GMMP
Global Media
Monitoring Project
WACC

1) **Page Number:** Story appears on first page=**1**, Seventh page= **7**, etc.

2) **Topic:** See table.

Politics and government:		Social and legal:	
1	Women politicians, women electoral candidates…	**28**	Millennium Development Goals (MDGs), Post 2015 agenda, Sustainable Development Goals
2	Peace, negotiations, treaties	**29**	Family relations, inter-generational conflict, parents
3	Other domestic politics, government, etc.	**30**	Human rights, women's rights, rights of sexual minorities, rights of religious minorities, etc.
4	Global partnerships		
5	Foreign/international politics, UN, peacekeeping	**31**	Religion, culture, tradition, controversies…
6	National defence, military spending, internal security, etc.	**32**	Migration, refugees, xenophobia, ethnic conflict…
7	Other stories on politics (specify in 'comments')	**33**	Other development issues, sustainability, etc.
Economy:		**34**	Education, childcare, nursery, university, literacy
8	Economic policies, strategies, modules, indicators, stock markets, etc	**35**	Women's movement, activism, demonstrations, etc
		36	Changing gender relations (outside the home)
9	Economic crisis, state bailouts of companies, company takeovers and mergers, etc.	**37**	Family law, family codes, property law, inheritance…
10	Poverty, housing, social welfare, aid, etc.	**38**	Legal system, judiciary, legislation apart from family
11	Women's participation in economic processes	**39**	Disaster, accident, famine, flood, plane crash, etc.
12	Employment	**40**	Riots, demonstrations, public disorder, etc.
13	Informal work, street vending, etc.	**41**	Other stories on social/legal (specify in 'comments')
14	Other labour issues (strikes, trade unions, etc.)		
15	Rural economy, agriculture, farming, land rights	**Crime and violence:**	
16	Consumer issues, consumer protection, fraud…	**42**	Non-violent crime, bribery, theft, drugs, corruption
17	Transport, traffic, roads…	**43**	Violent crime, murder, abduction, assault, etc.
18	Other stories on economy (specify in 'comments')	**44**	Gender violence based on culture, family, inter-personal relations, feminicide, harassment, rape, sexual assault, trafficking, FGM…
Science and health:		**45**	Gender violence perpetuated by the State
19	Science, technology, research, discoveries…	**46**	Child abuse, sexual violence against children, neglect
20	Medicine, health, hygiene, safety, (**not** EBOLA or HIV/AIDS)	**47**	War, civil war, terrorism, other state-based violence
21	EBOLA, treatment, response...	**48**	Other crime/violence (specify in 'comments')
22	HIV and AIDS, policy, treatment, etc	**Celebrity, arts, media, sports**	
23	Other epidemics, viruses, contagions, Influenza, BSE, SARS	**49**	Celebrity news, births, marriages, royalty, etc.
		50	Arts, entertainment, leisure, cinema, books, dance
24	Birth control, fertility, sterilization, termination…	**51**	Media, (including internet), portrayal of women/men
25	Climate change, global warming	**52**	Beauty contests, models, fashion, cosmetic surgery
26	Environment, pollution, tourism	**53**	Sports, events, players, facilities, training, funding
27	Other stories on science (specify in 'comments')	**54**	Other celebrity/arts/media news (specify in 'comments')
		Other:	
		55	Use only as a last resort & **explain**.

3) **Scope:** Local=**1**, National=**2**, Sub-Regional and Regional=**3**, Foreign/International=**4**

4) **Space:** Full page=**1**, Half page=**2**, One third page=**3**, Quarter page=**4**, Less than quarter page=**5**

5) **Reference to gender equality/ human rights legislation/ policy:** Yes=**1**, No=**2**

6) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

7) **Person** or **Secondary source:** Person=**1**, Secondary source=**2*** (Code 2 only if the story is based *solely* on information from a report, article, or other piece of written information.) *IF YOU SELECT '2' (secondary source) SKIP TO QUESTION 18.*

8) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**,

9) **Age (is mentioned):** Do not know=**0**, 12 and under=**1**, 13-18=**2**, 19-34=**3**, 35-49=**4**, 50-64=**5**, 65+=**6**,

10) **Occupation or position:** See table.

