DIPLOMETRICS:
INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS

DATA CODEBOOK

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1.1 The Goals of the Project

The goal of this project is to collect data on the extent and intensity of major international non-governmental organizations (INGOs) programs across the world since 1990. This project tracks both the programmatic operations and source support from countries of operation for each INGO examined.

1.2 Defining INGOS

International non-governmental organizations are "private, self-governing, formal, and non-profit," institutions (Vakil 1997, 2059), meaning they operate outside of governmental control, function independently, have organizational headquarters and founding documents, and are not commercial enterprises. We categorized INGOs by the type of work conducted, based on categorical definitions used by the UN ("United Nations Rule of Law" 2014). These categories include advocacy, programmatic, networking, and fundraising INGOs.

1.3 Spatial-Temporal Domain

The data has a temporal range between 1990-2020 and uses the members of the interstate system version 3 (MISV3) list, developed by the Pardee Center for International Futures (Jonathan Moyer, David Bohl, and Sara Turner 2014).

1.4 Identifying Cases and Sources

The unit of analysis for coding is the individual INGO-country-year. The following sources were used in data collection, listed in order of priority:

a) Annual reports
b) Country lists from organization website
c) Country profiles on organization website
d) Publications
e) Separate country websites (e.g. Oxfam Canada vs. Oxfam Germany)
f) Archived web pages (e.g. archive.web.org)
g) Yearbooks of International Organizations
h) Country-specific tax documentation
i) Organization social media

Data collection was conducted using self-reported materials and the sources used to code each organization were determined based on materials produced by the INGO in question. Though print versions of many of the materials existed, most information was pulled from organizations' websites or from archived web pages. The above prioritization of sources was determined in part by the importance of each source to an organization. Materials published by the INGO itself for public consumption were deemed to be more informationally complete and contained more specific depictions of the organization's work than secondary sources. Any time an organization reported having worked in a country, this was coded as a programmatic reach. Programmatic operations are determined based on specific thresholds.

For the initial project, 40 major INGOs were identified from an initial list of more than 12,000 pulled from the UN Department of Economic and Social Affairs ("United Nations Department of Economic and Social Affairs" 2014) and the World Association of NGOs ("Worldwide Association of NGOs" 2014). These 12,000+ organizations were ranked by number of mentions in English language news sources between January and June 2014, using the Buzzchurn web scraping tool.[1] INGOs mentioned at least six times made the shortlist for possible investigation. We identified additional INGOs from a global ranking of top 500 NGOs[2] and the list of organizations with "general

[1] Buzzchurn was an RSS feed aggregation software developed by the Pardee Center. It gathered news feeds on an hourly basis and allowed users to analyze the content by searching for keywords and identifying the source article.
[2] www.ngoadvisor.net

consultative status" with the UN. We selected 90 top programmatic INGOs from those two lists by examining their respective budgets and geographical scope in addition to supplemental source analysis.

Only programmatic organizations were considered, meaning that an organization had to be working in a country to be coded. Networking, advocacy, and fundraising organizations were excluded from the dataset to ensure we are measuring only organizations that conduct similar activities, namely the rendering of aid directly within countries of their focus. Networking organizations were excluded because of the difficulty of quantifying network membership and the problem of quantifying member roles within those organizations. Fundraising organizations were excluded due to the difficulty of tracking the origin and distribution of funds in a reliable manner. Advocacy organizations were omitted due to their lack of scope in operations, largely being present in a "headquarters" country and writing reports on other states, but not rendering aid to the countries they research.

1.5 Coding System (How determinations were made for classifying variables)

Organizations were coded for both the countries from which they obtain their administrative and/or financial support (source countries) and the countries in which they do their work (operations countries) as detailed below.

Coding Source Countries

For the purposes of coding, we defined a source country using a combination of funding, administration, and agenda setting/autonomy. A country's satisfaction of these criteria determined whether the country was coded as a source country and the "level" of the source country. The highest level of engagement was coded as an S-3 and the lowest level of engagement was coded as S-1, with S-0 indicating no source support from that country. These three levels capture the whole spectrum of involvement by country offices with the umbrella INGO. The separate levels of 'sourceness' provide a relative measure of involvement on an organizational basis based on how duties are distributed among country offices within the organization. The source level coding structure is based on different organizational roles that each office can play, with the most engaged offices (S-3) fulfilling all roles.

