National Human Rights Institutions (NHRI) Behavioral Data Project: (Beta) Coding Rules

Courtenay R. Conrad Department of Political Science, University of North Carolina at Charlotte

Jacqueline H.R. DeMeritt Department of Political Science, University of North Texas

Will H. Moore Department of Political Science, Florida State University

Administration

Ryan Welch

Coders

Amanda Fidalgo, Ashley Huddleston, Phil Marino, Courtney Schaefer, Austin Wilkins

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1 Introduction

Because National Human Rights Institutions (NHRI) are relatively new institutions, there has been little theoretical and empirical research on their structures, operations, and the consequences of their work on state repression. The National Human Rights Institutions (NHRI) Data Project aims to provide scholars with quantitative data to test hypotheses about the development, activities, and consequences of these institutions. Very little is known about NHRIs, and to the best of our knowledge there are no cross–national data sets that record information about their structure or their activities.¹ Our project seeks to fill that void.

This codebook describes the processes associated with coding NHRI Behavioral Data, which focus on NHRI activities and operations. The NHRI Behavioral Data collection performs content analysis on English language annual reports issued by NHRIs and posted on a publicly accessible website.

In conjunction with the NHRI Behavioral Data, the NHRI Data Project also collects institutional data on the activities of NHRIs. The NHRI Institutional Data contains cross-national information from various print and Internet sources on the institutional structure and origination of the population of national NHRIs. Coding rules for the NHRI Institutional Data are described in another codebook and available on request from the co-PIs.²

1.1 NHRI Activities

We are interested in the behavior—activities and operations—of NHRIs, as reported in their Annual Reports. Though NHRIs may concern themselves with more, we are only interested in the NHRI activities and operations that apply to rights protections and violations vis-a-vis the state. According to our initial plausibility studies, NHRI activities fall into two main categories: (1) the hearing of a complaint (generally from a victim), and (2) the pursuing of an initiative (educational training, etc.).

Complaints: a complaint is a formal declaration made to a NHRI, by an individual or a group, that alleges a violation of (for the present) physical integrity human rights as defined in international and/or national law. NHRIs receive complaints and decide whether or not

¹We have located a few publications recorded information about national Ombudsmen offices in the late 1960s and early to mid 1970s, but nothing for NHRIs more generally.

²Once finalized, these be made available on the project website at http://psci.unt.edu/~demeritt/ nhri.

to investigate them.³ If the complaint is investigated, the NHRI determines whether it has merit. If the NHRI determines that the complaint has merit, it may then decide whether to issue a private or public allegation (or finding) against a state agency. If an allegation is made, then the state agency might comply. We are interested in this full chain of complaint-initiated behavior.

Annual Reports frequently contain summary information about the number of complaints received annually, the disposition of those complaints, the charges levied against state agencies, and the response of the state agencies. To record those data we will use a tab (or sheet) in an Excel file with the year as the unit of observation. In separate sheets, the same file can also contain information about specific complaints, investigations, findings, etc. In the following section we distinguish among these types of complaint information.

Initiatives: NHRIs also monitor human rights conditions, educate and train potential violators, and engage in other activities to improve human rights conditions. Unlike complaints, which are typically initiated by actors outside of the NHRI, initiatives are begun by NHRI staff. Public service campaigns, visits to sites to collect data, dissemination of reports, and other campaigns all fall under the initiative rubric.

As with complaint behavior, initiative behavior is sometimes reported in annual aggregation (funds spent on public education that year; the number of visits to prisons per annum; etc.). Other times the reports will provide information about a specific initiative. We want to code both types of information, and turn now to discuss of these two units of observation.

1.2 Units of Observation

Information on complaints and initiatives can be coded at two units of observation: the Annual and the Event activity. The Excel spreadsheet on which you will record data has three tabs (or sheets): Annual, Event, and Codes. We describe the distinction between Annual and Event here, and discuss the third, Codes, below.

How can one determine whether something one encounters in an AR should be coded as an event (rather than an annual complaint or initiative)? The distinction hinges upon whether the text refers to something that occurred during the whole year (e.g., "During 2003 the office received 2,334 complaints."). If the text refers to an annual aggregation, then it is **not** an event complaint and should be recorded in the annual complaint sheet. All other text references are event complaints. They might refer to a specific complaint or initiative, or they may describe a summary of complaints / initiatives that took place in a given portion

³NB: In this project we use the terms complaint (which is a verbal or written claim by a person, NGO, or other organization that a violation has occurred) and violation (which is a description of an act that violates specific law(s)) as synonyms. Doing so simplifies the composition of sentences.

of the country, or during a period of less than a year.

You may encounter situations in which one complaint includes allegations about several victims. In this situation, we record information about victims' unique experiences. If one complaint notes that several victims were abused, but that all victims experienced the same type(s) of abuse, we consider this one experience and you should code it as a single complaint. If one complaint notes that several victims were abused, and that different victims experienced different type(s) of abuse, we consider this a set of distinct experiences. In these cases, you should treat each set of victims who experienced the same repertoire of abuse as its own observation (i.e., generate one spreadsheet row for each unique experience).

NB: Most variables could be coded for either unit of observation: which to select depends upon the information provided in the report. There are some variables that have different definitions / values depending upon whether they are Annual or Event variables, and some variables that are only recorded for the Annual unit or the Event unit. Those variables are noted as such below.

2 General Guidelines for Coders

You will receive an assignment of a particular NHRI from the co-PIs or the administrator of the project, Ryan Welch. In order to familiarize yourself with the general political environment of a country before coding, you should first read the Wikipedia entry on that country.

Once you are assigned a country, you will begin coding information from the ARs of your assigned NHRI. Please ignore the organization of the AR: the chapter titles and section headings are not useful guides for where you might find information to code a particular variable. Read the report from cover to cover and record information that is relevant for coding a given variable *regardless* of where in the report that information is found. If you encounter a term with which you are unfamiliar and that is not defined within the Coding Rules, please type that term into a search engine along with the word "definition."⁴

We are coding information reported in the set of ARs made widely available (i.e., made available in English via the World Wide Web). Note that this will be a sample (i.e., subset) of the population of all annual reports. You may encounter situations where an AR is a summary of a full report, and the full report is not available in English and/or is not available via the WWW. This is fine; in these cases, please code the information made available in the summary document.

