**Codebook for the analysis of the organizational ideology of social movement organizations**

**DEMOS Project (Democracy in Europe and the Mobilization of the Society)**

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**Copyright notice:** Non-Demos members are allowed to draw on this codebook for their own research purposes, provided that they make appropriate reference to this source, and the web address where it can be found. This applies to the usage of the general structure of websites coding, as well as to individual variables and category systems.

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*The codebook has been drafted by the Italian team (Massimo Andretta, Donatella della Porta, Lorenzo Mosca and Herbert Reiter). Useful comments were offered by Ángel Calle, Hélène Combes, Nina Eggert, Raffaele Marchetti, Clare Saunders, Simon Teune. Christopher A. Rootes and Clare Saunders (UK team) edited the English text.*
With this code book we aim to conduct a structured analysis of a specific aspect of the global justice movement’s discourse on democracy, i.e. the organizational ideology of social movement organizations. We are not concerned with the real functioning of the organizations, but with their normative statements about internal democracy. We will analyse formal documents of the organizations and specific sections of their websites concentrating on the following dimensions: formalisation of membership in movement organizations; their internal organizational structure and decision-making methods; their relationship with public institutions and other associations; their identity and conception of democracy.

WP3a is only a first part of the WP on Discourse on Democracy, and only one WP among many. Other WPs will use interviews, surveys and participant observation. Data from WP3a should not be read/presented alone, but in combination with data - from other parts of our project. Interviews will be used in the future, but they will tell us either the interviewee’s image of the functioning of the organization, or the interviewee’s values about democracy.

WP3a is based on written statements of the organizations about their decision-making structures. It is not supposed to capture the real functioning of the organizations, but their organizational ideology. The assumption is that when a group has normative statements about internal democracy, these tend to be written in a “visible” statement—such as a constitution, mission statements, an “about us” website, etc. We are aware that in some cases constitutions or mission statements are strategically instrumental—i.e. they can be adapted to the requirements of external sponsors/state institutions etc. in order to obtain funds and influence. This will be assessed by means of interviews and other documents. However, even if “instrumental”, we can assume that the formalized decision-making procedures tend to permeate the organizations by providing institutional frames.

WP3a is not based only on websites. In WP3a, unlike WP2, websites are only places where—with luck, we might find the materials we need. We have already drafted letters in order to ask for written documents (constitution; fundamental document of values and/or intent; mission statement).

WP3a aims at collecting information on a relatively large number of organizations per country with a relatively small investment of time. We expect that the average coding time per organization will be about one hour. The more important part of WP3 consists of an in-depth analysis of the discourse on democracy of a reduced sample of organizations, also chosen on the basis of the results of WP3a.

WP3a aims to collect information on very different forms of organization. This is why we have added to the traditional dimensions analysed in research on NGOs, parties, unions, associations etc., some “simplified” indicators for organizations that adopt less-structured organizational models. It is very likely that these latter variables will be the ones we rely more upon in our analysis, but in the cases of
more structured organizations we feel we need the more detailed part of the coding scheme. Also for the “less-detailed” part of the coding scheme, we will however investigate and report statements contained in documents a) to g) (see below)—not our impressions. This will increase inter-coder reliability.

WP3a does not aim to measure degrees of democracy, but instead to build up a typology that, among others, can help us choose organizations to analyse in more detail in WP3b.

We are aware that rules/cultures vary by country, and we will take the differences into account when we analyse our data. The cross-national dimension, however, will be just one of the explanatory variables; we expect that characteristics of the organizations (such as ideology, date of foundation, size, heterogeneity) will be more important.

The analysis of the organizational documents’ will be restricted to:
   a) the constitution of the organization;
   b) a document of fundamental values and/or intent*;
   c) a formally adopted program*;
   d) the “mission statement”;
   e) the “about us” section of the website;
   f) the “frequently asked questions” section of the website;
   g) equivalent or similar material on the website, expressing the “official” position of the organization as a whole (e.g. internal documents referred to in documents a) – f), like annual reports, membership application forms, etc.).

For the purposes of this codebook we are not interested in individual statements, discussion forums, links, etc.

