

## A.2: Coding scheme

Name of IO: ..... [fill out in header]

99: no documentation/ no written rules; 98: not applicable

### A. INSTITUTIONAL STRUCTURE

NAME	BODY
	Assembly 1 (A1)
	Assembly 2 (A2)
	Assembly 3 (A3)
	Executive 1 (E1)
	Executive 2 (E2)
	Executive 3 (E3)
	Executive 4 (E4)
	Executive 5 (E5)
	General Secretariat (GS1)
	General Secretariat (GS2)
	Dispute settlement (DS1)
	Dispute settlement (DS2)
	Consultative body 1 (CB1)
	Consultative body 2 (CB2)
	Consultative body 3 (CB3)

[Note: Code each institution separately.]

An IO assembly is a) a plenary body consisting of all member states; b) with a rule making function as supreme legislative authority; that c) is usually responsible for the composition of one or more IO bodies. We code up to three assemblies.

An IO executive is a) responsible for the execution of rules (laws); b) with a rule making function within guidelines set by the IO assembly. We code up to three executives.

An IO general secretariat is a) responsible for running the IO's headquarters, keeping records, and representing the IO to the outside world; and b) is also often charged with preparing and implementing decisions, conducting or commissioning background research, and monitoring member state compliance. We code up to two general secretariats.

An IO consultative body has a) some formal status as a recognized body or channel; b) possesses the right to be consulted on an ongoing basis; and c) is composed of non-state actors. We code up to three consultative bodies.

## 1) ASSEMBLY: A1 to A3

<p><b>I. How are members of the assembly selected?</b></p> <p>0 All members of the assembly are selected by member states</p> <p>1 A majority, but not all, members of the assembly are selected by member states</p> <p>2 At least fifty percent of the members of the assembly are selected by parliaments, subnational governments, or other non-member state actors</p> <p>3 At least fifty percent of the members of the assembly are popularly elected</p>
<p><b>II. Do members of the assembly directly represent member states?</b></p> <p>0 All members of the assembly receive voting instructions from their government</p> <p>1 A majority, but not all, members of the assembly receive voting instructions from their government</p> <p>2 Fifty percent or less of the members of the assembly receive voting instructions from their government</p>
<p><b>III. Is voting weighted?</b></p> <p>0 No</p> <p>1 Yes</p>
<p><b>III.a. If yes, what is the basis of weighted voting?</b></p> <p>If so, what is the basis: population, GDP, geography, financial contribution?</p>

## 2) EXECUTIVE: E1 to E5

### IV.a. Who proposes the head of the executive?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

### IV.b. Who appoints the head of the executive?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**V.a. Who proposes the members of the executive?**

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**V.b. Who appoints the members of the executive?**

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

<p><b>VI. How are members of the executive selected?</b></p> <p>0 All members of the executive are selected by member states. 1 A majority, but not all, members of the executive are selected by member states. 2 At least fifty percent of the members of the executive are selected by parliaments, subnational governments, or other non-member state actors.</p>
<p><b>VII. Do member states have full or partial representation?</b></p> <p>0 All member states are represented in the executive. 1 A subset of member states is represented in the executive.</p>
<p><b>VIII. Do members of the executive directly represent member states?</b></p> <p>0 All members receive voting instructions from their government. 1 Fifty percent or more, but not all, members receive voting instructions from their government. 2 Fewer than fifty percent of the members receive voting instructions from their government.</p>
<p><b>IX. Does representation in the executive deviate from one member, one vote?</b></p>
<p><b>IX.a. Is a subset of seats reserved for particular members?</b></p> <p>0 No 1 Yes</p> <p>If yes, what is the basis: financial contribution, economic interest, geopolitical weight, nuclear capability, host country?</p>
<p><b>IX.b. Is voting weighted?</b></p> <p>0 No 1 Yes</p> <p>If yes, what is the basis: population, GDP, geography, financial contribution?</p>
<p><b>IX.c. Does weighted voting provide some member states with a veto?</b></p> <p>0 No 1 Yes</p> <p>If yes, which countries can exercise a veto?</p>

### 3) GENERAL SECRETARIAT: GS1 to GS2

#### X. Who selects the head of the General Secretariat?

	Who decides?															
What is the decision rule?	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

#### XI. Who can remove the head of the General Secretariat?

	Who decides?															
What is the decision rule?	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**XII. What is the length of tenure?**

Number of years or indeterminate: .....

**XIII. Is there an oath of independence or formal protection of IO bureaucracy impartiality and independence?**

- 0 No
- 1 Yes

**4) CONSULTATIVE BODIES: CB1 to CB3**

**XIV. Is there a standing channel or consultative body composed of non-state representatives?**

- 0 No channel/consultative body
- 1 One channel/consultative body
- 2 More than one channel/consultative body

**XV. Who is it composed of?**

**XV.a. CB1 [name]:** .....

- 1 Private representatives (e.g. business, trade unions, social movements, professional experts)
- 2 A combination of private representatives and public non-state representatives
- 3 Public non-state representatives selected by national or subnational assemblies
- 4 Public non-state representatives who are directly elected

**XV.b. CB2 [name]:** .....

- 1 Private representatives (e.g. business, trade unions, social movements, professional experts)
- 2 A combination of private representatives and public non-state representatives
- 3 Public non-state representatives selected by national or subnational assemblies
- 4 Public non-state representatives who are directly elected

**XV.c. CB3 [name]:** .....

- 1 Private representatives (e.g. business, trade unions, social movements, professional experts)
- 2 A combination of private representatives and public non-state representatives
- 3 Public non-state representatives selected by national or subnational assemblies
- 4 Public non-state representatives who are directly elected

## B. DECISION MAKING

### MEMBERSHIP: ACCESSION

#### XVI.a. Who can initiate the accession of new members?

	Who decides?															
What is the decision rule?	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

#### XVI.b. Who makes the final decision on the accession of new members?

	Who decides?															
What is the decision rule?	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

#### XVII. Is ratification on accession by existing member states required?

- 0 Every member state must ratify accession for it to come into effect.  
 1 Ratification by a subset of member states is required for accession to come into effect.  
 2 Ratification is not required for accession to come into effect.