0	Not stated	**14**	Agriculture, mining, fishing, forestry
1	Royalty, monarch, deposed monarch, etc.	**15**	Religious figure, priest, monk, rabbi, mullah, nun
2	Government, politician, minister, spokesperson…	**16**	Activist or worker in civil society org., NGO, trade union
3	Government employee, public servant, etc.	**17**	Sex worker
4	Police, military, para-military, militia, fire officer	**18**	Celebrity, artist, actor, writer, singer, TV personality
5	Academic expert, lecturer, teacher	**19**	Sportsperson, athlete, player, coach, referee
6	Doctor, dentist, health specialist	**20**	Student, pupil, schoolchild
7	Health worker, social worker, childcare worker	**21**	Homemaker, parent (male or female) **only if no other occupation is given e.g. doctor/mother=code 6**
8	Science/ technology professional, engineer, etc.	**22**	Child, young person **no other occupation given**
9	Media professional, journalist, film-maker, etc.	**23**	Villager or resident **no other occupation given**
10	Lawyer, judge, magistrate, legal advocate, etc.	**24**	Retired person, pensioner **no other occupation given**
11	Business person, exec, manager, stock broker…	**25**	Criminal, suspect **no other occupation given**
12	Office or service worker, non-management worker	**26**	Unemployed **no other occupation given**
13	Tradesperson, artisan, labourer, truck driver, etc.	**27**	Other **only as last resort & explain**

11) **Function in the news story:** See table (refer to full monitoring guidelines for further explanation).

0	Do not know	**4**	Personal experience
1	Subject	**5**	Eye witness
2	Spokesperson	**6**	Popular opinion
3	Expert or commentator	**7**	Other

12) **Family role given?:** Yes=**1**, No=**2**

13) **Does the story identify the person either as a victim or survivor, or both?** Yes=**1**, No=**2***

IF YOU SELECT '2'(No) IN Q.13, SKIP TO Q.16.

Complete Questions 14 and 15 if the person is described as victim or survivor

14) **: The story identifies the person as a Victim of :** See table.

0	Not applicable (person is identified solely as a survivor)	**4**	Victim of other non-domestic crime, robbery, etc.
1	Victim of an accident, natural disaster, poverty	**5**	Victim of violation based on religion, tradition…
2	Victim of domestic violence, rape, murder, etc.	**6**	Victim of war, terrorism, vigilantism, state violence…
3	Victim of non-domestic sexual violence, rape, assault, etc. (sexual violence only)	**7**	Victim of discrimination based on gender, race, ethnicity age, religion, ability, etc
		8	Other victim (specify in 'comments')

15) **The story identifies the person as a Survivor of:** See table.

0	Not applicable (person is identified solely as a victim)	4	Survivor of other non-domestic crime, robbery, etc.
1	Survivor of an accident, natural disaster, poverty	5	Survivor of violation based on religion, tradition…
2	Survivor of domestic violence, rape, murder, etc.	6	Survivor of war, terrorism, vigilantism, state violence…
3	Survivor of non-domestic sexual violence, rape, assault, etc. (sexual violence only)	7	Survivor of discrimination based on gender, race, ethnicity, age, religion, ability, etc.
		8	Other survivor (specify in 'comments')

16) **Is the person directly quoted:**   Yes=**1**,   No=**2**

17) **Is there a photograph of the person in the story:** Yes=**1**, No=**2**, Do not know=**3**

18) **IN THE NOTES SECTION OF THE CODING SHEET DESCRIBE ANY PHOTOGRAPHS INCLUDED IN THE STORY AND THE CONCLUSIONS YOU DRAW FROM THEM.**

19) **Is the story about a particular woman or group of women?:** Yes=**1**, No=**2**,

20) **This story clearly highlights issues of inequality between women and men:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

21) **This story clearly challenges gender stereotypes:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

22) **Does this story warrant further analysis** Yes=**1***, No=**2**

   (*A story warrants further analysis if it clearly perpetuates or clearly challenges gender stereotypes, if it includes women's opinions in a remarkable way, if it contributes to an understanding of inequalities between women and men, if it mentions or calls attention to women's human rights, etc. Consult the guide for further explanation.)

   *If you select '1' (Yes), you will need to send a copy of the clipping to your national/regional coordinator.

RADIO CODING SYSTEM SUMMARY

1) **Item Number:** First story in newscast =**1**, Seventh story = **7**, etc.
2) **Topic:** See table.