If the website of an organization does not contain documents a), b), c), d), please contact that organization by letter asking for copies of those documents and complete the coding on the basis of the documents received. We previously circulated an English version of a letter to be used (attachment to email 14/10/2004). We have introduced some further changes to the letter and attach this latest version, *which all national teams should translate and use.*
Basic Information

1. V1DATCOD
Specify date of the coding (dd.mm.yy) ______________

2. V2PRGCOD
Specify an alphanumeric progressive code (e.g. CH01, FR01, GE01, IT01, SP01, UK01, TN01) _______________
Note that the Urbino team will use the code "TN".

3. V3COUN
Specify your team:
1 British
2 French
3 German
4 Italian (Eui)
5 Spanish
6 Swiss
7 Transnational (Urbino)

4. V4NAMCOD
Name of the coder
1 Clare Saunders (for UK)
2 Hélène Combes (for France)
3 Simon Teune (for Germany)
4 Mundo Yang (for Germany)
5 Herbert Reiter (for Eui)
6 Angel Calle (for Spain)
7 Nina Eggert (for Switzerland)
8 Raffaele Marchetti (for Urbino)

5. V5ORGNAME
Specify the full name of the organization (please avoid acronyms) ________________________________

6. V6URL
Specify the web address (please copy and paste from the homepage of the organization) ____________

General Information on the Organization
We consider information to be retrieved with this section of the codebook to be particularly relevant, but are aware that it may not be contained in the documents to which we decided to restrict our analysis (or perhaps not even in the organizations’ websites). In this case you should fall back on short telephone interviews, covering however ONLY variables 7-24.

7. V7CATORG
Is the organization
1 a “single” organization*
2 a network or federation*
3 an ad-hoc umbrella organization*

Which are the territorial levels of the organization?
8. V8LOCLEV - local
9. V9REGLEV - regional
10. V10NALEV - national
11. V11INLEV - international

12. V12YRFND
Specify the year in which the organization was founded (yyy) _______________________

13. V13CONST
Does the organization have a constitution?
0 □ no
1 □ yes

14. V14YRCN
In which year was the current version of the constitution approved (yyy)? _______________________
99 □ not applicable

15. V15FUNDO
Does the organization have a document of fundamental values and/or intent*?
0 □ no
1 □ yes

16. V16YRDNC
Specify the year in which the document was approved (yyy) _______________________
99 □ not applicable

17. V17PROG
Does the organization have a formally adopted program*?
0 □ no
1 □ yes

18. V18YRPND
Specify the year in which the current program was approved (yyy) _______________________
99 □ not applicable

19. V19POSME
Is it possible to become a member of the organization?
0 □ no
1 □ yes

20. V20KINME
Which kind of members does the organization have?
1 □ individual
2 □ collective
3 □ both individual and collective
99 □ not applicable
21. V21FORME
Is individual membership formalized with membership cards*?
0 □ no
1 □ yes
99 □ not applicable

22. V22FEEME
Does the organization have fee-paying membership*?
0 □ no
1 □ yes, individual
2 □ yes, collective
3 □ yes, both individual and collective
99 □ not applicable

23. V23NINME
Specify how many individual members the organization has ____________________
Leave blank if not applicable (i.e. if the organization does not have individual membership)

24. V24NCOME
Specify how many collective members the organization has ____________________
Leave blank if not applicable (i.e. if the organization does not have collective membership)

Membership rules
Starting with this section of the codebook you should restrict your analysis to:
   a) the constitution of the organization;
   b) a document of fundamental values and/or intent*;
   c) a formally adopted program*;
   d) the “mission statement”;
   e) the “about us” section of the website;
   f) the “frequently asked questions” section of the website;
   g) equivalent or similar material on the website, expressing the “official” position of the organization as a whole (e.g. internal documents referred to in documents a) – f), like annual reports, membership application forms, etc.).
If the website of an organization does not contain documents a), b), c), d), please contact this organization by letter asking for copies of these documents and complete the coding on the basis of the documents received. You have already received an English version of a letter to be used as an attachment to an email (14/10/2004). We have made some changes to this letter and attach this latest version, which all national teams should translate and use.