## MEMBERSHIP: SUSPENSION

### XVIII.a. Who can initiate the suspension of a member state?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

### XVIII.b. Who makes the final decision on the suspension of a member state?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

## CONSTITUTIONAL REFORM

### XIX.a. Who can initiate constitutional reform?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

### XIX.b. Who makes the final decision on constitutional reform?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

### XX. Is ratification of constitutional reform required?

- 0 Every member state must ratify the constitutional reform for it to come into effect.
- 1 The constitutional reform comes into effect only for those member states that ratify.
- 2 Ratification by a subset of member states is required for the constitutional reform to come into effect for all member states.
- 3 Ratification is not required for the constitutional reform to come into effect.

## FINANCIAL DECISION MAKING

### XXI. Does the IO have independent revenue?

- 0 IO revenue consists of ad hoc or discretionary member state financing.
- 1 IO revenue consists of routinized, non-discretionary member state contributions (e.g. tied to GDP per capita)
- 2 IO revenue consists of routinized, non-discretionary member state contributions and the IO has own resources amounting to at least one quarter of its budget raised beyond the control of its member states (e.g. donations, grants, taxes, fees, bonds).

### XXII.a. Who drafts the budget?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

### XXII.b. Who makes the final decision on the budget?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**XXIII. Is budgetary decision making binding?**

- 0 Budgetary decision making is not binding.
- 1 Budgetary decision making is binding unless a member state opts out of a program or financial commitment.
- 2 Budgetary decision making is binding.

**XXIV.a. Who can initiate proceedings on financial compliance?**

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**XXIV.b. Who makes the final decision on financial compliance?**

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

## POLICY MAKING: POLICY 1 TO POLICY 5

- passing protocols or conventions;
- passing recommendations or declarations;
- passing laws, regulations, decisions, directives;
- designing, selecting, or running programs/ projects; allocating resources (funding, personnel) to programs/ projects;
- monitoring standards or practices

Please discuss briefly in the profile which levels of policy making there are and which of these seems most appropriate to code. If more than one policy stream is related to the core purpose of the IO and has a distinct set of actors or rules at any stage in the decision making (that is, they produce different scores in our coding), code one or more additional policy streams.

### XXV.a. Who can initiate policy?

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**XXV.b. Who makes the final decision on policy?**

	Who decides?															
	Member states	Assembly 1	Assembly 2	Assembly 3	Executive 1	Executive 2	Executive 3	Executive 4	Executive 5	Head of Executive	General Secretariat 1	General Secretariat 2	Other non-state actor	Rotation	Automatic procedure	No written rule
<b>What is the decision rule?</b>																
Unanimity/ consensus																
Selective veto																
Supermajority																
Majority																
Voting not applicable																
No written rule																

**XXV.c. What is the role of the general secretariat in initiating policy?**

- 0 The general secretariat has no formal role in initiating policy.
- 1 The general secretariat has a formal role in initiating policy, but does not monopolize agenda setting.
- 2 The general secretariat has a formal monopoly of initiative or is the only body with a formal role in agenda setting.

**XXVI. Are policy decisions binding?**

- 0 Policy decisions are not binding.
- 1 Policy decisions are binding unless a member state explicitly opts out.
- 2 Policy decisions are binding.

**XXVII. Is ratification of policy required?**

- 0 Every member state must ratify the policy for it to come into effect.
- 1 The policy comes into effect only for those member states that ratify.
- 2 Ratification by a subset of member states is required for the policy to come into effect for all member states.
- 3 Ratification is not required for the policy to come into effect.

## DISPUTE SETTLEMENT: DS1 to DS2

<b>XXVIII. Is the dispute settlement system obligatory?</b>	
0	There is no dispute settlement.
1	The dispute settlement system is not obligatory; member states can opt out.
2	The dispute settlement system is obligatory; member states cannot opt out.
<b>XXIX. Is there an explicit right to third-party review of disputes concerning member state compliance?</b>	
0	There is no right to third-party review.
1	Access to third-party review is controlled by a political body.
2	There is an automatic right to third-party review.
<b>XXX. How is the tribunal composed?</b>	
0	There is no tribunal.
1	The tribunal is composed of ad hoc arbitrators.
2	The tribunal has a standing body of justices who rule collectively on all disputes during extended terms of service.
<b>XXXI. Is adjudication binding?</b>	
0	Adjudication is not binding.
1	Adjudication is binding if there is ex ante agreement among disputing parties or if approved post hoc by a political body.
2	Adjudication is directly binding.
<b>XXXII. Do non-state actors have legal standing?</b>	
0	Only member states can initiate dispute resolution.
1	The international secretariat (or other IO body) can initiate dispute resolution.
2	Non-state actors as well as state actors can initiate dispute resolution.
<b>XXXIII. Is there a remedy for non-compliance to the ruling?</b>	
0	There is no remedy for non-compliance.
1	The remedy for non-compliance is retaliatory sanctions.
2	Court rulings have direct effect.
<b>XXXIV. Is there a preliminary ruling system of national court referrals?</b>	
0	There is no preliminary ruling system.
1	There is a preliminary ruling system, but no national court is required to ask for a ruling.
2	There is a preliminary ruling system and some national courts are required to ask for a ruling.