**Manual for the excel template**

**BASIC FORMAT**

There is one excel sheet per IO. The excel sheet mirrors the coding scheme. Conceive of the excel sheet as “the depository” for our fine-grained scoring of IO decision making.

The first three columns (year/ body abbreviation/ name of body) are frozen, as are the first four rows (dimension/ subdimension/ question description/numeral code & comments). They will continue to be visible as you scroll through the document. The nine dimensions (Assembly/ Executive/ GS/ Consultative bodies / Membership/ Constitutional amendment/ Finances/ Policy Making/ Dispute Settlement) are color-coded.

Familiarize yourself with the structure.



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

The template contains the simplest formatting for the year 1950 and the year 2010 - you will need to customize rows to your organization, but columns should be given.

The **columns** refer to the *elements/ components* of the IO decision process that we investigate. Columns pertain to a Roman Question-number from the coding scheme. We do not use the abstract Roman numeral, but instead summarize the question topic in vertical shorthand. Thus instead of Roman numeral I we write “Selected,” or instead of Roman numeral III (part a) we write “Weighted vote.”

We often need to ask the same question for more than one body, and thus most columns contain a combination of letters and numerals in the format: [body name].[question numeral]. Thus A1.1 = Assembly 1 on Question I; A2.1 = Assembly 2 on Q I; A1.3a = Assembly 1 on Q III (part a).

Right-click on a cell to bring up the comment that contains coding options. For example, for A1.1 (how are members of the assembly selected?) the comment reads:

0: 100% by member states   
1: <100% by member states  
2: 50% or more selected by parliaments, regional or local governments, non-state actors  
3: 100% through popular election by citizens

The columns accommodate up to three assemblies, three executives, two GS, three consultative bodies, three policy streams, and two dispute settlement procedures. Most of the time, you will only use a fraction of these columns. Leave unused column sections blank.

The **rows** refer to the *IO bodies or IO decision modes* *that affect* a component of IO decision making in a given year. For example, Assembly 1, Executive 1, Consultative Body 1, . . . not body-specific, no written rules, rotation in 1950. So e.g. if Assembly 1 selects the head of Executive 1 by simple majority, then use the Assembly 1 row to put the score of 3 in column E1.4b (Q). If the coding decision pertains to something that cannot be attributed to a particular body, use the row ‘not body-specific’ or – if there are no rules, use the row ‘no written rules’.

Here are a few examples:

|  |  |
| --- | --- |
| Question | Coding |
| *Is voting in assembly 1 weighted?* | Row=not body specific; Column = A1.3a |
| *Is representation in Executive 1 direct or indirect?* | Row=not body specific; Column = E1.8 |
| *Is ratification for accession required?* | Row=not body specific; Column = 17 |
| *Who appoints the head of Executive 1?* | Row=IO body (e.g. A1); Column = E1.4b |
| *Who proposes the head of Executive 1?* | [say there are no rules]: Row = no written rules; Column = E1.4a |

**IMPORTANT**: Do NOT use the body-specific rows to store scores on body-particularproperties, such as direct/indirect representation; weighted/ unweighted voting; full/partial representation. Use the not-body specific row because these properties cannot be attributed to the decision of a particular IO body.

Another way of looking at this is that body-specific rows are only used for scores in the initiation/ final decision boxes of the coding scheme. The default row is the *not-body specific row*. This may seem ‘unnatural’ at first, but it is the most logical way of depositing our codes, it centralizes scores as much as possible in a single row, which helps subsequent transformations, and maximizes consistency across IOs and years.

**CONCRETE SCORING INSTRUCTIONS**

To get started:

* Use a different worksheet for each IO. Rename the file as [IO abbreviation]\_coding, and relabel inside the file the bottom-left tab with the IO acronym. E.g. CABI\_coding -- and inside: CABI on the tab.
* The minimum number of rows for each year is ten – even if you end up not using all rows to deposit the scores. The minimal list is in the template.
* Fill out the names of the bodies for year [X] in column C.
* Each IO worksheet has at least two sets of rows, one for the situation in 1950 and one for 2010. This is the case even if there is no change in the formal rules.
* Columns G,K,O,X,Z,BX,CG,CI,EG,EP,ER,GP, and IE, IK,IQ require text input; all other columns require number input.
* **Create a separate set of rows for each year in which there is a change in rules, a change in bodies, or a change in name.** This means that for every different coding scheme there should be a year to match in the excel file.
* Mark a change from one year to another in **red ink** (similar to what you do in the coding sheet, but use red print – do not color the cell red).