⁴If that does not resolve the issue, make a note of it in your coder's notes (discussed below).

Coders will often fail to find any information in a given AR that they can use to assign a variable a value. Please leave those cells **blank** (i.e., do not record anything). We will reserve values such as 0 for codes that indicate that the AR has information that we used to assign the value. Relatedly, we are only interested in recording information reported in the ARs. Please do not look to other sources of information to assign values to these variables. Instead, when the AR you are coding is silent on the value a given variable should be assigned, leave that cell in your spreadsheet blank.

We are interested in the current activities of the NHRIs as reported in the ARs. You may find references to future plans or expectations; please do not code this information.

2.1 Excel Coding Sheet

You will be recording data on an Excel Coding sheet. When you receive a country assignment, please name your Excel Coding Sheet according to the following format: "NHRICountry_LastNameofCoder DDMonYYYY" (i.e., NHRIPortugal_WelchDDMonYYYY). The top row of the Annual and Event coding sheets lists the variables in the order they are described below. The third sheet (tab) contains the country code information you will need to record, as described below.

2.2 Coder Notes

Coders should turn in their Excel Coding Sheets to the principal investigators weekly. To accompany these Coding Sheets, coders should also compile a Word (or Open Office) document of Coder Notes listing the activities that correspond with those in the Excel Coding Sheet. An example of Coder Notes will be distributed to all coders at the beginning of the project. The format used on this example should be followed in your own Coder Notes. Coder Notes files should be named according to the following format: "NHRICountryNotes_LastNameofCoder DDMonYYYY" (i.e., NHRIPortugalNotes_WelchDDMonYYYY).

3 The Behavioral Data

This section includes a description of each of the behavioral variables that we code at the event and annual unit of observation. The variables are listed in the same order as the columns on the Excel Coding Sheet. Details on the coding scheme of each variable follow a definition of the concept. NB: most variables are coded at both the Event and the Annual level of observation; we note when this is not the case for individual variables below.

3.1 Labeling Variables

3.1.1 ISO3 Alpha Country Code

Definition: This is a three-letter country identification code published by the International Organization for Standardization (ISO) to represent countries, dependent territories, and special areas of geographical interest.

Coding Scheme: These values can be found on the third sheet of the coder's spreadsheet ("Labeling Codes"). Alternatively, ISO3 Alpha Country Codes can be found in Appendix A. This variable is coded at both the Event and the Annual unit of observation.

3.1.2 COW Country Code

Definition: This is a three-digit numeric identification code published by the Correlates of War (COW) project to represent countries, dependent territories, and special areas of geographical interest.

Coding Scheme: These values can be found on the third sheet of the coder's spreadsheet ("Labeling Codes") and in Appendix A. Alternatively, a comma separated values (.csv) file that can be opened in Excel that lists the COW Country Codes can be found at the COW project website. This variable is coded at both the Event and the Annual unit of observation.

3.1.3 ISO3 Numeric Country Code

Definition: This is a three-digit numeric identification code published by the International Organization for Standardization (ISO) to represent countries, dependent territories, and special areas of geographical interest. ISO3 Number Codes are the same as codes defined by the United Nations Statistics Division.

Coding Scheme: These values can be found on the third sheet of the coder's spreadsheet ("Labeling Codes"). Alternatively, ISO3 Numeric Country Codes can be found in Appendix A. This variable is coded at both the Event and the Annual unit of observation.

3.1.4 Annual Report Begin Year

Definition: This variable records the first year the report references. NB: this is *not* the year it was published, which is usually the year after the year that it references.

Coding Scheme: Record the year. This variable is coded at both the Event and the Annual unit of observation.

3.1.4.1 1st Month of Period Covered *Definition:* Some ARs will note that their report covers a period other than the twelve months between January–December. This variable records the first month of the period covered only when that is the case.

Coding Scheme: Record the numeric value that represents the first month (i.e., 2 for February, 3 for March, etc.). If the AR states that they use January–December, leave this blank. This variable is coded at both the Event and the Annual unit of observation.

3.1.5 Annual Report End Year

Definition: This variable records the last year the report references. NB: this is *not* the year it was published, which is usually the year after the year that it references.

Coding Scheme: Record the year. This variable is coded at both the Event and the Annual unit of observation.

3.1.5.1 Last Month of Period Covered *Definition:* Some ARs will note that their report covers a period other than the twelve months between January–December. This variable records the last month of the period only when that is when that is the case.

Coding Scheme: Record the numeric value that represents the twelfth month (i.e., 2 for February, 3 for March, etc.). If the AR covers the 12 months between January and December, then leave this variable blank. If the AR states that they use January–December, leave this blank. This variable is coded at both the Event and the Annual unit of observation.

3.1.6 Number of Pages Contained in the Annual Report

Definition: This variable records the total number of pages within an annual report

Coding Scheme: Record the numeric value of pages

3.2 Recognition of Activity

3.2.1 Type of Activity

Definition: This variable records the type of NHRI activity.

Coding Scheme: Code according to the following nominal scale. This variable is mutually exclusive, and it is coded at both the Event and the Annual unit of observation.

- 1 =Hearing of Complaint
- 2 =Pursuing an Initiative

3.2.2 Unit of Observation

Definition: This variable records the unit of observation of the NHRI activity.

Coding Scheme: Code according to the following nominal scale. This variable is mutually exclusive. It is coded as a check to make sure that you are coding the activity at the correct unit of observation and using the correct sheet on the Excel Coding Sheet.

- 1 =Event Unit of Observation
- 2 = Annual Unit of Observation

3.2.3 Activity Begin Date/Year

Definition: For Event observations, this variable records the year in which the activity began. For Annual observations, this variable records the year in which the observation began.

Coding Scheme: This variable is coded at both the Event and the Annual units of observation. For Event Observations, use the following format to record the date on which the activity began: DD Month YYYY. For Annual observations, record the Year during which the activity began as a four digit numeral. When this date is not reported, leave it blank.

NB: Whether one records the date or the year depends upon whether you use the Annual or the Event unit of observation (see Definition above).

