DEC	DEC0	DEC01	Stadtverband Saarbrucken
DEC02	DE	DEC	DEC0	DEC02	Merzig-Wadern
DEC03	DE	DEC	DEC0	DEC03	Neunkirchen
DEC04	DE	DEC	DEC0	DEC04	Saarlouis
DEC05	DE	DEC	DEC0	DEC05	Saarpfalz-Kreis
DEC06	DE	DEC	DEC0	DEC06	St. Wendel
DED	DE	DED			Sachsen
DED1	DE	DED	DED1		Chemnitz
DED11	DE	DED	DED1	DED11	Chemnitz, Kreisfreie Stadt
DED12	DE	DED	DED1	DED12	Plauen, Kreisfreie Stadt
DED13	DE	DED	DED1	DED13	Zwickau, Kreisfreie Stadt
DED14	DE	DED	DED1	DED14	Annaberg
DED15	DE	DED	DED1	DED15	Chemnitzer Land
DED16	DE	DED	DED1	DED16	Freiberg
DED17	DE	DED	DED1	DED17	Vogtlandkreis
DED18	DE	DED	DED1	DED18	Mittlerer Erzgebirgskreis
DED19	DE	DED	DED1	DED19	Mittweida
DED1A	DE	DED	DED1	DED1A	Stollberg
DED1B	DE	DED	DED1	DED1B	Aue-Schwarzenberg
DED1C	DE	DED	DED1	DED1C	Zwickauer Land
DED2	DE	DED	DED2		Dresden
DED21	DE	DED	DED2	DED21	Dresden, Kreisfreie Stadt
DED22	DE	DED	DED2	DED22	Gorlitz, Kreisfreie Stadt
DED23	DE	DED	DED2	DED23	Hoyerswerda, Kreisfreie Stadt
DED24	DE	DED	DED2	DED24	Bautzen
DED25	DE	DED	DED2	DED25	Meissen
DED26	DE	DED	DED2	DED26	Niederschlesischer Oberlausitzkreis
DED27	DE	DED	DED2	DED27	Riesa-Grossenhain
DED28	DE	DED	DED2	DED28	Lobau-Zittau
DED29	DE	DED	DED2	DED29	Sachsische Schweiz
DED2A	DE	DED	DED2	DED2A	Weisseritzkreis
DED2B	DE	DED	DED2	DED2B	Kamenz
DED3	DE	DED	DED3		Leipzig
DED31	DE	DED	DED3	DED31	Leipzig, Kreisfreie Stadt
DED32	DE	DED	DED3	DED32	Delitzsch
DED33	DE	DED	DED3	DED33	Dobeln
DED34	DE	DED	DED3	DED34	Leipziger Land
DED35	DE	DED	DED3	DED35	Muldentalkreis
DED36	DE	DED	DED3	DED36	Torgau-Oschatz
DEE	DE	DEE			Sachsen-Anhalt
DEE1	DE	DEE	DEE1		Dessau
DEE11	DE	DEE	DEE1	DEE11	Dessau, Kreisfreie Stadt
DEE12	DE	DEE	DEE1	DEE12	Anhalt-Zerbst
DEE13	DE	DEE	DEE1	DEE13	Bernburg
DEE14	DE	DEE	DEE1	DEE14	Bitterfeld
DEE15	DE	DEE	DEE1	DEE15	Kothen
DEE16	DE	DEE	DEE1	DEE16	Wittenberg

DEE2	DE	DEE	DEE2		Halle
DEE21	DE	DEE	DEE2	DEE21	Halle (Saale), Kreisfreie Stadt
DEE22	DE	DEE	DEE2	DEE22	Burgenlandkreis
DEE23	DE	DEE	DEE2	DEE23	Mansfelder Land
DEE24	DE	DEE	DEE2	DEE24	Merseburg-Querfurt
DEE25	DE	DEE	DEE2	DEE25	Saalkreis
DEE26	DE	DEE	DEE2	DEE26	Sangerhausen
DEE27	DE	DEE	DEE2	DEE27	Weissenfels
DEE3	DE	DEE	DEE3		Magdeburg
DEE31	DE	DEE	DEE3	DEE31	Magdeburg, Kreisfreie Stadt
DEE32	DE	DEE	DEE3	DEE32	Aschersleben-Stassfurt
DEE33	DE	DEE	DEE3	DEE33	Bordekreis
DEE34	DE	DEE	DEE3	DEE34	Halberstadt
DEE35	DE	DEE	DEE3	DEE35	Jerichower Land
DEE36	DE	DEE	DEE3	DEE36	Ohrekreis
DEE37	DE	DEE	DEE3	DEE37	Stendal
DEE38	DE	DEE	DEE3	DEE38	Quedlinburg
DEE39	DE	DEE	DEE3	DEE39	Schonebeck
DEE3A	DE	DEE	DEE3	DEE3A	Wernigerode
DEE3B	DE	DEE	DEE3	DEE3B	Altmarkkreis Salzwedel
DEF	DE	DEF			Schleswig-Holstein
DEF0	DE	DEF	DEF0		Schleswig-Holstein
DEF01	DE	DEF	DEF0	DEF01	Flensburg, Kreisfreie Stadt
DEF02	DE	DEF	DEF0	DEF02	Kiel, Kreisfreie Stadt
DEF03	DE	DEF	DEF0	DEF03	Lubeck, Kreisfreie Stadt
DEF04	DE	DEF	DEF0	DEF04	Neumunster, Kreisfreie Stadt
DEF05	DE	DEF	DEF0	DEF05	Dithmarschen
DEF06	DE	DEF	DEF0	DEF06	Herzogtum Lauenburg
DEF07	DE	DEF	DEF0	DEF07	Nordfriesland
DEF08	DE	DEF	DEF0	DEF08	Ostholstein
DEF09	DE	DEF	DEF0	DEF09	Pinneberg
DEF0A	DE	DEF	DEF0	DEF0A	Plon
DEF0B	DE	DEF	DEF0	DEF0B	Rendsburg-Eckernforde
DEF0C	DE	DEF	DEF0	DEF0C	Schleswig-Flensburg
DEF0D	DE	DEF	DEF0	DEF0D	Segeberg
DEF0E	DE	DEF	DEF0	DEF0E	Steinburg
DEF0F	DE	DEF	DEF0	DEF0F	Stormarn
DEG	DE	DEG			Thuringen
DEG0	DE	DEG	DEG0		Thuringen
DEG01	DE	DEG	DEG0	DEG01	Erfurt, Kreisfreie Stadt
DEG02	DE	DEG	DEG0	DEG02	Gera, Kreisfreie Stadt
DEG03	DE	DEG	DEG0	DEG03	Jena, Kreisfreie Stadt
DEG04	DE	DEG	DEG0	DEG04	Suhl, Kreisfreie Stadt
DEG05	DE	DEG	DEG0	DEG05	Weimar, Kreisfreie Stadt
DEG06	DE	DEG	DEG0	DEG06	Eichsfeld
DEG07	DE	DEG	DEG0	DEG07	Nordhausen
DEG09	DE	DEG	DEG0	DEG09	Unstrut-Hainich-Kreis
DEG0A	DE	DEG	DEG0	DEG0A	Kyffhauserkreis
DEG0B	DE	DEG	DEG0	DEG0B	Schmalkalden-Meiningen
DEG0C	DE	DEG	DEG0	DEG0C	Gotha
DEG0D	DE	DEG	DEG0	DEG0D	Sommerda

DEG0E	DE	DEG	DEG0	DEG0E	Hildburghausen
DEG0F	DE	DEG	DEG0	DEG0F	Ilm-Kreis
DEG0G	DE	DEG	DEG0	DEG0G	Weimarer Land
DEG0H	DE	DEG	DEG0	DEG0H	Sonneberg
DEG0I	DE	DEG	DEG0	DEG0I	Saalfeld-Rudolstadt
DEG0J	DE	DEG	DEG0	DEG0J	Saale-Holzland-Kreis
DEG0K	DE	DEG	DEG0	DEG0K	Saale-Orla-Kreis
DEG0L	DE	DEG	DEG0	DEG0L	Greiz
DEG0M	DE	DEG	DEG0	DEG0M	Altenburger Land
DEG0N	DE	DEG	DEG0	DEG0N	Eisenach, Kreisfreie Stadt
DEG0P	DE	DEG	DEG0	DEG0P	Wartburgkreis
DK	DK				Danmark
DK0	DK	DK0			Danmark
DK00	DK	DK0	DK00		Danmark
DK001	DK	DK0	DK00	DK001	Kobenhavn og Frederiksberg kommuner
DK002	DK	DK0	DK00	DK002	Kobenhavns amt
DK003	DK	DK0	DK00	DK003	Frederiksborg amt
DK004	DK	DK0	DK00	DK004	Roskilde amt
DK005	DK	DK0	DK00	DK005	Vestsjaellands amt
DK006	DK	DK0	DK00	DK006	Storstroms amt
DK007	DK	DK0	DK00	DK007	Bornholms amt
DK008	DK	DK0	DK00	DK008	Fyns amt
DK009	DK	DK0	DK00	DK009	Sonderjyllands amt
DK00A	DK	DK0	DK00	DK00A	Ribe amt
DK00B	DK	DK0	DK00	DK00B	Vejle amt
DK00C	DK	DK0	DK00	DK00C	Ringkobing amt
DK00D	DK	DK0	DK00	DK00D	Arhus amt
DK00E	DK	DK0	DK00	DK00E	Viborg amt
DK00F	DK	DK0	DK00	DK00F	Nordjyllands amt
EE	EE				Eesti
EE0	EE	EE0			Eesti
EE00	EE	EE0	EE00		Eesti
EE001	EE	EE0	EE00	EE001	Pohja-Eesti
EE004	EE	EE0	EE00	EE004	Laane-Eesti
EE006	EE	EE0	EE00	EE006	Kesk-Eesti
EE007	EE	EE0	EE00	EE007	Kirde-Eesti
EE008	EE	EE0	EE00	EE008	Louna-Eesti
ES	ES				Espana
ES1	ES	ES1			Noroeste
ES11	ES	ES1	ES11		Galicia
ES111	ES	ES1	ES11	ES111	A Coruna
ES112	ES	ES1	ES11	ES112	Lugo
ES113	ES	ES1	ES11	ES113	Ourense
ES114	ES	ES1	ES11	ES114	Pontevedra
ES12	ES	ES1	ES12		Principado de Asturias
ES120	ES	ES1	ES12	ES120	Asturias
ES13	ES	ES1	ES13		Cantabria
ES130	ES	ES1	ES13	ES130	Cantabria

ES2	ES	ES2			Noreste
ES21	ES	ES2	ES21		Pais Vasco
ES211	ES	ES2	ES21	ES211	Alava
ES212	ES	ES2	ES21	ES212	Guipuzcoa
ES213	ES	ES2	ES21	ES213	Vizcaya
ES22	ES	ES2	ES22		Comunidad Foral de Navarra
ES220	ES	ES2	ES22	ES220	Navarra
ES23	ES	ES2	ES23		La Rioja
ES230	ES	ES2	ES23	ES230	La Rioja
ES24	ES	ES2	ES24		Aragon
ES241	ES	ES2	ES24	ES241	Huesca
ES242	ES	ES2	ES24	ES242	Teruel
ES243	ES	ES2	ES24	ES243	Zaragoza
ES3	ES	ES3			Comunidad de Madrid
ES30	ES	ES3	ES30		Comunidad de Madrid
ES300	ES	ES3	ES30	ES300	Madrid
ES4	ES	ES4			Centro (E)
ES41	ES	ES4	ES41		Castilla y Leon
ES411	ES	ES4	ES41	ES411	Avila
ES412	ES	ES4	ES41	ES412	Burgos
ES413	ES	ES4	ES41	ES413	Leon
ES414	ES	ES4	ES41	ES414	Palencia
ES415	ES	ES4	ES41	ES415	Salamanca
ES416	ES	ES4	ES41	ES416	Segovia
ES417	ES	ES4	ES41	ES417	Soria
ES418	ES	ES4	ES41	ES418	Valladolid
ES419	ES	ES4	ES41	ES419	Zamora
ES42	ES	ES4	ES42		Castilla-La Mancha
ES421	ES	ES4	ES42	ES421	Albacete
ES422	ES	ES4	ES42	ES422	Ciudad Real
ES423	ES	ES4	ES42	ES423	Cuenca
ES424	ES	ES4	ES42	ES424	Guadalajara
ES425	ES	ES4	ES42	ES425	Toledo
ES43	ES	ES4	ES43		Extremadura
ES431	ES	ES4	ES43	ES431	Badajoz
ES432	ES	ES4	ES43	ES432	Caceres
ES5	ES	ES5			Este
ES51	ES	ES5	ES51		Cataluna
ES511	ES	ES5	ES51	ES511	Barcelona
ES512	ES	ES5	ES51	ES512	Girona
ES513	ES	ES5	ES51	ES513	Lleida
ES514	ES	ES5	ES51	ES514	Tarragona
ES52	ES	ES5	ES52		Comunidad Valenciana
ES521	ES	ES5	ES52	ES521	Alicante/Alacant
ES522	ES	ES5	ES52	ES522	Castellon/Castello
ES523	ES	ES5	ES52	ES523	Valencia/Valencia
ES53	ES	ES5	ES53		Illes Balears
ES530	ES	ES5	ES53	ES530	Illes Balears
ES6	ES	ES6			Sur
ES61	ES	ES6	ES61		Andalucia
ES611	ES	ES6	ES61	ES611	Almeria

ES612	ES	ES6	ES61	ES612	Cadiz
ES613	ES	ES6	ES61	ES613	Cordoba
ES614	ES	ES6	ES61	ES614	Granada
ES615	ES	ES6	ES61	ES615	Huelva
ES616	ES	ES6	ES61	ES616	Jaen
ES617	ES	ES6	ES61	ES617	Malaga
ES618	ES	ES6	ES61	ES618	Sevilla
ES62	ES	ES6	ES62		Region de Murcia
ES620	ES	ES6	ES62	ES620	Murcia
ES63	ES	ES6	ES63		Ciudad Autonoma de Ceuta
ES630	ES	ES6	ES63	ES630	Ceuta
ES64	ES	ES6	ES64		Ciudad Autonoma de Melilla
ES640	ES	ES6	ES64	ES640	Melilla
ES7	ES	ES7			Canarias
ES70	ES	ES7	ES70		Canarias
ES701	ES	ES7	ES70	ES701	Las Palmas
ES702	ES	ES7	ES70	ES702	Santa Cruz de Tenerife
FI	FI				Suomi/Finland
FI1	FI	FI1			Manner-Suomi
FI13	FI	FI1	FI13		Ita-Suomi
FI131	FI	FI1	FI13	FI131	Etela-Savo
FI132	FI	FI1	FI13	FI132	Pohjois-Savo
FI133	FI	FI1	FI13	FI133	Pohjois-Karjala
FI134	FI	FI1	FI13	FI134	Kainuu
FI18	FI	FI1	FI18		Etela-Suomi
FI181	FI	FI1	FI18	FI181	Uusimaa
FI182	FI	FI1	FI18	FI182	Ita-Uusimaa
FI183	FI	FI1	FI18	FI183	Varsinais-Suomi
FI184	FI	FI1	FI18	FI184	Kanta-Hame
FI185	FI	FI1	FI18	FI185	Paijat-Hame
FI186	FI	FI1	FI18	FI186	Kymenlaakso
FI187	FI	FI1	FI18	FI187	Etela-Karjala
FI19	FI	FI1	FI19		Lansi-Suomi
FI191	FI	FI1	FI19	FI191	Satakunta
FI192	FI	FI1	FI19	FI192	Pirkanmaa
FI193	FI	FI1	FI19	FI193	Keski-Suomi
FI194	FI	FI1	FI19	FI194	Etela-Pohjanmaa
FI195	FI	FI1	FI19	FI195	Pohjanmaa
FI1A	FI	FI1	FI1A		Pohjois-Suomi
FI1A1	FI	FI1	FI1A	FI1A1	Keski-Pohjanmaa
FI1A2	FI	FI1	FI1A	FI1A2	Pohjois-Pohjanmaa
FI1A3	FI	FI1	FI1A	FI1A3	Lappi
FI2	FI	FI2			Aland
FI20	FI	FI2	FI20		Aland
FI200	FI	FI2	FI20	FI200	Aland
FR	FR				France
FR1	FR	FR1			Ile De France
FR10	FR	FR1	FR10		Ile de France
FR101	FR	FR1	FR10	FR101	Paris

FR102	FR	FR1	FR10	FR102	Seine-et-Marne
FR103	FR	FR1	FR10	FR103	Yvelines
FR104	FR	FR1	FR10	FR104	Essonne
FR105	FR	FR1	FR10	FR105	Hauts-de-Seine
FR106	FR	FR1	FR10	FR106	Seine-Saint-Denis
FR107	FR	FR1	FR10	FR107	Val-de-Marne
FR108	FR	FR1	FR10	FR108	Val-d'Oise
FR2	FR	FR2			Bassin Parisien
FR21	FR	FR2	FR21		Champagne-Ardenne
FR211	FR	FR2	FR21	FR211	Ardennes
FR212	FR	FR2	FR21	FR212	Aube
FR213	FR	FR2	FR21	FR213	Marne
FR214	FR	FR2	FR21	FR214	Haute-Marne
FR22	FR	FR2	FR22		Picardie
FR221	FR	FR2	FR22	FR221	Aisne
FR222	FR	FR2	FR22	FR222	Oise
FR223	FR	FR2	FR22	FR223	Somme
FR23	FR	FR2	FR23		Haute-Normandie
FR231	FR	FR2	FR23	FR231	Eure
FR232	FR	FR2	FR23	FR232	Seine-Maritime
FR24	FR	FR2	FR24		Centre
FR241	FR	FR2	FR24	FR241	Cher
FR242	FR	FR2	FR24	FR242	Eure-et-Loir
FR243	FR	FR2	FR24	FR243	Indre
FR244	FR	FR2	FR24	FR244	Indre-et-Loire
FR245	FR	FR2	FR24	FR245	Loir-et-Cher
FR246	FR	FR2	FR24	FR246	Loiret
FR25	FR	FR2	FR25		Basse-Normandie
FR251	FR	FR2	FR25	FR251	Calvados
FR252	FR	FR2	FR25	FR252	Manche
FR253	FR	FR2	FR25	FR253	Orne
FR26	FR	FR2	FR26		Bourgogne
FR261	FR	FR2	FR26	FR261	Cote-d'Or
FR262	FR	FR2	FR26	FR262	Nievre
FR263	FR	FR2	FR26	FR263	Saone-et-Loire
FR264	FR	FR2	FR26	FR264	Yonne
FR3	FR	FR3			Nord - Pas-de-Calais
FR30	FR	FR3	FR30		Nord - Pas-de-Calais
FR301	FR	FR3	FR30	FR301	Nord
FR302	FR	FR3	FR30	FR302	Pas-de-Calais
FR4	FR	FR4			Est
FR41	FR	FR4	FR41		Lorraine
FR411	FR	FR4	FR41	FR411	Meurthe-et-Moselle
FR412	FR	FR4	FR41	FR412	Meuse
FR413	FR	FR4	FR41	FR413	Moselle
FR414	FR	FR4	FR41	FR414	Vosges
FR42	FR	FR4	FR42		Alsace
FR421	FR	FR4	FR42	FR421	Bas-Rhin
FR422	FR	FR4	FR42	FR422	Haut-Rhin
FR43	FR	FR4	FR43		Franche-Comte
FR431	FR	FR4	FR43	FR431	Doubs

FR432	FR	FR4	FR43	FR432	Jura
FR433	FR	FR4	FR43	FR433	Haute-Saone
FR434	FR	FR4	FR43	FR434	Territoire de Belfort
FR5	FR	FR5			Ouest
FR51	FR	FR5	FR51		Pays de la Loire
FR511	FR	FR5	FR51	FR511	Loire-Atlantique
FR512	FR	FR5	FR51	FR512	Maine-et-Loire
FR513	FR	FR5	FR51	FR513	Mayenne
FR514	FR	FR5	FR51	FR514	Sarthe
FR515	FR	FR5	FR51	FR515	Vendee
FR52	FR	FR5	FR52		Bretagne
FR521	FR	FR5	FR52	FR521	Cotes-d'Armor
FR522	FR	FR5	FR52	FR522	Finistere
FR523	FR	FR5	FR52	FR523	Ille-et-Vilaine
FR524	FR	FR5	FR52	FR524	Morbihan
FR53	FR	FR5	FR53		Poitou-Charentes
FR531	FR	FR5	FR53	FR531	Charente
FR532	FR	FR5	FR53	FR532	Charente-Maritime
FR533	FR	FR5	FR53	FR533	Deux-Sevres
FR534	FR	FR5	FR53	FR534	Vienne
FR6	FR	FR6			Sud-Ouest
FR61	FR	FR6	FR61		Aquitaine
FR611	FR	FR6	FR61	FR611	Dordogne
FR612	FR	FR6	FR61	FR612	Gironde
FR613	FR	FR6	FR61	FR613	Landes
FR614	FR	FR6	FR61	FR614	Lot-et-Garonne
FR615	FR	FR6	FR61	FR615	Pyrenees-Atlantiques
FR62	FR	FR6	FR62		Midi-Pyrenees
FR621	FR	FR6	FR62	FR621	Ariege
FR622	FR	FR6	FR62	FR622	Aveyron
FR623	FR	FR6	FR62	FR623	Haute-Garonne
FR624	FR	FR6	FR62	FR624	Gers
FR625	FR	FR6	FR62	FR625	Lot
FR626	FR	FR6	FR62	FR626	Hautes-Pyrenees
FR627	FR	FR6	FR62	FR627	Tarn
FR628	FR	FR6	FR62	FR628	Tarn-et-Garonne
FR63	FR	FR6	FR63		Limousin
FR631	FR	FR6	FR63	FR631	Correze
FR632	FR	FR6	FR63	FR632	Creuse
FR633	FR	FR6	FR63	FR633	Haute-Vienne
FR7	FR	FR7			Centre-Est
FR71	FR	FR7	FR71		Rhone-Alpes
FR711	FR	FR7	FR71	FR711	Ain
FR712	FR	FR7	FR71	FR712	Ardeche
FR713	FR	FR7	FR71	FR713	Drome
FR714	FR	FR7	FR71	FR714	Isere
FR715	FR	FR7	FR71	FR715	Loire
FR716	FR	FR7	FR71	FR716	Rhone
FR717	FR	FR7	FR71	FR717	Savoie
FR718	FR	FR7	FR71	FR718	Haute-Savoie
FR72	FR	FR7	FR72		Auvergne