25. V25INDME
Which requirements for individual membership are mentioned in the documents analysed?
0 □ no requirements are mentioned
1 □ everyone can join
2 □ it is sufficient to apply and to endorse the principles and rules of the group
3 □ it is necessary to be presented by members of the organization
4 □ the application is examined by a body which decides on the admission
5 □ other
99 □ not applicable

26. V26SPIME
If V25INDME = 5, please specify ____________________
Leave blank if not applicable
27. V27COLME
Which requirements for membership as a collective body are mentioned in the documents analysed?
0. no requirements are mentioned
1. everyone can join
2. it is sufficient to apply and to endorse the principles and rules of the group
3. the constitution of the group applying for admission has to be compatible with the constitution of the organization in which membership is sought
4. the application is examined by a body which decides on the admission
5. other
99. not applicable

28. V28SPCME
If V27COLME = 5, please specify_________________
Leave blank if not applicable

29. V29BODAD
Which body is mentioned as deciding on the admission of individual and/or collective members?
0. no such body is mentioned
1. the assembly
2. the executive committee
3. other
99. not applicable

30. V30SPCBO
If V29BODAD = 3, please specify_________________
Leave blank if not applicable

31. V31EXPME
Is the possibility mentioned to expel (individual and/or collective) members if their behaviour contravenes the principles of the organization?
0. no
1. yes
99. not applicable

32. V32BODEX
Which body is mentioned as deciding on the expulsion of a (individual and/or collective) member?
0. no such body is mentioned
1. assembly
2. executive committee
3. other
99. not applicable

33. V33SPBOX
If V32BODEX = 3, please specify_________________
Leave blank if not applicable

34. V34EXAPP
Is the possibility mentioned for (individual and/or collective) expelled members to appeal to a body different from the one which decided on the expulsion?
0. no
1. yes
99. not applicable
Organizational structure and decision-making methods

35. V35NTLEG – do the analysed documents refer to the national legislation on associations for fundamental structural choices?  
- no 1 yes

General principles of internal debate and decision-making explicitly mentioned in the documents analysed
36. V36PCDEL - is delegation* or representation explicitly criticized by the organization?  
- no 1 yes

37. V37PLDEL - is the limitation of delegation explicitly mentioned as an organizational value?  
- no 1 yes

38. V38PROTP - is the rotation principle* explicitly mentioned as an organizational value?  
- no 1 yes

39. V39PCONS - is the consensual method* explicitly mentioned as an organizational value?  
- no 1 yes

40. V40PPART - is participatory democracy* explicitly mentioned as an organizational value?  
- no 1 yes

41. V41PDELI - is deliberative democracy* explicitly mentioned as an organizational value?  
- no 1 yes

42. V42PNHIE - is non-hierarchical decision-making explicitly mentioned as an organizational value?  
- no 1 yes

43. V43PROTP - is the rotation principle* explicitly mentioned as an organizational value?  
- no 1 yes

44. V45PAUME - is the autonomy of member organizations explicitly mentioned as an organizational value?  
- no 1 yes

Are the following functions/roles foreseen by the organization in the documents analysed?
48. V48PRSSC - president/leader/secretary  
- explicitly rejected 0 not foreseen 1 yes

49. V49SPOKE - spokesperson(s)  
- explicitly rejected 0 not foreseen 1 yes

50. V50EXECO - executive committee or similar body  
- explicitly rejected 0 not foreseen 1 yes

51. V51FNDCO - committee of the founding members*  
- not foreseen 1 yes

52. V52ASSEM - assembly  
- not foreseen 1 yes

53. V53SCICO - scientific committees*  
- not foreseen 1 yes

54. V54THEGR - thematic groups*  
- not foreseen 1 yes

55. V55ARBB0 - arbitration board*  
- not foreseen 1 yes

56. V56AUDBO - board of auditors*  
- not foreseen 1 yes

57. V57GUACO - a committee of guarantors*  
- not foreseen 1 yes

58. V58OTHBO - other body/bodies  
- not foreseen 1 yes

59. V59SOTHB  
If V58OTHBO = 1, please specify __________________________  
Leave blank if not applicable

Which bodies are mentioned as having power to make decisions about the organization’s activities?
NOTE: you should choose the “not applicable” option if the body does not exist
60. V60DCPRS - president/leader/secretary  
- no 1 yes 99 not applicable

61. V61DCDRC - executive committee or similar body  
- no 1 yes 99 not applicable

62. V62DCFND - committee of the founding members*  
- no 1 yes 99 not applicable

63. V63DCASS - assembly  
- no 1 yes 99 not applicable
64. V64DCTEC - scientific committees
   ________________ 0: no 1: yes 99: not applicable
65. V65DCTHE - thematic groups
   ________________ 0: no 1: yes 99: not applicable
66. V66DCOTH - other body/bodies
   ________________ 0: no 1: yes 99: not applicable

67. V67SDCOT
   If V66DCOTH = 1, please specify ___________________
   Leave blank if not applicable

68. V68BUDBO
   Which body is mentioned as approving the budget of the organization?
   0: no such body is mentioned
   1: assembly
   2: executive committee
   3: other
   99: not applicable

69. V69SPBUB
   If V68BUDBO = 3, please specify ___________________
   Leave blank if not applicable

Which functions of the assembly (highest territorial level analysed by the team—i.e. for the Italian team, Greenpeace Italy, for the Urbino team, Greenpeace international) are mentioned in the analysed documents?

