

Project DAPHNE-DIFFUSION - Daph-Diff Project Daphne 2009 n°JUST/2009/DAP3/AG/0898

Coding Manual - Daph-Diff v2.1

Ref. : Daph_Diff_D056-mn/111108

This manual is intended for persons who will collect and code (index) useful information for input into the Directory Daph-Diff.

1 > Goals of the Directory Daph-Diff:

- Gather information on the contact information of organisations linked to the European DAPHNE programme in the 27 Member States (EU27). We are collecting information primarily on:

- DAPHNE project leaders since 1997,
- project partners,
- large NGOs national and European who are active in the field of DAPHNE,
- participants of large international conferences on this field;

then, secondarily we are also collecting information, without being exhaustive on:

- European researchers who have published in this field (particularly in universities),
- ministries and national public service organisations linked to this field,
- the most important written media organisations (10).

- The two main uses for this directory are: searching for project partners, assistance for dissemination of project results.

2 > Directory structure:

- The aim of the directory is to make available to the DAPHNE community the contact information (email, telephone, postal address) of major actors in the DAPHNE field. The information collected must be valid, pertinent related to the objectives (no qualitative judgment) and if possible exhaustive.

- The organisations selected must be ethically in line with the DAPHNE activities (no organisation which has goals or activities contrary to the programme).

- We defined 3 levels of description: 6 obligatory variables present in the reduced form (denoted with a *), the reduced form and the complete form.

Variables taking part in the complete form of the Daph-Diff directory (V2.1): :

	Variable	Type	Nomenclatures associated	Commentaries
1	Country	Code	Thesaurus 1	Obligatory - The country determines the language of the Thesaurus
2	Name of structure	Text		in the language of the country
2.1	International name of structure	Text		Obligatory If it exists, generally in English Otherwise, in the language of the country
2.2	Abbreviation	Text		If a shortened name exists
2.3	Postal address	Text		With Town and Zip code
2.4	Telephone	Tel.		
2.5	E-mail	Mail		Obligatory
2.6	Website	Link		With URL
3	Type of organisation	Code	Thesaurus 2	Unique choice
4	Domains of actions	List	Thesaurus 3	Obligatory - Several choices possible
5	Target population	List	Thesaurus 4	Obligatory - Several choices possible
6	Types of actions	List	Thesaurus 5	Obligatory - Several choices possible
7	Name of a contact person	Text		With name and first name
7.1	Telephone	Tel.		
7.2	E-mail	Mail		
7.3	Function	Text		
8	Participation in at least one DAPHNE project	Y/N		As partner or project leader, since the start of the program in 1997
8.1	Project leader DAPHNE ?	Y/N		As project leader or as partner
8.2	Last participation to a project	Year		Give the year of the last participation to a DAPHNE project
8.3	Are you interested in participation to a DAPHNE project	Y/N		To know if the structure is interested in participation to a DAPHNE project
9	Presentation of the structure	Text		Not more than 500 words. We recommend to address four themes: 1 - nature of the structure and creation date, 2 - dimension of the structure (national / regional) and size (number of full-time jobs), 3 - description of activities main, 4 - participation in European projects and membership in one or more networks
10	Information source	Text		To know if it is an automatic load, an individual file, etc.
10.1	Author of update	Text		Author of the information update
10.2	Date of creation	Date		Date of information creation
10.3	Date of update	Date		Date of information update

- Below the screen of the reduced form including the 6 variables obligatory (with an *):

Complete form Reduced form

Création de la structure
Enregistrer
Fermer

Les champs avec une (*) sont obligatoires

Pays : (*)

Nom de la structure :

Nom international de la structure : (*)

Sigle :

Adresse :

Ville : Code postal :

Tel : Email : (*)

Url :

Type d'organisation :

Participation à des projets DAPHNE : Porteur de projet DAPHNE :

Dernière participation à un projet :

Etes-vous intéressé pour participer à un projet DAPHNE ? :

Domaines d'action (*)

Types d'action (*)

-

Populations visées (*)

-

Contacts
+

Nom	Prénom	Fonction	Tel	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Présentation de la structure :

Source : Auteur :

Date de création : 08-11-2011 Date de modification : 08-11-2011 Enregistrer

3> Thesaurus:

- Indexing with the assistance of the thesaurus is an essential part of the Directory which responds to two principles: to be detailed enough to allow for selection of actors pertinent to a search, but not to be too detailed that too few organisations correspond.
- It is the indexing which will give value to the Directory, even more so than the completeness of the Directory. Therefore indexing is extremely important.
- The thesaurus labels correspond to a different method: to conserve the compatibility with the thesaurus present in the Toolkit DAPHNE (version 2005), while introducing evolutions in the thesaurus by adding, for example, new fields of activities.
- We are at the 2.1 version of the thesaurus (October 2011, after the general meeting). This thesaurus could still evolve somewhat but most likely not profoundly. We ask the coders to provide us with comments on usage or improvements for the thesaurus (e.g. labels to modify, eliminate or add).