Politics and government:	Social and legal:
1 Women politicians, women electoral candidates…	**28** Millennium Development Goals (MDGs), Post 2015 agenda, Sustainable Development Goals
2 Peace, negotiations, treaties	**29** Family relations, inter-generational conflict, parents
3 Other domestic politics, government, etc.	**30** Human rights, women's rights, rights of sexual minorities, rights of religious minorities, etc.
4 Global partnerships	
5 Foreign/international politics, UN, peacekeeping	**31** Religion, culture, tradition, controversies…
6 National defence, military spending, internal security, etc.	**32** Migration, refugees, xenophobia, ethnic conflict…
	33 Other development issues, sustainability, etc.
7 Other stories on politics (specify in 'comments')	**34** Education, childcare, nursery, university, literacy
Economy:	**35** Women's movement, activism, demonstrations, etc
8 Economic policies, strategies, modules, indicators, stock markets, etc	**36** Changing gender relations (outside the home)
	37 Family law, family codes, property law, inheritance…
9 Economic crisis, state bailouts of companies, company takeovers and mergers, etc.	**38** Legal system, judiciary, legislation apart from family
10 Poverty, housing, social welfare, aid, etc.	**39** Disaster, accident, famine, flood, plane crash, etc.
11 Women's participation in economic processes	**40** Riots, demonstrations, public disorder, etc.
12 Employment	**41** Other stories on social/legal (specify in 'comments')
13 Informal work, street vending, etc.	
14 Other labour issues (strikes, trade unions, etc.)	**Crime and violence:**
15 Rural economy, agriculture, farming, land rights	**42** Non-violent crime, bribery, theft, drugs, corruption
16 Consumer issues, consumer protection, fraud…	**43** Violent crime, murder, abduction, assault, etc.
17 Transport, traffic, roads…	**44** Gender violence based on culture, family, inter-personal relations, feminicide, harassment, rape, sexual assault, trafficking, FGM…
18 Other stories on economy (specify in 'comments')	**45** Gender violence perpetuated by the State
Science and health:	**46** Child abuse, sexual violence against children, neglect
19 Science, technology, research, discoveries…	**47** War, civil war, terrorism, other state-based violence
20 Medicine, health, hygiene, safety, (**not** EBOLA or HIV/AIDS)	**48** Other crime/violence (specify in 'comments')
21 EBOLA, treatment, response...	**Celebrity, arts, media, sports**
22 HIV and AIDS, policy, treatment, etc	**49** Celebrity news, births, marriages, royalty, etc.
23 Other epidemics, viruses, contagions, Influenza, BSE, SARS	**50** Arts, entertainment, leisure, cinema, books, dance
	51 Media, (including internet), portrayal of women/men
24 Birth control, fertility, sterilization, termination…	**52** Beauty contests, models, fashion, cosmetic surgery
25 Climate change, global warming	**53** Sports, events, players, facilities, training, funding
26 Environment, pollution, tourism	**54** Other celebrity/arts/media news (specify in 'comments')
27 Other stories on science (specify in 'comments')	
	Other:
	55 Use only as a last resort & **explain**.

3) **Scope:** Local=**1**,   National=**2**,   Sub-Regional and Regional=**3**,   Foreign/International=**4**
4) **Reference to gender equality/ human rights legislation/ policy:** Yes=**1**, No=**2**

5) **Role:** Anchor/announcer=**1**, Reporter=**2**, Other journalist=**3**

6) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

Columns 7 to 13 are for people *in* the news. **Code**: (i) Each person in the story who speaks (ii) any person whom the story is about, even if they do not speak. Code **only** individual people. *Code each person in a separate row.*
Do not code: (i) Groups (e.g. a group of nurses, a group of soldiers); (ii) Organisations, companies, collectivities (e.g. political parties); (iii) Characters in novels or movies (**unless** the story is **about** them); (iv)Deceased historical figures (**unless** the story is **about** them); Interpreters (Code the person being interviewed as if they spoke without an interpreter).

7) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

8) **Occupation or position:** See table.

