**Name of IO: ………………… [fill out in header]**

99: no documentation; 98: not applicable

**A. INSTITUTIONAL STRUCTURE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Assembly 1 (A1)** | **Assembly 2 (A2)** | **Executive 1 (E1)** | **Executive 2 (E2)** | **General Secretariat**  **(GS1)** |
| **Does the IO have …** |  |  |  |  |  |
| **How is it called?** |  |  |  |  |  |

**[Note: Code each institution separately.]**

**An assembly (legislature) has a) a representative function; b) a rule making function which may be either general guidance or rule specific; and c) an accountability function with respect to the executive (again, this can be strong or weak). Code up to three assemblies.**

**An executive (government) is a) responsible for the execution of rules (laws) and oversees implementation and b) for regular policy making within the law. This usually involves considerable discretion (hence overlap with the functions of the assembly). Code up to three executives.**

**A general secretariat (civil service, bureaucracy) is responsible for a) preparing the agenda (directives/ regulations/resolutions/international agreements) and b) implementing legislation. Code up to two general secretariats.**

**1) ASSEMBLY: A..**

**I. How are members of the assembly selected?**

**0**: 100% by member states

**1**: <100% by member states

**2**: 50% or more selected by parliaments, regional or local governments, non-state   
 actors (trade unions, business associations, medical associations, or popular  
 election …)

**3**: 100% through popular election by citizens

**II. Are member states directly represented in the assembly?** [e.g. the EU Council of Ministers, the Bundesrat, where member states (Länder) are represented and determine voting]

**0:** 100% of the assembly

**1:** <100% of the assembly

**2:** >50% of the assembly

**III. Is voting weighted? [**Weights could be by e.g. population, GDP, geography, financial contribution.]

**0**: No

**1**: Yes *Basis of weighted voting*:.......................................

**2) EXECUTIVE: E..**

**IV. Who selects the head of the Executive?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Assembly | Executive | Member states | Rotation | No written rules |
| **Who proposes the head?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto (subset of members have veto)  **2:** supermajority (i.e. >51% of votes)  **3**: majority |  |  |  |  |  |
| **Who selects?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto (subset of members have veto)  **2:** supermajority  **3**: majority |  |  |  |  |

**V. Who selects the members of the Executive?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Assembly | Executive | Member states | Head of the Executive | Rotation | No written rules |
| **Who proposes members?** |  |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |  |  |  |  |
| **Who selects?** |  |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |  |  |  |

**VI. What is the composition of the Executive?**

**0:** 100% member states

**1:** <100% member states

**2:** 50% or more selected by parliaments, regional or local governments, non-state  
 actors (trade unions, business associations, medical associations, or popular  
 election …)

**VII. Full or partial member state representation in the Executive?**

**0:** Allmember states are represented

**1:** A subset of member states is represented

**VIII. Direct or indirect member state representation in the Executive?**

**0:** Direct (e.g. UN Security Council—usually national diplomats, national civil servants, national ministers): member state representatives on the executive are given formal voting instructions by their government (or group of governments), or governments vote directly

**2:** Indirect: member state representatives on the executive are not given formal voting instructions (e.g. oath of independence)

**IXa. Is a subset of seats reserved for particular members? [other than geographical balance or distribution, e.g. Africa has 10 seats, Asia has 15 seats]**

**0:** no

**1:** yes; **reservation is based on: .....................................**

**IXb. Is voting weighted? [**Weights could be by e.g. population, GDP, geography, financial contribution.]

**0**: no

**1**: yes; base of weighting is: ………………………………………….

**IXc**. Does weighted voting provide some member states with veto?

**0:** no

**1:** yes: (name country/ies): ..............................................................

**3) GENERAL-SECRETARIAT: GS..**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assembly | Executive | Member states |
| **Who selects?** |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |  |