FR721	FR	FR7	FR72	FR721	Allier
FR722	FR	FR7	FR72	FR722	Cantal
FR723	FR	FR7	FR72	FR723	Haute-Loire
FR724	FR	FR7	FR72	FR724	Puy-de-Dome
FR8	FR	FR8			Mediterranee
FR81	FR	FR8	FR81		Languedoc-Roussillon
FR811	FR	FR8	FR81	FR811	Aude
FR812	FR	FR8	FR81	FR812	Gard
FR813	FR	FR8	FR81	FR813	Herault
FR814	FR	FR8	FR81	FR814	Lozere
FR815	FR	FR8	FR81	FR815	Pyrenees-Orientales
FR82	FR	FR8	FR82		Provence-Alpes-Cote d'Azur
FR821	FR	FR8	FR82	FR821	Alpes-de-Haute-Provence
FR822	FR	FR8	FR82	FR822	Hautes-Alpes
FR823	FR	FR8	FR82	FR823	Alpes-Maritimes
FR824	FR	FR8	FR82	FR824	Bouches-du-Rhone
FR825	FR	FR8	FR82	FR825	Var
FR826	FR	FR8	FR82	FR826	Vaucluse
FR83	FR	FR8	FR83		Corse
FR831	FR	FR8	FR83	FR831	Corse-du-Sud
FR832	FR	FR8	FR83	FR832	Haute-Corse
FR9	FR	FR9			Departements D'Outre-Mer
FR91	FR	FR9	FR91		Guadeloupe
FR910	FR	FR9	FR91	FR910	Guadeloupe
FR92	FR	FR9	FR92		Martinique
FR920	FR	FR9	FR92	FR920	Martinique
FR93	FR	FR9	FR93		Guyane
FR930	FR	FR9	FR93	FR930	Guyane
FR94	FR	FR9	FR94		Reunion
FR940	FR	FR9	FR94	FR940	Reunion
GR	GR				Ellada
GR1	GR	GR1			Voreia Ellada
GR11	GR	GR1	GR11		Anatoliki Makedonia, Thraki
GR111	GR	GR1	GR11	GR111	Evros
GR112	GR	GR1	GR11	GR112	Xanthi
GR113	GR	GR1	GR11	GR113	Rodopi
GR114	GR	GR1	GR11	GR114	Drama
GR115	GR	GR1	GR11	GR115	Kavala
GR12	GR	GR1	GR12		Kentriki Makedonia
GR121	GR	GR1	GR12	GR121	Imathia
GR122	GR	GR1	GR12	GR122	Thessaloniki
GR123	GR	GR1	GR12	GR123	Kilkis
GR124	GR	GR1	GR12	GR124	Pella
GR125	GR	GR1	GR12	GR125	Pieria
GR126	GR	GR1	GR12	GR126	Serres
GR127	GR	GR1	GR12	GR127	Chalkidiki
GR13	GR	GR1	GR13		Dytiki Makedonia
GR131	GR	GR1	GR13	GR131	Grevena
GR132	GR	GR1	GR13	GR132	Kastoria
GR133	GR	GR1	GR13	GR133	Kozani

GR134	GR	GR1	GR13	GR134	Florina
GR14	GR	GR1	GR14		Thessalia
GR141	GR	GR1	GR14	GR141	Karditsa
GR142	GR	GR1	GR14	GR142	Larisa
GR143	GR	GR1	GR14	GR143	Magnisia
GR144	GR	GR1	GR14	GR144	Trikala
GR2	GR	GR2			Kentriki Ellada
GR21	GR	GR2	GR21		Ipeiros
GR211	GR	GR2	GR21	GR211	Arta
GR212	GR	GR2	GR21	GR212	Thesprotia
GR213	GR	GR2	GR21	GR213	Ioannina
GR214	GR	GR2	GR21	GR214	Preveza
GR22	GR	GR2	GR22		Ionia Nisia
GR221	GR	GR2	GR22	GR221	Zakynthos
GR222	GR	GR2	GR22	GR222	Kerkyra
GR223	GR	GR2	GR22	GR223	Kefallinia
GR224	GR	GR2	GR22	GR224	Lefkada
GR23	GR	GR2	GR23		Dytiki Ellada
GR231	GR	GR2	GR23	GR231	Aitoloakarnania
GR232	GR	GR2	GR23	GR232	Achaia
GR233	GR	GR2	GR23	GR233	Ileia
GR24	GR	GR2	GR24		Sterea Ellada
GR241	GR	GR2	GR24	GR241	Voiotia
GR242	GR	GR2	GR24	GR242	Evvoia
GR243	GR	GR2	GR24	GR243	Evrytania
GR244	GR	GR2	GR24	GR244	Fthiotida
GR245	GR	GR2	GR24	GR245	Fokida
GR25	GR	GR2	GR25		Peloponnisos
GR251	GR	GR2	GR25	GR251	Argolida
GR252	GR	GR2	GR25	GR252	Arkadia
GR253	GR	GR2	GR25	GR253	Korinthia
GR254	GR	GR2	GR25	GR254	Lakonia
GR255	GR	GR2	GR25	GR255	Messinia
GR3	GR	GR3			Attiki
GR30	GR	GR3	GR30		Attiki
GR300	GR	GR3	GR30	GR300	Attiki
GR4	GR	GR4			Nisia Aigaiou, Kriti
GR41	GR	GR4	GR41		Voreio Aigaio
GR411	GR	GR4	GR41	GR411	Lesvos
GR412	GR	GR4	GR41	GR412	Samos
GR413	GR	GR4	GR41	GR413	Chios
GR42	GR	GR4	GR42		Notio Aigaio
GR421	GR	GR4	GR42	GR421	Dodekanisos
GR422	GR	GR4	GR42	GR422	Kyklades
GR43	GR	GR4	GR43		Kriti
GR431	GR	GR4	GR43	GR431	Irakleio
GR432	GR	GR4	GR43	GR432	Lasithi
GR433	GR	GR4	GR43	GR433	Rethymni
GR434	GR	GR4	GR43	GR434	Chania
HR	HR				Hrvatska

HR0	HR	HR0			Hrvatska
HR01	HR	HR0	HR01		Sredisnja Hrvatska
HR011	HR	HR0	HR01	HR011	Krapinsko-zagorska zupanija
HR012	HR	HR0	HR01	HR012	Varazdinska zupanija
HR013	HR	HR0	HR01	HR013	Medjimurska zupanija
HR014	HR	HR0	HR01	HR014	Koprivnicko-krizevacka zupanija
HR015	HR	HR0	HR01	HR015	Bjelovarsko-bilogorska zupanija
HR016	HR	HR0	HR01	HR016	Sisacko-moslavacka zupanija
HR017	HR	HR0	HR01	HR017	Karlovacka zupanija
HR02	HR	HR0	HR02		Zagrebacka regija
HR021	HR	HR0	HR02	HR021	Grad Zagreb
HR022	HR	HR0	HR02	HR022	Zagrebacka zupanija
HR03	HR	HR0	HR03		Jadranska Hrvatska
HR031	HR	HR0	HR03	HR031	Istarska zupanija
HR032	HR	HR0	HR03	HR032	Primorsko-goranska zupanija
HR033	HR	HR0	HR03	HR033	Licko-senjska zupanija
HR034	HR	HR0	HR03	HR034	Zadarska zupanija
HR035	HR	HR0	HR03	HR035	Sibensko-kninska zupanija
HR036	HR	HR0	HR03	HR036	Splitsko-dalmatinska zupanija
HR037	HR	HR0	HR03	HR037	Dubrovacko-neretvanska zupanija
HR04	HR	HR0	HR04		Istocna Hrvatska
HR041	HR	HR0	HR04	HR041	Viroviticko-podravska zupanija
HR042	HR	HR0	HR04	HR042	Osjecko-baranjska zupanija
HR043	HR	HR0	HR04	HR043	Vukovarsko-srijemska zupanija
HR044	HR	HR0	HR04	HR044	Brodsko-posavska zupanija
HR045	HR	HR0	HR04	HR045	Pozesko-slavonska zupanija
HU	HU				Magyarorszag
HU1	HU	HU1			Kozep-Magyarorszag
HU10	HU	HU1	HU10		Kozep-Magyarorszag
HU101	HU	HU1	HU10	HU101	Budapest
HU102	HU	HU1	HU10	HU102	Pest
HU2	HU	HU2			Dunantul
HU21	HU	HU2	HU21		Kozep-Dunantul
HU211	HU	HU2	HU21	HU211	Fejer
HU212	HU	HU2	HU21	HU212	Komarom-Esztergom
HU213	HU	HU2	HU21	HU213	Veszprem
HU22	HU	HU2	HU22		Nyugat-Dunantul
HU221	HU	HU2	HU22	HU221	Gyor-Moson-Sopron
HU222	HU	HU2	HU22	HU222	Vas
HU223	HU	HU2	HU22	HU223	Zala
HU23	HU	HU2	HU23		Del-Dunantul
HU231	HU	HU2	HU23	HU231	Baranya
HU232	HU	HU2	HU23	HU232	Somogy
HU233	HU	HU2	HU23	HU233	Tolna
HU3	HU	HU3			Alfold Es Eszak
HU31	HU	HU3	HU31		Eszak-Magyarorszag
HU311	HU	HU3	HU31	HU311	Borsod-Abauj-Zemplen
HU312	HU	HU3	HU31	HU312	Heves
HU313	HU	HU3	HU31	HU313	Nograd
HU32	HU	HU3	HU32		Eszak-Alfold

HU321	HU	HU3	HU32	HU321	Hajdu-Bihar
HU322	HU	HU3	HU32	HU322	Jasz-Nagykun-Szolnok
HU323	HU	HU3	HU32	HU323	Szabolcs-Szatmar-Bereg
HU33	HU	HU3	HU33		Del-Alfold
HU331	HU	HU3	HU33	HU331	Bacs-Kiskun
HU332	HU	HU3	HU33	HU332	Bekes
HU333	HU	HU3	HU33	HU333	Csongrad
IE	IE				Ireland
IE0	IE	IE0			Ireland
IE01	IE	IE0	IE01		Border, Midland and Western
IE011	IE	IE0	IE01	IE011	Border
IE012	IE	IE0	IE01	IE012	Midland
IE013	IE	IE0	IE01	IE013	West
IE02	IE	IE0	IE02		Southern and Eastern
IE021	IE	IE0	IE02	IE021	Dublin
IE022	IE	IE0	IE02	IE022	Mid-East
IE023	IE	IE0	IE02	IE023	Mid-West
IE024	IE	IE0	IE02	IE024	South-East (IRL)
IE025	IE	IE0	IE02	IE025	South-West (IRL)
IS	IS				Island
IS0	IS	IS0			Island
IS00	IS	IS0	IS00		Island
IS000	IS	IS0	IS00	IS000	Island
IT	IT				Italia
ITC	IT	ITC			Nord-Ovest
ITC1	IT	ITC	ITC1		Piemonte
ITC11	IT	ITC	ITC1	ITC11	Torino
ITC12	IT	ITC	ITC1	ITC12	Vercelli
ITC13	IT	ITC	ITC1	ITC13	Biella
ITC14	IT	ITC	ITC1	ITC14	Verbano-Cusio-Ossola
ITC15	IT	ITC	ITC1	ITC15	Novara
ITC16	IT	ITC	ITC1	ITC16	Cuneo
ITC17	IT	ITC	ITC1	ITC17	Asti
ITC18	IT	ITC	ITC1	ITC18	Alessandria
ITC2	IT	ITC	ITC2		Valle d'Aosta/Vallee d'Aoste
ITC20	IT	ITC	ITC2	ITC20	Valle d'Aosta/Vallee d'Aoste
ITC3	IT	ITC	ITC3		Liguria
ITC31	IT	ITC	ITC3	ITC31	Imperia
ITC32	IT	ITC	ITC3	ITC32	Savona
ITC33	IT	ITC	ITC3	ITC33	Genova
ITC34	IT	ITC	ITC3	ITC34	La Spezia
ITC4	IT	ITC	ITC4		Lombardia
ITC41	IT	ITC	ITC4	ITC41	Varese
ITC42	IT	ITC	ITC4	ITC42	Como
ITC43	IT	ITC	ITC4	ITC43	Lecco
ITC44	IT	ITC	ITC4	ITC44	Sondrio
ITC45	IT	ITC	ITC4	ITC45	Milano
ITC46	IT	ITC	ITC4	ITC46	Bergamo

ITC47	IT	ITC	ITC4	ITC47	Brescia
ITC48	IT	ITC	ITC4	ITC48	Pavia
ITC49	IT	ITC	ITC4	ITC49	Lodi
ITC4A	IT	ITC	ITC4	ITC4A	Cremona
ITC4B	IT	ITC	ITC4	ITC4B	Mantova
ITD	IT	ITD			Nord-Est
ITD1	IT	ITD	ITD1		Provincia Autonoma Bolzano/Bozen
ITD10	IT	ITD	ITD1	ITD10	Bolzano-Bozen
ITD2	IT	ITD	ITD2		Provincia Autonoma Trento
ITD20	IT	ITD	ITD2	ITD20	Trento
ITD3	IT	ITD	ITD3		Veneto
ITD31	IT	ITD	ITD3	ITD31	Verona
ITD32	IT	ITD	ITD3	ITD32	Vicenza
ITD33	IT	ITD	ITD3	ITD33	Belluno
ITD34	IT	ITD	ITD3	ITD34	Treviso
ITD35	IT	ITD	ITD3	ITD35	Venezia
ITD36	IT	ITD	ITD3	ITD36	Padova
ITD37	IT	ITD	ITD3	ITD37	Rovigo
ITD4	IT	ITD	ITD4		Friuli-Venezia Giulia
ITD41	IT	ITD	ITD4	ITD41	Pordenone
ITD42	IT	ITD	ITD4	ITD42	Udine
ITD43	IT	ITD	ITD4	ITD43	Gorizia
ITD44	IT	ITD	ITD4	ITD44	Trieste
ITD5	IT	ITD	ITD5		Emilia-Romagna
ITD51	IT	ITD	ITD5	ITD51	Piacenza
ITD52	IT	ITD	ITD5	ITD52	Parma
ITD53	IT	ITD	ITD5	ITD53	Reggio nell'Emilia
ITD54	IT	ITD	ITD5	ITD54	Modena
ITD55	IT	ITD	ITD5	ITD55	Bologna
ITD56	IT	ITD	ITD5	ITD56	Ferrara
ITD57	IT	ITD	ITD5	ITD57	Ravenna
ITD58	IT	ITD	ITD5	ITD58	Forli-Cesena
ITD59	IT	ITD	ITD5	ITD59	Rimini
ITE	IT	ITE			Centro (I)
ITE1	IT	ITE	ITE1		Toscana
ITE11	IT	ITE	ITE1	ITE11	Massa-Carrara
ITE12	IT	ITE	ITE1	ITE12	Lucca
ITE13	IT	ITE	ITE1	ITE13	Pistoia
ITE14	IT	ITE	ITE1	ITE14	Firenze
ITE15	IT	ITE	ITE1	ITE15	Prato
ITE16	IT	ITE	ITE1	ITE16	Livorno
ITE17	IT	ITE	ITE1	ITE17	Pisa
ITE18	IT	ITE	ITE1	ITE18	Arezzo
ITE19	IT	ITE	ITE1	ITE19	Siena
ITE1A	IT	ITE	ITE1	ITE1A	Grosseto
ITE2	IT	ITE	ITE2		Umbria
ITE21	IT	ITE	ITE2	ITE21	Perugia
ITE22	IT	ITE	ITE2	ITE22	Terni
ITE3	IT	ITE	ITE3		Marche
ITE31	IT	ITE	ITE3	ITE31	Pesaro e Urbino
ITE32	IT	ITE	ITE3	ITE32	Ancona

ITE33	IT	ITE	ITE3	ITE33	Macerata
ITE34	IT	ITE	ITE3	ITE34	Ascoli Piceno
ITE4	IT	ITE	ITE4		Lazio
ITE41	IT	ITE	ITE4	ITE41	Viterbo
ITE42	IT	ITE	ITE4	ITE42	Rieti
ITE43	IT	ITE	ITE4	ITE43	Roma
ITE44	IT	ITE	ITE4	ITE44	Latina
ITE45	IT	ITE	ITE4	ITE45	Frosinone
ITF	IT	ITF			Sud
ITF1	IT	ITF	ITF1		Abruzzo
ITF11	IT	ITF	ITF1	ITF11	L'Aquila
ITF12	IT	ITF	ITF1	ITF12	Teramo
ITF13	IT	ITF	ITF1	ITF13	Pescara
ITF14	IT	ITF	ITF1	ITF14	Chieti
ITF2	IT	ITF	ITF2		Molise
ITF21	IT	ITF	ITF2	ITF21	Isernia
ITF22	IT	ITF	ITF2	ITF22	Campobasso
ITF3	IT	ITF	ITF3		Campania
ITF31	IT	ITF	ITF3	ITF31	Caserta
ITF32	IT	ITF	ITF3	ITF32	Benevento
ITF33	IT	ITF	ITF3	ITF33	Napoli
ITF34	IT	ITF	ITF3	ITF34	Avellino
ITF35	IT	ITF	ITF3	ITF35	Salerno
ITF4	IT	ITF	ITF4		Puglia
ITF41	IT	ITF	ITF4	ITF41	Foggia
ITF42	IT	ITF	ITF4	ITF42	Bari
ITF43	IT	ITF	ITF4	ITF43	Taranto
ITF44	IT	ITF	ITF4	ITF44	Brindisi
ITF45	IT	ITF	ITF4	ITF45	Lecce
ITF5	IT	ITF	ITF5		Basilicata
ITF51	IT	ITF	ITF5	ITF51	Potenza
ITF52	IT	ITF	ITF5	ITF52	Matera
ITF6	IT	ITF	ITF6		Calabria
ITF61	IT	ITF	ITF6	ITF61	Cosenza
ITF62	IT	ITF	ITF6	ITF62	Crotone
ITF63	IT	ITF	ITF6	ITF63	Catanzaro
ITF64	IT	ITF	ITF6	ITF64	Vibo Valentia
ITF65	IT	ITF	ITF6	ITF65	Reggio di Calabria
ITG	IT	ITG			Isole
ITG1	IT	ITG	ITG1		Sicilia
ITG11	IT	ITG	ITG1	ITG11	Trapani
ITG12	IT	ITG	ITG1	ITG12	Palermo
ITG13	IT	ITG	ITG1	ITG13	Messina
ITG14	IT	ITG	ITG1	ITG14	Agrigento
ITG15	IT	ITG	ITG1	ITG15	Caltanissetta
ITG16	IT	ITG	ITG1	ITG16	Enna
ITG17	IT	ITG	ITG1	ITG17	Catania
ITG18	IT	ITG	ITG1	ITG18	Ragusa
ITG19	IT	ITG	ITG1	ITG19	Siracusa
ITG2	IT	ITG	ITG2		Sardegna
ITG21	IT	ITG	ITG2	ITG21	Sassari