Category	**Criteria**	**Explanation**	**Examples**
Funding	Country office produces financial resources for countries other than itself (at least USD 500,000).	Country branch provides core funding for other country branches. Could include non-monetary forms of support, such as supplies, land, etc.	Doctors Without Borders (MSF-USA) fulfilled this criterion by spending USD 171m on international projects in 2012.
	Primary financial source for in-country operations is country itself.	Core funding for the country branch comes from the country in which it is based. Demonstrates financial independence from the umbrella INGO.	MSF-USA fulfilled this criterion by raising USD 174m from individuals in 2012, enough to cover domestic work.
Administration	Office oversees operations in countries other than the one in which it is based.	Country branch provides administrative and/or logistical support for operations in two or more other countries.	MSF maintains an office in Argentina that also serves as the administrative office for operations in Chile and Paraguay
Autonomy/ Agenda-Setting	Independent website	Must have its own domain – cannot merely be a page on the umbrella INGO's website.	Doctorswithoutborders.org and MSF.org are both websites for Médecins Sans Frontières, but represent the US branch and international organization respectively.

	Independent leadership structure	Country branch has its own board of directors. If this information is unavailable, the job title of the most senior official in the country branch may be helpful. For example, if the top position in the country branch is "Executive Director" vs "Chief of Party" or "Country Director", it should satisfy this variable.	Every Amnesty International (AI) structure and section must have a board of directors. This demonstrates the democratic nature of the AI model and the autonomy of national bodies.
	Voting	Country branch has voting rights for decisions made by the umbrella INGO. Typically, this will be a designated spot on or guaranteed vote at an international council.	Every Amnesty International country section and structure has voting rights, proportional to size, on the International Council.
	Messaging/Strategy	Country-specific campaigns produced by the local office and/or messaging based on grass-roots activism might be considered sufficient to satisfy this variable.	Amnesty International country structures and sections have their choice of AI campaigns they can opt in to.

Source Code	**Criteria/Variables**
3	Meets at least 50% of criteria in all three categories
2	Meets at least 50% of criteria in two categories
1	Meets at least 50% of criteria in one category
0	Does not meet at least 50% of criteria in one category

Coding Operations Countries

Countries were coded with operational ("O") scores, which reflect different work accomplished by the INGOs, but also different levels of acceptance, or receptivity, by the host government. The higher score, O-2, reflects operations where the host government allows more long-term in-country activities. The lower score, O-1, includes operations where the INGO has a temporary presence and does not maintain ongoing physical facilities. Some form of permission from the "host" state is required for an O-1 or O-2 operation to be conducted, given the in-country nature of the work.

Operation Score	**Function**	**Criteria**	**Examples**
2	In and On	INGO has an established physical presence in the country and is also providing services to that country.	International Rescue Committee establishes and operates a refugee camp in South Sudan.
1	On	INGO is providing services/aid to country without having an established physical presence. For example, sending tents,	International Rescue Committee sends emergency food and hygienic aid to Indonesia, flying out of Australia.

		food, or medical supplies in the wake of a natural disaster.	
0	None	The INGO is not currently providing any programmatic operations in the country.	Countries where an INGO draws source funding, but does not render services. i.e. a "headquarters" country.

Confidence Rating (CR) Scores
For each source and operation observation, a confidence rating (CR) was given to capture variations in reporting on a scale from 1 to 5, with 1 denoting highest confidence and 5 denoting lowest confidence. If information was presented in an explicit manner, it received a confidence rating score of 1. All data were self-reported and so any claim that work was being done was taken at face value (see the below chart for better explanations and examples from the dataset.).

A higher CR score indicates that the information that was used to code a source or operation was less clear or not available. Again, there are many cases where it may be unclear how engaged a specific country office was or how involved an organization was in a country. The CR helped quantify this uncertainty without changing the source or operations coding.