3.2.4 Activity End Date/Year

Definition: For Event observations, this variable records the year in which the activity ended when it is different from the Activity Begin Date/Year. For Annual observations, this variable records the year in which the observation ended when it is different from the Activity Begin Date/Year.

Coding Scheme: This variable is coded at both the Event and the Annual units of observation. For Event Observations, use the following format to record the date on which the activity ended if it is different than Activity Begin Date/Year: DD Month YYYY. For Annual observations, record the Year during which the activity began as a four digit numeral if it is different than Activity Begin Date/Year. When this date is not reported, leave it blank.

NB: Whether one records the date or the year depends upon whether you use the Annual or the Event unit of observation (see Definition above).

3.3 Is the Activity a Complaint?

Coders should code the following subset of variables when Type of Activity = 1.

3.3.1 Type (of Complaint)

Definition: This variable codes the type of complaint. The complaint will report an alleged violation of international law, domestic law, or both. The list is adopted from the CIRI data project, and we adapt the definitions of these terms delineated in the CIRI Codebook (Cingranelli and Richards, 2004). The only difference in our definitions and those of CIRI is that we are only concerned with situations when the state violates rights. Often times this will be exactly as CIRI has defined a right (torture, disappearance, etc.) However, some cultural or economic rights listed in CIRI do not make this distinction. For our purposes

we are only concerned with rights vis-a-vis the state. Coders, please download the CIRI Codebook. 5

Coding Scheme: Code according to the following nominal scale. If someone makes a complaint that includes more than one Type of alleged abuse, code one row for each Type (i.e., treat them as distinct complaints). You may encounter reports indicating that "we received 4567 complaints over the year 2006" but not specifying which rights complainants believe were violated. In these cases, record the Type of Complaint as "Not stated." This variable is mutually exclusive, and it is coded at both the Event and the Annual unit of observation.

- 1 = Worker's Rights
- 2 =Arbitrary detention (political imprisonment)
- 3 = Disappearance
- 4 = Extra-judicial killing
- 5 = Torture
- 6 = Freedom of Speech
- 7 = Freedom of Assembly and Association
- 8 = Freedom of Foreign Movement
- 9 = Freedom of Domestic Movement
- 10 = Electoral Self-Determination
- 11 = Freedom of Religion
- 12 = Women's Economic Rights
- 13 = Women's Political Rights
- 14 = Women's Social Rights
- 15 = Not stated

 $^{^{5}}$ The values are ordered by an expectation of the frequency in which they will occur. We will re-adjust this order later in summer, 2012.

3.3.2 Human Rights Allegation Begin Date/Year

Definition: For Event observations, this variable records the year in which the human rights allegation associated with the complaint began. For Annual observations, this variable records the year in which the human rights allegation associated with the complaint began.

Coding Scheme: This variable is coded at both the Event and the Annual units of observation. For Event Observations, use the following format to record the date on which the violation began: DD Month YYYY. For Annual observations, record the Year during which the violation began as a four digit numeral. When this date is not reported, leave it blank.

NB: Whether one records the date or the year depends upon whether you use the Annual or the Event unit of observation (see Definition above).

3.3.3 Human Rights Allegation End Date/Year

Definition: For Event observations, this variable records the year in which the human rights allegation associated with the complaint ended when it is different from the Human Rights Allegation Begin Date/Year. For Annual observations, this variable records the year in which the violation ended when it is different from the Human Rights Allegation Begin Date/Year.

Coding Scheme: This variable is coded at both the Event and the Annual units of observation. For Event Observations, use the following format to record the date on which the activity ended if it is different than Activity Begin Date/Year: DD Month YYYY. For Annual observations, record the Year during which the activity began as a four digit numeral if it is different than Activity Begin Date/Year. When this date is not reported, leave it blank. When it is the same as the Activity Begin Date/Year, code it as -9.

NB: Whether one records the date or the year depends upon whether you use the Annual or the Event unit of observation (see Definition above).

3.3.4 Location of Abuse

Definition: This is an alpha field that reports the location of the alleged abuse.

Coding Scheme: This variable is coded at both the Event and the Annual units of observation. Record, in English, where the alleged abuse occurred. Use the most precise information available (and do not record the country in this variable). For example, if it occurred in the "Plugh" prison in "xxzzy" village, then record "Plugh Prison, XXZZY." If the AR identifies only the region, county, or state, then record that. If the AR does not contain any information about the location of the abuse, leave this blank.

3.3.5 Number (of Complaints)

Definition: This variable records the specific number of complaints received (i.e., the integer value) in a given year.

Coding Scheme: This variable is coded at the Annual unit of observation. If the AR notes that there were X complaints over a period of time longer than the year being recorded (e.g., "since 1997"), do not record this information.

3.3.6 OoMag (Order of Magnitude of Complaints)

Definition: One way that we code the number of victims is to use the Order of Magnitude, which is the number rounded to the nearest power of 10: 0=0, 1-9=1, 10-99=2, 100-999=3, etc. (Weisstein, ND). Our Magnitude variable is an ordinal indicator that codes whether an alleged tens, hundreds, thousands, or tens of thousands of complaints were levied.

Coding Scheme: This variable is coded at the Annual unit of observation. Assign value using to the following scale. This variable is mutually exclusive.

- 0 = No Complaints
- 1 = 1-9
- 2 = 10-99
- 3 = 100—999
- 4 = 1,000 9,999
- 5 = 10,000 99,999

3.3.7 Complaint Registration

Definition: This variable records the method by which a complaint was registered with the NHRI. If the AR reports that violations were discovered in ways other than the filing of complaints (e.g., the NHRI discovered a violation in the course of a monitoring initiative), then no complaint was filed and no complaint should be coded.

Coding Scheme: This variable is mutually exclusive. Code according to the following nominal scale (leaving it blank if there is no information).

- 1 = Electronic
- 2 = Telephone
- 3 =Walk-in
- 4 = Mail (post)
- 5 = Telegraph
- 6 =Government Agency
- 7 =Other

3.3.8 Name (of Complainant)

Definition: If available, record the name of the individual(s) who made the complaint. If only demographic information is available (e.g., a fourteen year old boy), then record that.