ITG22	IT	ITG	ITG2	ITG22	Nuoro
ITG23	IT	ITG	ITG2	ITG23	Oristano
ITG24	IT	ITG	ITG2	ITG24	Cagliari
LI	LI				Liechtenstein
LI0	LI	LI0			Liechtenstein
LI00	LI	LI0	LI00		Liechtenstein
LI000	LI	LI0	LI00	LI000	Liechtenstein
LT	LT				Lietuva
LT0	LT	LT0			Lietuva
LT00	LT	LT0	LT00		Lietuva
LT001	LT	LT0	LT00	LT001	Alytaus apskritis
LT002	LT	LT0	LT00	LT002	Kauno apskritis
LT003	LT	LT0	LT00	LT003	Klaipedos apskritis
LT004	LT	LT0	LT00	LT004	Marijampoles apskritis
LT005	LT	LT0	LT00	LT005	Panevezio apskritis
LT006	LT	LT0	LT00	LT006	Siauliu apskritis
LT007	LT	LT0	LT00	LT007	Taurages apskritis
LT008	LT	LT0	LT00	LT008	Telsiu apskritis
LT009	LT	LT0	LT00	LT009	Utenos apskritis
LT00A	LT	LT0	LT00	LT00A	Vilniaus apskritis
LU	LU				Luxembourg (Grand-Duche)
LU0	LU	LU0			Luxembourg (Grand-Duche)
LU00	LU	LU0	LU00		Luxembourg (Grand-Duche)
LU000	LU	LU0	LU00	LU000	Luxembourg (Grand-Duche)
LV	LV				Latvija
LV0	LV	LV0			Latvija
LV00	LV	LV0	LV00		Latvija
LV003	LV	LV0	LV00	LV003	Kurzeme
LV005	LV	LV0	LV00	LV005	Latgale
LV006	LV	LV0	LV00	LV006	Riga
LV007	LV	LV0	LV00	LV007	Pieriga
LV008	LV	LV0	LV00	LV008	Vidzeme
LV009	LV	LV0	LV00	LV009	Zemgale
MT	MT				Malta
MT0	MT	MT0			Malta
MT00	MT	MT0	MT00		Malta
MT001	MT	MT0	MT00	MT001	Malta
MT002	MT	MT0	MT00	MT002	Gozo and Comino/Ghawdex u Kemmuna
NL	NL				Nederland
NL1	NL	NL1			Noord-Nederland
NL11	NL	NL1	NL11		Groningen
NL111	NL	NL1	NL11	NL111	Oost-Groningen
NL112	NL	NL1	NL11	NL112	Delfzijl en omgeving
NL113	NL	NL1	NL11	NL113	Overig Groningen
NL12	NL	NL1	NL12		Friesland

NL121	NL	NL1	NL12	NL121	Noord-Friesland
NL122	NL	NL1	NL12	NL122	Zuidwest-Friesland
NL123	NL	NL1	NL12	NL123	Zuidoost-Friesland
NL13	NL	NL1	NL13		Drenthe
NL131	NL	NL1	NL13	NL131	Noord-Drenthe
NL132	NL	NL1	NL13	NL132	Zuidoost-Drenthe
NL133	NL	NL1	NL13	NL133	Zuidwest-Drenthe
NL2	NL	NL2			Oost-Nederland
NL21	NL	NL2	NL21		Overijssel
NL211	NL	NL2	NL21	NL211	Noord-Overijssel
NL212	NL	NL2	NL21	NL212	Zuidwest-Overijssel
NL213	NL	NL2	NL21	NL213	Twente
NL22	NL	NL2	NL22		Gelderland
NL221	NL	NL2	NL22	NL221	Veluwe
NL222	NL	NL2	NL22	NL222	Achterhoek
NL223	NL	NL2	NL22	NL223	Arnhem/Nijmegen
NL224	NL	NL2	NL22	NL224	Zuidwest-Gelderland
NL23	NL	NL2	NL23		Flevoland
NL230	NL	NL2	NL23	NL230	Flevoland
NL3	NL	NL3			West-Nederland
NL31	NL	NL3	NL31		Utrecht
NL310	NL	NL3	NL31	NL310	Utrecht
NL32	NL	NL3	NL32		Noord-Holland
NL321	NL	NL3	NL32	NL321	Kop van Noord-Holland
NL322	NL	NL3	NL32	NL322	Alkmaar en omgeving
NL323	NL	NL3	NL32	NL323	IJmond
NL324	NL	NL3	NL32	NL324	Agglomeratie Haarlem
NL325	NL	NL3	NL32	NL325	Zaanstreek
NL326	NL	NL3	NL32	NL326	Groot-Amsterdam
NL327	NL	NL3	NL32	NL327	Het Gooi en Vechtstreek
NL33	NL	NL3	NL33		Zuid-Holland
NL331	NL	NL3	NL33	NL331	Agglomeratie Leiden en Bollenstreek
NL332	NL	NL3	NL33	NL332	Agglomeratie 's-Gravenhage
NL333	NL	NL3	NL33	NL333	Delft en Westland
NL334	NL	NL3	NL33	NL334	Oost-Zuid-Holland
NL335	NL	NL3	NL33	NL335	Groot-Rijnmond
NL336	NL	NL3	NL33	NL336	Zuidoost-Zuid-Holland
NL34	NL	NL3	NL34	NL34	Zeeland
NL341	NL	NL3	NL34	NL341	Zeeuwsch-Vlaanderen
NL342	NL	NL3	NL34	NL342	Overig Zeeland
NL4	NL	NL4			Zuid-Nederland
NL41	NL	NL4	NL41		Noord-Brabant
NL411	NL	NL4	NL41	NL411	West-Noord-Brabant
NL412	NL	NL4	NL41	NL412	Midden-Noord-Brabant
NL413	NL	NL4	NL41	NL413	Noordoost-Noord-Brabant
NL414	NL	NL4	NL41	NL414	Zuidoost-Noord-Brabant
NL42	NL	NL4	NL42		Limburg (NL)
NL421	NL	NL4	NL42	NL421	Noord-Limburg
NL422	NL	NL4	NL42	NL422	Midden-Limburg
NL423	NL	NL4	NL42	NL423	Zuid-Limburg

NO	NO				Norge
NO0	NO	NO0			Norge
NO01	NO	NO0	NO01		Oslo og Akershus
NO011	NO	NO0	NO01	NO011	Oslo
NO012	NO	NO0	NO01	NO012	Akershus
NO02	NO	NO0	NO02		Hedmark og Oppland
NO021	NO	NO0	NO02	NO021	Hedmark
NO022	NO	NO0	NO02	NO022	Oppland
NO03	NO	NO0	NO03		Sor-Ostlandet
NO031	NO	NO0	NO03	NO031	Ostfold
NO032	NO	NO0	NO03	NO032	Buskerud
NO033	NO	NO0	NO03	NO033	Vestfold
NO034	NO	NO0	NO03	NO034	Telemark
NO04	NO	NO0	NO04		Agder og Rogaland
NO041	NO	NO0	NO04	NO041	Aust-Agder
NO042	NO	NO0	NO04	NO042	Vest-Agder
NO043	NO	NO0	NO04	NO043	Rogaland
NO05	NO	NO0	NO05		Vestlandet
NO051	NO	NO0	NO05	NO051	Hordaland
NO052	NO	NO0	NO05	NO052	Sogn og Fjordane
NO053	NO	NO0	NO05	NO053	More og Romsdal
NO06	NO	NO0	NO06		Trondelag
NO061	NO	NO0	NO06	NO061	Sor-Trondelag
NO062	NO	NO0	NO06	NO062	Nord-Trondelag
NO07	NO	NO0	NO07		Nord-Norge
NO071	NO	NO0	NO07	NO071	Nordland
NO072	NO	NO0	NO07	NO072	Troms
NO073	NO	NO0	NO07	NO073	Finnmark
PL	PL				Polska
PL1	PL	PL1			Centralny
PL11	PL	PL1	PL11		Lodzkie
PL111	PL	PL1	PL11	PL111	Lodzki
PL112	PL	PL1	PL11	PL112	Piotrkowsko-skierniewicki
PL113	PL	PL1	PL11	PL113	M. Lodz
PL12	PL	PL1	PL12		Mazowieckie
PL121	PL	PL1	PL12	PL121	Ciechanowsko-plocki
PL122	PL	PL1	PL12	PL122	Ostrolecko-siedlecki
PL124	PL	PL1	PL12	PL124	Radomski
PL126	PL	PL1	PL12	PL126	Warszawski
PL127	PL	PL1	PL12	PL127	M. Warszawa
PL2	PL	PL2			Poludniowy
PL21	PL	PL2	PL21		Malopolskie
PL211	PL	PL2	PL21	PL211	Krakowsko-tarnowski
PL212	PL	PL2	PL21	PL212	Nowosadecki
PL213	PL	PL2	PL21	PL213	M. Krakow
PL22	PL	PL2	PL22		Slaskie
PL224	PL	PL2	PL22	PL224	Czestochowski
PL225	PL	PL2	PL22	PL225	Bielsko-bialski
PL226	PL	PL2	PL22	PL226	Centralny slaski
PL227	PL	PL2	PL22	PL227	Rybnicko-jastrzebski

PL3	PL	PL3			Wschodni
PL31	PL	PL3	PL31		Lubelskie
PL311	PL	PL3	PL31	PL311	Bialskopodlaski
PL312	PL	PL3	PL31	PL312	Chelmsko-zamojski
PL313	PL	PL3	PL31	PL313	Lubelski
PL32	PL	PL3	PL32		Podkarpackie
PL321	PL	PL3	PL32	PL321	Rzeszowsko-tarnobrzeski
PL322	PL	PL3	PL32	PL322	Krosniensko-przemyski
PL33	PL	PL3	PL33		Swietokrzyskie
PL330	PL	PL3	PL33	PL330	Swietokrzyski
PL34	PL	PL3	PL34		Podlaskie
PL341	PL	PL3	PL34	PL341	Bialostocko-suwalski
PL342	PL	PL3	PL34	PL342	Lomzynski
PL4	PL	PL4			Polnocno-zachodni
PL41	PL	PL4	PL41		Wielkopolskie
PL411	PL	PL4	PL41	PL411	Pilski
PL412	PL	PL4	PL41	PL412	Poznanski
PL413	PL	PL4	PL41	PL413	Kaliski
PL414	PL	PL4	PL41	PL414	Koninski
PL415	PL	PL4	PL41	PL415	M. Poznan
PL42	PL	PL4	PL42		Zachodniopomorskie
PL421	PL	PL4	PL42	PL421	Szczecinski
PL422	PL	PL4	PL42	PL422	Koszalinski
PL43	PL	PL4	PL43		Lubuskie
PL431	PL	PL4	PL43	PL431	Gorzowski
PL432	PL	PL4	PL43	PL432	Zielonogorski
PL5	PL	PL5			Poludniowo-zachodni
PL51	PL	PL5	PL51		Dolnoslaskie
PL511	PL	PL5	PL51	PL511	Jeleniogorsko-walbrzyski
PL512	PL	PL5	PL51	PL512	Legnicki
PL513	PL	PL5	PL51	PL513	Wroclawski
PL514	PL	PL5	PL51	PL514	M. Wroclaw
PL52	PL	PL5	PL52		Opolskie
PL520	PL	PL5	PL52	PL520	Opolski
PL6	PL	PL6			Polnocny
PL61	PL	PL6	PL61		Kujawsko-Pomorskie
PL611	PL	PL6	PL61	PL611	Bydgoski
PL612	PL	PL6	PL61	PL612	Torunsko-wloclawski
PL62	PL	PL6	PL62		Warminsko-Mazurskie
PL621	PL	PL6	PL62	PL621	Elblaski
PL622	PL	PL6	PL62	PL622	Olsztynski
PL623	PL	PL6	PL62	PL623	Elcki
PL63	PL	PL6	PL63		Pomorskie
PL631	PL	PL6	PL63	PL631	Slupski
PL632	PL	PL6	PL63	PL632	Gdanski
PL633	PL	PL6	PL63	PL633	Gdansk-Gdynia-Sopot
PT	PT				Portugal
PT1	PT	PT1			Continente
PT11	PT	PT1	PT11		Norte

PT111	PT	PT1	PT11	PT111	Minho-Lima
PT112	PT	PT1	PT11	PT112	Cavado
PT113	PT	PT1	PT11	PT113	Ave
PT114	PT	PT1	PT11	PT114	Grande Porto
PT115	PT	PT1	PT11	PT115	Tamega
PT116	PT	PT1	PT11	PT116	Entre Douro e Vouga
PT117	PT	PT1	PT11	PT117	Douro
PT118	PT	PT1	PT11	PT118	Alto Tras-os-Montes
PT15	PT	PT1	PT15		Algarve
PT150	PT	PT1	PT15	PT150	Algarve
PT16	PT	PT1	PT16		Centro (P)
PT161	PT	PT1	PT16	PT161	Baixo Vouga
PT162	PT	PT1	PT16	PT162	Baixo Mondego
PT163	PT	PT1	PT16	PT163	Pinhal Litoral
PT164	PT	PT1	PT16	PT164	Pinhal Interior Norte
PT165	PT	PT1	PT16	PT165	Dao-Lafoes
PT166	PT	PT1	PT16	PT166	Pinhal Interior Sul
PT167	PT	PT1	PT16	PT167	Serra da Estrela
PT168	PT	PT1	PT16	PT168	Beira Interior Norte
PT169	PT	PT1	PT16	PT169	Beira Interior Sul
PT16A	PT	PT1	PT16	PT16A	Cova da Beira
PT16B	PT	PT1	PT16	PT16B	Oeste
PT16C	PT	PT1	PT16	PT16C	Medio Tejo
PT17	PT	PT1	PT17		Lisboa
PT171	PT	PT1	PT17	PT171	Grande Lisboa
PT172	PT	PT1	PT17	PT172	Peninsula de Setubal
PT18	PT	PT1	PT18		Alentejo
PT181	PT	PT1	PT18	PT181	Alentejo Litoral
PT182	PT	PT1	PT18	PT182	Alto Alentejo
PT183	PT	PT1	PT18	PT183	Alentejo Central
PT184	PT	PT1	PT18	PT184	Baixo Alentejo
PT185	PT	PT1	PT18	PT185	Leziria do Tejo
PT2	PT	PT2			Regiao Autonoma dos Acores
PT20	PT	PT2	PT20		Regiao Autonoma dos Acores
PT200	PT	PT2	PT20	PT200	Regiao Autonoma dos Acores
PT3	PT	PT3			Regiao Autonoma da Madeira
PT30	PT	PT3	PT30		Regiao Autonoma da Madeira
PT300	PT	PT3	PT30	PT300	Regiao Autonoma da Madeira
RO	RO				Romania
RO1	RO	RO1			Macroregiunea unu
RO11	RO	RO1	RO11		Nord-Vest
RO111	RO	RO1	RO11	RO111	Bihor
RO112	RO	RO1	RO11	RO112	Bistrita-Nasaud
RO113	RO	RO1	RO11	RO113	Cluj
RO114	RO	RO1	RO11	RO114	Maramures
RO115	RO	RO1	RO11	RO115	Satu Mare
RO116	RO	RO1	RO11	RO116	Salaj
RO12	RO	RO1	RO12		Centru
RO121	RO	RO1	RO12	RO121	Alba
RO122	RO	RO1	RO12	RO122	Brasov

RO123	RO	RO1	RO12	RO123	Covasna
RO124	RO	RO1	RO12	RO124	Harghita
RO125	RO	RO1	RO12	RO125	Mures
RO126	RO	RO1	RO12	RO126	Sibiu
RO2	RO	RO2			Macroregiunea doi
RO21	RO	RO2	RO21		Nord-Est
RO211	RO	RO2	RO21	RO211	Bacau
RO212	RO	RO2	RO21	RO212	Botosani
RO213	RO	RO2	RO21	RO213	Iasi
RO214	RO	RO2	RO21	RO214	Neamt
RO215	RO	RO2	RO21	RO215	Suceava
RO216	RO	RO2	RO21	RO216	Vaslui
RO22	RO	RO2	RO22		Sud-Est
RO221	RO	RO2	RO22	RO221	Braila
RO222	RO	RO2	RO22	RO222	Buzau
RO223	RO	RO2	RO22	RO223	Constanta
RO224	RO	RO2	RO22	RO224	Galati
RO225	RO	RO2	RO22	RO225	Tulcea
RO226	RO	RO2	RO22	RO226	Vrancea
RO3	RO	RO3			Macroregiunea trei
RO31	RO	RO3	RO31		Sud - Muntenia
RO311	RO	RO3	RO31	RO311	Arges
RO312	RO	RO3	RO31	RO312	Calarasi
RO313	RO	RO3	RO31	RO313	Dambovita
RO314	RO	RO3	RO31	RO314	Giurgiu
RO315	RO	RO3	RO31	RO315	Ialomita
RO316	RO	RO3	RO31	RO316	Prahova
RO317	RO	RO3	RO31	RO317	Teleorman
RO32	RO	RO3	RO32		Bucuresti - Ilfov
RO321	RO	RO3	RO32	RO321	Bucuresti
RO322	RO	RO3	RO32	RO322	Ilfov
RO4	RO	RO4			Macroregiunea patru
RO41	RO	RO4	RO41		Sud-Vest Oltenia
RO411	RO	RO4	RO41	RO411	Dolj
RO412	RO	RO4	RO41	RO412	Gorj
RO413	RO	RO4	RO41	RO413	Mehedinti
RO414	RO	RO4	RO41	RO414	Olt
RO415	RO	RO4	RO41	RO415	Valcea
RO42	RO	RO4	RO42		Vest
RO421	RO	RO4	RO42	RO421	Arad
RO422	RO	RO4	RO42	RO422	Caras-Severin
RO423	RO	RO4	RO42	RO423	Hunedoara
RO424	RO	RO4	RO42	RO424	Timis
SE	SE				Sverige
SE0	SE	SE0			Sverige
SE01	SE	SE0	SE01		Stockholm
SE010	SE	SE0	SE01	SE010	Stockholms lan
SE02	SE	SE0	SE02		Ostra Mellansverige
SE021	SE	SE0	SE02	SE021	Uppsala lan

SE022	SE	SE0	SE02	SE022	Sodermanlands lan
SE023	SE	SE0	SE02	SE023	Ostergotlands lan
SE024	SE	SE0	SE02	SE024	Orebro lan
SE025	SE	SE0	SE02	SE025	Vastmanlands lan
SE04	SE	SE0	SE04		Sydsverige
SE041	SE	SE0	SE04	SE041	Blekinge lan
SE044	SE	SE0	SE04	SE044	Skane lan
SE06	SE	SE0	SE06		Norra Mellansverige
SE061	SE	SE0	SE06	SE061	Varmlands lan
SE062	SE	SE0	SE06	SE062	Dalarnas lan
SE063	SE	SE0	SE06	SE063	Gavleborgs lan
SE07	SE	SE0	SE07		Mellersta Norrland
SE071	SE	SE0	SE07	SE071	Vasternorrlands lan
SE072	SE	SE0	SE07	SE072	Jamtlands lan
SE08	SE	SE0	SE08		Ovre Norrland
SE081	SE	SE0	SE08	SE081	Vasterbottens lan
SE082	SE	SE0	SE08	SE082	Norrbottens lan
SE09	SE	SE0	SE09		Smaland med oarna
SE091	SE	SE0	SE09	SE091	Jonkopings lan
SE092	SE	SE0	SE09	SE092	Kronobergs lan
SE093	SE	SE0	SE09	SE093	Kalmar lan
SE094	SE	SE0	SE09	SE094	Gotlands lan
SE0A	SE	SE0	SE0A		Vastsverige
SE0A1	SE	SE0	SE0A	SE0A1	Hallands lan
SE0A2	SE	SE0	SE0A	SE0A2	Vastra Gotalands lan
SI	SI				Slovenija
SI0	SI	SI0			Slovenija
SI00	SI	SI0	SI00		Slovenija
SI001	SI	SI0	SI00	SI001	Pomurska
SI002	SI	SI0	SI00	SI002	Podravska
SI003	SI	SI0	SI00	SI003	Koroska
SI004	SI	SI0	SI00	SI004	Savinjska
SI005	SI	SI0	SI00	SI005	Zasavska
SI006	SI	SI0	SI00	SI006	Spodnjeposavska
SI009	SI	SI0	SI00	SI009	Gorenjska
SI00A	SI	SI0	SI00	SI00A	Notranjsko-kraska
SI00B	SI	SI0	SI00	SI00B	Goriska
SI00C	SI	SI0	SI00	SI00C	Obalno-kraska
SI00D	SI	SI0	SI00	SI00D	Jugovzhodna Slovenija
SI00E	SI	SI0	SI00	SI00E	Osrednjeslovenska
SK	SK				Slovenska Republika
SK0	SK	SK0			Slovenska Republika
SK01	SK	SK0	SK01		Bratislavsky kraj
SK010	SK	SK0	SK01	SK010	Bratislavsky kraj
SK02	SK	SK0	SK02		Zapadne Slovensko
SK021	SK	SK0	SK02	SK021	Trnavsky kraj
SK022	SK	SK0	SK02	SK022	Trenciansky kraj
SK023	SK	SK0	SK02	SK023	Nitriansky kraj
SK03	SK	SK0	SK03		Stredne Slovensko