CR 4 and CR 5 scores were applied less frequently and usually involved large data gaps. If an organization uses the identical data for multiple years without updating them, it is more likely to be a CR 4 or CR 5 depending on how long the data remained the same. Also, if there was less explicit certainty across organizations in reporting practices, which we found more frequently pre-2016.[3]

Confident Interval (CR) Score	**Meaning**	**Explanation**	**Example**
1	Explicit	No ambiguity at all. When, where, and what are all clearly stated.	"Catholic Relief Services began operations in Rwanda before 1960, providing humanitarian assistance from neighboring countries until it established an office in 1963."
2	Implied	Some aspects of the line of coding are not explicit, but the desired meaning is clear.	"For more than 50 years, CRS has taken the lead in responding to natural and man-made disasters affecting Ethiopia's most vulnerable communities."
3	Assumed	Aspects of the code line may miss direct confirmation but, based on other information, the coding decision is reasonable.	International Center for Transitional Justice has an office in Belgium, but does not provide services in Belgium, nor does it describe the role of that office. It is reasonable to assume that, at the very least, the Belgium office either conducts fundraising activities or administers other offices.
4	Guessed	A significant amount of data are missing.	World Resource Institute has no country data from 2002–2009, however, it does publish a list of "Partners." The nature of this relationship is unclear.

[3] The exception being 2019, which reflected a sudden increase in less than "explicit" CR for a smaller sample of countries, attributable to poor reporting for some larger INGOs in the year.

5	Dubious	Obvious problems with available data. Not enough context for an educated guess.	If the only data available were from the Yearbook of International Organizations and the same data had been used for 10 years without being updated.

Budget and Staff
Accurate historical budget data was hard to find, but more recent budgets can be found through an organization's 990 form filed with the IRS (if a U.S. organization) or from annual reports. Staff size was also difficult to quantify in certain instances, as reporting of staff numbers was not a universally standard practice. This information was gathered where available, but reporting was inconsistent between organizations.

1.6 Decision-Making Guidelines

Sources
The original headquarters were likely to remain an S-3 throughout the existence of the organization, though there were cases where the head office had closed in order to move to another country, such as the case with CARE International. The difference between the levels of source are sometimes minute, but S-3 sources were always the most engaged, providing administrative support to other nations, raising funds for the organization as a whole and enjoying a great deal of autonomy or agenda-setting power. Often, S-1 countries were used in regional coordination (e.g. International Committee of the Red Cross) and had little autonomy and no fundraising responsibilities for anything other than domestic use. If an office coordinated responses in multiple countries, it was coded as at least S-1, but if it had the ability to set its own agenda, it was more likely coded as S-2. Having its own board, country website, or country-specific advocacy programs were all indicators of autonomy.

Operations
Operations were clearer than sources for coding purposes. O-2 countries always had individuals from the organization operating in-country. Country offices were a good indicator of in-country operations. There were a few cases where a country office existed only to assist a neighboring nation (e.g. CARE's Pakistan office acting only in Afghanistan) and, in these cases, the nation in which the office was located was coded as O-0.[4]

O-1 codes applied to cases when an organization sent material supplies to a country without having a physical presence, as is the case with Heifer International. Organizations may have collaborated with local organizations for distribution, but the INGO being coded still had an O-1 presence rather than an O-2 presence. Also, if a country qualified for both an O-1 and an O-2 operations scores, the higher code (O-2) was selected.

1.7 Vetting Process

For the vetting process, a random sample of about 10 percent of each organization's data was checked for accuracy. The confidence rating scores and notes for each organization enabled sources to be double-checked easily for the initial 40 INGOs. Disparities in coding were discussed with the coder responsible for data collection. Additional INGO-years were vetted by each coder during the development of the additional 60.

[4] Post-2015, there was a notable increase in 2 type operations and corresponding decrease in 1 type operations. Rather than a sudden increase, we expect the previous year values may have underestimated 2 values due to uncertainty bounds, which resulted in data being coded more often as a 1 in the absence of compelling evidence that these were 2 operations.

2.1 Variables

ID

Individual INGO-Year-Country identification numbers.

INGO
Full name of the INGO.

Year
Year of the INGO program.

Country
Country location of the INGO program.

Region
Denotes regions of the host country with some special status where the INGO is operating. May include semi-autonomous or semi-sovereign regions. For all programs operating in these regions, we note the region but still count it as being within the broader country, as recognized by the United Nations (with some exceptions). In the event the INGO was noted in the source as operating within a special region and the recognized core territories, both are noted; i.e. "Puerto Rico; United States."

