OxfordResearchGroup
building bridges for global security

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APPENDIX ON SURVEY METHODOLOGY[1]
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CONTENTS

> We welcome feedback and comments on our work. If you would like to discuss any aspect of this study, please contact Elizabeth Minor, Research Officer at Oxford Research Group
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[1] This is the Appendix to the collection "Good Practice in Conflict Casualty Recording: Testimony, Detailed Analysis and Recommendations From a Study of 40 Casualty Recorders"
www.oxfordresearchgroup.org.uk/publications/briefing_papers_and_reports/casualty_recording_practice_collection

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1. INTRODUCTION

This chapter is the methodological appendix to Oxford Research Group (ORG)'s study of casualty recording practice, from which we have produced the collection "Good Practice in Conflict Casualty Recording: Testimony, Detailed Analysis and Recommendations From a Study of 40 Casualty Recorders"[3] and the policy paper "Towards the Recording of Every Casualty: Analysis and Policy Recommendations From a Study of 40 Casualty Recorders"[4]. The information and analysis in these outputs is drawn from a survey of 40 casualty recorders, conducted in 2011 by ORG. For a definition of what we mean by casualty recording, please see 'An Overview of the Field'. For a description of the objectives of this research project please see the 'General Introduction and Acknowledgments' of the collection.[5]

This appendix describes how ORG designed and conducted this survey. This description allows readers of the collection to better understand the basis of our findings and analysis. It also allows readers to consider what our findings represent.

2. WHO DID THIS SURVEY?

The survey was conducted as part of a two-year research project at ORG (2010-2012). Elizabeth Minor, Research Officer on the Every Casualty programme at Oxford Research Group, was the principal researcher on the project. The project was directed by Hamit Dardagan and John Sloboda (ORG) in collaboration with Michael Spagat (Royal Holloway University of London) and Madelyn Hsiao-Rei Hicks (Institute of Psychiatry, University of London).

3. WHO DID ORG INVITE TO BE SURVEYED?

ORG sought to interview people, groups and organisations that do casualty recording as defined in 'An Overview of the Field'. Our project aimed to survey current practice, so we looked for casualty recorders that were active in their work at the time of the survey. We included organisations that had finished collecting information about casualties but were still working to publicise this information. We also included casualty recorders that had ceased their activities recently, as we still considered their work relevant to a discussion of current practice (6 of the organisations interviewed had ceased their work at the time of the survey).

3.1 The Origins of the Invitation List and How it was Researched

A list of possible casualty recorders to invite to participate in the survey was generated. Since 2007 ORG has been making efforts to contact casualty recorders worldwide. At first this was as part of a consultation process, during the conceptual development of the Every Casualty programme.[6] From 2009 we have been looking for recorders in order to develop the International Practitioner Network (IPN)[7] that ORG coordinates. The list of casualty recorders developed and used for these purposes was built on for the sake of conducting this survey. It was generated in part through periodic efforts of concerted research. The most recent of these efforts took place in December 2010 and May 2011 (in light of developing conflicts in the Middle East and North Africa). The list was also developed through asking recorders we had made contact with to suggest other organisations, either in their own country/region or elsewhere, to increase the list by snowballing. We also sought suggestions and contacts from other organisations and individuals working in the field of conflict data. A very small minority of the organisations on the list contacted us directly.

Our research to find casualty recorders was done online, in English only. It consisted of: keyword searches (e.g. regarding death tolls in different conflicts); monitoring keyword news feeds (casualty recorders are quoted in news stories, so this was sometimes more effective than searching for the recorders' own

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[3] www.oxfordresearchgroup.org.uk/publications/briefing_papers_and_reports/casualty_recording_practice_collection
[4] www.oxfordresearchgroup.org.uk/publications/briefing_papers_and_reports/recording_practice_policy_paper
[5] To access other papers in the collection see
www.oxfordresearchgroup.org.uk/publications/briefing_papers_and_reports/casualty_recording_practice_collection
[6] http://www.oxfordresearchgroup.org.uk/rcac
[7] http://www.everycasualty.org/practitioners/ipn

independent web presence); following links on the websites of casualty recorders (e.g. researching their partners and the associations or networks they are part of); and following links on the websites of umbrella groups of human rights organisations.

3.2 Features and Limitations of the List

Apart from 4 small organisations and an individual added to the list on the suggestion of partners, all those on the list had some kind of web presence at the time they were added. This web presence was either their own site, or citation as a source of casualty figures in news that appeared online. Not all had a web presence in English: those found through suggestions or from automatically translated news articles, for example. However, because of how our search for organisations was done, the majority of organisations on the list had some kind of web presence in English.