SK031	SK	SK0	SK03	SK031	Zilinsky kraj
SK032	SK	SK0	SK03	SK032	Banskobystricky kraj
SK04	SK	SK0	SK04		Vychodne Slovensko
SK041	SK	SK0	SK04	SK041	Presovsky kraj
SK042	SK	SK0	SK04	SK042	Kosicky kraj
TR	TR				Turkiye
TR1	TR	TR1			Istanbul
TR10	TR	TR1	TR10		Istanbul
TR100	TR	TR1	TR10	TR100	Istanbul
TR2	TR	TR2			Bati Marmara
TR21	TR	TR2	TR21		Tekirdag
TR211	TR	TR2	TR21	TR211	Tekirdag
TR212	TR	TR2	TR21	TR212	Edirne
TR213	TR	TR2	TR21	TR213	Kirklareli
TR22	TR	TR2	TR22		Balikesir
TR221	TR	TR2	TR22	TR221	Balikesir
TR222	TR	TR2	TR22	TR222	Canakkale
TR3	TR	TR3			Ege
TR31	TR	TR3	TR31		Izmir
TR310	TR	TR3	TR31	TR310	Izmir
TR32	TR	TR3	TR32		Aydin
TR321	TR	TR3	TR32	TR321	Aydin
TR322	TR	TR3	TR32	TR322	Denizli
TR323	TR	TR3	TR32	TR323	Mugla
TR33	TR	TR3	TR33		Manisa
TR331	TR	TR3	TR33	TR331	Manisa
TR332	TR	TR3	TR33	TR332	Afyon
TR333	TR	TR3	TR33	TR333	Kutahya
TR334	TR	TR3	TR33	TR334	Usak
TR4	TR	TR4			Dogu Marmara
TR41	TR	TR4	TR41		Bursa
TR411	TR	TR4	TR41	TR411	Bursa
TR412	TR	TR4	TR41	TR412	Eskisehir
TR413	TR	TR4	TR41	TR413	Bilecik
TR42	TR	TR4	TR42		Kocaeli
TR421	TR	TR4	TR42	TR421	Kocaeli
TR422	TR	TR4	TR42	TR422	Sakarya
TR423	TR	TR4	TR42	TR423	Duzce
TR424	TR	TR4	TR42	TR424	Bolu
TR425	TR	TR4	TR42	TR425	Yalova
TR5	TR	TR5			Bati Anadolu
TR51	TR	TR5	TR51		Ankara
TR510	TR	TR5	TR51	TR510	Ankara
TR52	TR	TR5	TR52		Konya
TR521	TR	TR5	TR52	TR521	Konya
TR522	TR	TR5	TR52	TR522	Karaman
TR6	TR	TR6			Akdeniz
TR61	TR	TR6	TR61		Antalya
TR611	TR	TR6	TR61	TR611	Antalya
TR612	TR	TR6	TR61	TR612	Isparta

TR613	TR	TR6	TR61	TR613	Burdur
TR62	TR	TR6	TR62		Adana
TR621	TR	TR6	TR62	TR621	Adana
TR622	TR	TR6	TR62	TR622	Icel
TR63	TR	TR6	TR63		Hatay
TR631	TR	TR6	TR63	TR631	Hatay
TR632	TR	TR6	TR63	TR632	Kahramanmaras
TR633	TR	TR6	TR63	TR633	Osmaniye
TR7	TR	TR7			Orta Anadolu
TR71	TR	TR7	TR71		Kirikkale
TR711	TR	TR7	TR71	TR711	Kirikkale
TR712	TR	TR7	TR71	TR712	Aksaray
TR713	TR	TR7	TR71	TR713	Nigde
TR714	TR	TR7	TR71	TR714	Nevsehir
TR715	TR	TR7	TR71	TR715	Kirsehir
TR72	TR	TR7	TR72		Kayseri
TR721	TR	TR7	TR72	TR721	Kayseri
TR722	TR	TR7	TR72	TR722	Sivas
TR723	TR	TR7	TR72	TR723	Yozgat
TR8	TR	TR8			Bati Karadeniz
TR81	TR	TR8	TR81		Zonguldak
TR811	TR	TR8	TR81	TR811	Zonguldak
TR812	TR	TR8	TR81	TR812	Karabuk
TR813	TR	TR8	TR81	TR813	Bartin
TR82	TR	TR8	TR82		Kastamonu
TR821	TR	TR8	TR82	TR821	Kastamonu
TR822	TR	TR8	TR82	TR822	Cankiri
TR823	TR	TR8	TR82	TR823	Sinop
TR83	TR	TR8	TR83		Samsun
TR831	TR	TR8	TR83	TR831	Samsun
TR832	TR	TR8	TR83	TR832	Tokat
TR833	TR	TR8	TR83	TR833	Corum
TR834	TR	TR8	TR83	TR834	Amasya
TR9	TR	TR9			Dogu Karadeniz
TR90	TR	TR9	TR90		Dogu Karadeniz
TR901	TR	TR9	TR90	TR901	Trabzon
TR902	TR	TR9	TR90	TR902	Ordu
TR903	TR	TR9	TR90	TR903	Giresun
TR904	TR	TR9	TR90	TR904	Rize
TR905	TR	TR9	TR90	TR905	Artvin
TR906	TR	TR9	TR90	TR906	Gumushane
TRA	TR	TRA			Kuzeydogu Anadolu
TRA1	TR	TRA	TRA1		Erzurum
TRA11	TR	TRA	TRA1	TRA11	Erzurum
TRA12	TR	TRA	TRA1	TRA12	Erzincan
TRA13	TR	TRA	TRA1	TRA13	Bayburt
TRA2	TR	TRA	TRA2		Agri
TRA21	TR	TRA	TRA2	TRA21	Agri
TRA22	TR	TRA	TRA2	TRA22	Kars
TRA23	TR	TRA	TRA2	TRA23	Igdir
TRA24	TR	TRA	TRA2	TRA24	Ardahan

TRB	TR	TRB			Ortadogu Anadolu
TRB1	TR	TRB	TRB1		Malatya
TRB11	TR	TRB	TRB1	TRB11	Malatya
TRB12	TR	TRB	TRB1	TRB12	Elazig
TRB13	TR	TRB	TRB1	TRB13	Bingol
TRB14	TR	TRB	TRB1	TRB14	Tunceli
TRB2	TR	TRB	TRB2		Van
TRB21	TR	TRB	TRB2	TRB21	Van
TRB22	TR	TRB	TRB2	TRB22	Mus
TRB23	TR	TRB	TRB2	TRB23	Bitlis
TRB24	TR	TRB	TRB2	TRB24	Hakkari
TRC	TR	TRC			Guneydogu Anadolu
TRC1	TR	TRC	TRC1		Gaziantep
TRC11	TR	TRC	TRC1	TRC11	Gaziantep
TRC12	TR	TRC	TRC1	TRC12	Adiyaman
TRC13	TR	TRC	TRC1	TRC13	Kilis
TRC2	TR	TRC	TRC2		Sanliurfa
TRC21	TR	TRC	TRC2	TRC21	Sanliurfa
TRC22	TR	TRC	TRC2	TRC22	Diyarbakir
TRC3	TR	TRC	TRC3		Mardin
TRC31	TR	TRC	TRC3	TRC31	Mardin
TRC32	TR	TRC	TRC3	TRC32	Batman
TRC33	TR	TRC	TRC3	TRC33	Sirnak
TRC34	TR	TRC	TRC3	TRC34	Siirt
UK	UK				United Kingdom
UKC	UK	UKC			North East
UKC1	UK	UKC	UKC1		Tees Valley and Durham
UKC11	UK	UKC	UKC1	UKC11	Hartlepool and Stockton-on-Tees
UKC12	UK	UKC	UKC1	UKC12	South Teesside
UKC13	UK	UKC	UKC1	UKC13	Darlington
UKC14	UK	UKC	UKC1	UKC14	Durham CC
UKC2	UK	UKC	UKC2		Northumberland and Tyne and Wear
UKC21	UK	UKC	UKC2	UKC21	Northumberland
UKC22	UK	UKC	UKC2	UKC22	Tyneside
UKC23	UK	UKC	UKC2	UKC23	Sunderland
UKD	UK	UKD			North West
UKD1	UK	UKD	UKD1		Cumbria
UKD11	UK	UKD	UKD1	UKD11	West Cumbria
UKD12	UK	UKD	UKD1	UKD12	East Cumbria
UKD2	UK	UKD	UKD2		Cheshire
UKD21	UK	UKD	UKD2	UKD21	Halton and Warrington
UKD22	UK	UKD	UKD2	UKD22	Cheshire CC
UKD3	UK	UKD	UKD3		Greater Manchester
UKD31	UK	UKD	UKD3	UKD31	Greater Manchester South
UKD32	UK	UKD	UKD3	UKD32	Greater Manchester North
UKD4	UK	UKD	UKD4		Lancashire
UKD41	UK	UKD	UKD4	UKD41	Blackburn with Darwen
UKD42	UK	UKD	UKD4	UKD42	Blackpool
UKD43	UK	UKD	UKD4	UKD43	Lancashire CC
UKD5	UK	UKD	UKD5		Merseyside

UKD51	UK	UKD	UKD5	UKD51	East Merseyside
UKD52	UK	UKD	UKD5	UKD52	Liverpool
UKD53	UK	UKD	UKD5	UKD53	Sefton
UKD54	UK	UKD	UKD5	UKD54	Wirral
UKE	UK	UKE			Yorkshire and The Humber
UKE1	UK	UKE	UKE1		East Riding and North Lincolnshire
UKE11	UK	UKE	UKE1	UKE11	Kingston upon Hull, City of
UKE12	UK	UKE	UKE1	UKE12	East Riding of Yorkshire
UKE13	UK	UKE	UKE1	UKE13	North and North East Lincolnshire
UKE2	UK	UKE	UKE2		North Yorkshire
UKE21	UK	UKE	UKE2	UKE21	York
UKE22	UK	UKE	UKE2	UKE22	North Yorkshire CC
UKE3	UK	UKE	UKE3		South Yorkshire
UKE31	UK	UKE	UKE3	UKE31	Barnsley, Doncaster and Rotherham
UKE32	UK	UKE	UKE3	UKE32	Sheffield
UKE4	UK	UKE	UKE4		West Yorkshire
UKE41	UK	UKE	UKE4	UKE41	Bradford
UKE42	UK	UKE	UKE4	UKE42	Leeds
UKE43	UK	UKE	UKE4	UKE43	Calderdale, Kirklees and Wakefield
UKF	UK	UKF			East Midlands
UKF1	UK	UKF	UKF1		Derbyshire and Nottinghamshire
UKF11	UK	UKF	UKF1	UKF11	Derby
UKF12	UK	UKF	UKF1	UKF12	East Derbyshire
UKF13	UK	UKF	UKF1	UKF13	South and West Derbyshire
UKF14	UK	UKF	UKF1	UKF14	Nottingham
UKF15	UK	UKF	UKF1	UKF15	North Nottinghamshire
UKF16	UK	UKF	UKF1	UKF16	South Nottinghamshire
UKF2	UK	UKF	UKF2		Leicestershire, Rutland and Northamptonshire
UKF21	UK	UKF	UKF2	UKF21	Leicester
UKF22	UK	UKF	UKF2	UKF22	Leicestershire CC and Rutland
UKF23	UK	UKF	UKF2	UKF23	Northamptonshire
UKF3	UK	UKF	UKF3		Lincolnshire
UKF30	UK	UKF	UKF3	UKF30	Lincolnshire
UKG	UK	UKG			West Midlands
UKG1	UK	UKG	UKG1		Herefordshire, Worcestershire and Warwickshire
UKG11	UK	UKG	UKG1	UKG11	Herefordshire, County of
UKG12	UK	UKG	UKG1	UKG12	Worcestershire
UKG13	UK	UKG	UKG1	UKG13	Warwickshire
UKG2	UK	UKG	UKG2		Shropshire and Staffordshire
UKG21	UK	UKG	UKG2	UKG21	Telford and Wrekin
UKG22	UK	UKG	UKG2	UKG22	Shropshire CC
UKG23	UK	UKG	UKG2	UKG23	Stoke-on-Trent
UKG24	UK	UKG	UKG2	UKG24	Staffordshire CC
UKG3	UK	UKG	UKG3		West Midlands
UKG31	UK	UKG	UKG3	UKG31	Birmingham
UKG32	UK	UKG	UKG3	UKG32	Solihull
UKG33	UK	UKG	UKG3	UKG33	Coventry
UKG34	UK	UKG	UKG3	UKG34	Dudley and Sandwell
UKG35	UK	UKG	UKG3	UKG35	Walsall and Wolverhampton
UKH	UK	UKH			East Of England
UKH1	UK	UKH	UKH1		East Anglia

UKH11	UK	UKH	UKH1	UKH11	Peterborough
UKH12	UK	UKH	UKH1	UKH12	Cambridgeshire CC
UKH13	UK	UKH	UKH1	UKH13	Norfolk
UKH14	UK	UKH	UKH1	UKH14	Suffolk
UKH2	UK	UKH	UKH2		Bedfordshire and Hertfordshire
UKH21	UK	UKH	UKH2	UKH21	Luton
UKH22	UK	UKH	UKH2	UKH22	Bedfordshire CC
UKH23	UK	UKH	UKH2	UKH23	Hertfordshire
UKH3	UK	UKH	UKH3		Essex
UKH31	UK	UKH	UKH3	UKH31	Southend-on-Sea
UKH32	UK	UKH	UKH3	UKH32	Thurrock
UKH33	UK	UKH	UKH3	UKH33	Essex CC
UKI	UK	UKI			London
UKI1	UK	UKI	UKI1		Inner London
UKI11	UK	UKI	UKI1	UKI11	Inner London - West
UKI12	UK	UKI	UKI1	UKI12	Inner London - East
UKI2	UK	UKI	UKI2		Outer London
UKI21	UK	UKI	UKI2	UKI21	Outer London - East and North East
UKI22	UK	UKI	UKI2	UKI22	Outer London - South
UKI23	UK	UKI	UKI2	UKI23	Outer London - West and North West
UKJ	UK	UKJ			South East
UKJ1	UK	UKJ	UKJ1		Berkshire, Buckinghamshire and Oxfordshire
UKJ11	UK	UKJ	UKJ1	UKJ11	Berkshire
UKJ12	UK	UKJ	UKJ1	UKJ12	Milton Keynes
UKJ13	UK	UKJ	UKJ1	UKJ13	Buckinghamshire CC
UKJ14	UK	UKJ	UKJ1	UKJ14	Oxfordshire
UKJ2	UK	UKJ	UKJ2		Surrey, East and West Sussex
UKJ21	UK	UKJ	UKJ2	UKJ21	Brighton and Hove
UKJ22	UK	UKJ	UKJ2	UKJ22	East Sussex CC
UKJ23	UK	UKJ	UKJ2	UKJ23	Surrey
UKJ24	UK	UKJ	UKJ2	UKJ24	West Sussex
UKJ3	UK	UKJ	UKJ3		Hampshire and Isle of Wight
UKJ31	UK	UKJ	UKJ3	UKJ31	Portsmouth
UKJ32	UK	UKJ	UKJ3	UKJ32	Southampton
UKJ33	UK	UKJ	UKJ3	UKJ33	Hampshire CC
UKJ34	UK	UKJ	UKJ3	UKJ34	Isle of Wight
UKJ4	UK	UKJ	UKJ4		Kent
UKJ41	UK	UKJ	UKJ4	UKJ41	Medway
UKJ42	UK	UKJ	UKJ4	UKJ42	Kent CC
UKK	UK	UKK			South West
UKK1	UK	UKK	UKK1		Gloucestershire, Wiltshire and North Somerset
UKK11	UK	UKK	UKK1	UKK11	Bristol, City of
UKK12	UK	UKK	UKK1	UKK12	North and North East Somerset, South Gloucestershire
UKK13	UK	UKK	UKK1	UKK13	Gloucestershire
UKK14	UK	UKK	UKK1	UKK14	Swindon
UKK15	UK	UKK	UKK1	UKK15	Wiltshire CC
UKK2	UK	UKK	UKK2		Dorset and Somerset
UKK21	UK	UKK	UKK2	UKK21	Bournemouth and Poole
UKK22	UK	UKK	UKK2	UKK22	Dorset CC
UKK23	UK	UKK	UKK2	UKK23	Somerset
UKK3	UK	UKK	UKK3		Cornwall and Isles of Scilly

UKK30	UK	UKK	UKK3	UKK30	Cornwall and Isles of Scilly
UKK4	UK	UKK	UKK4		Devon
UKK41	UK	UKK	UKK4	UKK41	Plymouth
UKK42	UK	UKK	UKK4	UKK42	Torbay
UKK43	UK	UKK	UKK4	UKK43	Devon CC
UKL	UK	UKL			Wales
UKL1	UK	UKL	UKL1		West Wales and The Valleys
UKL11	UK	UKL	UKL1	UKL11	Isle of Anglesey
UKL12	UK	UKL	UKL1	UKL12	Gwynedd
UKL13	UK	UKL	UKL1	UKL13	Conwy and Denbighshire
UKL14	UK	UKL	UKL1	UKL14	South West Wales
UKL15	UK	UKL	UKL1	UKL15	Central Valleys
UKL16	UK	UKL	UKL1	UKL16	Gwent Valleys
UKL17	UK	UKL	UKL1	UKL17	Bridgend and Neath Port Talbot
UKL18	UK	UKL	UKL1	UKL18	Swansea
UKL2	UK	UKL	UKL2		East Wales
UKL21	UK	UKL	UKL2	UKL21	Monmouthshire and Newport
UKL22	UK	UKL	UKL2	UKL22	Cardiff and Vale of Glamorgan
UKL23	UK	UKL	UKL2	UKL23	Flintshire and Wrexham
UKL24	UK	UKL	UKL2	UKL24	Powys
UKM	UK	UKM			Scotland
UKM1	UK	UKM	UKM1		North Eastern Scotland
UKM10	UK	UKM	UKM1	UKM10	Aberdeen City, Aberdeenshire and North East Moray
UKM2	UK	UKM	UKM2		Eastern Scotland
UKM21	UK	UKM	UKM2	UKM21	Angus and Dundee City
UKM22	UK	UKM	UKM2	UKM22	Clackmannanshire and Fife
UKM23	UK	UKM	UKM2	UKM23	East Lothian and Midlothian
UKM24	UK	UKM	UKM2	UKM24	Scottish Borders, The
UKM25	UK	UKM	UKM2	UKM25	Edinburgh, City of
UKM26	UK	UKM	UKM2	UKM26	Falkirk
UKM27	UK	UKM	UKM2	UKM27	Perth and Kinross and Stirling
UKM28	UK	UKM	UKM2	UKM28	West Lothian
UKM3	UK	UKM	UKM3		South Western Scotland
UKM31	UK	UKM	UKM3	UKM31	East and West Dunbartonshire, Helensburgh and Lomond
UKM32	UK	UKM	UKM3	UKM32	Dumfries and Galloway
UKM33	UK	UKM	UKM3	UKM33	East Ayrshire and North Ayrshire Mainland
UKM34	UK	UKM	UKM3	UKM34	Glasgow City
UKM35	UK	UKM	UKM3	UKM35	Inverclyde, East Renfrewshire and Renfrewshire
UKM36	UK	UKM	UKM3	UKM36	North Lanarkshire
UKM37	UK	UKM	UKM3	UKM37	South Ayrshire
UKM38	UK	UKM	UKM3	UKM38	South Lanarkshire
UKM4	UK	UKM	UKM4		Highlands and Islands
UKM41	UK	UKM	UKM4	UKM41	Caithness and Sutherland and Ross and Cromarty
UKM42	UK	UKM	UKM4	UKM42	Inverness and Nairn and Moray, Badenoch and Strathspey
UKM43	UK	UKM	UKM4	UKM43	Lochaber, Skye and Lochalsh and Argyll and the
UKM44	UK	UKM	UKM4	UKM44	Eilean Siar (Western Isles)
UKM45	UK	UKM	UKM4	UKM45	Orkney Islands
UKM46	UK	UKM	UKM4	UKM46	Shetland Islands
UKN	UK	UKN			Northern Ireland
UKN0	UK	UKN	UKN0		Northern Ireland
UKN01	UK	UKN	UKN0	UKN01	Belfast

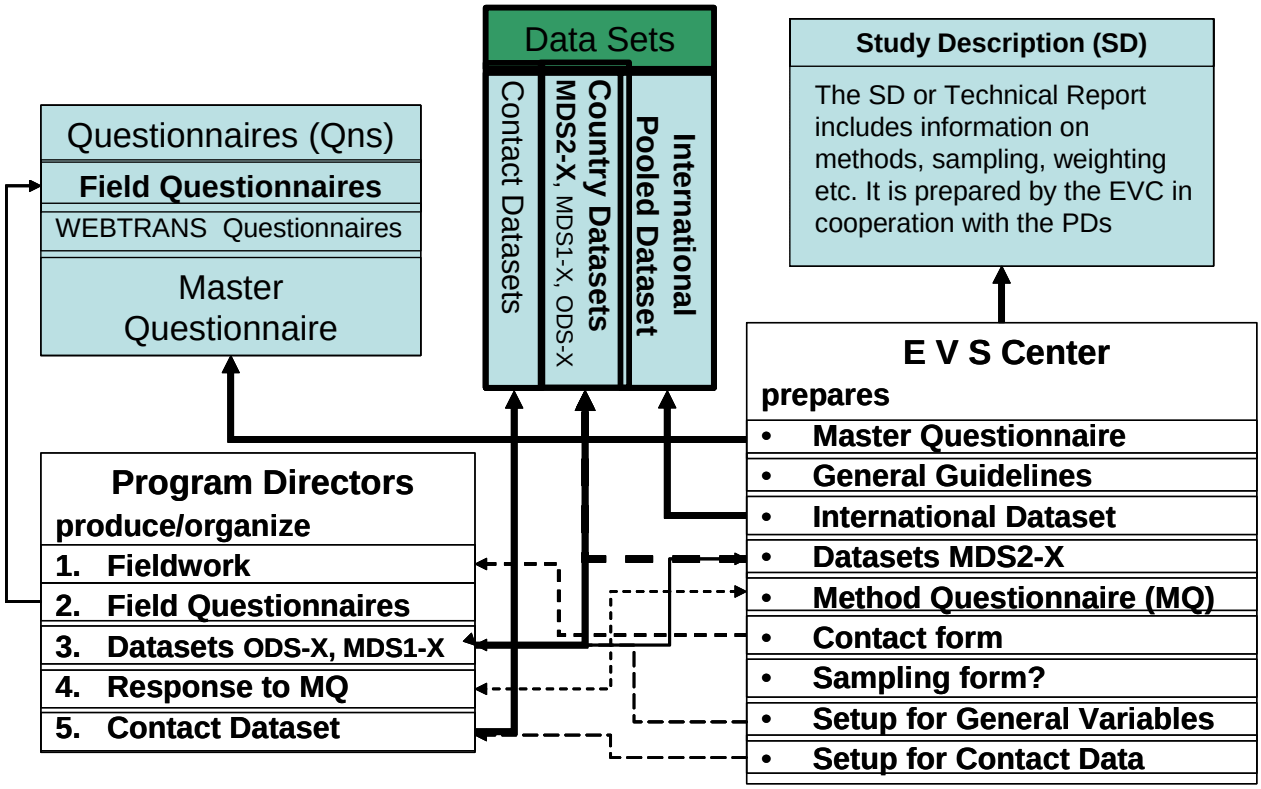
UKN02	UK	UKN	UKN0	UKN02	Outer Belfast
UKN03	UK	UKN	UKN0	UKN03	East of Northern Ireland
UKN04	UK	UKN	UKN0	UKN04	North of Northern Ireland
UKN05	UK	UKN	UKN0	UKN05	West and South of Northern Ireland

Appendix D:
Data cleaning rules

Data Cleaning Rules for EVS 2008
May 19, 2008
GESIS – Department *Data Archive & Data Analysis* (former ZA)

Introduction

The upper part of the following chart depicts the major outcomes of the EVS 2008 project. The very heart in the middle of the picture consists of several data sets. Certainly most important is the pooled international dataset **IDS** which includes the comparable data from all countries. In addition, the data of each country X will be prepared in several versions. The final version MDS2-X does not only include the country-specific variables but also standardized variables which the European Value Center (**EVC**) generates from country-specific variables and adds to MDS2-X as well as to IDS. These data sets will later on be made accessible to the scientific community for downloads via internet.