OperationsBlend
Short-form code for the type of operation being conducted by the INGO within the country and year.

OperationsScore
Long-form code for the type of operation being conducted by the INGO within the country and year.

OperationsConfidence
Confidence rating score associated with the operations score for the INGO in the country and year.

SourceBlend
Short-form code for the type of source support being received by the INGO within the country and year.

SourceScore
Long-form code for the type of source support being received by the INGO within the country and year.

SourceConfidence
Confidence rating score associated with the source score for the INGO in the country and year.

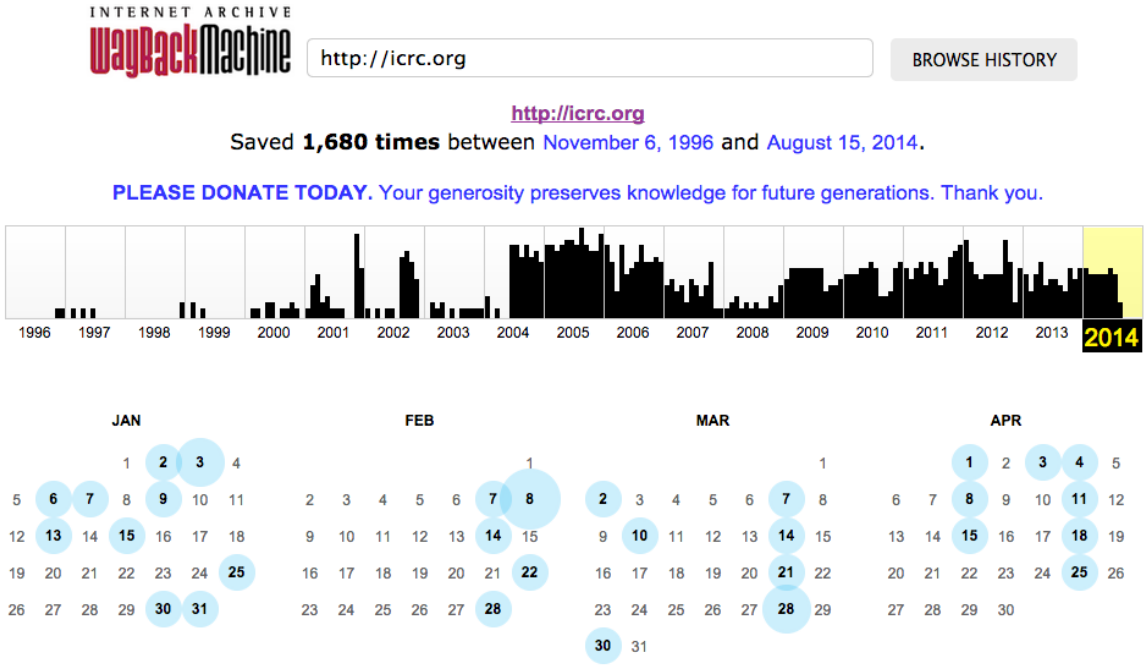
FIODI (Foreign INGOs Operating Domestically Index)
This index captures INGOs operating within a country for which there is no domestic source support. Each INGO-Country-Year is coded 1 if the operations score = 1,2 and source score = 0. All other variations are assigned a value of 0.

DSIAI (Domestic Support for INGOs Abroad Index)
DSIAI represents those organizations present within a nation that have no operations, only sourcing from, but not operating in the country. Each INGO-Country-Year is coded 1 if the operations score = 0 and source score = 1,2,3. All other variations are assigned a value of 0.