At the start of this research project, in July 2010, ORG had a list of confirmed or possible casualty recorders that we had been attempting to contact for the sake of developing the IPN. As the IPN is largely a civil society network, the vast majority of those on the list were civil society organisations. This list was reviewed in order to develop an invitation list for the survey. Organisations were excluded from the list if: there were no contact details; they were known to have ceased to exist; there was no indication on their website or elsewhere that they recorded casualties and no contact could be established to confirm whether they did or not. Those remaining were either: confirmed by ORG to be casualty recorders; or, were recommended as being casualty recorders by trusted partners, but this could not be confirmed by ORG (organisations who record casualties do not always mention this on their websites).

After July 2010, casualty recorders were added to the invitation list as described, from research, collecting recommendations and some organisations contacting us directly. The focus of the list was widened from civil society to look for additional: state bodies or research institutions specifically dedicated to casualty recording, including public acknowledgment (the broader picture of state practice in recording, including recording that is not public, should be the subject of another study); international or inter-governmental organisations who do casualty recording as per our definition; Truth and Reconciliation Commissions (TRCs) or similar ad hoc commissions which had casualty recording in their terms (as these are ad hoc, it was hard to find relevant contacts, and none were interviewed). Following this further work, the list remained largely composed of civil society. Most on the list were organisations/institutions, but there were some individuals or small groups of people without any official organisational status.

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The types of casualty recorders on the list can be summarised as:
- State bodies or research institutions
- TRCs or similar ad hoc commissions
- Inter-governmental organisations
- Civil society recorders:
    - Academic institutions
    - Non-governmental scientific and other research institutions
    - Media organisations
    - Non-Governmental Organisations (NGOs)
    - Projects by individual citizens or small groups of individuals without official status

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The list continued to be added to and new invitations issued until near the end of the data collection period (end of December 2011). At the final count the list consisted of 101 who were invited to participate in the survey.

From the description above, the limitations to the list and the way it was developed are clear. The list does not in any way represent a comprehensive record of casualty recorders worldwide, but a collection of those that ORG was able to find through the methods employed. Casualty recorders without a reasonably high profile in English, for example, are unlikely to be picked up. Small civil society organisations that do not have a website, don't have much contact with international media, and whose partners are not in contact with us, will not get on the list.

3.3 Regional Coverage of the List and of Those Surveyed

Table 1: the regions that those on the invitation list covered in their casualty records:

Region	Number of recorders
Europe	16
Middle East and North Africa	17
Sub-Saharan Africa	19
Central and South Asia	20
East Asia	6
Central and South America	16
More than one region or global	7
Total:	101

Table 2: the regions that those who were interviewed covered in their casualty records:

Region	Number of recorders
Europe	8
Middle East and North Africa	6
Sub-Saharan Africa	5
Central and South Asia	9
East Asia	3
Central and South America	5
More than one region or global	4
Total:	40

4. HOW WAS THE QUESTIONNAIRE DEVELOPED?

Prior to this survey, very little was known by ORG about the work of most of the casualty recorders on the list. Little contact had been made with many of them, and few had placed detailed descriptions of their casualty recording work in the public domain. It was necessary for the survey to be broad in order to generate a baseline of knowledge about these casualty recorders.

Following an analysis by the research team of the aspects of casualty recording practice that it would be important to include in such a baseline, a questionnaire was drafted. Rounds of revision by the team and consultation with other experts, including ORG's international legal consultants, were then undertaken.

4.1 Ethical Approval

In parallel to the drafting of the questionnaire, procedures for confidentiality and informed consent were developed with and approved by the ethics committee of our partner institution Royal Holloway University of London.

We chose to ensure the complete anonymity of all participants to the survey. See the consent form below (p 8) for the procedures we promised participants – no information that could identify casualty recorder, including the country of conflict, would be included in published outputs, and the identities of individuals that participated in the research would never be revealed. We chose to offer this level of confidentiality because many casualty recorders work in dangerous environments, and some have to operate with some secrecy. In certain contexts, exposure of different aspects of their work could potentially put members of the organisation or, where they used on the ground informants, witnesses or people providing informal channels of information at physical risk. We could only ensure the anonymity of those who could potentially be put in danger by public descriptions of their work by ensuring the anonymity of all who took part. Revealing the country of conflict that a recorder operated in could reveal their identity: in many places we knew of only one organisation that was recording casualties.

The approved ethics form that we submitted is reproduced below (p10).