0	Not stated	**14**	Agriculture, mining, fishing, forestry
1	Royalty, monarch, deposed monarch, etc.	**15**	Religious figure, priest, monk, rabbi, mullah, nun
2	Government, politician, minister, spokesperson…	**16**	Activist or worker in civil society org., NGO, trade union
3	Government employee, public servant, etc.	**17**	Sex worker
4	Police, military, para-military, militia, fire officer	**18**	Celebrity, artist, actor, writer, singer, TV personality
5	Academic expert, lecturer, teacher	**19**	Sportsperson, athlete, player, coach, referee
6	Doctor, dentist, health specialist	**20**	Student, pupil, schoolchild
7	Health worker, social worker, childcare worker	**21**	Homemaker, parent (male or female) **only if no other occupation is given e.g. doctor/mother=code 6**
8	Science/ technology professional, engineer, etc.	**22**	Child, young person **no other occupation given**
9	Media professional, journalist, film-maker, etc.	**23**	Villager or resident **no other occupation given**
10	Lawyer, judge, magistrate, legal advocate, etc.	**24**	Retired person, pensioner **no other occupation given**
11	Business person, exec, manager, stock broker…	**25**	Criminal, suspect **no other occupation given**
12	Office or service worker, non-management worker	**26**	Unemployed **no other occupation given**
13	Tradesperson, artisan, labourer, truck driver, etc.	**27**	Other **only as last resort & explain**

9) **Function in the news story:** See table (refer to full monitoring guidelines for further explanation).

0	Do not know	**4**	Personal experience
1	Subject	**5**	Eye witness
2	Spokesperson	**6**	Popular opinion
3	Expert or commentator	**7**	Other

10) **Family role given?:** Yes=**1**, No=**2**

11) **Does the story identify the person either as a victim or survivor, or both?** Yes=**1**,   No=**2***

   *IF YOU SELECT '2'(No) IN Q.11, SKIP TO Q.14

   *Complete Questions 12 and 13 if the person is described as victim or survivor

12) **The story identifies the person as a Victim of:** See table.

0	Not applicable (person is identified as a survivor only)	**4**	Victim of other non-domestic crime, robbery, etc.
1	Victim of an accident, natural disaster, poverty	**5**	Victim of violation based on religion, tradition…
2	Victim of domestic violence, rape, murder, etc.	**6**	Victim of war, terrorism, vigilantism, state violence…
3	Victim of non-domestic sexual violence, rape, assault, etc. (sexual violence only)	**7**	Victim of discrimination based on gender, race, ethnicity age, religion, ability, etc
		8	Other victim (specify in 'comments')

13) **The story identifies the person as a Survivor of:** See table.

0	Not applicable (person is identified as a victim only)	**4**	Survivor of other non-domestic crime, robbery, etc.
1	Survivor of an accident, natural disaster, poverty	**5**	Survivor of violation based on religion, tradition…
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3	Survivor of non-domestic sexual violence, rape, assault, etc. (sexual violence only)	**7**	Survivor of discrimination based on gender, race, ethnicity, age, religion, ability, etc.
		8	Other survivor (specify in 'comments')

14) **Is the story about a particular woman or group of women?:** Yes=**1**, No=**2**

15) **This story clearly highlights issues of inequality between women and men:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

16) **This story clearly challenges gender stereotypes:** Agree=**1**, Disagree=**2**,   Neither agree nor disagree=**3**, Do not know=**4**

17) **Does this story warrant further analysis:** Yes=**1***, No=**2**,

(A story warrants further analysis if it clearly perpetuates or clearly challenges gender stereotypes, if it includes women's opinions in a remarkable way, if it contributes to an understanding of inequalities between women and men, if it mentions or calls attention to women's human rights, etc. Consult the guide for further explanation.)

*If you select '1' (Yes), you will need to send a copy of the recording to your national/regional coordinator.

1) **Item Number:** First story in newscast =**1**, Seventh story = **7**, etc.
2) **Topic:** See table.