70. V70RAADC - the main decision making body
   ________________ 0: no 1: yes
71. V71RAELE - election of the president and/or of the members of the executive committee
   ________________ 0: no 1: yes
72. V72RAPRG - definition of the program of the organization
   ________________ 0: no 1: yes
73. V73RACNT - function of control over the executive committee
   ________________ 0: no 1: yes
74. V74RASOT - other
   ________________ 0: no 1: yes

75. V75SRAOT
   If V74RASOT = 1, please specify ___________________
   Leave blank if not applicable

76. V76ASCOM
   Is the assembly (highest territorial level analysed by the team—i.e. for the Italian team, Greenpeace Italy, for the Urbino team, Greenpeace international) composed by:
   1: delegates
   2: all members of the organization
   3: whoever wants to participate
   4: other
   9: not specified

77. V77SASOT
   If V76ASCOM = 4, please specify ___________________
   Leave blank if not applicable

78. V78ELDEL
   If the assembly is composed by delegates, which method of nomination/election of these delegates is foreseen?
   0: method of nomination/election not mentioned
   1: nominated/elected by executive bodies of chapters/affiliates
   2: nominated/elected by assemblies of chapters/affiliates
   99: not applicable
79. V79TYDEL
If the assembly is composed by delegates, which type of delegates is foreseen?
0 □ not mentioned
1 □ permanent delegates
2 □ rotating delegates
99 □ not applicable

80. V80DMASS
Which decision-making method is mentioned for the assembly?
0 □ not mentioned
1 □ simple majority rule
2 □ qualified majority rule
3 □ mixed simple and qualified majority rule
4 □ consensus
5 □ mixed consensus and majority rule
6 □ unanimity
7 □ mixed consensus and unanimity
8 □ other

81. V81SDMAS
If V80DMASS = 8, please specify ______________________
Leave blank if not applicable

82. V82FRQAS
How often does the assembly (highest territorial level analysed by the team—i.e. for the Italian team, Greenpeace Italy, for the Urbino team, Greenpeace international) meet?
0 □ not mentioned
1 □ less than once a year
2 □ at least once a year
3 □ at least twice a year
4 □ more often than twice a year

83. V83SFRAS
If V82FRQAS = 4, please specify ______________________
Leave blank if not applicable

84. V84XTRAS
Is the possibility mentioned to convene extraordinary assemblies?
0 □ no
1 □ yes

Who of the following are mentioned as having the power to convene an extraordinary assembly?
NOTE: you should choose the “not applicable” option if the possibility to convene extraordinary assemblies is not mentioned

85. V85EAMEM - a certain % of individual and/or collective members
0 □ no
1 □ yes
99 □ not appl.

86. V86EAEXE – the executive committee
0 □ no
1 □ yes
99 □ not appl.

87. V87EALEX - local executive committees representing a certain % of members
0 □ no
1 □ yes
99 □ not appl.

88. V88EALAS - local assemblies representing a certain % of members
0 □ no
1 □ yes
99 □ not appl.

89. V89EAOTH - other
0 □ no
1 □ yes
99 □ not appl.

90. V90SEAOT
If V89EAOTH = 1, please specify ______________________
91. V91ELEXE
Which method of nomination/election is mentioned for the members of the executive committee (highest territorial level analysed by the team—i.e. for the Italian team, Greenpeace Italy, for the Urbino team, Greenpeace international)?
0: method of nomination/election not mentioned
1: nominated/elected by executive bodies of chapters/affiliates
2: nominated/elected by assemblies of chapters/affiliates
3: nominated/elected by the (general) assembly of the organization
4: other
99: not applicable