4.2 Piloting and Consultation

After initial drafting and consultation, the questionnaire was piloted as a voice interview with a close partner organisation. Due to the length of the interview, following this initial pilot the questionnaire was split up into two parts: an online questionnaire and a voice interview. The survey was then piloted again with the same organisation.

Following this, further revisions to the questions and structure were made by the team and input invited from some external experts. The survey was piloted with two further organisations that volunteered to be part of the survey development process. After a further, final round of revision and consultation, the survey was finalised.

4.3 Data Collection

The research then entered its main data collection phase, which ran from April 2011 to the end of December 2011. The casualty recorders on the list described above (section 3 p2) were invited to take part in the survey by email. These organisations and individuals were reminded of the invitation to participate in the survey by email and asked to confirm whether they were able to participate or not between 1 and 3 times (depending on how close to the end of the data collection period they were invited). Organisations were also contacted by phone to chase up their participation after they had expressed an interest in taking part in the survey.

5. WHAT WAS THE FORMAT OF THE QUESTIONNAIRE?

The questionnaire had two parts:

1. **An online questionnaire.** This collected basic details about the casualty recorder, such as the size of the casualty recording effort, whether they operated in a conflict zone. The online questionnaire also asked about the pieces of information about individuals or incidents the casualty recorder collected. For a full list of the questions, see section 9.3 (p12). The online questionnaire was designed to be completed quite quickly (in around 10 minutes). It aimed to contain questions that were straightforward to answer or did not require discussion.

2. **A voice interview.** The interview was the main part of the survey, and was conducted either by telephone or over Skype. The length of interviews varied, between 45 minutes and 4 hours. The majority took between 1½ and 2 hours to complete. The interview was an in depth discussion of the casualty recorder's work, and asked about: the definitions they used in their work; their sources and verification methods; the challenges they faced and the things that helped them; how they released the information they collect; their aims and audiences; and how their work was used. For a full list of the questions, see section 9.4 (p19).

All interviews were recorded with the consent of participants. These were then transcribed and interviewees were given the opportunity to amend or add to their responses as they wished in order to ensure that the transcript of the interview best reflected their work. Those who participated in the survey were interviewed as representatives of their organisation/project rather than as individuals (apart from in the cases where the recording project was done by just one individual). Therefore, colleagues in an organisation could contribute to the revision of the transcript where relevant. Final sign off was requested from the individual who signed the consent form (see section 9.1 p8), as the representative of the casualty recorder.

The priority for ORG was to collect a set of responses that reflected how casualty recorders saw their work, so amendments and clarifications to answers given during interview were encouraged.

6. WHAT WAS THE RESPONSE TO THE SURVEY?

As described above (see section 3 p2), 101 individuals and organisations were invited to participate in the research. The following response was received:

The invitation email was returned to sender and so contact could not be established with 4 on the list. 5 informed us that they did not do casualty recording, despite recommendations to the contrary. It was decided that 2 organisations that were interviewed did not quite meet our definition of casualty recording, so their responses were discounted from this project's analysis.

Therefore in total, 11 on the list were discounted.

Of the 90 remaining on the list:
17 did not reply to the invitation to participate or follow up emails. We cannot rule out that some of these organisations do not do casualty recording.

Of the 73 remaining on the list with whom there was some contact:
12 declined to participate in the survey.
21 expressed a willingness to participate, or did some parts of the survey, but did not complete both parts of the survey.

40 gave responses that were included in the analysis:
2 did not complete the survey in full (one did not complete the interview; the other did not finish the online questionnaire). However, the information that was given overall was sufficient for these responses to be included in the analysis. The questions that were not asked in the interview or not filled in on the online questionnaire were addressed during the interview conversation that was had.
38 completed both the online questionnaire and the interview.

Table 3: responses to invitations to participate in the survey (total number of invitations: 101)

Type of response	Number of those invited
Survey response completed (online questionnaire and interview)	38
Interview or online questionnaire not completed, but survey response included in analysis	2
Contact made, but survey response not completed	21
Declined to participate in the survey	12
No contact made	17
Survey response completed, but discounted	2
Organisation informed us that they do not record casualties	5
Invitation email returned to sender	4
Total:	101

The 73 on the list with whom contact was established record casualties in current or former areas of conflict in Europe, Central, Southern and East Asia, the Middle East and North Africa, Sub-Saharan Africa and Central and South America. Several organisations on the list had a regional or global focus to their recording.