Additional information will be added to the data sets. Information on interviewer contacts will be collected in a separate **contact data set** which has to be prepared in each country X and which later can be matched with MDS2-X and IDS. Furthermore, the Methodology Group will generate **weight variables** in close cooperation with the program directors (**PDs**). These weights will also be added to MDS2-X and IDS.

The data sets will be supplemented by a **study description** which informs the user about the primary investigators, methods, sampling, weights etc. This study description will be produced in the EVC on the basis of information which has been collected by the EVC by means of the method questionnaire, sampling plans and personal communication with the PDs.

Last but not least the EVS 2008 will include a comprehensive documentation of **interview questions**. Provided that Gallup makes the content of the WEBTRANS questionnaires of each country available to the EVC a unique question data base will be generated. Users will not

only be able to compare the wording of a question in the master questionnaire with the translation of this question in every language, they will also be able to compare questions across languages and time. It is essential, however, that the PDs document the last versions of their Field Questionnaire accurately (see below).

Subsequently we will mainly focus on the tasks and responsibilities of the PDs in the process of data cleaning. We will briefly describe the document with the final questionnaire (A) and then turn to data processing (B).

During the process of data cleaning the countries have to up- and download data and documents on the EVC server which is accessed via the EVC portal[1]. The internet address is http://info1.za.gesis.org/projects/evs.

A. Preparation of the Field Questionnaire and DSDM Documentation

Each country has received the translation of the Master Questionnaire (MQ) as a Word document. This is called the WEBTRANS questionnaire. This questionnaire should already be fairly similar to the Field Questionnaire - the questionnaire which is actually used in the field. All necessary changes should be entered manually into the Word document which thereby is gradually transformed into the Field Questionnaire. The **Field Questionnaire** has to be sent back to the EVC as a word document.

While some changes of the WEBTRANS questionnaire need to be indicated in the Field questionnaire others need not. Trivial changes such as the reformatting of tables and frames or the correction of misspelling can be done in the normal mode. Major changes, however, such as a new translation of response alternatives or the inclusion of country-specific variables should be *highlighted in yellow colour*. **Please send the completed Field Questionnaire as quick as possible to Tilburg for a final o. k.!**

The field questionnaire has to be send to the EVC as a Word document. In addition the EVC wants to make the final questionnaires available in the Data Set Documentation Manager (**DSDM**) so that online comparisons of questions are possible. In order to build up the questionnaire data base the following steps are necessary.

- Gallup has to export the WEBTRANS questionnaires as XML-files and send them to the EVC.
- The EVC will import the XML-files in DSDM and send them to the countries. (Most countries have already used DSDM for preparing the EVS 2008 on the basis of EVS 1999)
- The country changes the WEBTRANS Questionnaire into the Field Questionnaire in DSDM and sends it back to the EVC.

B. Data Processing

We distinguish five steps of data processing:

[1] The server is physically located at GESIS-ZA in Cologne for practical reasons.

Step 1: **Completion of the questionnaire** (see above)**.**

Step 2: **Delivery of the Original Data Set.** The original *raw* data set ODS-X of country X is called ODS-X. It has to be sent to the EVS immediately after the data collection. The production of ODS-X is often an obligation of the field institute. However, it is the responsibility of the PD that all information is transferred correctly and timely to the EVC. The data set may be sent in whatever format as long as it is guaranteed that third persons can reconstruct the original data set.

Step 3: **Preparation of the country-specific data set MDS1-X**. ***This is the main task of the program directors (PDs)***. They have in particular to

- clean the data,
- label compulsory[2] and optional country-specific variables in English language wherever possible,
- label the general EVS variables and values, and define the missing values in accordance with the MQ and the rules which have been provided by the EVC.
- **provide the EVC with the complete SPSS syntax which has been used for the transformation of ODS-X into MDS1-X.**

In order to facilitate the task the EVC has already circulated a syntax file with variable and value labels and the missing value definitions for the general EVS variables. This data set has to be sent to the EVC for further modification.

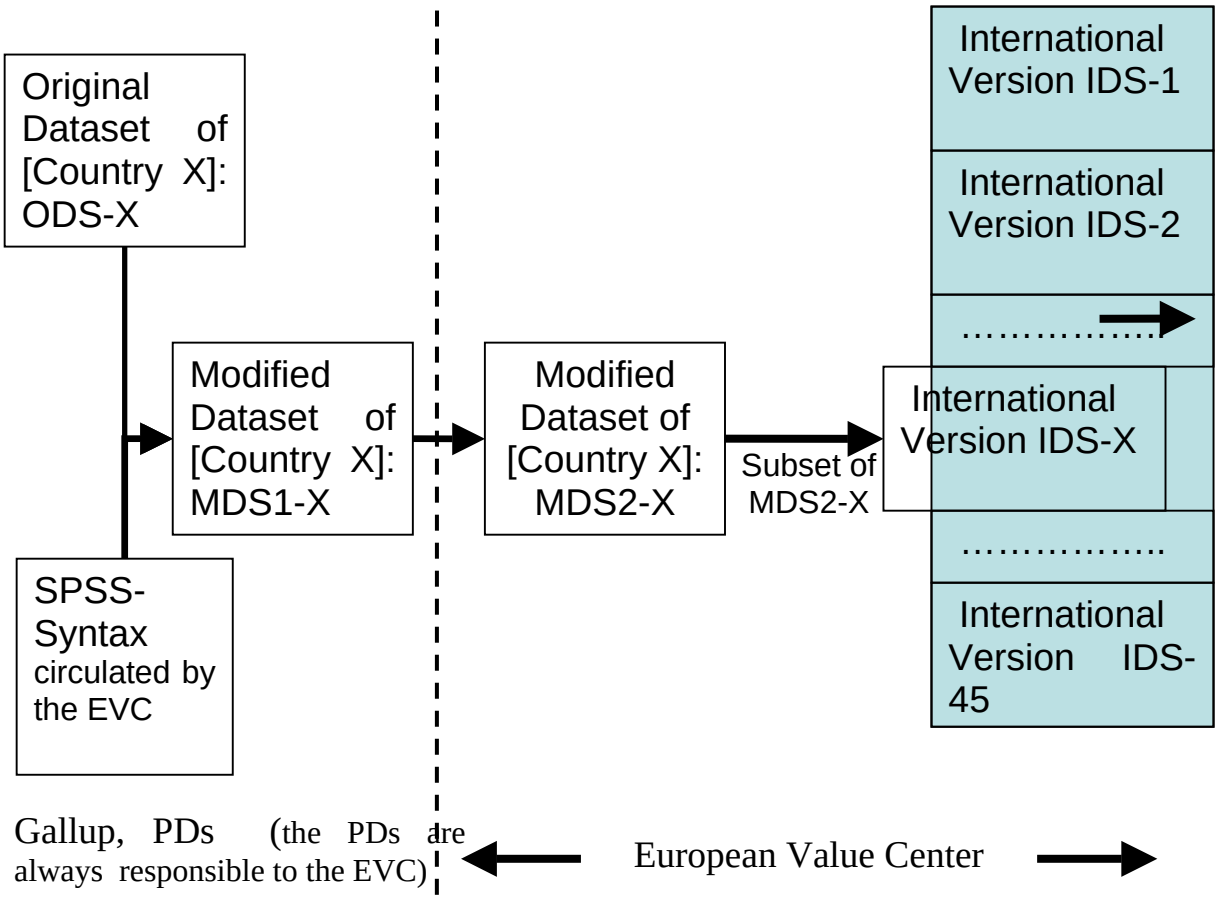
The further steps are performed in the EVC

Step 4: ***Modified Data Set II (MDS2-X)***: The EVC adds the standardized variables Religious Denomination/ Affiliation, Party Preference, education as coded in EVS 1999, ISCED (and Income) to the data set. The mapping rules for education and party preference have already been collected in Tilburg. Similar schemes for religious denomination/ affiliation and other variables have to be prepared. This second modified data set MDS2-X of country X which includes all country-specific variables of country X as well as the standardized variables will be made available in the internet by the EVC.MDS2-X is also used as the basis for the integrated data set:

Step 5: The international data set IDS-X is also generated from a subset of all variables in the EVC. In order to facilitate this process GESIS-ZA has circulated an SPSS-Syntax file.

[2] Compulsory country-specific variables are necessary for the production of the harmonized variables in step 4.

Figure 2



The whole process is depicted schematically in Figure 2. The upper left data set is the file ODS-X which the program director obtains from the field institute. The modified data file MDS1-X includes the general EVS variables and the country-specific variables but not the harmonized variables for religious denomination, party preference and education. The variable names correspond to the names of the general variables in the master questionnaire or are generated in accordance with the rules for the names of country-specific variables. All value and variable labels are in English language. They can be produced by means of the SPSS-syntax which have been circulated by the EVC

All MDS2s will be prepared in the EVC. They will additionally include the standardized variables which are necessary for the integrated data set. The International Version IDS-X contains the subset of variables which are integrated into the pooled data set of all countries (dropping the country-specific variables). PDS are asked to send ODS-X and MDS1-X to the address which is given by the EVC. The other two data sets MDS2-X and IDS will be prepared by the EVC.

Based on our experience with the EVS 1999 the following data processing rules should be applied in order to get the same data formats/structure in the international version of the data set and to correct potential mistakes.

I. The Original Data Set ODS-X

The original data set ODS-X should permit to reconstruct the other data sets in case that something has gone wrong in the process of data cleaning. Therefore we suggest to carefully check the identification number of each unit. We further recommend to already use the variable names which are required for MDS1-X and MDS2-X. Otherwise you have to prepare a correspondence list which assigns the names of the variables in ODS-X to the variable names in MDS1-X and MDS2-X.

1. **ID-Number**
   The original ID-number of the interviews should be included in the national data set. No two respondents should have the same ID-number. We mention it because the rule was not always kept in EVS1999.

2. **Rules for the Questionnaire Variables:**

   With regard to the questionnaire we distinguish **general EVS variables** and **country-specific variables.** The former are included in the MQ, the latter, apart from a few exceptions (see below), are not. Clearly, country-specific variables are also not included in the original WEBTRANS Questionnaire for your country (See Step 1).

   a. The Master Questionnaire already displays the names of the general EVS variables. The **Field Questionnaire** will include **names for the country-specific variables in addition**. These names should reflect the order of the item in the questionnaire and should carry the appendix _xy where xy is the ISO-country code of your country. For instance, if the Methodology Group has agreed that Denmark expands the battery V1 to V6 by one additional item, the respective variable should be called V6a_dk. Another example is education. If Denmark needs three variables for the construction of ISCED- or the EVS 1999-classification, the country will add V336a_dk and V336b_dk to V336. Similarly, two additional variables have to be added to V344 and V356 respectively.

   b. **It is absolutely essential that the field institute strictly applies a Field Questionnaire which has been confirmed by the EVC**[3]

      In former EVS surveys quite a few errors have occurred because some countries deviated from the Master Questionnaire and produced their own versions of the survey. If the above rules are observed the survey data will have the following properties:

      - The rank **order of the variables in the data set corresponds to the order** in the **Master Questionnaire** and in the **Field Questionnaire.**
      - The general EVS questions are **phrased in** exactly **the same way** as in the Master Questionnaire and have exactly the **same response categories**.
      - Exceptions are digitally documented and deviant variables are visualised by country-suffix.

      In former studies some field institutes did not observe interviewer instructions, sometimes deviated from the order of the variables, created their own variable codes etc.

[3] The general EVS questions have undergone a process of controlled translation and should not be changed without the permission of the EVC anymore. If PDs deviate from this rule for whatever reason they should at least add country-suffix to the respective general EVS variable.

These modifications can be prevented if everyone sticks to his or her WEBTRANS questionnaire.

3. Extensive Value Codes (ISCO88, NUTS 3, etc.)

For a number of variables extensive value codes exist but are not reported in the Master Questionnaire. This applies to languages (ISO 639-1), occupation (ISCO88) or region (NUTS 3). The Methodology Group has provided the PDs either with unique references or with a listing of all codes so that a correct and consistent assignment of codes is facilitated. **The PD should take care that the field institutes work with these sources.**

With regard to other variables like postal codes or statistical codes it is presumably not possible to develop a scheme for harmonization in advance. We therefore will obtain units which largely differ in size or population.

II. The Modified Data Sets MDS1-X

MDS1 should contain cleaned data and contain all country-specific variables. Program Directors, Gallup and other field institutes should observe the following rules

1. Please check for wild codes, filter inconsistencies etc.
2. ***Variable names***: The names of the **general EVS variables** are depicted in the Master Questionnaire as V1, V2, ..., etc. The names of the country-specific variables are to be generated in accordance to rule I.2.a. and should be displayed in the **Field Questionnaire**. **Other names must not be used for these variables!** Please resist the temptation to create mnemonically superior variable names! The use of different variable names and coding schemes is absolutely detrimental to the integration of country data in the pooled data set.

   The names and value codes of country-specific variables have to be perfectly consistent with the respective names and codes in the Field Questionnaire.
3. ***Variable and value labels***: All variables and values should be labelled in English. Provide **country-specific variables** with variable and value labels. If the labels can be easily translated into English, this should be done. If there is no translation at all, the national label can be used but the term should either be explained in an additional document or a reference should be given. In the case of political parties the party acronym in combination with a short translation is often advisable, for instance: SPD (*Social Democrats)* in Germany. Special rules will be given for the standardized variables.
4. ***Value Codes***: Make sure that there is a strict correspondence between the variables in the data set on the one hand and in the field and Master questionnaires on the other hand. There should be a **one-to-one correspondence between the valid and missing values codes** in the Master and Field Questionnaire[4] and in the data set. Please check this carefully! In particular missing values should be carefully checked. The only admissible missing value codes are the ones in the questionnaire. Make absolutely sure that the field institute strictly keeps to the questionnaire in that respect. From former surveys we know that this rule is often violated.

   - ***Range of values***: Please check whether the values of all variables are within the admissible range! If such wild codes should exist (and the reason is not an additional answer category), they should be recoded as “no answer”.

[4] String variables are the only exception. Their missing values are represented by blanks.

- The ***order of answer categories*** should fit the order of the Master Questionnaire. In EVS 1999, for instance, some countries offered the response categories in reversed order but used our SPSS-syntax for value labels. Such a mistake is not easily to detect during the data cleaning.
- ***System Missings***: MDS1_X must not contain system missing values. The occurrence of system missing values is a clear indication that something has gone wrong.
- ***Order of variables:*** The variables are saved in MDS1-X in exactly the same order as in the Field Questionnaire. In addition, the rank order of the general EVS variables in the Master Questionnaire is kept.

5. ***Filter questions:*** The treatment of filters is a sensitive issue. In general we recommend to cross tabulate filter questions with those variables which are affected by the filter; in order to detect possible inconsistencies/ contradictions. As long as the number of missing values remains small, the following rules can be applied:

   - If a valid value, "Don't know" or "Not answered" is coded on a question that according to a preceding filter should not have been asked to a respondent, the respective code should always be replaced by "Not applicable".
   - A more difficult issue is a "Don't know" or "Not answered" on the filter question. It is one of the advantages of EVS 2008 that the questionnaire always gives a clear instruction where to continue in such a case. Let us assume, however, that the interviewer disregards the advice and continues with a question which according to the branch instruction should not have been asked. You may replace the code on the latter question by "Not applicable" in such a case too if only a few missing values are generated. The rationale behind the rule is that the interviewer would not have asked the follow up question if he had strictly obeyed to the instructions of the questionnaire.

     There are often good reasons for deviating from this general rule, however, in particular a heavy loss of valid answers. So, you may treat the missing value problem with regard to filter questions more sophistically. If so, inform the EVC about your recoding scheme and **make sure that your SPSS syntax file for MDS1-X also includes the transformation statements for the filter sequence**. If necessary, the EVC will elaborate more sophisticated rules for the handling of specific filter problem.

6. Contradictions between different variables

   Example: Respondent does not have children (v321) but experienced the death or divorce of one of his /her children (v329a, v330a). In such cases neither value should be changed into missing value.

III. The Modified Data Sets MDS2-X and IDS

After the data set MDS1-X has been delivered by country X the EVC will perform the following steps:

1. generate standardized variables for religious denomination/affiliation, party preference and education
2. construct weight variables on the basis of the information which have been received from the PDs (if necessary and possible).

3. transform the missing values into a system from -4 to -1 in order to make them consistent with the missing values of EVS 1999[5].
4. make the data set MDS2 available for data analysis.
5. produce the pooled international data set IDS and make it available for empirical analysis.

IV. Contact Data Set

The EVC has already circulated the contact forms and the SPSS syntax for preparing the contact data set. This is the task of the PDs. The identification numbers of respondents in MDS1-X and in the contact data set have to be identical so that both data sets later can be matched.

[5] This transformation will presumably be done in MDS2-X. With the new set of missing values the risk of mixing positive values with missing values (like age) is very low.. However, it requires an additional transformation of the codes in the Webtrans questionnaires. The coding from -4 to -1 is necessary for the final documentation in DSDM where corresponding values are needed.

Appendix E:
Methodological questionnaire

EUROPEAN VALUES SURVEYS 2008
METHODOLOGICAL QUESTIONNAIRE

To the attention of the EVS Programme Directors and those responsible for the EVS Survey 2008 :

We would very much appreciate if you could fill in the Methodological Questionnaire. We realize the questionnaire is rather long, but the information is extremely important and the questionnaire is a key document for the process of data documentation and archiving.

Please fill in a very detailed way and send it back as a WORD-file (or any other electronic format where the variable numbers are clearly listed with the answers) and (if possible) also in PDF format to the secretary of the Methodology Group. When there are any questions do not hesitate to contact us.