Coding Scheme: This variable is only coded at the Event level of observation. Record the name(s) of the victim(s) in its entirety. You may encounter a report that uses a fictitious name (to protect identity). If so, record that name (we are recording what the AR states). If this information is not reported, then leave this cell blank.

3.3.9 Complainant Type

Definition: This variable records the identity of the Complainant.

Coding Scheme: This variable is coded at the Event and Annual levels of observation. These are mutually exclusive values: mark the most appropriate, given your judgment. If this information is not reported, then leave this cell blank.

- 1 = Alleged victim
- 2 =Relative of alleged victim
- 3 =Witness
- 4 =Non-governmental organization
- 5 = Government actor (e.g., gov't official, police, public hospital)
- 6 = Private actor (e.g., lawyer, private hospital)

3.3.10 Number (of Victim(s))

Definition: This variable is an integer count of the number of people who the complaint identifies as having had their rights abused.

Coding Scheme: This variable is coded at the Event level of observation. If the AR indicates that some positive number of victims exist, but does not specify a precise number, please code this as -99. If this information is not reported, then leave this cell blank.

3.3.11 Name (of Victim(s))

Definition: This variable records the name of the victim of the alleged abuse.

Coding Scheme: This variable is coded at the Event level of observation. If available, record the name of the victim(s) of alleged abuse. You may encounter a report that uses a fictitious name (to protect identity). If so, record that name. If this information is not reported, then leave this cell blank.

3.3.12 Gender (of Victim(s))

Definition: This is an indicator that records the gender of the victim(s) as reported in the AR.

Coding Scheme: This variable is coded at the Event and Annual levels of observation. Code according to the following nominal scale. If this information is not reported, then leave this cell blank. If it is reported, assign values according to the following nominal scale.

- 0 =One Other (e.g., transgender, hermaphrodite)
- 1 = One Female
- 2 =One Male
- 3 = Multiple Others
- 4 = Multiple Females
- 5 = Multiple Males
- 6 = Multiple Mixed (i.e., victims are not of a single gender).

3.3.13 Alleged Victim Type

Definition: Alleged Victim Type is a nominal variable that allows us to distinguish among the economic, social, or political groups of which a complainant is reported to be member. This information will often be missing The categories are listed below.

Note that we consider Prisoners of Conscience, Human Rights Defenders, and Protestors to be Dissidents unless otherwise noted in the report. We also consider individuals who an AR reports as "disappeared" as Dissidents. We consider Immigrants to be Marginalized Individuals, except in the case of Illegal Immigrants, who are both Marginalized Individuals and Criminals. Absent other information, we consider Prison Populations (pre- and post-sentence) to be Criminals. Asylum seekers being deported should be coded both as Marginalized Individuals and Criminals because we assume the State would not remove them if they were legal aliens. "Terrorists" should be coded as both Criminals and Dissidents. Guerrillas should be coded as Dissidents only. Members of the news media should be coded as Dissidents. Victim Type is only coded as State Official when a state agent is abused by other agents of his/her home country.

Coding Scheme: This variable is coded at the Event and Annual levels of observation. Assign values according to the following nominal scale. This variable is not mutually exclusive because an individual victim may fall into more than one category (e.g., a marginalized individual who is also a criminal). If an individual victim falls into more than one category, you should put multiple values in the coding sheet, separated by commas. Please note, however, that different victims should not be included as part of the same allegation if they are of different victim types. For example, two people—one a marginalized individual and

one a criminal—should be coded as two separate allegations. If this information is not reported, then leave this cell blank.

- 0 = Unknown
- 1 = Criminal (One believed to have contravened statute, excluding crimes that are considered threats to national security)
- 2 = Dissident (One believed to be a threat to the state or be willing to engage in illegal activity to challenge policy)
- 3 = Indirect Criminal or Dissident (A relative or other associate of a criminal or dissident, as defined above)
- $4 = \text{Marginalized Individual (Member of a marginalized group)}^{6}$
- 5 =State official or state agent (e.g., member of the military or sitting judge)
- 6 = Prisoners of War (POWs)

3.3.14 Agency of Alleged Abuse (AAA)

Definition: Agency indicates the domestic institution and/or agent(s) that a complainant alleges is responsible for a given violation. We code Agency based on the official role of the agent, rather than the role he/she is acting in. For example, police officers working temporarily as prison guards are coded as police on Agency.

If the Agency allegedly responsible for a violation is not listed in the spreadsheet, please code it as Unknown, and insert a comment in the cell on the Excel sheet to describe the Agency. We code executive agencies as Unknown, and insert a comment in the cell on the Excel sheet that reads, "Executive."

Immigration detention centers include immigration and border control agents of the state. Absent other information, we code gendarmes as Military.

⁶We assign a victim as a member of a marginalized group if her/his/their rights were abused by the state for the purpose of social control (i.e., humiliation or other punishment to establish that [1] her/his/their behavior was inappropriate and [2] that the state can abuse her/him/them with impunity), rather than for the collection of information. State abuse directed at members of marginalized groups often occurs in public rather than behind closed doors because it is intended to serve as a statement to a particular individual or group of individuals. A marginalized group in sociology refers to various groups that are outside of 'mainstream' (e.g., the homeless, geeks, punks, skinheads, as well as minorities). Often those groups lack a voice in the society and are underrepresented. Please refer to http://www.nationmaster.com/encyclopedia/Marginalized - group.

Complaints regarding paramilitary groups are only coded if the AR indicates *within an individual document* that a group has at least the tacit approval of the state government. We code Militias as Paramilitary units, but only if the AR explicitly indicates that the group has at least the tacit approval of the state government.

Coding Scheme: This variable is coded at the Event and Annual levels of observation. Assign a value of "1" to each of the following applicable Agencies. If you code "Unknown" below, you cannot code any other values on this variable. If you do not code "Unknown" below, this variable is not mutually exclusive because more than one Agency may be responsible for a given allegation of torture. If more than one Agency is responsible for *a given allegation*, you should put multiple values in the coding sheet, separated by commas. If this information is unavailable, please leave the cell on the coding sheet blank.