7. WHAT WERE THE OUTPUTS OF THE SURVEY?

The main outputs from this survey are: the five chapters that make up 'Good Practice in Conflict Casualty Recording: Testimony, Detailed Analysis and Recommendations From a Study of 40 Casualty Recorders', which are aimed primarily at current and would-be casualty recording practitioners; and 'Towards the Recording of Every Casualty: Analysis and Policy Recommendations From a Study of 40 Casualty Recorders', a policy paper aimed at a wider audience. A database of practice was originally planned, but for reasons of confidentiality and capacity it was decided not to pursue this. The team have also produced different presentations from the research to bring its main findings to specific audiences.[8]

The main outputs of the survey were produced through the following stages: analysis of material and drafting of papers by the research team; review of first drafts by external experts (in the case of 'Good Practice in Conflict Casualty Recording' these were mainly survey participants and other casualty recorders); integration of review comments; finalisation and edit of drafts by the research team and Oxford Research Group.

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[8] See www.oxfordresearchgroup.org.uk/rcac/documenting_existing_casualty_recording_practice_worldwide#publications for all publications associated with the project.

8. WHO FUNDED THIS PROJECT?

This research project was funded by grants from the Federal Department of Foreign Affairs of Switzerland and the United States Institute of Peace.

9. SAMPLE DOCUMENTS

On the pages that follow are the informed consent that all participants in the survey were asked to sign, the ethical approval form submitted to Royal Holloway University of London, and copies of the question lists of the online questionnaire and the interview.

Informed Consent, p8
Ethical Approval Form, p10
Question List for the Online Questionnaire, p12
Question List for the Interview, p19

9.1 Informed Consent

<center>Informed consent for your organisation to participate in interviews and questionnaire</center>

<center>(to be signed by the Director or other designated responsible person)</center>

Thank you for agreeing to take part in this research into current casualty recording practice worldwide.

Elizabeth Minor, the researcher on this project, can be contacted at Oxford Research Group, 56-64 Leonard Street, London EC2A 4LT, United Kingdom, tel. +44 (0)20 7549 0298 and email elizabeth.minor@oxfordresearchgroup.org.uk. The director of the research project, John Sloboda, can be contacted at the same address, email john.sloboda@oxfordresearchgroup.org.uk

The project is being funded by the United States Institute of Peace and The Federal Department of Foreign Affairs of the Switzerland.

The purpose of this survey is to examine current projects to record conflict casualties. We wish particularly to look at the methods organisations are using, the issues and challenges they face and the contexts they are working in. From the information collected we will produce a comprehensive database of organisations and methods. We will also produce a series of publications showing how the major issues facing casualty recorders are being addressed, and how governments and other stakeholders could better support this work. We believe these outputs will benefit casualty recording organisations like yours through identifying good practice and solutions for all to use and raising the profile of recording work.

It is organisations as a whole that are the subject of our research, not the individuals working for them. Everyone that speaks with or sends information to me will be interviewed as a representative of the organisation.

After the interviews, your organisation's answers will be transcribed and sent to you to edit and add to if you wish. As the Director or other designated responsible person I will ask you to give final authorisation on behalf of your organisation to all the answers that I have collected.

Your organisation has no obligation to take part in this research. Your organisation may also withdraw from the research at any point.

Therefore, if you decide that you do not wish to continue with an interview at any point we will stop and I will ask you to confirm if this means that your organisation wishes to withdraw from the research. I will also ask you to confirm if your organisation wishes to withdraw from the research if anyone else I interview decides that they do not wish to continue with an interview.

The only personal information I will ask for are names and job titles. This is so that I can record who I have interviewed. This information will never be released or used for any other purpose.

All the raw data I collect from you including transcripts of interviews will be kept confidential. No one outside the research team will be allowed to see any of your answers verbatim. If we release any raw data to interested parties in the interests of transparency, this will be anonymised and contain no direct quotes. The information you give us will only be used anonymously in our reports

and analysis and in a way that ensures your organisation cannot be identified. The database of organisations and methods we will produce will not identify organisations by name, country or region. They will be listed by criteria which will make organisations harder to identify, and listed as 'Organisation 1', 'Organisation 2' etc. The large number of structured tick box questions in this survey will also aid the anonymity of participating organisations. If you do not wish your organisation to be listed anonymously, please let us know separately.

For our reports we may wish to include quotes and specific examples of good practice from organisations. If we wish to use an example that you have given, we will contact your organisation for specific consent to do this. If we do not contact you for this, direct quotes from your answers will never be used.

All the information you give us will be stored securely and password protected on Oxford Research Group's electronic filestore, which only staff members can access. Any paper copies of documents will be kept in locked cabinets in our office, which is locked and alarmed at night.

Please sign this form to confirm that you have read, understood and agreed to these procedures, and email it to elizabeth.minor@oxfordresearchgroup.org.uk. If you do not have an electronic signature, you can type your name in both fields instead.