V1 – Persons and institutions	
Name of the Programme Director	V1.1 :
Complete name and address of the fieldwork organization	V1.2 :
Who provided the data to the archive	V1.3 Programme director ☐ Fieldwork organization ☐ Otherwise (name) …… ☐
The national research team	V1.4 : Names and institutions of members of the national EVS research team:
V2- Funding	
Full name of the country's funding agency or agencies	V2.1 :
The grant(s) supporting the survey	V2.2 : Grant (s) number (s) :

V3- The data collection	
Fieldwork period (DD/MM/YY)	V3.1 : From : To :
Pretest period (DD/MM/YY)	V3.2.1 : From : To : V3.2.2 : Number of prestest interviews : _____
Mode of data collection	V3.3 : Mode(s) of administration of the data collection (tick all applicable) CAPI (Computer assisted) ☐ PAPI (Paper) ☐ Any other …… ☐
The language (s) in which the survey interviews were conduced	V3.4 : if multiple languages are used, give the full names of languages : (Nota bene : a variable should gives the languages codes in the data set) :

V4- Interviewers training	
	V4.1 : Total number of interviewers : _____ V4.2 : Number of experienced interviewers : _____ V4.3 : Number of inexperienced interviewers : _____ V4.4: How many of the interviewers received specific training for this survey ? : _____ V4.5 : How many members of the research team attended/participated/organized training sessions of interviewers : _____ V4.6 : Written EVS specific instructions : Yes ☐ No ☐ V4.7 : Training in refusal conversion : Yes ☐ No ☐
V5- Employment status of the interviewers	
Please indicate the types of employment status of interviewers	V5.1 : Employment status of interviewers : Free-lance interviewers ☐ Employed by the survey organization ☐ Other, if other please give details ☐ : _____ V5.2 : Payment of interviewers Hourly ☐ Per completed interview ☐ Assigned payment (a fix payment for an assigned number of interviews) ☐ Regular fixed salary ☐ Bonus payment ☐ Other, if other please give details : ☐ _____

V6 – Visits to the respondents	
Please indicate the number of minimum visits or attempted visits	V6.1 : Total number of minimum visits per respondent/sampling unit : _____ V6.1.1 : Among the total, required visits on week-ends : _____ V6.1.2 : Among the total, required visits in the evening : _____
V7 – Enhancing the interviews, incentives	
Was any information, advance letter, brochure, leaflet used ?	V7.1.1 : Use of advance letter : Yes ☐ No ☐ V7.1.2 : Use of brochure, leaflet, written information : Yes ☐ No ☐
Was any incentive offered to respondent ?	V7.2.1 : Incentives . No incentives ☐ . Unconditional monetary incentives (paid before the interview) ☐ . Conditional monetary incentives (upon completion of the interview) ☐ . Unconditional non-monetary incentives (given before the interview) ☐ . Conditional non-monetary incentives (upon completion of the interview) ☐ V7.2.2 : Please specify and give as much details as possible about the incentives :
Use of other types of response enhancing measures	V7.3 : Use of other types of response enhancing measures (call-center, web-pages, hotline) : Yes ☐ No ☐ If yes, please specify and give as much details as possible about the procedure :

V8. Strategy for refusal conversion	
	V8.1 : Yes ☐ No ☐ V8.2 : If yes, please specify and give as much details as possible about the procedure :
V9- Quality control back-checks	
	Please note that refusals and non-contacts refer to what is considered as the final status of the sample unit

	Interviews				Refusals				Non-contacts		
V9.1 : number of units selected for back-checking											
V9.2 : number of back-check achieved											
V9.3 : number of units where outcome was confirmed											
V9.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*	P	T	M		P	T	M		P	T	M

* : including postcards, self-completion questionnaires

V10- Checking of data	
By consistency we mean correct use of filters, coherent information provided by respondent N.B. of course also the uncleaned data set must be deposited at Central Archive in Cologne.	V10.1 : Were data checked for consistency : Yes ☐ No ☐ V10.2 : If yes, were the data edited . Yes, data corrected individually ☐ . Yes, data corrected automatically ☐ . Yes, data corrected both individually and automatically ☐ . No, no correction was done ☐ V10.3 : Were data corrected always according to filter instructions ? : Yes ☐ No ☐ V10.4 : Who did the data corrections ? . The fieldwork agency ☐ . The Programme Director or its team ☐ . Any other person ☐ (please specify) : _____

V11- Verification of the questionnaire	
For country using **CAPI** Please give a short description of the procedure for checking the CAPI programme	V11.1.1 : How was the CAPI questionnaire programme checked V11.1.2 : Who did the CAPI questionnaire checking? . The fieldwork agency ☐ . The Programme Director or its team ☐ . Any other person ☐ (please specify) : _____

For country using **PAPI** Please give a short description of the procedure for checking the PAPI programme	V11.2.1 : Was the scanning of optical or keying questionnaire checked? : Yes ☐ No ☐ V11.2.2 : Who did the PAPI questionnaire checking? . The fieldwork agency ☐ . The Programme Director or its team ☐ . Any other person ☐ (please specify) : _____ V11.2.3 : Approximate proportion of questionnaires checked ? : _____

V12 – Characteristics of the sample	
The final response rate will be calculated by the Methodology Group	V12.1 : Response and non response (Please report numbers not percentages !) **A. Total number of issued sample units (addresses, households or individuals)** : _____ B. Refusal by respondent : : _____ C. Refusal by proxy (or household or address refusal) : _____ D. No contact (after at least 4 visits) : _____ E. Language barrier : _____ F. Respondent mentally or physically unable to co-operate throughout fieldwork period : _____ G. Respondent unavailable throughout the fieldwork period for other reasons : _____ H. Address not residential (institution, business/industrial purpose) : _____ I. Address not occupied (not occupied, demolished, not yet built) : _____ J. Address not traceable : _____ K. Other ineligible address : _____ L. Respondent moved abroad/unknown destination : _____ M. Respondent deceased : _____ Y. Invalid interviews : _____ **Z. Number of valid interviews :** X. Number of units not accounted for (A-[sum of B to M,Y,Z]) : if all sample units are accounted for, X will=0. : _____
Did you sample have a panel component (either from the earlier EVS-survey or otherwise)	Please specify:

V13 - General documentation : Regions	
Please specify with as much details and precision the following variables which will be of great importance for comparative analysis	V13.1 : Was there any regional categories changed since EVS 1999 ? Yes ☐ No ☐ Country having not participated to EVS 1999 ☐
(please enter here the classification as agreed upon with the Methodology Group)	V13.2 : Please list the categories in the variable Region in the data set V13.3 : Correspondence with NUTS classification. Please document and specify very precisely the correspondence between each regional category and the NUTS classification (if v13,2 is not NUTS):

V14- General documentation : Education	
Please specify with as much details and precision the following variables which will be of great importance for comparative analysis (please enter here the classification as agreed upon with the Methodology Group)	V14.1 : Please specify the educational variable: V14.2 : Description of educational system. Please give a short description of the educational system and give details of how the national categories have been recoded into the EVS education standard classification V14.3 : Please indicate the correspondence between the national educational categories and ISCED standard classification

V15- General documentation : Occupation	
Please specify with as much details and precision the following variables which will be of great importance for comparative analysis	V15: Occupation should be measured by ISCO88 as supplied; please specify any deviations:
V16- General documentation : Political parties	
Please specify with as much details and precision the following variables which will be of great importance for comparative analysis (please enter here the classification as agreed upon with the Methodology Group)	V16.1 : Please give a short description of each political party in the data set V16.2 : Please indicate, if relevant, the position of political parties in relation to each other on a 10 point left-right scale. On this scale, 1 is the most extreme left position, 10 is the most extreme right position. 11 can be used to indicate that a political party cannot be ranked on the 10 points scale. 1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____ 11. _____

	V16.3 : Please indicate the party size for ach political party, by providing each party's share of the vote in the last national legislative election. V16.4 : When was the last national legislative elections ? : _____ (DD/MM/YY) For countries with two rounds of elections, please provide the above information (V16.3 and V16.4) for both
V17- General documentation : Electoral system	
Please specify with as much details and precision the following variables which will be of great importance for comparative analysis	V17.1 : Please indicate the number of votes registered in the national legislative elections Only one single vote registered : ☐ Two or more votes registered : ☐ V17.2 : Description of the electoral system with details and precision :

V18- Translation	
Please indicate if there have been changes in the translation of previously asked questions (When WEBTRANS has been used in full, you can skip 18.2, 18.3 and 18.6; you can also skip these questions if you will update WEBTRANS to conform with your questionnaire)	V18.1 : WEBTRANS has been used fully ☐ WEBTRANS has not been used fully, but questions will be updated ☐ WEBTRANS has not been used (fully) ☐ V18.2: Translation of questionnaire items changed since EVS 1999 : Yes ☐ No ☐ V18.3 : If Yes, please list the question numbers : V18.4 : Who did the translation of the questionnaire ? : . The fieldwork agency ☐ . The Programme Director or its team ☐ . Any other person ☐ (please specify) : _____ V18.5 : Were professional translators involved in the translation process ? : Yes ☐ No ☐ V18.6: What type of translation procedure was followed ? Simple back-translation : ☐ Iterative back-translation : ☐ Other types of back-translation procedure : ☐ TRADP or equivalent : ☐ None of these : : ☐ V18.7 : Were there any questions or concepts that caused particular problems when being translated into your language ? : Yes ☐ No ☐ Which?

V19 - Additional country-specific questions	
	V19.1 : Additional country-specific questions included in the questionnaire : Yes ☐ No ☐ If Yes make sure that you have sent the final questionnaire with all questions and items in the right order (and country-specific items highlighted) to EVS-Tilburg (evs@uvt.nl) V19.2: Will additional country-specific variables be included in the data set deposited : Yes ☐ No ☐ V19.3: Will documentation of additional country-specific questions be deposited : Yes ☐ No ☐
V20 - Weights	
Please specify with as much details and precision the following variables which will be of great importance for comparative analysis We need for each stratum of the sample (that is not selfweighting) precise information to calculate the weights	V20.1 National weights variables included in the data set : Yes ☐ No ☐ V20.2 If Yes, please specify very precisely and with as much details as possible what type of weights. Document as much as possible : V20.3 Provide all information necessary for the Methodology Group to compute weights (what is the selection probability for each potential respondent?) a. Number of inhabitants over 18 year in your country at the time of interviewing (ideally number of residential people that are not institutionalised = sample frame) …… b. The population size (ideally over 18, residential and not institutionalised) of the areas/strata at each step in the sample…… c. The actual number of interviewed respondent at each step of the sample for each area/stratum…..

V21 - Anonymised data

According to data regulations in participating countries, only anonymised data will be made available to users. Before depositing data, each national team is responsible for checking their data confidentiality. Please tick appropriate

	Anonymised assured		Anonymised Non assured
V21.1 : Respondent questionnaires			
V21.2 : Interviewer questionnaires			
V21.3 : Contact forms			

V22 - Representativity

Please provide population statistics at the country and at the regional levels as indicated in the table

Of course all variables should be in categories that correspond to categories in the questionnaire.

	Country level		Regional level
V22.1 : Age * Gender			
V22.2 : Educational distribution			
V22.3 : Degree of urbanisation			
V22.4 : Gender * Age * Education			
V22.5 : ……. (any other than the above mentioned—see Appendix A; please specify)			

Nota bene about recommended categories :
Age : 18-24, 25-34, 35-44, 45-54, 55-64, 65-74, 75 and older
Education : provide educational categories that corresponds to the country specific educational variable (or grouped categories)
Region : Use the same categories as the region variable in the data set

On behalf of the Methodology Group

Thank you for your cooperation in filling with attention, precision and details this questionnaire !

When you want to add anything, please do so here:

European *Values* Study

The EVS translation procedure

INTRODUCTION

- To be able to increase the quality of the EVS survey, it has been decided to harmonize and document the translation procedure of the 2008 questionnaire in all participating countries.
- The body directly responsible for harmonization of the translations procedures is the Administrative Centre for Translation Procedure (further only ACTP). ACTP is in charge of coordinating the translation process and providing a helpdesk to the national program directors (further only NPDs) **via the following e-mail address** evs.translation@ceps.lu**.**
- To facilitate the harmonization process a new translation web-based platform (further only WebTrans) has been designed by Gallup Europe. WebTrans is a questionnaire database and translation system that provides interface, translation assistance, advanced reviewing and project management utilities for the whole questionnaire translation process. WebTrans is available on: (http://www.gallup-europe.be/webtrans/).
- All countries participating in the EVS wave 2008 will be asked to use WebTrans to prepare the 2008 questionnaire. The NPD/reviewer and each translator will have a unique access code and password for the WebTrans system. NPD will receive all access code in an e-mail from Gallup Europe. NPD is in charge of disseminating the access codes to translators. The access code and password for the NPD is the same for all translation procedure.
- During the translation process countries should use the English Master Questionnaire for the 2008 survey which is available in WebTrans (and which will be additionally sent to all countries as a PDF document together with the Instructions concerning the translation procedure). This questionnaire is the latest version of the Master Questionnaire. The differences with the Master Questionnaire version from 7 December 2007 are documented in the attached document entitled: [Master questionnaire 2008 and differences with the version from 7 December 2007].
- Translations are required for each language used as a first language by more than 5 per cent of the population. All the concerned languages have already been incorporated in the WebTrans system.
- Translation of the 2008 questionnaire will be conducted differently depending on the country
- In case of questions, please do not hesitate to contact the ACTP at the following address: evs.translation@ceps.lu.

A. Countries participating in the 1999 wave or countries for which a translation of certain 2008 questions already exist in WVS 1995 or WVS 2000 will follow a two-step translation procedure.

A.1 In the first step (**REVIEW PROCEDURE,** see below) we work with two groups of countries: countries that participated in the 1999 wave and countries that participated in WVS in 1995 or 2000.

Countries that participated in the 1999 wave: Austria, Belarus, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Northern Ireland, Poland, Portugal, Romania, Russia, Slovak Republic, Slovenia, Spain, Sweden, Turkey, Ukraine will be asked to review the translation of all the questions that were used in the 1999 EVS wave and that will be part of the 2008 questionnaire.

Countries that participated in the WVS 1995 or 2000: Albania, Armenia, Azerbaijan – Azeri language, Georgia –Georgian language, Macedonia –Macedonian language, Montenegro-Albanian, Switzerland –German, French, Italian will be asked to review and

copy/write in the questions which exist in the WVS national questionnaire and which are used in the 2008 questionnaire into the WebTrans system.
All changes have to be documented in English in WebTrans.
The main purpose of the review procedure is to check the national translation of the questions used in the 1999 EVS or WVS, document problems and, if necessary, correct mistakes.

A.2 In the second step (**"NEW" TRANSLATION PROCEDURE**, see below), each country will translate questions that have been newly introduced to the 2008 EVS questionnaire and that were not part of the 1999 EVS wave or WVS 1995 or 2000. Two independent translators have to translate the new questions. The NPD or an independent expert will be in charge of synthesizing the two translations into a final one.

B. Countries (Austria, Azerbaijan, Belgium, Cyprus, Estonia, Georgia, Latvia, Lithuania, Luxembourg Macedonia, Moldova, Montenegro, Romania, Serbia, Slovakia, Ukraine) **adapting their 2008 questionnaire for one or more of their national languages from other countries**[1] will follow an ADAPTATION PROCEDURE (see below). This procedure applies when the translation of the 2008 questionnaire in a certain language exists (for example the German language translation in Germany) and another country (for example Austria) would like to adapt it to its cultural context. During the adaptation procedure, each expression that is not familiar or used in the given language/cultural context will be replaced by an expression that is suitable. The questions regarding education, political parties, religion, income distribution will be completed with national classifications (as agreed upon with the Methodology Group). The NPD or an independent expert will be in charge.

C. Countries that did not participate in the 1999 EVS wave and that DO NOT USE the adaptation procedure will follow the "NEW" TRANSLATION PROCEDURE (see below). During this procedure the whole questionnaire has to be translated. Two independent translators have to be used. The NPD or an independent expert will be in charge of synthesizing the two translations into a final one.

CHAPTER 1. REVIEW PROCEDURE

1.1. General remarks

1. Normally, the review process should not take more than two days of work.
2. The review process should be conducted using the WebTrans System.
3. The NPD is in charge of the review process in her/his country. The review process should be done by the NPD or the person/persons mentioned by the NPD in the Translation Questionnaire which was sent to ACTP in November 2007 (further only reviewer).
4. The reviewer is a person who is proficient in the language of the questionnaire and preferably a native speaker.
5. Detailed instructions how to proceed with the WebTrans review process can be found in the document entitled "Quick Translation Manual for the REVIEWING translation process" that will be sent to NPDs via email together with the Translation Procedure Instructions.
6. During the translation process countries should use the English Master Copy of the 2008 questionnaire which is available in the WebTrans (and which will be sent to all countries as a PDF document together with the instructions regarding the translation procedure) because this is the latest version of the English Master Questionnaire.

[1] countries that in November 2007 indicated in the Translation Questionnaire that they will not translate some languages themselves

1.2 Review process for countries which participated in the EVS 1999 wave

1. To facilitate the review process for the countries which participated in EVS 1999, all the trend questions have already been uploaded to the WebTrans system from the DSDM database from Cologne (ZA-Documentation Manager 2.3.0). The DSDM database contains the question wordings for all questionnaires from EVS 1999.
2. The aim of the review process is to check the existing translation.
    - 2.1 If the local translation **corresponds to the English Master Questionnaire** both content- and format-wise, then the local translation can be accepted without any change.
    - 2.2 If the local translation needs only **small corrections** (i.e. changes that do not change the meaning of the text, such as: changing the word order, correcting grammatical mistakes, changing punctuation) reviewer will suggest the change, write it down in the LOCAL TRANSLATE 1 box, classify the change as a slight change by clicking on the SLIGHT CHANGE button and make a comment characterizing the type of change and reasons for change.
    - 2.3 If the local translation does not correspond to the English Master Question (i.e. the meaning of the question in the local language differs from the English Master Version, categories of the local translation do not correspond to those of the English Master Version) and need **significant reformulation, the** reviewer will suggest changes, writes them down in the LOCAL TRANSLATE 1 box, classifies the change as a major change by clicking on the MAJOR CHANGE button and makes a comment characterizing the type of change and the reasons for the change.
3. **All changes made during the review process must be done utmost cautiously and sensitively.** Discrepancies between local translations and the English Master Copy should be spotted and documented. At the same time, reviewers should be aware of the importance of comparability of EVS questions over time (between waves). Introducing major changes in the local translation of a question means that the question used in 2008 will **not anymore be strictly comparable** to the question from the 1999 wave. Therefore, **it is necessary to clearly comment and justify all the changes** and be aware of the very important difference between slight and major changes!!!

    ALL THE COMMENTS MUST BE WRITTEN IN ENGLISH.
4. In case that a previous translation of some items is missing (blank space in the LOCAL TRANSLATE 1 box while item exists in the English Master copy box), reviewer is asked to translate the items, click on MAJOR CHANGE status and make a comment that he/she translated the item.

1.3 Review process for countries which participated in WVS 1995, 2000 and are listed above:

1. To reduce the cost of translation and to assure comparability of the 2008 EVS questionnaire with earlier Values Surveys the reviewers from the above listed countries will be asked to copy/write in the text of the WVS questions in their national language in WebTrans.
2. Which questions of the 2008 questionnaire have to be copied into the WebTrans system from the WVS national questionnaires can be found in the following attached documents:

    EVS_overview_variables_26-12_country,
    EVS_overview_variables_26-12,
    EVS_overview_variables_26-12_list
3. **The WVS 1995, 2000 questionnaires can be downloaded from:** http://www.europeanvalues.nl, click on Download and Analysis, then on "Documentation" and then choose needed wave and then download the questionnaire of your country.
4. To copy the concerned questions the reviewer should enter the WebTrans EVS_Review domain and write in (or copy paste if possible) the text of the WVS question in WebTrans in the LOCAL TRANSLATE 1 BOX. Then the NPD should click on the MAJOR CHANGE button and

indicate clearly in the COMMENT box from which source the text was copied (e.g. WVS-1995 or WVS-2000), whether some changes have been made in the WVS text and if yes, then why.

1.4 End of the review process

1. During the review process special attention should be paid to **the interviewer instructions** where we expect a lot of discrepancies between the local translation and the English Master Questionnaire.
2 After the reviewer finished the review process the Methodology group with support of ACTP will go through all the suggested changes and comments and will approve or disapprove the changes suggested by the NPD. This approval or disproval will be made by COMMENTS in WebTrans which will be visible to reviewers.
3 The NPD will be asked to go through the comments made by ACTP/Methodology Group and act accordingly. If the changes were approved by the ACTP/Methodology Group, NPD keeps them. If the changes were not approved in the ACTP/Methodology Group comments, NPD will be asked to use the original text as it existed before his changes (forced trend) or to come back to the ACTP/Methodology group (please use evs.translation@ceps.lu) to discuss further this choice.
4 The review process should follow the below timetable:

Timetable 1

Task	**Deadline**
Reviewer finishes the review process	04.02.2008
ACTP and Methodology Group approve/disapprove changes	15.02.2008
Reviewer finalizes the review process	18.02.2008

CHAPTER 2. ADAPTATION TRANSLATION PROCEDURE

The adaptation procedure will start only after the source country has finished its translation. NPDs will be notified of the start via email by ACTP.

Applicable only for countries that will adopt translation from a source country, please see the table below

Countries where the Adaptation procedure will be applied	**Language concerned**	**Source country**
Macedonia	Albanian	Albania
Serbia, Montenegro	Croatian	Croatia
Belgium	Dutch	Netherlands
Belgium, Luxembourg	French	France
Austria, Luxembourg	German	Germany
Slovakia, Romania	Hungarian	Hungary
Luxembourg	Portuguese	Portugal
Moldova	Romanian	Romania
Azerbaijan, Georgia, Ukraine, Moldova, Estonia, Lithuania, Latvia	Russian	Russia
Cyprus	Greek	Greece

1. The adaptation translation procedure will be conducted by using the WebTrans system.
2. The NPD (or the person in charge of the translation procedure) is in charge of the adapting translation procedure in her/his country. This person is proficient in the language in question and preferably a native speaker.

3. Questionnaires from source countries as indicated in the table above will be uploaded in the WebTrans system. The concerned countries will be notified by mail from ACTP of the start of adaptation procedure.
4. To conduct the adaptation within the WebTrans system, the NPD will be asked to enter the WebTrans' **EVS_new** domain.Translation of each question as it has been translated by a source country has been automatically uploaded in WebTrans and appears in the LOCAL TRANSLATE 1 box. The NPD will go through the text of each translation and approves it (by clicking on the COPY LOCAL 1 button) or suggests and writes in some changes in the box LOCAL DRAFT TRANSLATE. The questions regarding education, political parties, religion, income distribution will be completed with national classifications. If changes are made, the NPD should clearly state in the COMMENT box what type of changes he/she made and why.
5. The below timetable should be followed.