- 0 = Unknown
- 1 = Police (to include Law Enforcement Officials and Special Police Units)
- 2 = Prison (to include Detention Centers, Juvenile Detention Centers, and Labor Camps)
- 3 = Military Forces (to include Military Police, Military Intelligence, Military Bodies charged with police duties among civilian populations, and Security Forces absent additional information)
- 4 = Immigration Detention Centers (to include Repatriation Centers)
- 5 = Civilian Intelligence Agency (e.g., United States CIA)
- 6 = Paramilitary Unit (You should only code allegations against paramilitary units if AI specifically calls a group a paramilitary unit or says *explicitly* that the group has at least the tacit approval of the state government.)
- 7 = Legislature
- 8 = Judiciary
- 9 =Government Ministry

Coders should code the following subset of variables when Type of Activity = 2.

3.4 Is the Activity an Initiative?

Coding Scheme: This variable is coded according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.1 Target (of Initiative)

Definition: This variable records the target of the initiative. Each initiative will be aimed at monitoring and/or improving human rights conditions in one specific area, or at educating and/or training one specific group.⁷

Coding Scheme: This variable is coded at the Event and Annual levels of observation. Target is assigned one of 13 values. This variable is mutually exclusive.⁸

- 0 = Unknown
- 1 =Prisons Jails (PJ)
- 2 = Juvenile Detention Centers (JDCs)
- 3 = Immigration Detention Centers (DCs)
- 4 = General Field Monitoring (GFM)
- 5 = Orphanages(O)
- 6 = Elections(E)
- 7 = Refugee or IDP Camps/Centers (R)
- 8 =Military (M)
- 9 = Elder Living Institutions (ELI)
- 10 = Courts(C)
- 11 = Prosecution (P)
- 12 = Police Stations (PS)
- 13 =Institutions for the Disabled (ID)
- 14 = Psychiatric Institutions (PI)

⁷There is no distinction made for subnational actors. For instance, a governor would be coded as 'executive' just as a president would.

⁸If the target of the initiative is broken out by gender i.e. visits to male and female prisons, code them as separate events.

- 15 = General public (GP)
- 16 = NHRI Personnel (NP)
- 17 = Legal Professionals (LP)
- 18 = Education System (ES)
- 19 = Non-governmental Organizations (NGOs)
- 20 = International Governmental Organizations (IGOs)
- $21 = \text{Executive Branch (EB)}^9$
- 22 = Legislative Branch (LB)
- 23 = Health System (HS)
- 24 = Media (Me)
- 25 =Community Leaders (CLs)
- 26 =International Community (IC)¹⁰

If a given initiative encompasses more than one target, record one row for each (i.e., treat them as distinct initiatives).

3.4.2 Type (of Initiative)

Definition: This variable records the intention of the initiative. *Monitoring* includes programs intended to collect information about human rights practices within the country. *Education and/or training* includes programs intended to educate and/or train NHRI employees as well as programs intended to educate, train, and raise awareness in the general public. All publicly distributed media (paper, radio, television, public performances) are Educational. *Investigation/Inquiry* include programs designed to respond to human rights-related issues of general concern.¹¹ *Auditing Legislation* includes programs intended to evaluate legislation to determine whether an actor is adhering to acceptable human rights standards and practices.

Coding Scheme: This variable is coded at the Event and Annual levels of observation. Code according to the following nominal scale.

 $^{^9\}mathrm{This}$ captures the rest of the executive branch i.e. not the police

¹⁰This is a catch-all value for any other international community members other than those listed above

¹¹Where monitoring initiatives are meant to survey human rights practices and *identify* potential areas of concern, investigations and inquiries are designed to *respond to* or *target* areas of concern.

- 1 =Monitoring
- 2 = Education and/or Training
- 3 = Investigation/Inquiry
- 4 = Auditing Legislation
- 5 = International Publicity
- 6 = Research Project
- 7 =Other

Coders should code the following subset of variables when Type of Initiative = 1.

3.4.2.1 Is the Initiative Monitoring? *Coding Scheme*: This variable is coded according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.1.1 Type of Monitoring *Definition*: This variable reports whether or not the monitoring was on or off site, and the extent of that visit with respect to interviews held.

Coding Scheme: This variable is coded at the Event and Annual levels of observation. Code according to the following nominal scale.

- 1 = On site (no interviews)
- $2 = \text{On site (detainee}^{12} \text{ interviews)}$

 $^{^{12}\}mathrm{detainee}$ refers to prisoners, patients, etc.

- 3 = On site (official/staff interviews)
- 4 = On site (detainee and official/staff interviews)
- 5 = Off site (no interviews)
- 6 = Off site (detainee interviews)
- 7 = Off site (official/staff interviews)
- 8 = Off site (detainee and official/staff interviews)

3.4.2.1.2 Number of Monitoring Visits *Definition*: As part of the monitoring initiative, how many visits did the NHRI make to prisons, jails, and/or detention centers to monitor respect for human rights?

Coding Scheme: This variable is coded at the Event and Annual levels of observation. This is an integer value. if the AR reports that such visits were made, but does not specify how many visits, record this as -9. This variable is not mutually exclusive. If the AR reports that multiple violations were found *as a result of the same initiative*, you should put multiple values in the coding sheet, separated by commas.

- 0 = None
- 1 = Prison, Jail, and/or Detention Center
- 2 =General Field Monitoring
- 3 = Orphanage
- 4 = Elections
- 5 = Refugee/IDP
- 6 =Military
- 7 = Elderly Living Institutions
- 8 = Court
- 9 = Prosecution
- 10 = Police
- 11 = Institutions for Disabled Persons
- 12 = Psychiatric Institutions

3.4.2.1.3 Monitoring Violations Found *Definition*: What violations, if any, did the NHRI find as a result of its monitoring?

Coding Scheme: This variable is coded at the Event and Annual levels of observation. This variable is not mutually exclusive. If the AR reports that multiple violations were found *as a result of the same initiative*, you should put multiple values in the coding sheet, separated by commas.