Politics and government:		Social and legal:	
1	Women politicians, women electoral candidates…	**28**	Millennium Development Goals (MDGs), Post 2015 agenda, Sustainable Development Goals
2	Peace, negotiations, treaties	**29**	Family relations, inter-generational conflict, parents
3	Other domestic politics, government, etc.	**30**	Human rights, women's rights, rights of sexual minorities, rights of religious minorities, etc.
4	Global partnerships		
5	Foreign/international politics, UN, peacekeeping	**31**	Religion, culture, tradition, controversies…
6	National defence, military spending, internal security, etc.	**32**	Migration, refugees, xenophobia, ethnic conflict…
		33	Other development issues, sustainability, etc.
7	Other stories on politics (specify in 'comments')	**34**	Education, childcare, nursery, university, literacy
Economy:		**35**	Women's movement, activism, demonstrations, etc
8	Economic policies, strategies, modules, indicators, stock markets, etc	**36**	Changing gender relations (outside the home)
		37	Family law, family codes, property law, inheritance…
9	Economic crisis, state bailouts of companies, company takeovers and mergers, etc.	**38**	Legal system, judiciary, legislation apart from family
10	Poverty, housing, social welfare, aid, etc.	**39**	Disaster, accident, famine, flood, plane crash, etc.
11	Women's participation in economic processes	**40**	Riots, demonstrations, public disorder, etc.
12	Employment	**41**	Other stories on social/legal (specify in 'comments')
13	Informal work, street vending, etc.	**Crime and violence:**	
14	Other labour issues (strikes, trade unions, etc.)	**42**	Non-violent crime, bribery, theft, drugs, corruption
15	Rural economy, agriculture, farming, land rights	**43**	Violent crime, murder, abduction, assault, etc.
16	Consumer issues, consumer protection, fraud…	**44**	Gender violence based on culture, family, inter-personal relations, feminicide, harassment, rape, sexual assault, trafficking, FGM…
17	Transport, traffic, roads…		
18	Other stories on economy (specify in 'comments')	**45**	Gender violence perpetuated by the State
Science and health:		**46**	Child abuse, sexual violence against children, neglect
19	Science, technology, research, discoveries…	**47**	War, civil war, terrorism, other state-based violence
20	Medicine, health, hygiene, safety, (**not** EBOLA or HIV/AIDS)	**48**	Other crime/violence (specify in 'comments')
21	EBOLA, treatment, response...	**Celebrity, arts, media, sports**	
22	HIV and AIDS, policy, treatment, etc	**49**	Celebrity news, births, marriages, royalty, etc.
23	Other epidemics, viruses, contagions, Influenza, BSE, SARS	**50**	Arts, entertainment, leisure, cinema, books, dance
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24	Birth control, fertility, sterilization, termination…	**52**	Beauty contests, models, fashion, cosmetic surgery
25	Climate change, global warming	**53**	Sports, events, players, facilities, training, funding
26	Environment, pollution, tourism	**54**	Other celebrity/arts/media news (specify in 'comments')
27	Other stories on science (specify in 'comments')		
		Other:	
		55	Use only as a last resort & **explain**.

3) **Scope:** Local=**1**, National=**2**, Sub-Regional and Regional=**3**, Foreign/International=**4**
4) **Reference to gender equality/ human rights legislation/ policy:** Yes=**1**, No=**2**

5) **Role:** Anchor/announcer=**1**,   Reporter=**2**,   Other journalist=**3**

6) **Sex:** Female=**1**,   Male=**2**,   Other (transgender, etc.)=**3**,   Do not know=**4**

7) **Age (the person appears):** Do not know=**0**, 12 and under=**1**, 13-18=**2**, 19-34=**3**, 35-49=**4**, 50-64=**5**, 65 and up=**6**

8) **Sex:** Female=**1**,   Male=**2**,   Other (transgender, etc.)=**3**,   Do not know=**4**

9) **Age (the person appears):** Do not know=**0**, 12 and under=**1**, 13-18=**2**, 19-34=**3**, 35-49=**4**, 50-64=**5**, 65 and up=**6**

10) **Occupation or position:** See table.

0	Not stated	**14**	Agriculture, mining, fishing, forestry
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11) **Function in the news story:** See table (refer to full monitoring guidelines for further explanation).

0	Do not know	4	Personal experience
1	Subject	5	Eye witness
2	Spokesperson	6	Popular opinion
3	Expert or commentator	7	Other

12) **Family role given?:** Yes=**1**   No=**2**

13) **Does the story identify the person either as a victim or survivor, or both?** Yes=**1**,   No=**2***

   *IF YOU SELECT '2'(No) IN Q.13, SKIP TO Q.16

   *Complete Questions 14 and 15 if the person is described as victim or survivor

14) **The story identifies the person as a Victim of:** See table.

0	Not applicable (person is identified as a survivor only)	4	Victim of other non-domestic crime, robbery, etc.
1	Victim of an accident, natural disaster, poverty	5	Victim of violation based on religion, tradition…
2	Victim of domestic violence, rape, murder, etc.	6	Victim of war, terrorism, vigilantism, state violence…
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		8	Other victim (specify in 'comments')

15) **The story identifies the person as a Survivor of:** See table.