Signed

Print name

Dated

ROYAL HOLLOWAY, UNIVERSITY OF LONDON
SIMPLIFIED ETHICAL APPROVAL FORM

For staff and student dissertations and research projects involving data collection from research participants (observations, interviews, questionnaires, group discussions, recordings, video etc).

This form should be discussed and completed jointly by both student and supervisor (and in the case of staff, with their immediate line manager) with each keeping a signed copy of the form.

If the proposed work involves human participants, and is judged by the supervisor/line manager potentially to give rise to ethical problems, ethical approval must be sought in advance. The supervisor will recommend whether the completed/signed form and any supporting material should be considered only by the Department's internal approval procedures or be referred to the College Ethics Committee.

	(*delete as appropriate*)
To be completed by the applicant	
1. Will the study be *covert* in any way?	NO
2. Will resulting data be used for purposes outside this study?	NO
3. Are you working with a vulnerable population?	YES
4. Is it possible that your study will cause distress or harm to participants?	NO

If the answer to any of the above questions is 'YES' please supply relevant supporting materials and explanations.

Relevant materials are attached. Here a briefly explain why I answered "yes" to questions 3 and 4.

We will be interviewing people working for organizations that record information on casualties in armed conflict. Many of these organizations operate within countries that are currently suffering armed conflict. This means, for example, that these organizations may have files that can be used in war crimes trials. They may issue reports blaming some conflict actors for atrocities. This makes them vulnerable to reprisals.

The key point here is that the work *we* will do will not affect their vulnerability of the people we will interview. First of all, the answers to our questions will be anonymized so that readers of our research output will not be able to link answers with individuals. Second, the questions are not such that they would cause vulnerability even if answers were linked with individuals. (see attached questionnaire)

The working title of my project is:

Recording casualties of armed conflict: a database, analysis, & summary of current and best practice

I am fully aware that the research carried out for my study requires that I take due care of ethical issues.
 I will ensure that consent is obtained from all participants which, saving exceptional cases, will be in writing.
For students: these issues have been discussed with my supervisor
For staff: these issues have been discussed with my line manager

Staff/Student Name (print below):   **Signature:**   **Date:**

………………………………..   ……………………………   …………

To be completed by the supervisor (students) or line manager (staff)

Issues of ethics, copyright and data protection have been considered where necessary as indicated in the attached material and appropriate measures have been recommended. All necessary materials have been seen and the Ethics Committee's *Notes for Guidance* have been consulted.

Please tick once box only:
1. No referral necessary   [   ]
2. Form to be referred to departmental ethical approval procedures   [   ]
3. An application must be made to College Ethics Committee   [   ]

(For 2. and 3. please append supporting documents as required e.g. research project proposal (questionnaires, consent forms).

Line Manager/Supervisor Name (print below):   **Signature**   **Date:**

………………………………   ……………………………   …………

Further questions addressed on request:

1. At what point is anonymity imposed? From the beginning. The questionnaire does not ask for a name so the raw data contains no names. The initial approach will be to the director of the organization who will then designate a person (possibly his or herself), or multiple people to answer the questions. This means that we will have email correspondence in which each person is named. We will assemble these into a single computer file, delete the emails and then store this file in a secure place. The email correspondence will be deleted as soon as things are stored in the secure file. Only the core research team (Elizabeth Minor, John Sloboda, Hamit Dardagan and Michael Spagat) will have access to this file.

2. Who knows before that point? Only the core research team will have access to this information.

3. Is the procedure for anonymity completely fail-safe? This is treated in 1. This should be solid. Elizabeth Minor will be making the contacts through email and deleting these as the information is transferred to a secure file. There is no reason why anyone should be trying to hack into Elizabeth's email while she is making approaches.

4. Is the labeled material still in existence as the study progresses, even if not distributed to researchers? Yes. We will keep permanent records of whom we interview but it will be secure.

9.3 Question List for the Online Questionnaire

Welcome

Thank you for agreeing to take part in this survey. We are researching the methods that organisations worldwide are using to record the deaths of individuals in armed conflict.
We want to know about your casualty recording work, as it is right now. By casualty recording we mean documenting violent deaths from conflict.
The purpose of this questionnaire is to ask a few quick questions about your organisation and the work you do. We can then concentrate on discussing more in-depth topics during the interview which is the second part of the survey.
Best wishes,
The Oxford Research Group Team

1. What is the name of your organisation?

2. What is the name of the person (or people) filling in this form?

3. What is your email address?

4. How would you describe your organisation (for example are you a charity, a nongovernmental organisation, anything else)?