92. V92SELEX
If V91ELEXE = 4, please specify__________________
Leave blank if not applicable

93. V93TYEXD
Which type of delegates is foreseen for the executive committee?
0: not mentioned
1: permanent delegates
2: rotating delegates
99: not applicable

94 V94DMEXE
Which decision-making method is mentioned for the executive committee?
0: not mentioned
1: simple majority rule*
2: qualified majority rule*
3: mixed simple and qualified majority rule*
4: consensus*
5: mixed consensus and majority rule*
6: unanimity*
7: mixed consensus and unanimity*
8: other

95. V95SDMEX
If V94DMEXE = 8, please specify__________________
Leave blank if not applicable

96. V96MINNR
Is a minimum number of members (quorum) mentioned as being required for the decision-making body/bodies to deliberate?
0: no
1: yes, only for the assembly
2: yes, only for the executive committee
3: yes, for both

97. V97PREEL
Which body is mentioned as having the power to elect/nominate the president/leader/secretary?
0: not mentioned
1: elected by the assembly
2: elected/nominated by the executive committee
3: other
98. V98SPREL
If V97PREEL = 3, please specify_________________
Leave blank if not applicable

99. V99SPOEL
Which body is mentioned as having the power to elect/nominate the spokesperson(s)?
0 □ not mentioned
1 □ elected by the assembly
2 □ nominated by the executive committee
3 □ other

100. V100SSPE
If V99SPOEL = 3, please specify_________________
Leave blank if not applicable

Is “mandatory delegation”* (or “imperative mandate”) mentioned for:
Note: for var. 101-109 you should choose “not applicable” for organizations that do not have formal posts/functions.
101. V101MDPR - the president/leader/secretary 0 □ no 1 □ yes 99 □ not appl.
102. V102MDSP - the spokesperson(s) 0 □ no 1 □ yes 99 □ not appl.
103. V103MDDA - the delegates to the assembly 0 □ no 1 □ yes 99 □ not appl.
104. V104MDDE - the delegates to the executive committee 0 □ no 1 □ yes 99 □ not appl.

Is a prohibition mentioned to hold both posts/functions within the organization and posts/functions in:
105. V105PONI - public national institutions 0 □ no 1 □ yes 99 □ not appl.
106. V106POLI - public local institutions 0 □ no 1 □ yes 99 □ not appl.
107. V107POPP - political parties 0 □ no 1 □ yes 99 □ not appl.
108. V108POOA - other associations 0 □ no 1 □ yes 99 □ not appl.
109. V109POOT - other 0 □ no 1 □ yes 99 □ not appl.

110. V110SPOT
If V109POOT = 1, please specify_________________
Leave blank if not applicable

**Relationship with social movement organizations and public institutions**

111. V111CLSM
Does the organization advocate/foresee collaboration/networking with other national social movement organizations?
0 □ not mentioned
1 □ yes, in general
2 □ yes, with organizations working in the same thematic area
3 □ yes, also with organizations working on other themes but sharing similar values
4 □ other

112. V112SCSM
If V111CLSM = 4, please specify_________________
Leave blank if not applicable
113. V113CTSM
Does the organization advocate/foresee collaboration/networking with transnational social movement organizations?
0: not mentioned
1: yes, in general
2: yes, with organizations working in the same thematic area
3: yes, also with organizations working on other themes but sharing similar values
4: other

114. V114SCTS
If V113CTSM = 4, please specify ___________________
Leave blank if not applicable

Relationship with representative institutions (in general):
NOTE: Here and below (115-130) we understand collaboration as opening to cooperate with institutions in common projects; democratic control as making institutions accountable by “watching” them; refusal of relations as denial of any interaction.
115. V115RICL - Is collaboration* with representative institutions mentioned as a positive value? 0: no 1: yes
116. V116RICO - Is democratic control* of representative institutions mentioned as a positive value? 0: no 1: yes
117. V117RIRE - Is refusal* of relationship with representative institutions mentioned as a positive value? 0: no 1: yes

Relationship with local government institutions
118. V118LICL - Is collaboration with local institutions mentioned as positive value? 0: no 1: yes
119. V119LICO - Is democratic control of local institutions mentioned as positive value? 0: no 1: yes
120. V120LIRE - Is refusal of relationship with local institutions mentioned as positive value? 0: no 1: yes