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		8	Other survivor (specify in 'comments')

16) **Is the story about a particular woman or group of women?:** Yes=**1**, No=**2**

17) **This story clearly highlights issues of inequality between women and men:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

18) **This story clearly challenges gender stereotypes:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

19) **Does this story warrant further analysis:** Yes=**1***, No=**2**,

(A story warrants further analysis if it clearly perpetuates or alternatively challenges gender stereotypes, if it includes women's opinions in a remarkable way, if it contributes to an understanding of inequalities between women and men, if it mentions or calls attention to women's human rights, etc. Consult the guide for further explanation.)

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GMMP
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1) **Webpage layer number:** Homepage=**1**, One click away=**2,** Five clicks away= **5**, etc.
2) **Topic:** See table.

Politics and government:		Social and legal:	
1	Women politicians, women electoral candidates…	**28**	Millennium Development Goals (MDGs), Post 2015 agenda, Sustainable Development Goals
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20	Medicine, health, hygiene, safety, (**not** EBOLA or HIV/AIDS)	**48**	Other crime/violence (specify in 'comments')
21	EBOLA, treatment, response...	**Celebrity, arts, media, sports**	
22	HIV and AIDS, policy, treatment, etc	**49**	Celebrity news, births, marriages, royalty, etc.
23	Other epidemics, viruses, contagions, Influenza, BSE, SARS	**50**	Arts, entertainment, leisure, cinema, books, dance
		51	Media, (including internet), portrayal of women/men
24	Birth control, fertility, sterilization, termination…	**52**	Beauty contests, models, fashion, cosmetic surgery
25	Climate change, global warming	**53**	Sports, events, players, facilities, training, funding
26	Environment, pollution, tourism	**54**	Other celebrity/arts/media news (specify in 'comments')
27	Other stories on science (specify in 'comments')	**Other:**	
		55	Use only as a last resort & **explain**.

3) **Scope:** Local=**1**, National=**2**, Sub-Regional and Regional=**3**, Foreign/International=**4**

4) **Has this story been shared by the media house via Twitter?** Yes=**1**, No=**2**

Enter the exact URL of the story into http://topsy.com/   Code '1' (Yes) if the media house's twitter handle appears in the search results.

5) **Has this story been shared by the media house on its Facebook Page?** Yes=**1**, No=**2**

6) **Reference to gender equality/ human rights legislation/ policy:** Yes=**1**, No=**2**

Columns 7 and 8 are for the reporter or journalist. For each story, code each journalist/reporter (i) who wrote the story and whose name appears, or (ii) who is visible in video clips, or (ii) who voice is heard in audio clips. Code each journalist/reporter in a separate row.
Do not code: (i) Unnamed journalists (e.g. 'Staff reporter', 'Our correspondent'); (ii) News agencies.

Journalists & Reporters:

7) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

8) **Age (the person appears):** Do not know=**0**, 12 and under=**1**, 13-18=**2**, 19-34=**3**, 35-49=**4**, 50-64=**5**, 65 and up=**6 7)**

People in the news:

Source

Column 9 is for identifying whether the source of information for the story is a person or a written record

9) **Person** or **Secondary source:** Person=**1**,   Secondary source=**2*** (*Code 2 only if the story is based solely on information from a report, article, or other piece of written information.*)

   *IF YOU SELECT '2'(Secondary source) IN Q.9, SKIP TO Q.20

Columns 10 to 18 are for people *in* the news. Code (i) any person whom the story is about even if they are not interviewed or quoted; (ii) Each person who is interviewed, (iii) Each person in the story who is quoted, either directly or indirectly. Code **only** individual people.
Do not code: (i) Groups (e.g. a group of nurses, a group of soldiers); (ii) Organisations, companies, collectivities (e.g. political parties); (iii) Characters in novels or movies (**unless** the story is **about** them); (iv) Deceased historical figures (**unless** the story is **about** them); (v) Interpreters (Code the person being interviewed as if they spoke without an interpreter).

10) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

11) **Age (the person appears):** Do not know=**0**, 12 and under=**1**, 13-18=**2**, 19-34=**3**, 35-49=**4**, 50-64=**5**, 65 and up=**6**

12) **Occupation or position:** See table.