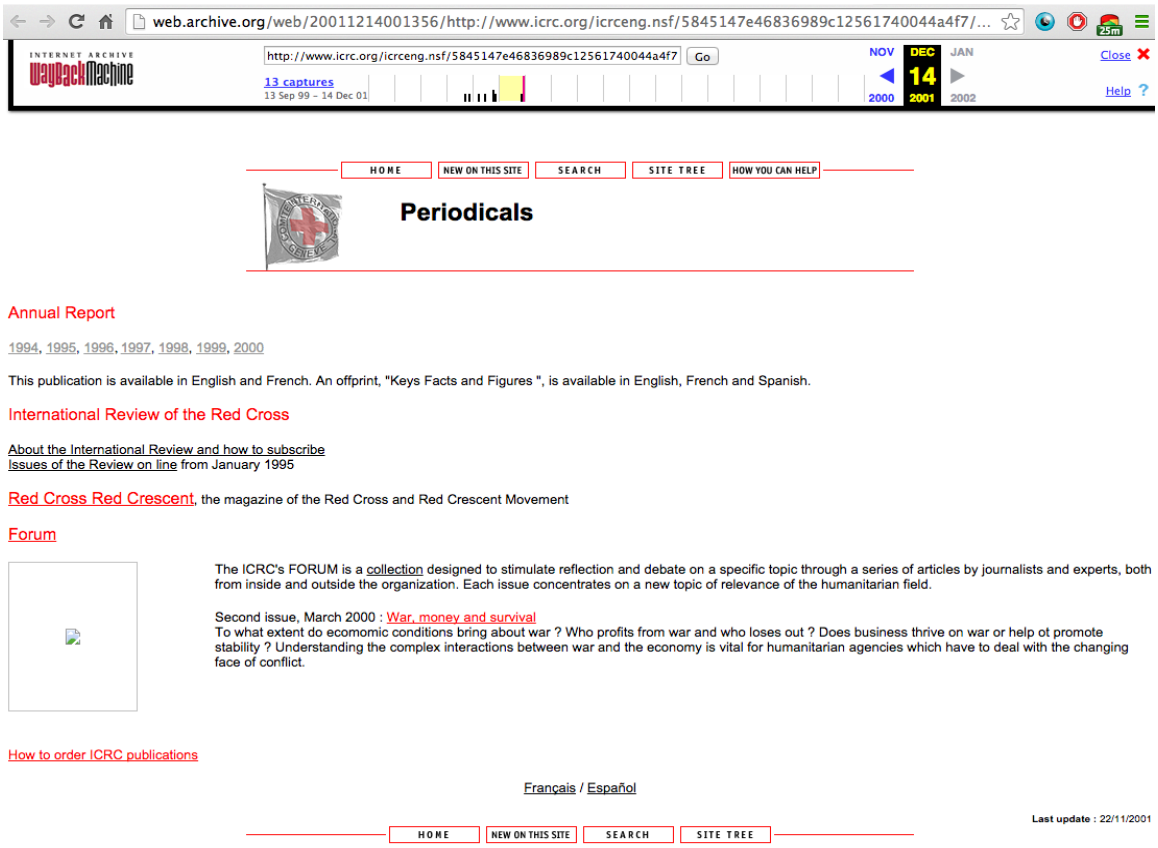
DSIODI (Domestic Support for INGOs Operating Domestically Index)
The DSIODI is the opposite of the FIODI variable, capturing those organizations that both operate in and have support from the domestic populace. Each INGO-Country-Year is coded 1 if the operations score = 1,2 and source score = 1,2,3. All other variations are assigned a value of 0.

Working with archives

Archived websites were used in the same way as current websites, though data become scarcer the older the archives. Some older sites would have the landing page archived, but were missing logs for the sub-pages. Older iterations of websites were accessed through www.archive.org ("Internet Archive" 2014). Archives are snapshots of websites during the year that are accessible as a separate site. In the image below, each blue circle is a separate snapshot and the timeline shows the number of snapshots available for each year. Older website versions will often have similar data to newer versions and often list country programs or have country profiles relevant to work taking place at that time. Archived sites will often contain information on projects that have ended. With archived sites, it is possible to track closely the information provided by the organization and, when an organization delists a country or project, it is reasonable to assume that the project has ended.



Annual reports were preferable to website data in most cases. Downloadable documents were sometimes available on archived websites even if not available on the current site. Each site snapshot captured different pieces of the website and downloadable reports were not available in every snapshot. If a document was not available in a particular snapshot, other snapshots within that year sometimes contained the relevant document.



Note: The Internet Archive does not track name changes or web address changes. If an organization switched domain names, older domain names were used to browse the archives. The Yearbooks were good sources for this information as they provided a web address where applicable. Previous annual reports also listed old web addresses as well.

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