To get it consistent:

Below is a list of situations that have come up so far – this may grow!

* When member states can propose things individually (e.g. propose constitutional amendments or propose members for the executive), should the decision rule be coded as '0' or as '98'? **Answer**: Use 98.
* What do we code if a decision is taken by member state governments by consensus but there is no assembly that includes the highest national decision-makers, i.e. heads of state (only ministers)? **Answer**: code a ‘0’ in the MS line.
* How do I code the decision rule for the GS? **Answer**: use 98 (unless you are dealing with a collegial body, e.g. the College of Commissioners in the European Commission, which has a particular decision rule).
* When the Court or DSM can remove the head of the GS (as is the case in the ECSC), or otherwise play a role in decision making, should this be coded as '3' or '98'? **Answer**: use 98.
* Where should I score the number of consultative bodies? **Answer**: in the not-body specific line.
* Where should I score the composition of consultative bodies? **Answer**: in the not-body specific line.
* What do I do if there is a second consultative body? **Answer**: create a new row CB2 under row CB1 and fill out its name in column C. Fill out composition in the not-body specific line.
* What if there are no rules? **Answer**: Use the generic row 'no written rules' for 99.
* Where should I score the design features of the DSM? **Answer**: in the not-body specific line.
* Where should I score the role of the general secretariat in policy-making (GS role)? **Answer**: in the not-body specific line
* Where do we score technocratic decision-making (e.g. on membership or budgetary non-compliance)? **Answer:** in the not body specific row.
* How do I mark rotation? By an 'x' or some number? **Answer**: use 1.
* How do we mark changes when a body disappears or loses it decision-making competence on a specific issue? **Answer**: Begin by inserting a new year-entry, and then mark the change by coloring red the borders of the now empty cell:

|  |  |  |  |
| --- | --- | --- | --- |
| 2010 | *not body-specific* |  |  |
| 2010 | *no written rules* |  |  |
| 2010 | A1 | **2** |  |
| 2010 | E1 |  |  |
| 2010 | GS1 |  |  |
| 2010 | MS | **98** |  |
| 2010 | head E1 |  |  |
| 2010 | CB1 |  |  |

. . . becomes . . .

|  |  |  |  |
| --- | --- | --- | --- |
| 2010 | *not body-specific* |  |  |
| 2010 | *no written rules* |  |  |
| 2010 | A1 | **2** |  |
| 2010 | E1 |  |  |
| 2010 | GS1 |  |  |
| 2010 | MS |  |  |
| 2010 | head E1 |  |  |
| 2010 | CB1 |  |  |

***Particular puzzles***:

* SACU initially does not have an assembly. Constitutional change is decided by the four governments by consensus. Which row should this be coded in? MS? **Answer**: MS.
* In SACU, initially the South African Board of Tariffs and Trade set tariffs. How should this be coded b/c it is noted as a body in the institutional structure. And the SA Minister of Trade decides on policy-making. How to code? **Answer**: I think this would be MS too. Can you add the name (SA Board of Tariff & Trade/ SA Min of Trade) in the label cell?
* EEA has EU Commission as GS, which is externally appointed. How code? **Answer**: create an extra row “International actor”, and then the label (European Commission) in column C. Decision rule is 98.
* How do we indicate that some organizations do not have an assembly or especially a secretariat (SACU, APEC)? **Answer**: code 98.
* What about organizations that have own resources or ad hoc funding and do not have a budgetary procedure? **Answer:** use “no written rules” and 99.
* What do I code if the GS is also the executive and it is not a collegial body? **Answer**: code VI (composition) as <50% MS, VII (full or partial) as 98. Most likely VIII (representation) will be indirect representation.