0	Not stated	**14**	Agriculture, mining, fishing, forestry
1	Royalty, monarch, deposed monarch, etc.	**15**	Religious figure, priest, monk, rabbi, mullah, nun
2	Government, politician, minister, spokesperson…	**16**	Activist or worker in civil society org., NGO, trade union
3	Government employee, public servant, etc.	**17**	Sex worker
4	Police, military, para-military, militia, fire officer	**18**	Celebrity, artist, actor, writer, singer, TV personality
5	Academic expert, lecturer, teacher	**19**	Sportsperson, athlete, player, coach, referee
6	Doctor, dentist, health specialist	**20**	Student, pupil, schoolchild
7	Health worker, social worker, childcare worker	**21**	Homemaker, parent (male or female) **only if no other occupation is given e.g. doctor/mother=code 6**
8	Science/ technology professional, engineer, etc.	**22**	Child, young person **no other occupation given**
9	Media professional, journalist, film-maker, etc.	**23**	Villager or resident **no other occupation given**
10	Lawyer, judge, magistrate, legal advocate, etc.	**24**	Retired person, pensioner **no other occupation given**
11	Business person, exec, manager, stock broker…	**25**	Criminal, suspect **no other occupation given**
12	Office or service worker, non-management worker	**26**	Unemployed **no other occupation given**
13	Tradesperson, artisan, labourer, truck driver, etc.	**27**	Other **only as last resort & explain**

13) **Function in the news story:** See table (refer to full monitoring guidelines for further explanation).

0	Do not know	**4**	Personal experience
1	Subject	**5**	Eye witness
2	Spokesperson	**6**	Popular opinion
3	Expert or commentator	**7**	Other

14) **Family role given?:** Yes=**1**,   No=**2**

15) **Does the story identify the person either as a victim or survivor, or both?** Yes=**1**,   No=**2***

*IF YOU SELECT '2'(No) IN Q.15, SKIP TO Q.18.

*Complete Questions 16 and 17 if the person is described as victim or survivor

16) **The story identifies the person as a victim of:** See table.

0	Not applicable (person is identified as a survivor only)	**4**	Victim of other non-domestic crime, robbery, etc.
1	Victim of an accident, natural disaster, poverty	**5**	Victim of violation based on religion, tradition…
2	Victim of domestic violence, rape, murder, etc.	**6**	Victim of war, terrorism, vigilantism, state violence…
3	Victim of non-domestic sexual violence, rape, assault, etc. (sexual violence only)	**7**	Victim of discrimination based on gender, race, ethnicity age, religion, ability, etc
		8	Other victim (specify in 'comments')

17) **The story identifies the person as a survivor of:** See table.

0	Not applicable (person is identified as a victim only)	**4**	Survivor of other non-domestic crime, robbery, etc.
1	Survivor of an accident, natural disaster, poverty	**5**	Survivor of violation based on religion, tradition…
2	Survivor of domestic violence, rape, murder, etc.	**6**	Survivor of war, terrorism, vigilantism, state violence…
3	Survivor of non-domestic sexual violence, rape, assault, etc. (sexual violence only)	**7**	Survivor of discrimination based on gender, race, ethnicity, age, religion, ability, etc.
		8	Other survivor (specify in 'comments')

18) **Is the person directly quoted:** Yes=**1**, No=**2**

19) **Is there a photograph of the person in the story:** Yes=**1**, No=**2**, Do not know=**3**

20) **Copy and paste the URL of the story in this column. Describe any photographs, images, other multimedia features included in the story. Note down the conclusions you draw from the images, audio and video..**

21) **Is the story about a particular woman or group of women?:** Yes=**1**,   No=**2**,

22) **This story clearly highlights issues of inequality between women and men:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

23) **This story clearly challenges gender stereotypes:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

24) **Does this story warrant further analysis:** Yes=**1***, No=**2**,

(A story warrants further analysis if it clearly perpetuates or clearly challenges gender stereotypes, if it includes women's opinions in a remarkable way, if it contributes to an understanding of inequalities between women and men, if it mentions or calls attention to women's human rights, etc. Consult the guide for further explanation.)

*If you select '1' (Yes), you will need to send a print-out of the story, screen grab of the page and recordings of multimedia features in it to your national/regional coordinator.

1)   This is: An original tweet=**1**, A retweet=**2**
2)   **Topic:** See table.