- 0 = None
- 1 = Worker's Rights
- 2 =Arbitrary detention (political imprisonment)
- 3 = Disappearance
- 4 = Extra-judicial killing
- 5 = Torture
- 6 = Freedom of Speech
- 7 = Freedom of Assembly and Association
- 8 = Freedom of Foreign Movement
- 9 = Freedom of Domestic Movement
- 10 = Electoral Self-Determination
- 11 = Freedom of Religion
- 12 = Women's Economic Rights
- 13 = Women's Political Rights
- 14 = Women's Social Rights

Coders should code the following subset of variables when Type of Initiative = 1.

3.4.2.2 Is the Initiative Education & Training? *Coding Scheme*: This variable is coded according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.2.1 Type of Education/Training *Definition*: This variable records the type of education and training. The different types of training refer to the party being trained (not the party that is doing the training).

 $Coding\ Scheme:$ This variable is coded at the Event and Annual levels of observation according to the following nominal scale. 13

- 1 =Public Education¹⁴
- $2 = \text{Internal Training}^{15}$
- $3 = \text{Third Party}^{16}$

3.4.2.2.2 Target of Education/Training *Definition*: This variable records the group who was educated/trained.

Coding Scheme: This is an alpha variable coded at the Event and Annual levels of observation. Record in English the group(s) covered.

3.4.2.2.3 Location(s) of Education/Training *Definition*: This variable records the city or village in which the education/training occurred.

Coding Scheme: This is an alpha variable coded at the Event and Annual levels of observation. If the training occurred nation-wide, record the ISO-3 Alpha value for the country. If it was Internet-based training, note that. If outside of the country, record the location of that country using the ISO-3 Alpha value. If it occurs within the country, record the city or village in which it occurred (and if it was nation-wide, record the ISO-3 Alpha value for the country).

3.4.2.2.4 Subject of Education/Training *Definition*: This variable records the subject of the education/training.

Coding Scheme: This is an alpha variable coded at the Event and Annual levels of observation. Record in English the topic(s) covered.

 $^{^{13}}$ If there is an education initiative in which there is more than one target, code them as separate events.

 $^{^{14}}$ Along with other members of the public, this includes the training of faculty/staff/students at a university 15 This includes the training of members of the NHRI

¹⁶This includes the training of members of government institutions other than the NHRI

Coders should code the following subset of variables when Type of Initiative = 1.

3.4.2.3 Is the Initiative an Investigation/Inquiry? *Coding Scheme*: This variable is coded according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.3.1 Subject of Investigation/Inquiry *Definition*: This variable records the subject of the investigation/inquiry.

Coding Scheme: This is an alpha variable coded at the Event and Annual levels of observation. Record in English the topic(s) investigated.

3.4.2.3.2 Violations Found *Definition*: This variable records the # of violations found as a result of the investigation/inquiry.

Coding Scheme: This is an numeric variable coded at the Event and Annual levels of observation. At the event level, record in English the number of violations found as a result of the investigation. At the annual level, record the total number of violations found as result of investigations/inquiries during the AR year. If no information is reported, leave these cells blank.

3.4.2.3.3 Public Process *Definition*: Was the process of investigation/inquiry a public process?

Coding Scheme: This variable is coded according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.3.4 Public Outcome *Definition*: Was the outcome of the investigation/inquiry made public (e.g., via a policy report)?

Coding Scheme: This variable is coded according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.4 Is the Initiative Lobbying/Auditing Legislation? Coders should code the following subset of variables when Type of Initiative = 4.

3.4.2.4.1 Lobbying *Definition*: This is a binary indicator of whether the AR reports that NHRI staff lobbied the legislature (i.e., met with legislators, or otherwise contacted or interacted with them).

Coding Scheme: This variable is coded at the Event and Annual levels of observation according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.4.2 Auditing Legislation Initiatives *Definition*: This is a variable that records whether any piece of legislation was audited by the NHRI, as reported in the AR.

Coding Scheme: This variable is coded at the Event and Annual levels of observation according to the following nominal scale.

- 0 = No
- 1 = Yes

3.4.2.5 Is the initiative to raise international awareness of the NHRI? Coders should code the following subset of variables when Type of Initiative = 5

3.4.2.5.1 What is the subject of the speech? *Definition*. This is an alpha-variable.

3.5 Outcome of Activity

Definition: This is a set of variables that record the outcome of the complaint/initiative coded above. Coders should code these variables for all activities. *NB*: the rules for Annual and Event data are different.

3.5.1 Publish Findings Publicly

Definition: This variable is recorded differently for the Annual and Event units of observation.

Annual: it is an integer count of the number of public reports published by the NHRI. Add them up across all categories / topics. Publication includes print (paper) materials as well as electronic (e.g., PDFs on the web, etc.).

Event: it is a binary indicator recording whether the AR reports that the NHRI publicly published findings from an activity.

- 0 = No
- 1 = Yes

3.5.2 Conciliation / Mediation

Definition: The NHRI may direct the complainant and the state agency to engage in a conciliation or mediation process in which the NHRI, or a third party, seeks to resolve the differences.

Annual: This is an integer count of the number of activities in which the NHRI initiated a conciliation / mediation process.

Event: it is a binary indicator recording whether the AR reports that a conciliation / mediation process occurred:

- 0 = No
- 1 = Yes

3.5.3 Judgment Rendered

Definition: Coders should code the following variable when Outcome of Activity = 2. For Event data, this is a variable that records whether, following its investigation, the NHRI either made a charge against the state agency alleged by the complainant to have been responsible for the violation, or ordered another actor (i.e., a prosecutor) to make a charge. For Annual data, this variable records how many charges the NHRI made or ordered another actor (i.e., prosecutor) to make during the year being recorded.

Annual: This variable is coded at the Annual level of observation using an integer scale. If this information is not reported, then leave this cell blank.

Event: This variable is coded at the Event level of observation according to the following nominal scale. If investigation is ongoing, then leave this cell blank. If this information is not reported, then leave this cell blank.

- 0 = No
- 1 = Yes NHRI made a charge
- 2 =Yes NHRI directed another actor to make a charge

3.5.3.1 Judgment Date/Year *Definition:* Coders should code the following variable when Outcome of Activity = 2. For Event observations, this variable records the date on which the judgment against a state agency occurred. For Annual observations, this variable records the year in which the judgment occurred. This variable is coded differently at both the Event and the Annual units of observation.