5. Currently, how many of the following does your organisation have:
   Paid workers:
   Volunteer workers:
   Offices:

6. How many of these are currently assigned to, or work on, casualty recording?
   Paid workers:
   Volunteer workers:
   Offices:

7. Would you say your casualty recording work relies more on your volunteers or paid workers?
- Volunteers
- Paid workers

Training

8. (Please tick all boxes that apply) Do the people who work on casualty recording in your organisation:
- Have special training
- Learn on the job

9. [If you have ticked special training in q8] Please briefly describe the sort of training they are given:

10. Please briefly describe any special training that you would like to offer your casualty recording workers, but currently cannot:

Where you work, what you work on

11. Where is your organisation based?

12. Is anyone who works for you collecting information in places where conflict is occurring?
- Not applicable – the conflict is no longer going on
- Yes
- No

13. Which conflict(s) does your organisation record the casualties of?

14. What geographical areas do your casualty records cover?

15. What years do your casualty records cover?

16. When was your organisation founded?

17. When did your organisation start its casualty recording work?

18. Does your organisation:
- Already publish or release your casualty records in some form
- Intend to start publishing or releasing casualty records in the future

Who you work with

19. What are your sources of funding?
- Governments or state agencies, in the country where we are based
- Governments or state agencies, outside the country where we are based, who are or were parties to the conflict
- Governments or state agencies, outside the country where we are based, who are not or were never parties to the conflict
- We are part of an international organisation (such as the UN, OSCE)
- International organisations (such as the UN, OSCE)
- Charities or nongovernmental / civil society organisations, or networks of such organisations
- Charitable foundations and trusts
- Private donations
- Fundraising from events
- We are part of a university
- Grants from universities

- Commercial activities
- Other (please list/describe)

Your organisation's work

20. What are your organisation's other activities, apart from casualty recording?
- We do not have any other activities
- Documenting other types of harm from conflict e.g. injuries
- Other documentation work
- Other research
- Legal casework
- Campaigning and advocacy
- Humanitarian activities
- Development activities
- Other (please list)

Your work cont.

21. [If you have ticked 'other harm from conflict' in question 20] What other types of harm resulting from conflict do you document?
- Conflict related injuries
- Sexual violence or rape
- Kidnappings
- Capture or detention
- Enforced disappearances
- Missing persons
- Deaths resulting from other effects of conflict (e.g. destroyed healthcare infrastructure), not directly from conflict violence
- Other (please specify)

22. Would you say casualty recording is your organisation's main activity?
- Yes
- No

The information you collect

This section is about the basic pieces of information that you collect about victims and the circumstances of their deaths, when doing your casualty recording work.

23. What pieces of personal information do you always try to collect about individual victims who were killed?
    - We do not try to collect personal information
    - Age (either in years/age range/whether the victim was a child or adult)
    - Name of the victim
    - Name of the victim's father or mother

- Sex
- Occupation or place of work
- Whether they were married or not
- Whether they were a parent or not
- The location of their hometown or place of residence
- Nationality
- Ethnicity
- An image or a photograph of the victims
- Personal stories or descriptions of the person
- Other (please list all the pieces of personal information you collect)

24. [If you have ticked 'age' in question 23] How do you record age?
    - In years/by recording birth date or birth year
    - Using an age range (e.g. 20-30)
    - Only record if they were a child or an adult
    - In any of the above ways, depending on what information is available
    - Other (please specify)

25. What information do you always try to collect about an individual victim's death?
- We do not try to collect information about victims' deaths
- Date(s)
- Location(s)
- Group or person that caused their death
- Weapons used
- Cause of death
- Details of how a victim was buried
- Status of victim i.e. were they a civilian/combatant etc
- Other (please list all the pieces of information about victims' deaths that you collect)

The information you collect cont.
26. [If you have ticked 'date(s)' in question 25] What dates do you try to record relating to a victim's death?
    - Date of death
    - Date of injury causing death, if different
    - Date of hospitalisation, if different
    - Date of discovery of a body
    - Date victim was last seen alive
    - Date of burial(s)
    - Date of exhumation
    - Other (please specify)

27. [If you have ticked 'location(s)' in question 25] What locations do you try to record relating to a victim's death?
    - Location of death
    - Location of injury causing death, if different

- Location where body was discovered
- Location of burial or grave
- Location where victim was last seen alive
- Other (please specify)

28. Does your organisation make records of violent events which cause deaths (for example would you record an individual bombing as an event)?
- Yes
- No

The information you collect (cont.)