Politics and government:		Social and legal:	
1	Women politicians, women electoral candidates…	**28**	Millennium Development Goals (MDGs), Post 2015 agenda, Sustainable Development Goals
2	Peace, negotiations, treaties	**29**	Family relations, inter-generational conflict, parents
3	Other domestic politics, government, etc.	**30**	Human rights, women's rights, rights of sexual minorities, rights of religious minorities, etc.
4	Global partnerships		
5	Foreign/international politics, UN, peacekeeping	**31**	Religion, culture, tradition, controversies…
6	National defence, military spending, internal security, etc.	**32**	Migration, refugees, xenophobia, ethnic conflict…
7	Other stories on politics (specify in 'comments')	**33**	Other development issues, sustainability, etc.
Economy:		**34**	Education, childcare, nursery, university, literacy
8	Economic policies, strategies, modules, indicators, stock markets, etc	**35**	Women's movement, activism, demonstrations, etc
		36	Changing gender relations (outside the home)
9	Economic crisis, state bailouts of companies, company takeovers and mergers, etc.	**37**	Family law, family codes, property law, inheritance…
10	Poverty, housing, social welfare, aid, etc.	**38**	Legal system, judiciary, legislation apart from family
11	Women's participation in economic processes	**39**	Disaster, accident, famine, flood, plane crash, etc.
12	Employment	**40**	Riots, demonstrations, public disorder, etc.
13	Informal work, street vending, etc.	**41**	Other stories on social/legal (specify in 'comments')
14	Other labour issues (strikes, trade unions, etc.)		
15	Rural economy, agriculture, farming, land rights	**Crime and violence:**	
16	Consumer issues, consumer protection, fraud…	**42**	Non-violent crime, bribery, theft, drugs, corruption
17	Transport, traffic, roads…	**43**	Violent crime, murder, abduction, assault, etc.
		44	Gender violence based on culture, family, inter-personal relations, feminicide, harassment, rape, sexual assault, trafficking, FGM…
18	Other stories on economy (specify in 'comments')	**45**	Gender violence perpetuated by the State
Science and health:		**46**	Child abuse, sexual violence against children, neglect
19	Science, technology, research, discoveries…	**47**	War, civil war, terrorism, other state-based violence
20	Medicine, health, hygiene, safety, (**not** EBOLA or HIV/AIDS)	**48**	Other crime/violence (specify in 'comments')
21	EBOLA, treatment, response...	**Celebrity, arts, media, sports**	
22	HIV and AIDS, policy, treatment, etc	**49**	Celebrity news, births, marriages, royalty, etc.
23	Other epidemics, viruses, contagions, Influenza, BSE, SARS	**50**	Arts, entertainment, leisure, cinema, books, dance
		51	Media, (including internet), portrayal of women/men
24	Birth control, fertility, sterilization, termination…	**52**	Beauty contests, models, fashion, cosmetic surgery
25	Climate change, global warming	**53**	Sports, events, players, facilities, training, funding
26	Environment, pollution, tourism	**54**	Other celebrity/arts/media news (specify in 'comments')
27	Other stories on science (specify in 'comments')		
		Other:	
		55	Use only as a last resort & **explain**.

Journalists & Reporters:

3) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

People in the news:

4) **Sex:** Female=**1**, Male=**2**, Other (transgender, etc.)=**3**, Do not know=**4**

5) **Is there a photo or video of the person in the tweet?:** Yes=**1**, No=**2**, Do not know=**3**

6) **IN THE NOTES SECTION OF THE CODING SHEET DESCRIBE ANY PHOTOGRAPHS, IMAGES, OTHER MULTIMEDIA COMPONENTS INCLUDED IN THE TWEET AND THE CONCLUSIONS YOU DRAW FROM THEM.**

7) **Is the tweet about a particular woman or group of women?:** Yes=**1**,   No=**2**,

8) **This tweet clearly challenges gender stereotypes:** Agree=**1**, Disagree=**2**, Neither agree nor disagree=**3**, Do not know=**4**

9) **Does this tweet warrant further analysis?:** Yes=**1***, No=**2** ,
(*A tweet warrants further analysis if it clearly perpetuates or clearly challenges gender stereotypes, if it presents the story being tweeted in a sensationalist, gender-biased manner, etc . Consult the guide for further explanation.)

*If you select '1' (Yes), you will need to send a print-out of the tweet and screen grab of the page to your national/regional coordinator.