Thesaurus 1 (v2.1): Country

Code	Country
DE	Germany
AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
DK	Denmark
ES	Spain
EE	Estonia
FI	Finland
FR	France
EL	Greece
HU	Hungary
IE	Ireland
IT	Italy
LV	Latvia

LT	Lithuania
LU	Luxembourg
MT	Malta
NL	Netherlands
PL	Poland
PT	Portugal
CZ	Czech Republic
RO	Romania
GB	United Kingdom
SK	Slovakia
SI	Slovenia
SE	Sweden
EU	European structure
IN	International structure
XX	Other

Thesaurus 2 (v2.1): Type of organisation

Code	Label	Commentaries
01	NGO	Non-governmental organisations, national associations (e.g.: FNSF, NANE)
02	University / academic institute	Universities / Training structures and linked to research (e.g.: School of Education, University of Nottingham, CEREPRI, etc.)
03	Ministry	Governmental structure
04	Other national organisation from the public sector	
05	Private national organisation	Consultants, associated or independent (e.g. City and Shelter, Psytel, etc.)
06	Multi-country organisation	E.g.: Network of national associations
07	European or international public organisation	E.g.: European Commission, European Council, etc.
08	National network of associations	Ex. ELW
09	Media	Newspapers
99	Other	Other type of organisation

Thesaurus 3 (v2.1): Domains of actions (from to the Thesaurus of Domains of the DAPHNE Toolkit)

Code	Label
01	Self-harm
02	Physical assault
03	Physical punishment
04	Coersion and exploitation
05	Commercial sexual exploitation
06	Female genital mutilation (FGM)
07	Child pornography
09	Racism, marginalisation, exclusion
10	Trafficking in human beings
11	Violence in schools
12	Violence against minority groups
13	Gendered violence, including violence against women, violence against men and intimate partner violence (IPV)
15	Violence in institutions
16	On-line violence, cyber criminality
17	Violence in rural areas
18	Violence in urban areas
19	Violence in the family
20	Psychological violence / Economic violence
21	Sexual violence
22	Violence in the work place
23	Forced or early marriage
24	Incest
25	Honour crimes
99	Other

Thesaurus 4 (v2.1): Target population (from the Thesaurus of Beneficiaries and Intermediaries of the DAPHNE Toolkit)

Code	Label
	<i>Beneficiaries</i>
01	Adolescents/young people
02	Asylum seekers
03	Prisoners
04	Domestic workers
05	Children
06	Women
07	Disabled
08	Violent men, perpetrator
09	Homosexuals
10	Migrants
11	Minorities (including ethnic minorities)
12	Elderly
13	People in shelters/institutions


14	People in prostitution
15	Refugees
16	Trafficked people
17	Family
	<i>Intermediaries</i>
32	Local authorities
33	National authorities
34	Public authorities
35	Regional authorities
36	General public
37	Media
38	NGOs (concerning women and/or children)
39	Police and law enforcement
40	Educational personnel
41	Judicial staff
42	Medical personnel
43	Employers representatives
44	Union representatives
45	Social workers / Assistance Center
99	Other

Thesaurus 5 (v2.1): Types of actions (from the Thesaurus of Actions/Topics from the DAPHNE Toolkit)

Code	Label
01	Assistance to victims (ex: telephone assistance)
02	Psychosocial support to victims
03	Information campaigns, Education
04	Detection of violence
05	Exchange of good practices
06	Studies, research, data collection
07	Recognition and reporting
08	Legislative measures
09	Prevention of violence
10	Protection from violence
11	Reintegration of offenders
12	Reintegration of victims
13	Information sources
14	Support to multidisciplinary networks
15	Support to families
16	Treatment for offenders
17	Improved understanding of violence
18	Formation / Training
19	Support to victim
20	Safekeeping of victim
21	Shelter
22	Discussion groups
23	Lobbying / Advocacy
99	Other

4> Collection process:

- The software website is <http://www.psytel.eu/daphdif/>. You need an « identification name » and a « password » to enter the software application (see MN for questions regarding identification and password). You click on the button « create a new organisation » to start the collection process:



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Country :

Name of the structure :

International name of the structure :

Abbreviation :

Type of organisation :

DAHNE program's participation :

Project's leader :

Domain involved :

Type of actions :

Intermediaries/Beneficiaries :



- The collection of information is made essentially on the Internet.
- We are looking to capture a broad number in the first phase of collection by collecting a maximum of data on organisations related to the field of DAPHNE.
- We are careful not to introduce organisations whose activities are contrary to the goals of the DAPHNE programme.
- We do not lose time trying to fill out a complete file, as we prefer to first collect a large number of organisations and then propose to the organisations to complete the information themselves.
- We give priority to the lists of European networks in the different areas that allow an automatic data collection and provide direct information on the EU27 (e.g. Separated Children in Europe).
- We also incorporate existing directories (e.g.: Directory from Wave). We can contact these organisations to ask for their consent in incorporating their directories into the Daphne Directory.
- Currently we are able to collect information in FR or EN.
- When we want to add a list that is rather long (> 20 organisations) and is well structured, it is possible to have this list automatically updated (see with CM).
- An elimination of doubles will be done at the end of the data collection process.
- When working on data collection in a country in which we do not understand the language, to assist you, use the function 'translate this page' from the Google search motor.

- We have published a document "Some methods to look for a structure within Daph-Diff directory" (D054).

5> Coding principles:

- The goal of indexing is to link information during a search. Thus when selecting « Domain Action » = sexual violence **and** « Target population » = children », one will obtain organisations dealing with sexual violence related to children.
- Check that the organisation is not already in the database before creating a new file.
- Clearly, we do not add associations or partners which no longer exist;
- Code « Other » when there is not enough detailed information for the domain action;
- Code only the essential information. The files will be completed afterwards, either by the organisations themselves or by us;
- Only EU27 (no Norway, Turkey, etc.) and international organisations.
- One can select as many « Domain Action » fields as necessary. One must choose at least one domain.
- One can select as many « Actions » and « Target population » as necessary.
- Use the last known address in case of change of address.
- The data collection languages are English and French. We will see at the end of the project if problems arise regarding translation of the contents.
- Search for an email for the contact person and for the organisation. The majority of the files will perhaps be without an email for the contact person. If we have a personal contact that should be indicated as it is more effective when sending an email.
- If you cannot find the address of the organisation or want more details about its activity you may want to search the *Activity report*.
- The fields *Name of organisation* and *Name of international organisation* should be completed as follows: in the first field place the name of the organisation in its original language. In the second field place its name in English. If the name of the organisation does not exist in English, repeat the name in its original language.
- The abbreviation of the organisation is placed in the field 'Abbreviation'. Place the full name in the field *Name of the organisation* e.g.: Children's Rights Alliance for England and afterwards add the abbreviation at the end: CRAE.

→ *As soon as we find an existing list which is pre-formatted on the Internet, select it, assign general key words to it and send it to CM and MN for an automatic collection process.*

→ *The goal of the current phase is to simply capture the minimal information for the largest number of organisational files.*

6> Objective for number of data collected:

Given the French example we can make an initial projection based on a proportional basis for EU27. For France, apart from DAPHNE partners we found:

- NGO: approximately 80 organisations
- Ministries: 10
- Journalists: 10+10
- Researchers: 10

for approximately 120 organisations. For the EU27 this would yield $120/63 \times 500 = 952$ organisations *a minima*, but of course there are differences in country sizes. The smaller countries nonetheless all have ministries of health, social affairs, etc. For a maximum number we would have

120 x 27 EM = 3 240. This provides us with a number between 2 000 and 3 000 organisations, plus DAPHNE partners (800 projects with 3 partners on average = 2 400 partners), with numerous doubles between projects and with some NGOs already present elsewhere.

- Given this information a directory of about 3 000 to 3 500 addresses appears doable.

- At the moment we have approximately 1600 organisations (end of September 2011) but there are many doubles and certain organisations are still without emails:

Number of organisations collected	
Member States	Total
AT	54
BE	117
BG	16
CH	3
CY	7
CZ	20
DE	131
DK	32
EE	25
EL	54
ES	160
EU	2
FI	39
FR	143
GB	181
HU	19
IE	35
IS	3
IT	193
LT	21
LU	10
LV	40
MT	4
NL	55
NO	11
PL	58
PT	35
RO	19
SE	49
SI	17
SK	27
TK	5
Total	1585