29. [If you have ticked 'YES' to question q28] What information about these events do you try to collect
- Date of event
- Location of event
- Numbers killed
- Numbers injured, or harmed in any other way
- Groups or people taking part in violence
- Groups or people that caused death, injury or harm
- Weapons used or other means of death, injury or harm
- Other (please specify)

30. Do you use GPS to record locations?
   - No
   - Yes (please list the locations you use GPS to record)

The forms, databases and other documents you use

It would be very useful for the research to see examples of any forms or documents that you use to collect, categorise and store these pieces information.
We would also like to see samples of any spreadsheets or databases that you use to store information.
Samples of any coding sheets, coding systems or lists of categories that you have would also be very useful.

This is so we can understand better what information organisations are collecting and how.

We do not need originals: blank forms or example pages are fine.

31. May we have copies of some or all of these things?
They can be blank if you wish.
   - Yes
   - No

- I would like some more information about what you want (if you tick this option I will email or telephone you)

32. [If you have ticked 'yes' to question 31] Do you EITHER have copies of these in English OR would be willing to send us versions in English?
- Yes
- No

33. Please could you send these to us by email or fax before the interview we have arranged?
- Yes
- No

Using conflict related categories

34. Do you use conflict-related categories, such as civilian or combatant, for your work in any way?
- Yes
- No

35. [If you have ticked 'YES' to question 34] What categories do you use?
- Combatant
- Civilian
- Prisoner of War
- Protected person
- Other (please list all the categories that you use)

36. May we have copies of the list of categories that you use, and the definitions of these categories that you use?
    - Yes
    - No
    - I would like some more information about what you want (if you tick this option I will email or telephone you)

37. [If you have ticked 'yes' to question 36] Do you EITHER have copies of these in English OR would be willing to send us versions in English?
- Yes
- No

38. Please could you send them to us by email or fax before we speak for the interview?
- Yes
- No

Future need

Thank you for filling in this form - this is the last question.

39. Do you believe your organisation has needs in any of the following areas:

	Yes/no	**If yes**, tick how serious this need is		
		Not very serious or urgent (we would like such assistance and discussion but can continue without it)	Moderately serious or urgent (we need such assistance but can cope without it in the short term)	Very serious or urgent (we really need such assistance as this need is stopping us doing our work)
Procedures to anonymise records (make sure no identities can be revealed by your records)				
Other procedures to protect the safety and confidentiality of sources in stored records				
Other procedures to protect the safety and confidentiality of victims/the bereaved in stored records				
Procedures to keep data transparent whilst offering this protection				
Storing records securely using computer systems				
Storing records securely without using computer systems				
Customised computer software for data gathering and handling				

Thank you for completing the first part of the survey.

Please email any forms and lists to elizabeth.minor@oxfordresearchgroup.org.uk or fax to +44 20 7681 1668 as soon as you can.

If you have not yet arranged a date for the interview, which is the second part of the survey, please email elizabeth.minor@oxfordresearchgroup.org.uk as soon as possible.

9.4 Question List for the Interview

(N.B. questions differed slightly depending on answers to the online form which required follow up and sometimes due to the type of work a casualty recorder does)

This interview is about your casualty recording work, as it is right now. By casualty recording I mean documenting violent deaths from conflict.

Section 1

I would like first to ask you some basic questions about the information you collect. Later on we will discuss your methods, the information you publish and the intended outcomes of your work in detail.

1. How do you define a violent death from conflict (for inclusion in your casualty records)?

2. Are there any individuals or groups whose conflict related violent deaths you know about, but do not include in your published records?

3. *[If yes]* Please describe to me who you do not include.

4. Why don't you include these deaths in your records?

5. Do you deliberately restrict which casualties you record in any other way (e.g. do you only record deaths caused by one conflict party)?

[If conflict related categories such as civilian/combatant are used in your work]

6. Please describe why you use these categories.

7. Do you face any dilemmas when using these categories?

8. What are your organisation's definitions for each of the categories you use?

9. How did you create these definitions?

10. Do you have any special procedures to decide which category a victim should be in?

11. How do you deal with victims whose category you cannot decide?

Section 2

Thank you. I am now going to ask you about what sources are available to you and which ones you use. We will also discuss what their limitations might be, and how you deal with this. We will then talk about how you collect and process information.

[If more than one state or government is involved, answer the following questions for each, or if appropriate each group/coalition of governments or states]

12. Do/did the states or governments involved in the conflict <u>publish</u> records of violent deaths from conflict?

13. *[If yes]* What kind of records do/did they publish?

14. Do you use these records?

15. [*If yes to 12* Apart from the records they publish] Do/did the states or governments involved in the conflict <u>make</u> [any other] records of violent deaths from conflict?