**XI. What is the length of tenure for the head of the General Secretariat?**

Number of years or indeterminate**: …….**

**XII. Who can remove the head of the General Secretariat?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Assembly | Executive | Member states | No written rules |
| **Who decides?** |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |  |  |

**XIII. Who appoints staff to the General Secretariat? [IGNORE]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Y** | **N** | **99** |
| **Are a majority of posts distributed according to national quotas (given allocations of posts per country)?** |  |  |  |
| **Is a majority of staff on secondment from national capitals (i.e. staff is sent from national capitals to serve *IO* for a limited time?)** |  |  |  |
| **Does the *IO* hold a central exam/ apply meritocratic procedures to recruit a majority of its staff?** |  |  |  |

**4) CONSULTATIVE BODIES OF NON-STATE REPRESENTATIVES**

a) mention in profiles any informal and formal consultative arrangements

b) code only those which have some formal status – mentioned in treaty, protocol, or on website in organigram/ as institution/ body etc.

c) be open to the fact that a consultative body may be involved in decision process

**Code up to three consultative bodies**

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

**0:** No

**1:** Yes, one

**2:** Yes, more than one

**XV. If yes, write down name**

**CB1: ……………………………………**

**and indicate its predominant composition:**

**1:** private actor representatives (business, trade unions, social movements)

**2**: a mixture of public and private actors

**3**: public representatives (i.e. elected politicians) – selected by parliaments or assemblies, indirectly elected.

**4**: public representatives: popularly elected by citizens

**CB2:....................................**

**CB3:………………………………….B. AUTHORITY**

**1) MEMBERSHIP**

**Accession**

**XVI. Who decides?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A1 | E1 | GS1 | No written rules | Technocratic (eg. by virtue of UN membership) |
| **a) Who is involved in setting the agenda?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |
| **b) Who makes the final decision?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |

**XVII. Is ratification by existing member states required?**

**2:** no

**1**: yes, but only by a subset of member states to come into force

**0:** yes

[Note: r**atification:** requires explicit reference to a) ratification, or b) domestic procedures of approval. Letter or fax not sufficient.]

**Suspension/expulsion**

**XVIII. Who decides?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Assembly | Executive | General Secretariat | No written rules |
| **a) Who is involved in agenda setting?** |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |
| **b) Who makes final decision?** |  |  |  |  | |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |

**Note:** suspension refers to non-budget related suspension.

**2) CONSTITUTIONAL AMENDMENTS**

**XIX. Who decides?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A1 | E1 | GS1 | Member state | No written rules |
| **a) Who can initiate amendments/ set the agenda?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |
| **b) Who makes the final decision?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |

**XX. Is ratification required?**

**3:** no

**2:** Yes, The decision comes into force for all member states if ratified by a subset of member states (a);

**1:** Yes. The decision comes into force for only those member states that ratify if ratified by a subset of member states (b);

**0:** Yes. All member states must ratify for the decision to come into force (c).

**[Yes could mean:**  ***a)*** Yes. The decision comes into force for all member states if ratified by a subset of member states; ***b)*** Yes. The decision comes into force for only those member states that ratify if ratified by a subset of member states; ***c)*** Yes. All member states must ratify for the decision to come into force.

***Which of these three situations*** corresponds to the one of the *IO*?]

**3) FINANCES**

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

**0**: ad-hoc MS financing and unpredictable MS annual contributions

**1**: regular, predictable basis of contributions from MS as lump sums (e.g. on basis of GDP)

**2**: own sources based on specified MS taxes; non -state financing; independent revenues e.g. donations, grants, taxes, fees, bonds (min. 25%)

**XXII. Decision making on budgetary allocation [variation over spending priorities]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | A1 | E1 | GS1 |
| **a) Who drafts the budget, who is consulted?** |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |
| **b) Who makes the final decision?** |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |

**XXIII. Is decision making binding?**

**0:** No

**1:** Yes, but a member state can opt out of a particular program

**2:** Yes

**XXIV. Decision making on budgetary non-compliance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A1 | E1 | GS1 | Court/ arbitration panel | No written rules |
| **a) Who proposes the decision?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  | [Administrative Decision] | |  |
| **b) Who makes final decision?** |  |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  | [Administrative Decision] | |  |

**4) POLICY MAKING**

[Policy making often has multiple layers:

* passing protocols or conventions;
* passing recommendations or declarations;
* passing laws, regulations, decisions, directives;
* designing, selecting, or running programs/ projects; funding 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. Then focus on what you think is most salient, most characteristic of the organization. If you cannot decide which one is most appropriate, then take the safe course of coding two or three policy streams. There is no silver bullet here!]

**CODE UP TO THREE POLICY STREAMS**

**XXV. Who decides?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A1 | E1 | GS1 | Individual member state |
| **a) Who has power to set the agenda on legislation and policies?** |  |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |
| **b) Who makes the final decision?** |  |  |  |
| **What is the decision rule?**  **0:** unanimity  **1**: selective veto  **2:** supermajority  **3**: majority |  |  |

**Role of GS in policy agenda setting:   
0:** no explicit role in documents

**1:** explicit role reserved in documents, but not a monopoly of initiative

**2:** explicit role reserved in document and either formal monopoly of initiative or only body that is explicitly assigned agenda setting power

**XXVI. Are decisions binding?**

**0:** no

**1:** yes, except if a member state formally notifies the *IO* that it rejects within  
 a specific time period

**2:** yes

**XXVII. Is ratification required?**

**3:** no

**2:** Yes, The decision comes into force for all member states if ratified by a subset of member states (a);

**1:** Yes. The decision comes into force for only those member states that ratify if ratified by a subset of member states (b);

**0:** Yes. All member states must ratify for the decision to come into force (c).

**[Yes could mean:**  ***a)*** Yes. The policy comes into force for all member states if ratified by a subset of member states; ***b)*** Yes. The policy comes into force for only those member states that ratify if ratified by a subset of member states; ***c)*** Yes. All member states must ratify for the policy to come into force.

***Which of these three situations*** corresponds to the one of the *IO*?]

[Note: r**atification:** requires explicit reference to a) ratification, or b) domestic procedures of approval. Letter or fax not sufficient.]

**5) THIRD PARTY DISPUTE SETTLEMENT**

**Code up to two dispute settlement bodies**

**XXVIII. Is there an explicit right to third-party review of disputes concerning member state compliance (this could also be through the ICJ)?**

**0:** No

**1:** Access controlled by political body

**2:** Automatic right to review

|  |  |
| --- | --- |
| **If through International Court of Justice, tick here** |  |
| **If through other external court, name: …………………………………………………………………..** |  |

**XXIX. Is adjudication binding?**

**0:** No

**1:** Yes, if *ex ante* agreement among disputing parties or if approved *post hoc* by a political body

**2:** Directly binding

**XXX. How is the tribunal composed?**

**0:** No tribunal

**1:** Ad hoc arbitrators

**2:** Yes, standing body of justices who rule collectively on all disputes during extended terms of service

**XXXI. Do non-state actors (private parties, treaty organs, parliaments …) have legal standing (can they initiate disputes)?**

**98:** Not applicable

**0:** No, only member states can initiate disputes

**1:** Yes, but only the international secretariat (or other IO body) can initiate disputes

**2:** Yes, a variety of nonstate actors can initiate disputes

**XXXII. Is there a remedy for non-compliance to the ruling?**

**0:** None

**1:** Retaliatory sanctions

**2:** Ruling has direct effect

**XXXIII. Is there a preliminary ruling system of national court referrals, i.e. an explicit link between supranational and national legal systems?**

**0:** No

**1:** Yes, but no national court is required to ask for a preliminary ruling

**2:** Yes, and (some) national courts are required to ask for a preliminary ruling