Annual: For Annual observations, record the Year during which the judgment began as a four digit numeral. When this date is not reported, leave it blank.

Event: For Event Observations, use the following format to record the date on which the judgment occurred: DD Month YYYY. This is only recorded for complaints that were investigated *and* for which the NHRI found that the state was in violation. When this date is not reported, leave it blank.

3.5.4 Outcome of Judgment (State Compliance)

Definition: Coders should code the following variable when Outcome of Activity = 2. This variable records whether the state has complied with the Judgment.

Coding Scheme: For Event data, it is an ordinal variable, scaled over the coder's perception of the costliness of the compliance. If this information is not reported in the AR, then leave this blank. For Annual data, record, as an integer value, the precise number of cases with which the Agency complied not at all, minimally, partially, and fully. If this information is not reported in the AR, then leave this blank.

- 0 = None (yet)
- 1 = Minimal (e.g., state issued apology, but failed to remunerate)
- 2 = Partial (e.g., state remunerated, but failed to apologize)
- 3 = Full (the state complied fully with the judgment)

3.5.5 Remuneration to the Victim

Definition: Coders should code the following variable when Outcome of Activity = 3. For Event observations, this variable records amount of money the state was required to pay to the alleged victim. For Annual observations, this variable records the total amount of victim renumeration paid by whatever government agency / agencies are noted in the AR. It is an integer value that records the precise value (in local currency) of payments the Agency made in compliance with NHRI charges arising from its monitoring of PJs. If the AR states that remunerations were made but does not report a specific amount, record a -9. If the AR does not mention remuneration, leave this cell blank.

Coding Scheme: This variable is coded only when Judgment ≥ 1 . This variable is coded at both the Event and the Annual units of observation. For Event Observations, if either an Action or Legislation (i.e., a demand that the legislature or executive promulgate, or change, a law) was required, but no remuneration, then record 0. If money was paid, but no amount is reported in the AR, then record -9. If there is no information about remuneration, Action or Legislation, then leave this blank.

3.5.6 Punitive Action

Definition: Coders should code the following variable when Outcome of Activity = 4. This variable is coded only when Judgment ≥ 1 . Record what disciplinary action was required following the NHRI's investigation.

Coding Scheme: If either remuneration or legislation (change in existing, or adoption of a new, law) was required, but no Action, then record 0. If there is no information about remuneration, Action, or Legislation, then leave this blank. If more than one Action was required as a result of the investigation, then record multiple values in the coding sheet, separated by commas. For Annual data, record the number of disciplinary actions undertaken to comply with NHRI charges resulting from monitoring PJs. This is an integer value.

- 1 = Fine/Monetary Penalty
- 2 = Prison Sentence

3.5.7 Agency Changed Behavior/Policy

Definition: This variable records reports that a government agency revised its behavior, adopted new policies, or otherwise responded to the NHRI's activity. *NB:* It does not code disciplinary activity (which is recorded above under the Punitive variable). This variable is recorded differently for the Annual and Event units of observation.

Annual: it is an integer count of the number of agencies that revised their activities and/or policies.

Event: it is a binary indicator recording whether the AR reports that records whether the relevant agency changed its activities and/or policies.

- 0 = No
- 1 = Yes

3.5.8 Legislation

Definition: This variable records whether the AR claims that legislation was passed and signed into law as a result of the NHRI's activity. It is recorded differently for the Annual

and Event units of observation.

Annual: it is an integer count of the number of new laws created due to the NHRI's activities.

Event: it is a binary indicator recording whether the AR reports that a new law came into force in response to the activity.

- 0 = No
- 1 = Yes

4 Coder Initials

Record your initials: XXX

References

Cingranelli, David L. and David L. Richards. 2004. "The Cingranelli Richards (CIRI) Human Rights Database Coding Manual." available online at: http://ciri.binghamton.edu/documentation.asp.

Weisstein, Eric W. ND. "Order of Magnitude.". URL: http://mathworld.wolfram.com/OrderofMagnitude.html

A Labeling Codes

ISO-3 alpha	State Name	COW CCode	ISO-3 Numeric
2	United States of America	USA	840
20	Canada	CAN	124
31	Bahamas	BHS	44
40	Cuba	CUB	192
41	Haiti	HTI	332
42	Dominican Republic	DOM	214
51	Jamaica	JAM	388
52	Trinidad and Tobago	TTO	780
53	Barbados	BRB	52
54	Dominica	DMA	212
55	Grenada	GRD	308
56	St. Lucia	LCA	662
57	St. Vincent and the Grenadines	VCT	670
58	Antigua & Barbuda	ATG	28
60	St. Kitts and Nevis	KNA	659
70	Mexico	MEX	484
80	Belize	BLZ	84
90	Guatemala	GTM	320
91	Honduras	HND	340
92	El Salvador	SLV	222
93	Nicaragua	NIC	558
94	Costa Rica	CRI	188
95	Panama	PAN	591
100	Colombia	COL	170
101	Venezuela	VEN	862
110	Guyana	GUY	328
115	Suriname	SUR	740
130	Ecuador	ECU	218
135	Peru	PER	604
140	Brazil	BRA	76
145	Bolivia	BOL	68
150	Paraguay	PRY	600
155	Chile	CHL	152
160	Argentina	ARG	32
165	Uruguay	URY	858
200	United Kingdom	GBR	826
205	Ireland	IRL	372
210	Netherlands	NLD	528