16. *[If yes to 15]* What kind of records do/did they make?

17. *[If yes to 15]* Do you use these records?

18. What [other] sources do you use?

19. What languages are your sources in?

20. How do you collect information from your sources?

21. Do some of these types of information make up more of your source material than others?

22. *[If yes]* Which sources do you use most frequently? Why?

23. Are there any sources that you choose not to consult, or cannot use? What are these?

24. Do you think the source material that you use is incomplete or limited in any way?

25. How do these limitations affect your work?

26. How do you try to overcome these limitations?

Thank you. I would now like to ask you about your general approach to the problem of casualty recording and about the method you use to collect, verify and store information on violent deaths from conflict. We will talk about how you publish/intend to publish your data later on.

27. You started in XX to record deaths from the period XX-XX: what was your general approach or data collection strategy?

28. You have told me what your sources are and how you collect information from them. Please describe to me the process you use to confirm a violent death from conflict, and store this in your records.

Section 3

Thank you. I am now going to ask you about the environment in which you work and about certain issues you may encounter in gathering and processing data.

29. Would you say there were any factors that help your organisation to access and gather information on deaths?

30. In the same way, are there any factors that make it harder for your organisation to access and gather information on deaths?

31. What solutions do you use to try and overcome these problems?

32. What would improve your situation or help you to do your work better, for example in terms of laws or action from governments?

33. We discussed before how you think limitations in your sources negatively affect your work. How do you believe the problems we have just discussed affect your work, despite the solutions you use? How do you or will you deal with these problems?

34. Are your data gatherers and handlers exposed to any kind of risk or harm in the course of their work? How do you deal with this?

35. Are the sources you use in recording deaths exposed to any kind of risk or harm by your work? How do you deal with this?

36. Are bereaved individuals or victims potentially exposed to any kind of risk or harm by your work? How do you deal with this?

Section 4

Thank you. Now I would like to ask you about what you hope to achieve through your casualty recording work, how you release your data and what the impact your casualty recording work has been. Please tell me what you think of the questions as we go along.

37. How do you/will you, make your records of deaths public?

38. Do you/do you intend to make your records public:

- 1 Continuously, as we make records

- 2 At regular intervals, for example a report a year (please describe)

- 3 At the end of the data gathering process, when we believe our records are as comprehensive as we can make them

- 4 Other (please describe)

39. Why have you decided to release your data in this way?

40. Do/will the data you release contain the same details that you try to record?

41. Do/will you make your original data, including your source material, available outside your organisation?

42. Do/will you make your data open to revision or updating, e.g. submissions can be made to you of extra information or corrections?

43. Do you use your casualty records to publish statistical estimates which go beyond your original data, for instance to estimate total numbers killed in a conflict?

44. What change are you aiming to achieve through your casualty recording work? How do you believe this will this be achieved?

45. What groups do you want to reach with your casualty recording work? Why and how do you focus on these people/groups?

46. Are there any other groups or individuals whose needs you [will] take into account when releasing your data?

47. What strategies have you used to maximise the impact of your work? Which have been the most useful to your organisation? Which have been the least useful?

48. How has your work been used?

49. Have you encountered any resistance or opposition to your published work? What? How has this affected your work?

50. How have you dealt with this resistance or opposition?

That was the last question of the interview. Thank you very much for answering my questions.

ABOUT OXFORD RESEARCH GROUP

Oxford Research Group (ORG) is a leading independent think-tank, non-governmental organisation and registered charity, based in London. ORG has been influential for thirty years in promoting the idea of sustainable approaches to global security as an alternative to violent confrontation, through original research, wide-ranging dialogue, and practical policy recommendations.

ORG is committed to the principle that every life lost to armed violence should be properly recognised. For this to become possible, every casualty of armed violence, throughout the world, must be promptly recorded, correctly identified and publicly acknowledged. In support of this goal, the Every Casualty programme at ORG (www.oxfordresearchgroup.org.uk/rcac) works to develop an improved understanding of the range of available casualty recording practices, along with guidance for their implementation. This work has included extensive research into existing casualty recording practice, research which is contributing towards the identification and development of standards and good practice that can be implemented by a range of actors, including non-governmental organisations, states, and intergovernmental organisations alike.

In addition to carrying out research, ORG facilitates an International Practitioner Network of casualty-recording organisations (www.everycasualty.org/practitioners/ipn) and is at the forefront of integrating policy goals into existing policy frameworks at the national and international level.

Please direct all enquiries about this collection to Elizabeth Minor
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