Timetable 2

Task	**Deadline**
Finishing the adaptation procedure	29.2.2008

CHAPTER 3. "NEW" TRANSLATION PROCEDURE

EVS Translation Guidelines concerning new languages and new questions (applicable for those countries that will participate in the EVS project in 2008 and that do not use the adaptation procedure):

1. The "New" translation procedure will be conducted by using the WebTrans system.
2. Detailed Instructions for translators how to proceed with the WebTrans NEW translation process can be found in the document entitled "Quick Translation Manual for the "NEW" translation process" that will be sent to NPDs via email.
3. NPD (or the person in charge of the translation procedure) is responsible for coordinating the NEW translation procedure in her/his country.
4. For countries participating in EVS 1999, the NPD will take care of the translation of all questions that have been newly introduced in the EVS 2008 questionnaire (those that were not present in the 1999 questionnaire).
5. For EVS countries that never participated in the EVS project or those that do not use the ADAPTATION procedure, the NPD will be in charge of the translation of the entire questionnaire 2008.
6. During the translation process countries should use the English Master of the 2008 questionnaire which is available in WebTrans (and which will be sent to all countries as a PDF document together with the instructions regarding the translation procedure) because this is the latest version of the Master questionnaire.
7. The NPD is in charge of selecting two independent translators.
   7.1 Translators should be skilled practitioners. They are to translate out of English into their strongest language. (In most cases this is a person's 'first' language.)
   7.2 It is strongly recommended that translators are given support materials, example texts, (mainly text of already translated questions, see point 15). The format of the EVS questionnaire and the documentation required are likely to be new to many translators and this should be covered in the briefing session.
   7.3 NPD should identify and explain each of the components in the questionnaire (e.g., question wording, answer categories, and interviewer instruction where applicable).
8. In the documents EVS_overview_variables_26-12_country, EVS_overview_variables_26-12, EVS_overview_variables_26-12_list the NPD will find information about new questions which have been used in other surveys (ESS round 2, ESS round 3, EVS 1981, EVS 1990, ISSP 2003).

8.1 If there are no new questions from other surveys, the NPD distributes the access codes to the translators together with all necessary documents and instructions and asks them to proceed with the translations (see point 10 etc of this subchapter).

8.2 If there are some questions which have already been used in other surveys (normally there are not more that six of them), the NPD is asked to do the following:

8.2.1 The NPD **MAKES A LIST** of the new questions used in other surveys (normally, there are not more than six of them).

8.2.2 The NPD downloads the relevant national questionnaires from which the questions should be copied and which can be found at the following links:

- **EVS 1981, 1990**: http://www.europeanvalues.nl/ then click on General Info 1981 or 1990 available on the menu on the left hand side of the screen. Then go to participating countries and download the national questionnaire.
- **ISSP 2003**: http://www.gesis.org/en/data_service/issp/data/2003_National_Identity_II.htm
- **ESS round 2 and round 3**: http://ess.nsd.uib.no

Choose the appropriate round in the top menu and then choose "Fieldwork documents" in the menu appearing just below. You will then get access to source documents and all the available national documents, which can be accessed by scrolling the menu at the bottom of the page.

8.2.3 The NPD sends **THE LIST** of concerned questions and source questionnaires to the Translators. One of them (Translator 1, Local Translate 1) will be asked to copy/write in the text of the concerned questions in the LOCAL TRANSLATE 1 box. The second translator (Translator 2) will leave the box empty).

9. Detailed instructions on how to proceed with the WebTrans NEW translation process can be found in the document entitled "Quick Translation Manual for the "NEW" translation process" that will be sent to out together with the Translation Process Instructions.
10. After the two independent translators finished their work the NPD (or the person in charge of the translation procedure) will adjudicate the two translations. The NPD accepts either the text in the LOCAL TRANSLATE 1 box or in the LOCAL TRANSLATE 2 box or he/she modifies any of these translations. In case of modifications, NPD makes clear comments in the COMMENT box what kind of change he/she introduced and why.
    10.1 NPD should remember that in case of questions copied from already existing surveys; he/she will only review the text written in the box LOCAL TRANSLATE 1, accept it or, if necessary, modifies it. In case of modifications, NPD makes clear comments in the COMMENT box what kind of change he/she introduced and why.
11. The new translation procedure should follow the time table presented below.

Timetable 3

Task	**Deadline**
Deadline for both translators to finish their local translations	15.2.2008
Deadline for NPD to adjudicate two translations and prepare the local draft questionnaire	20.2.2008

ATTACHED DOCUMENTS:

- Master questionnaire 2008 and differences with the version from 7 December 2007
- Overview of the already and used in other surveys:
  EVS_overview_variables_26-12_country
  EVS_overview_variables_26-12
  EVS_overview_variables_26-12

- WebTrans manual 1: Gallup Questionnaire Translation System Reviewing
- WebTrans manual 2: Gallup Questionnaire Translation System New

Gallup Questionnaire Translation System

Quick Translation Manual for the REWIEVING translation process

This type of translation process is for the case when previous translation already exists and the main goal is to revise this translation and make the necessary modifications on a strictly documented way. The previous translation items are uploaded to the system as TREND items and they will appear on each users' profile for revision.

First the National Project Director will use the so-called LOCAL user profile and s/he has to approve each text element in the survey. The NPD [LOCAL user] can accept the previous translation with or without a comment or can suggest new versions for the translation. In the latter case it is obligatory for NPD to give an explanation why the previous translation was not accepted. Also, s/he can indicate how serious he thinks the problem is regarding the earlier version. He can classify whether "Slight modification" or "Major modification" was needed for the new translation. In either case a thorough explanation should be given for the modification.

In the next step the Translation Team at CEPS by using the CHECK user profile will have a chance to review the suggested changes, check comments and approve them.

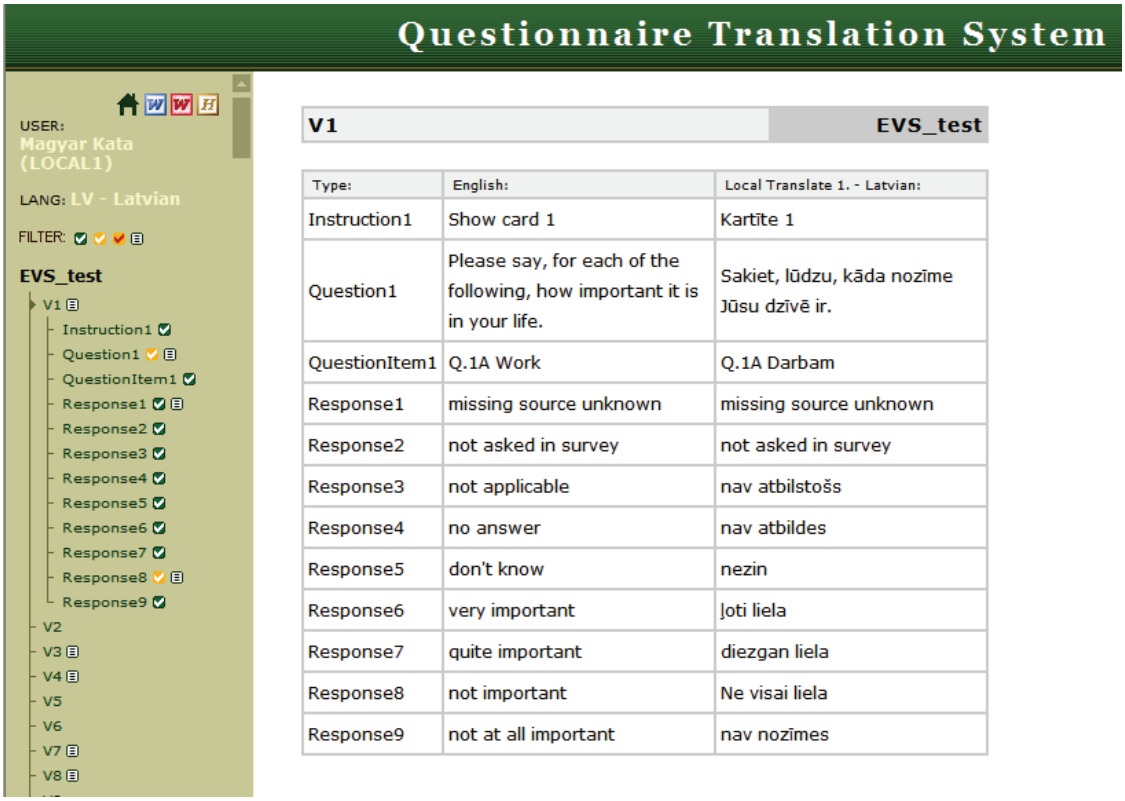
At the following step, NPD has to use a different profile that belongs to this higher level and by using the FINAL user profile he/she again can revise the translation based on the comments received from CEPS. In this FINAL user profile NPD has the right to modify items while making the final version of the translations.

The users have unique access codes and passwords for the Gallup Questionnaire Translation System (WebTRANS). The users receive the access code in an e-mail.
The link is the following: http://www.gallup-europe.be/webtrans/

All modifications, comments made by any users are tracked and documented by the system.

LOCAL User Profile

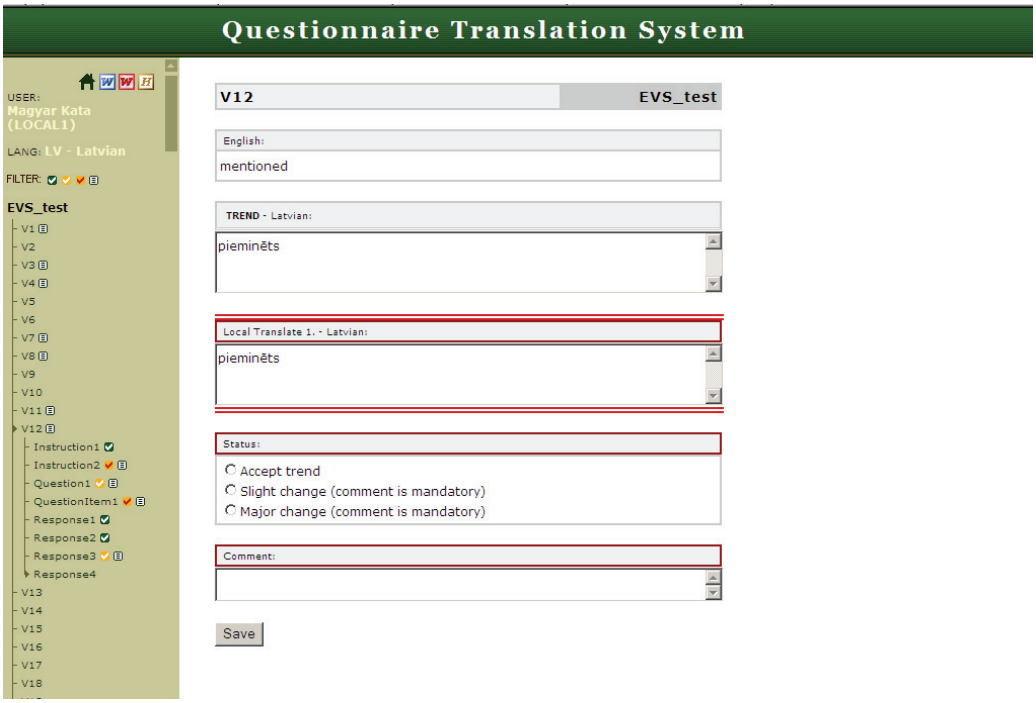
After signing in you will see the following page:



Type:	English:	Local Translate 1. - Latvian:
Instruction1	Show card 1	Kartīte 1
Question1	Please say, for each of the following, how important it is in your life.	Sakiet, lūdzu, kāda nozīme Jūsu dzīvē ir.
QuestionItem1	Q.1A Work	Q.1A Darbam
Response1	missing source unknown	missing source unknown
Response2	not asked in survey	not asked in survey
Response3	not applicable	nav atbilstošs
Response4	no answer	nav atbildes
Response5	don't know	nezin
Response6	very important	ļoti liela
Response7	quite important	diezgan liela
Response8	not important	Ne visai liela
Response9	not at all important	nav nozīmes

1. Preparing the translation – LOCAL phase

When you click on a certain question item of a question you will see the following screen:



The TREND translations are automatically copied to the "Local Translate" box. What the LOCAL user could do is to:

- accept trend items
- implement slight changes in the trend item
- implement major changes in the trend item

Please note: each slight or major change should be commented in the Comment field! These actions should be marked by clicking on the appropriate option in the STATUS box. After selecting the status, making the necessary changes and comments, the user should always click on "SAVE".

2. Navigating on the survey profile window

On the top of the left-hand side you can see some basic information, like the name of the user logged in; the language he is currently using, and also the short name of the survey (see above, it is "EVS_TEST"). Above that information you can see 4 signs:

By clicking onto this icon you will be able to get back to your profile selection window, but in most cases there is no need to use it since you will have access only to one profile with one access code.

By clicking onto this icon you can request the Word questionnaire file filled with the most up-to-date localized expressions (your translation).

By clicking onto this icon you can request the MASTER Word questionnaire file, which will show you the full questionnaire on the master language – in English.

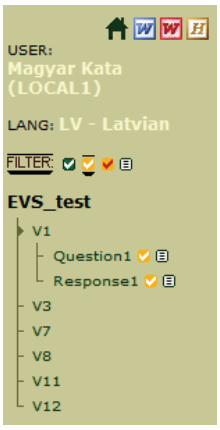
By clicking on this icon you can download the "History of Modifications" document. It contains the list of modifications, comments.

On the left-hand side of the screen you will see the hierarchal structure of the survey. The questions will appear as "main nodes" there, the selected node (question) will be sub-branched to its text elements (question items). The following signs can appear here:

- This sign (white tick on green background) means that the TREND item was accepted by the LOCAL user.
- This sign means that somebody put some comment on that item. To see the comment, open the item's page by clicking the items name. If it appears beside the question name, it will mean that one or some of the elements have some comments.
- This sign (white tick on yellow background) means that the item was slightly changed by the LOCAL user.
- This sign (red tick on yellow background) means that major change was implemented by the LOCAL user.

There is a filter option to see either only the unchanged TREND items or the ones that the Local user changed. Sorting the items could be done by using the following icons on the left hand side (the currently active filter is highlighted with an underline – in the example below the "Slight changes" filter is switched on):

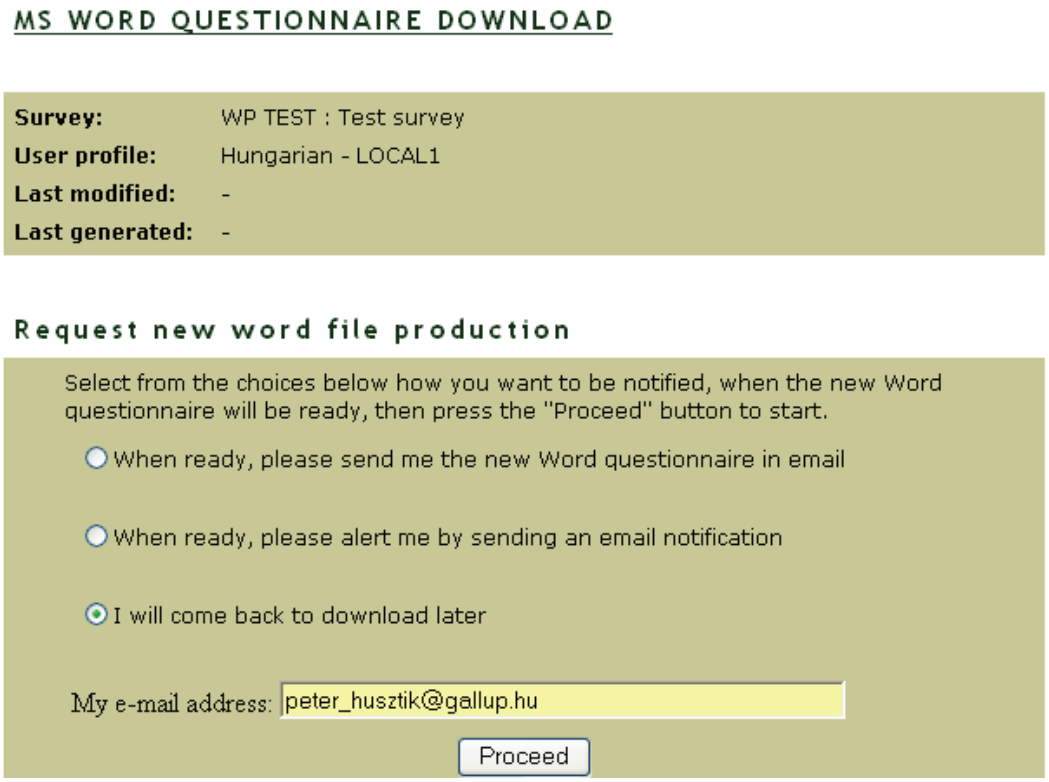
By clicking on the green tick, unchanged trend items can be filtered. The white tick on orange background is for filtering the items that had "slight changes", while the red tick also on orange background is for filtering the ones with "major changes.
When you use the filter option the following list will appear on the left hand side:



The hierarchal structure will be shortened: only those questions (nodes) will appear which contain items belonging to the currently selected filter. When clicking on the nodes only those items will appear which belong to the currently selected filter.

3. How to use the Download Portal

If you click on any of the Word icons in the system you will reach the main screen of the Word Questionnaire Download Portal:



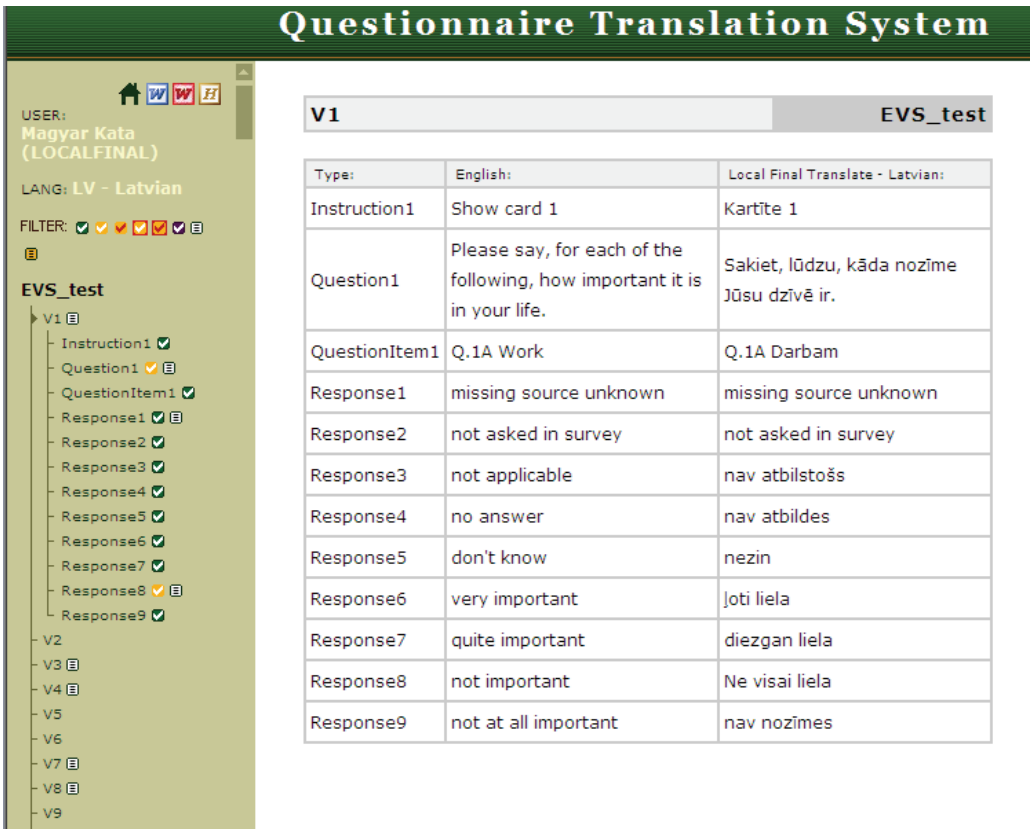
Here you will see which user profile will be used for the Word processing, when that profile was last modified and if there is any stored version for that profile. If the

modifications are older that the last stored Word file generation, the system will not allow you to request a new production.

On the below part of the screen you can select if you want to get an automated notification of the system when the file is ready. If you select the first option, you will get the newly created Word file attached in email. If you select the second option, you will only get a notification that the new Word file was created. In that case you can log back to the system and download the file from the Word Questionnaire Download Portal. Please check your email address carefully to get the notification into your mailbox.