ISO-3 alpha	State Name	COW CCode	ISO-3 Numeric
211	Belgium	BEL	56
212	Luxembourg	LUX	442
220	France	FRA	250
221	Monaco	MCO	492
223	Liechtenstein	LIE	438
225	Switzerland	CHE	756
230	Spain	ESP 7	24
232	Andorra	AND	20
235	Portugal	PRT	620
240	Hanover		
245	Bavaria		
255	Germany	DEU	276
260	German Federal Republic		280
265	German Democratic Republic	DDR	278
267	Baden		
269	Saxony		
271	Wuerttemburg		
273	Hesse Electoral		
275	Hesse Grand Ducal		
280	Mecklenburg Schwerin		
290	Poland	POL	616
300	Austria-Hungary		
305	Austria	AUT	40
310	Hungary	HUN	348
315	Czechoslovakia	CSK^*	200
316	Czech Republic	CZE	203
317	Slovakia	SVK	703
325	Italy	ITA	380
327	Papal States		
329	Two Sicilies		
331	San Marino	SMR	674
332	Modena		
335	Parma		
337	Tuscany		
338	Malta	MLT	470
339	Albania	ALB	8
341	Montenegro	MNE	499
343	Macedonia	MKD	807
344	Croatia	HRV	191
345	Yugoslavia	YUG	890
346	Bosnia and Herzegovina	BIH	70
347	Kosovo	UNK*	

ISO-3 alpha	State Name	COW CCode	ISO-3 Numeric
349	Slovenia	SVN	705
350	Greece	GRC	300
352	Cyprus	CYP	196
355	Bulgaria	BGR	100
359	Moldova	MDA	498
360	Romania	ROU	642
365	Russia	RUS	643
366	Estonia	\mathbf{EST}	233
367	Latvia	LVA	428
368	Lithuania	LTU	440
369	Ukraine	UKR	804
370	Belarus	BLR	112
371	Armenia	ARM	51
372	Georgia	GEO	268
373	Azerbaijan	AZE	31
375	Finland	FIN	246
380	Sweden	SWE	752
385	Norway	NOR	578
390	Denmark	DNK	208
395	Iceland	ISL	352
402	Cape Verde	CPV	132
403	Sao Tome and Principe	STP	678
404	Guinea-Bissau	GIN	624
411	Equatorial Guinea	GNQ	226
420	Gambia	GMB	270
432	Mali	MLI	466
433	$\mathbf{Senegal}$	SEN	686
434	Benin	BEN	204
435	Mauritania	MRT	478
436	Niger	NER	562
437	Cote d'Ivoire	CIV	384
437	Ivory Coast	CIV	384
438	Guinea	GIN	324
439	Burkina Faso	BFA	854
450	Liberia	LBR	430
451	Sierra Leone	SLE	694
452	Ghana	GHA	288
461	Togo	TGO	768
471	Cameroon	CMR	120
475	Nigeria	NGA	566
481	Gabon	GAB	266
482	Central African Republic	CAF	140
483	Chad	TCD	148

ISO-3 alpha	State Name	COW CCode	ISO-3 Numeric
484	Congo-Brazzaville	COG	178
484	Congo	COG	178
490	Congo-Kinshasa	COD	180
490	Zaire	COD	180
490	Democratic Republic of the Congo	COD	180
500	Uganda	UGA	800
501	Kenya	KEN	404
510	Tanzania	TZA	834
511	Zanzibar	EAZ	
516	Burundi	BDI	108
517	Rwanda	RWA	646
520	Somalia	SOM	706
522	Djibouti	DJI	262
530	Ethiopia	ETH	231
531	Eritrea	ERI	232
540	Angola	AGO	24
541	Mozambique	MOZ	508
551	Zambia	ZMB	894
552	Zimbabwe	ZWE	716
553	Malawi	MWI	454
560	South Africa	ZAF	710
565	Namibia	NAM	516
570	Lesotho	LSO	426
571	Botswana	BWA	72
572	Swaziland	SWZ	748
580	Madagascar	MDG	450
581	Comoros	COM	174
590	Mauritius	MUS	480
591	Seychelles	SYC	690
600	Morocco	MAR	504
615	Algeria	DZA	12
616	Tunisia	TUN	788
620	Libya	LBY	434
625	Sudan	SDN	736
630	Iran	IRN	364
640	Turkey	TUR	792
645	Iraq	IRQ	368
651	Egypt	EGY	818
652	Syria	SYR	760
660	Lebanon	LBN	422
663	Jordan	JOR	400
665	Israel	ISR	376
670	Saudi Arabia	SAU	682

ISO-3 alpha	State Name	COW CCode	ISO-3 Numeri
678	Yemen Arab Republic	YEM	886
679	Yemen	YEM	887
680	Yemen People's Republic	YMD	720
690	Kuwait	KWT	414
692	Bahrain	BHR	48
694	Qatar	QAT	634
696	United Arab Emirates	ARE	784
698	Oman	OMN	512
700	Afghanistan	AFG	4
701	Turkmenistan	TKM	795
702	Tajikistan	TJK	762
703	Kyrgyz Republic	KGZ	417
703	Kyrgyzstan	KGZ	417
704	Uzbekistan	UZB	860
705	Kazakhstan	KAZ	398
710	China	CHN	156
712	Mongolia	MNG	496
713	Taiwan	TWN	158
730	Korea		
731	Democratic Republic of Korea	PRK	408
731	North Korea	PRK	408
732	Republic of Korea	KOR	410
732	South Korea	KOR	410
740	Japan	JPN	392
750	India	IND	356
760	Bhutan	BTN	64
770	Pakistan	PAK	586
771	Bangladesh	BGD	50
775	Myanmar	MMR	104
780	Sri Lanka	LKA	144
781	Maldives	MDV	462
790	Nepal	NPL	524
800	Thailand	THA	764
811	Cambodia	KHM	116
812	Laos	LAO	418
816	Vietnam	VNM	704
817	Republic of Vietnam	VDR*	101
820	Malaysia	MYS	458
820 830	Singapore	SGP	438 702
835	Brunei	BRN	96
835 840	Philippines	PHL	90 608
$\frac{840}{850}$	Indonesia	IDN	360
850 860	East Timor	TMP*	626
000	East I HHOF	T INLL ,	020

ISO-3 alpha	State Name	COW CCode	ISO-3 Numeric
910	Papua New Guinea	PNG	598
920	New Zealand	NZL	554
935	Vanuatu	VUT	548
940	Solomon Islands	SLB	90
946	Kiribati	KIR	296
947	Tuvalu	TUV	798
950	Fiji	FJI	242
955	Tonga	TON	776
970	Nauru	NRU	520
983	Marshall Islands	MHL	584
986	Palau	PLW	585
987	Federated States of Micronesia	\mathbf{FSM}	538
990	Samoa	WSM	882