Relationship with (national) state institutions
121. V121NICL - Is collaboration with (national) state institutions mentioned as positive value? 0: no 1: yes
122. V122NICO - Is democratic control of (national) state institutions mentioned as positive value? 0: no 1: yes
123. V123NIRE - Is refusal of relationship with (national) state institutions mentioned as positive value? 0: no 1: yes

Relationship with international governmental organizations
124. V124IGCL - Is collaboration with IGOs mentioned as positive value? 0: no 1: yes
125. V125IGCO - Is democratic control of IGOs mentioned as positive value? 0: no 1: yes
126. V126IGRE - Is refusal of relationship with IGOs mentioned as positive value? 0: no 1: yes

Relationship with economic actors (in general, excluding “alternative” economic actors)
127. V127EACL - Is collaboration with economic actors mentioned as positive value? 0: no 1: yes
128. V128EACO - Is democratic control of economic actors mentioned as positive value? 0: no 1: yes
129. V129EARE - Is refusal of relationship with economic actors mentioned as positive value? 0: no 1: yes

Relationship with “alternative” economic actors
130. V130AEAC - Is collaboration with “alternative” economic actors mentioned as positive value? 0: no 1: yes

Identity and conception of democracy

131. V131DIFF
Is difference/plurality/heterogeneity mentioned as a positive value of the organization?
0: no
1: yes
Is support for the following **principles explicitly declared** by the organization?

132. V132PAGL - another globalisation / a different form of globalisation
133. V133PDEM - democracy
134. V134PSOJ - social justice/defence of the welfare state /fighting poverty/ social inclusion
135. V135PGLJ - global (distributive) justice
136. V136PECO - ecology
137. V137PSUS - sustainability
138. V138PANL - anti-neoliberalism
139. V139PACP - anti-capitalism
140. V140PSOC - socialism
141. V141PCOM - communism
142. V142PANA - anarchism (traditional anarchism and / or libertarian anarchism)
143. V143PAUT - autonomy and/or antagonism (disobedients)
144. V144PANR - animal rights
145. V145PHMR - human rights
146. V146PWRR - workers’ rights
147. V147PMR - women’s rights
148. V148PGLR - gay/lesbian rights
149. V149PIMR - immigrants’ rights/anti-racism/ rights of asylum seekers
150. V150PSLD - solidarity with third world countries
151. V151PAKN - alternative knowledge
152. V152PRLG - religious principles
153. V153PCRT - critical consumerism/fair trade
154. V154PETF - ethical finance
155. V155PPEA - peace
156. V156PNNV - non-violence
157. V157POTH - other
158. V158SPOT

If V157POTH = 1, please specify

Leave blank if not applicable

Is **explicit reference** made to the following **principles** as **democratic values**:

159. V159DLIB - individual liberty/autonomy
160. V160DPAR - participation
161. V161DREP - representation
162. V162DEQU - equality
163. V163DEIN - inclusiveness
164. V164DTRA - transparency
165. V165DAUT - autonomy (group; cultural)
166. V166DDIA - dialogue/communication
167. V167DOTH - other

168. V168SDOT

If V167DOTH = 1, please specify

Leave blank if not applicable

Which are the **functions/objectives explicitly mentioned** by the organization?

169. V169FPRO - protest/mobilisation
170. V170FLOB - lobbying
171. V171FPOR - political representation
172. V172FINR - representation of specific interests
174. V174FADV - advocacy
175. V175FSER - offer_SUPPLY of services to constituency
176. V176FINF - spreading information/influencing mass media / raising awareness  0 no  1 yes
177. V177FEDU - political education of the citizens  0 no  1 yes
178. V178FREP - legal protection and denunciation on the specific theme of repression  0 no  1 yes
179. V179FOTH - other  0 no  1 yes

180. V180SFOT
If V179FOTH = 1, please specify_________________
Leave blank if not applicable

181. V181DOCS
Where did you collect the documents used for coding?
1  online
2 offline
3 both online and offline

182. V182DOCL
Please list which documents/sections of the website you have used for coding
________________________________

183. NOTES: Please record your notes in a "RTF" file with a progressive alphanumeric code (like "notes_wp3_UK01", "notes_wp3_UK02", "notes_wp3_UK03", etc.). Please add any notes you consider relevant. Please explain difficult choices, striking anomalies or most interesting features (i.e. the absence of a detailed organizational structure could indicate that we are dealing with a small or very horizontal organization). You might want to add notes to organization entries later too (e.g. if you sense that one organization/network would be suitable for a deeper analysis).