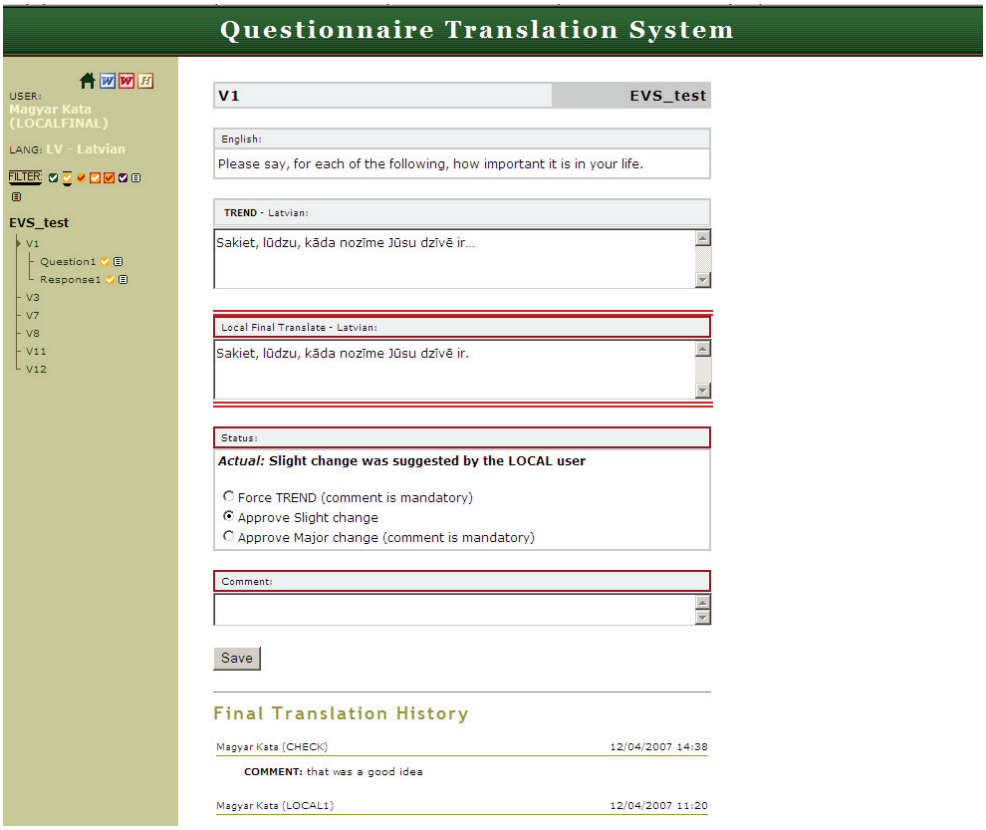
FINAL User Profile

After signing in you will see the following page:



1. Preparing the translation – FINAL phase

When you click on a certain question item of a question you will see the following screen:



The translations that were accepted in the LOCAL profile are seen in the Local Final Translate box. This could be either accepted TREND translations or modified ones. The current status of the item is marked. What the LOCAL user could do is to:

- Force TREND if a trend item was changed in the LOCAL translation stage
- Approve slight changes in the trend item
- Approve major changes in the trend item

Please note: if you change the status of the item the system will require a comment
You can change the status by clicking on the appropriate option in the STATUS box. After selecting the status, making the necessary changes and comments, the user should always click on “SAVE”.

2. Navigating on the survey profile window

On the top of the left-hand side you can see some basic information, like the name of the user logged in; the language he is currently using, and also the short name of the survey (see above, it is “EVS_TEST”). Above that information you can see 4 signs:

By clicking onto this icon you will be able to get back to your profile selection window, but in most cases there is no need to use it since you will have access only to one profile with one access code.

By clicking onto this icon you can request the Word questionnaire file filled with the most up-to-date localized expressions (your translation).

By clicking onto this icon you can request the MASTER Word questionnaire file, which will show you the full questionnaire on the master language – in English.

By clicking on this icon you can download the "History of Modifications" document. It contains the list of modifications, comments.

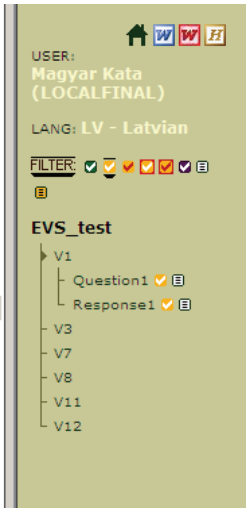
On the left-hand side of the screen you will see the hierarchal structure of the survey. The questions will appear as "main nodes" there, the selected node (question) will be sub-branched to its text elements (question items). The following signs can appear here:

- This sign (white tick on green background) means that the TREND item was accepted by the LOCAL user.
- This sign means that somebody put some comment on that item. To see the comment, open the item's page by clicking the items name. If it appears beside the question name, it will mean that one or some of the elements have some comments.
- This sign (white tick on yellow background) means that the item was slightly changed by the LOCAL user.
- This sign (red tick on yellow background) means that major change was implemented by the LOCAL user.
- This sign (white tick on purple background) indicates that the FINAL user used the so-called "Force TREND" feature, used the TREND translation even though it was changed in the LOCAL phase.

There are several filter options in the FINAL translation profile. Sorting the items could be done by using the following icons on the left hand side (the currently active filter is highlighted with an underline – in the example below the "Slight changes" filter is switched on):

- By clicking on the green tick you can sort the items that were accepted trend items in the LOCAL translation stage.
- Clicking on the white tick on yellow background will lead to filter the items that were slightly changed in the LOCAL translation phase
- Clicking on the red tick on yellow background will lead to filter the items with major changes in the LOCAL translation phase
- Clicking on the white tick on yellow background IN RED FRAME will lead to filter the items that were slightly changed in the FINAL translation phase
- Clicking on the red tick on yellow background IN RED FRAME will lead to filter the items with major changes in the FINAL translation phase
- By clicking on the white tick on purple background you can sort the items that were changed in the LOCAL phase but in the FINAL phase this decision was changed and TREND translation was used
- By clicking on the white comment icon one can sort all the commented items
- By clicking on the yellow comment icon only the comments of the CHECK user will appear

When you use a filter option the following list will appear on the left hand side:



The hierarchal structure will be shortened: only those questions (nodes) will appear which contain items belonging to the currently selected filter. When clicking on the nodes only those items will appear which belong to the currently selected filter.

3. How to use the Download Portal

This feature works the same way as it was described in the Local User Profile – see above, p. 5.

Gallup Questionnaire Translation System

Quick Translation Manual for the "NEW" translation procedure

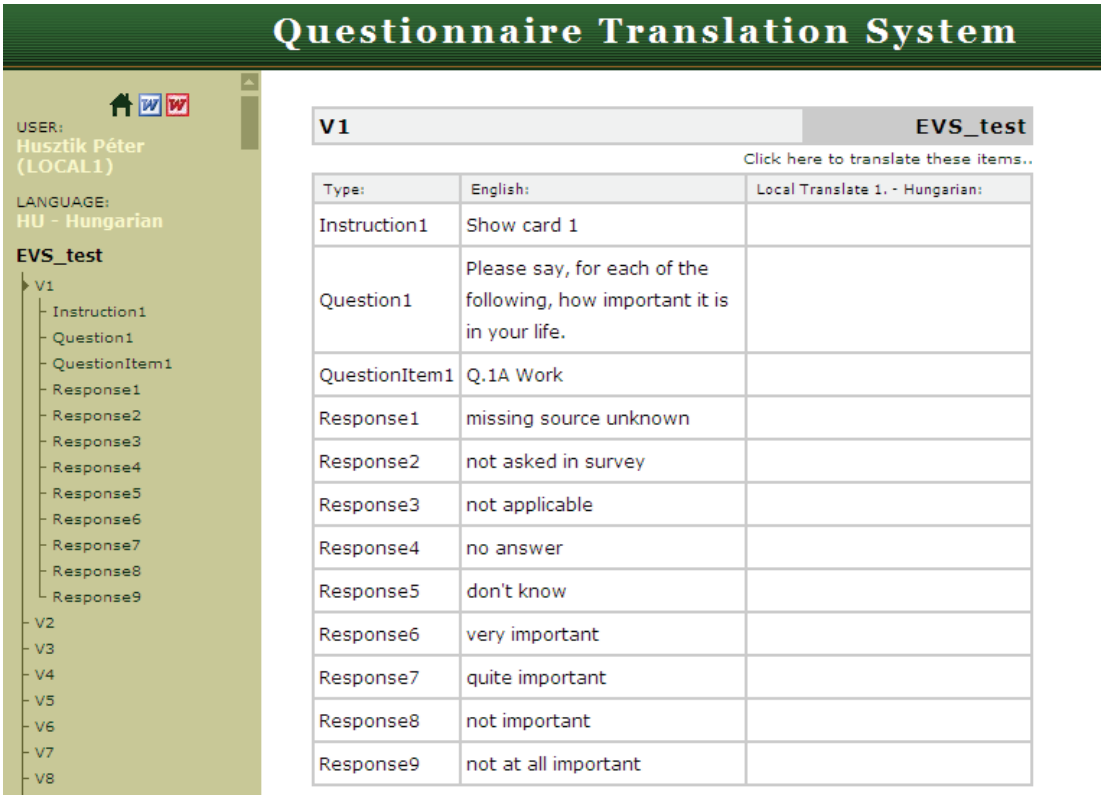
This type of translation process is for the case when there is no previous translation that could be used for the new questionnaire. The participants of this translation procedure are the first translator [LOCAL1], second translator [LOCAL2], National Coordinator [DRAFT] users. First the LOCAL1 and LOCAL2 users translate the questionnaire in the web based Translation System (WebTRANS) independently then the DRAFT user revises both translations and suggests one localized translation for each text element. The DRAFT user can decide which Local translation to keep or create a completely new translation.

Translators have unique user names and passwords, the link to login is:
http://www.gallup-europe.be/webtrans/

Below you can find instructions, explanations for the translation steps:

LOCAL User Profile

After login you will see the following screen:



1. Navigating on the survey profile window

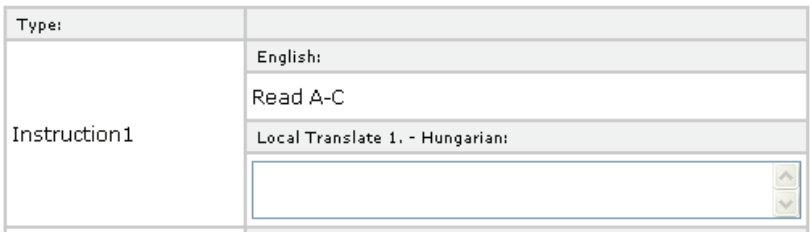
On the top of the left-hand side you can see some basic information, like the name of the user logged in; the language he is currently using, and also the short name of the survey (see above, it is "EVS_test").

On the left hand side of the screen you will see the hierarchal structure of the survey. The questions will appear as "main nodes" there, the selected node (question) will be sub-branched to its text elements (question items). The following signs can appear here:

This sign means that that item was already translated in your profile. If it appears beside the question name, it will mean that the whole question – with all individual elements – was translated.

This sign means that somebody put some comment on that item. To see the comment, open the item's page by clicking the items name. If it appears beside the question name, it will mean that one or some of the elements have some comments.

On the right hand side you will see the tabulated list of items of the selected question (see above the list for question V1). If you are a LOCAL user, the tabulated list will appear immediately in so called "Quick Translate" mode. This means that you will see a blank (editable) field below the English expression of each item, where you can put the translation for each item in the tabulated list:



After translating the first item (Instruction1) you can roll the page further down to see the next item (Question1) and go ahead with the translation of that item. Once you reached the end of the list means you finished the translation of the selected question (V1). Press the "Save" button to send all data to the central server. You will get then the next question in the row, and you can continue translating those elements. Meanwhile you will see on the left-hand side that beside the V1 question the green check mark will appear.

After you sent the translation of the last question in the row the system will notify you that your translation was finished and you can close your profile with a button click.

If you want to step back to a question which you already translated, just click on the question node on the left-hand side.

ATTENTION! If you have some translations written on the page and you click anywhere on the left-hand side of the screen, or navigate your page anywhere else, you will loose those pending translations. Before navigation be aware to save your work by pressing the "Save" button, even if it is only partially ready.

If you select a question from the hierarchal list on the left-hand side of the screen you will first see a "read-only" tabulated list. Click on the "*Click here to translate these items.*" link above the table to edit the elements in Quick Translation mode.

If you want to edit an individual element only, expand the question on the left-hand side by clicking on the name of the question (V1), then click on the element which you want to edit (Question1). The element's translation page will appear on the right-hand side, where you can edit your translation and save it individually by clicking on the "Save" button.

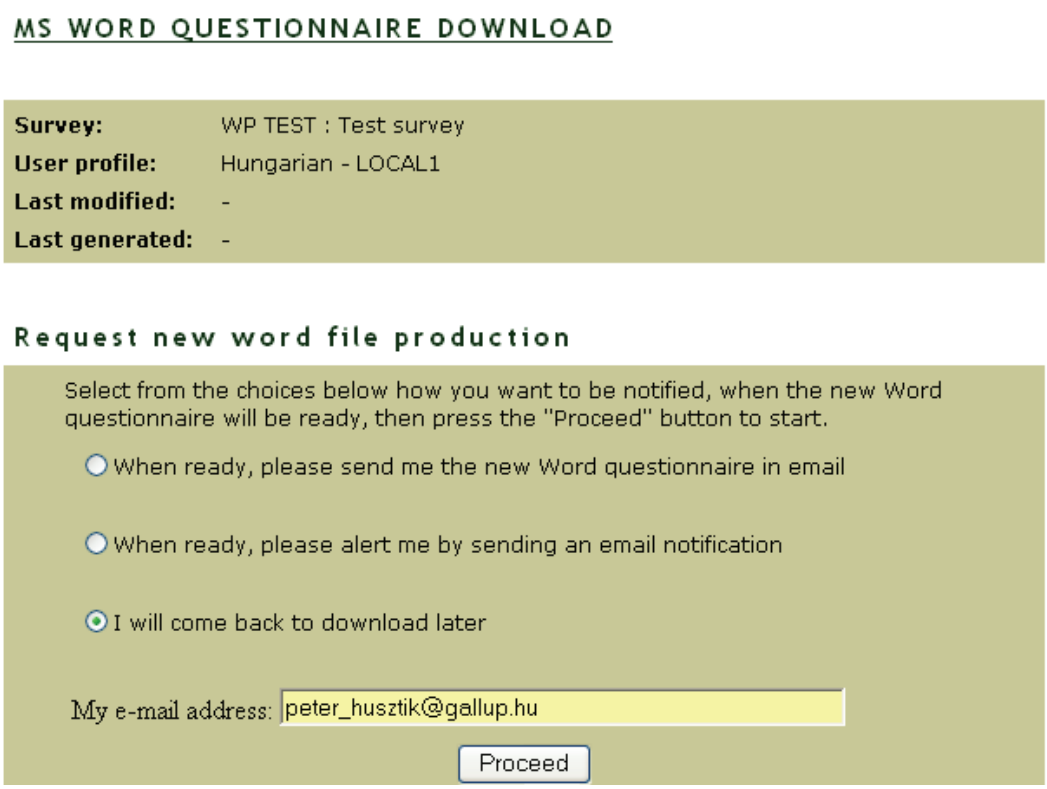
If you want to see all the translations inside the same node together, click on the name of the question on the left-hand side (V1). The tabulated report will now show also all the translations done by you.

2. How to use the Word Questionnaire Download Portal

By clicking onto this icon you can request the Word questionnaire file filled with the most up-to-date localized expressions (your translation).

By clicking onto this icon you can request the MASTER Word questionnaire file, which will show you the full questionnaire on the master language (mainly English). About how to use the Word Questionnaire Download Portal see the Chapter 4.

If you click on any of the Word icons in the system you will reach the main screen of the Word Questionnaire Download Portal:

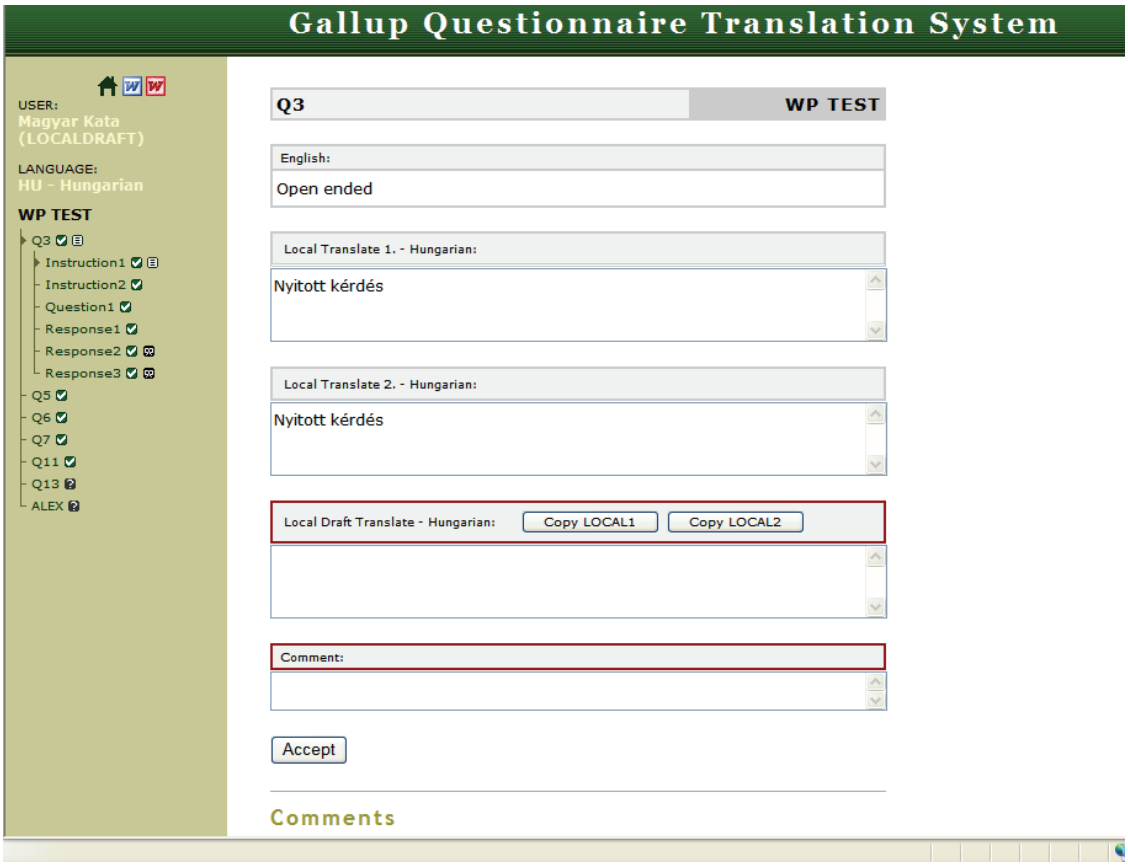


Here you will see which user profile will be used for the Word processing, when that profile was last modified and if there is any stored version for that profile. If the modifications are older that the last stored Word file generation, the system will not allow you to request a new production.

On the below part of the screen you can select how you want to get the Word questionnaire when ready. If you select the first option, you will get the newly created Word file attached in email. If you select the second option, you will only get a notification that the new Word file was created. In that case you can log back to the system and download the file from the Word Questionnaire Download Portal. Please check your email address carefully (or write into the edit box if it is not filled) to get the notification into your mailbox.

DRAFT User Profile

After login you will receive the following screen:



On the top of the left-hand side you can see some basic information, like the name of the user logged in; the language he is currently using, and also the short name of the survey (see above, it is "WP TEST").

On the left-hand side of the screen you will see the hierarchal structure of the survey. The questions will appear as "main nodes" there, the selected node (question) will be sub-branched to its text elements (question items). The following signs can appear here:

This sign means that that item was already translated / accepted by in the DRAFT user profile. If it appears beside the question name, it will mean that the whole question – with all individual elements – was translated.

This sign means that somebody put some comment on that item. To see the comment, open the item's page by clicking the items name. If it appears beside the question name, it will mean that one or some of the elements have some comments.

The DRAFT users' task is to check every single item in the profile and click on "Copy LOCAL 1" or "Copy LOCAL 2", the one that is more suitable, then click on SAVE, if the local translation is correct. If correction should be done or new translation should be added, then the copied translation can be edited in the "Local Draft translate" field.

If you want to step back to a question which you already translated, just click on the question node on the left-hand side.

If you select a question from the hierarchal list on the left-hand side of the screen you will first see a "read-only" tabulated list. To edit an individual element, expand the question on the left-hand side by clicking on the name of the question (Q2), then click on the element which you want to edit (Question1). The element's translation page will appear on the right-hand side, where you can edit your translation and save it individually by clicking on the "Save" button.

If you want to see all the translations inside the same node together, click on the name of the question on the left-hand side. The tabulated report will now show also all the translations done by you.

The Word Questionnaire Download Portal works the same way with all profiles, please see p. 3 in this manual.

European Values Study: after fieldwork deliverables

Here follows an overview of the documents and data files we expect to receive after the completion of the fieldwork. This is a summary of earlier messages.

To facilitate the process there is at http://info1.za.gesis.org/projects/evs. The national Programme Director and their co-workers are invited to register here.

At the portal all relevant and most recent information can be found. After registration you will be notified when there are uploads available that need your attention.

Please make sure the following information is uploaded

A. **Original data set** (ODS) including all variables (also write in variables); this data set should be uploaded immediately after the fieldwork (CAPI) or after the data-entry (PAPI).

B. **Modified Dataset 1** (MDS1) with **setup file** after data-cleaning (see EVS Guidelines Appendix D Data Cleaning Rules). The setup file contains the commands (preferably SPSS) to go from ODS to MDS1, i.e. all alterations are documented.

C. **Contact Data** (see Contact data Setup Files)

D. **Interviewer Data** (see Interviewer data EXCEL Setup File)

E. **Field Questionnaire and show cards**:

   - If CAPI: send a listing of the CAPI-programme
   - If PAPI: send a pdf-file and also a hard-copy to Ruud Luijkx, Tilburg University, P.O. Box 90153, 5000 LE Tilburg, the Netherlands

F. **If there are deviations from the master questionnaire (country-specific questions)** also provide:

   - Translation of the country-specific questions in English
   - If CAPI : a listing of the CAPI-programme with deviations highlighted
   - If PAPI : a pdf-file with deviations highlighted

G. Methodological Questionnaire (see EVS Guidelines Appendix E Meth. Questionnaire)

H. **Final sampling design description including information needed for weighting** (EVS Guidelines Appendix A Weighting Information)

25 July 2008/RL