

CODING GUIDELINES

INCLUSION CRITERIA: WHAT TYPES OF INCIDENTS ARE MONITORED?

Each incident should be given

The system monitors two types of incidents:

- Violent incidents;
- Non-violent incidents.

Violent incidents. In the context of this project, we define violence as “*the intentional use of physical force against another person, or against a group or community, that results in or has a high likelihood of resulting in injury, death, or other forms of physical harm to persons or damage to property”*

In determining whether or not an incident report is relevant, use the following criteria:

- **Intent.** The violence must be intentional. Unintentional violence such as accidents or manslaughter (involuntary murder) are not considered. Violence committed by a person who is mentally disturbed, and therefore not in control of his/her actions, is also excluded.
- **Direction of violence.** The violence must be perpetrated by an individual or group against another individual or group. Self-inflicted violence (for example, suicide) is excluded, with only two exceptions: first, a suicide will be considered relevant when there is convincing indication that it was motivated by a history of violent abuse (e.g. domestic violence or GBV); second, in cases of murder-suicide (the murderer kills himself after the incident), the suicide will not be counted as a separate event, but as a secondary form of the murder and the perpetrator who committed suicide will be counted as one more fatality of the same murder incident.
- **Physical violence.** The system only monitors physical violence, i.e. events involving forms of violence that result or are likely to result in direct physical harm to persons (death, injury), or damage to property (arson, vandalism). The incident does not need to result in actual harm, it is sufficient that it has the potential to do so: for example, if people shoot at each other without anyone actually getting hurt, it will still be considered as a violent incident that should be monitored. The system does not monitor non-physical forms of violence such as psychological violence (e.g. moral harassment), except those listed in the list of non-violent incidents below.
- Actions that do not directly cause physical impact, but involve the use of physical force to limit an individual or group’s **freedom of movement**, are considered violent. For example, abductions (e.g. kidnapping): it may be that the abduction victim does not suffer any injury, but such an incident will still be counted as violence.

Non-violent incidents. In addition to events involving intentional physical violence, the types of events listed below – and only those listed below - are also monitored, because they involve collective action of potential significance for violence dynamics in Nepal:

- Non-violent demonstration
- Strike / *Bandh* (general strike)
- *Gherau* (encirclement) / *Dharna* (sit-in) / padlocking, road blocks and other forms of protest involving limiting the freedom of movement of targeted individuals or groups
- Hunger strike and other forms of non-violent political protest
- Raid/sweeping
- Arrest of high-profile opponent(s) / activist(s)
- Curfew/prohibitory orders proclaimed by the State
- Extortion
- Intimidation/threat

- Public humiliation

WHAT CONSTITUTES A SINGLE INCIDENT?

Sometimes, closely related incidents might happen over a short period of time, raising the question as to whether they should be coded as several separate incidents, or just one single incident. *Example: a riot takes place in a small town and several people are injured; later on, in a different part of the city, further clashes between rioters and police make more victims.*

In deciding whether related actions/events should be coded as a single incident or several separate incidents, the coder should refer to the following criteria:

- **Date.** A single incident happens on a specific day. If similar or related events happen on two separate days, they should be coded as separate incidents.
- **Location.** A single incident happens in a specific location, identified by administrative codes and geolocation coordinates. If similar or related events happen simultaneously in separate locations (two different villages, or two different cities), they should be coded as separate incidents. However, a single incident might move from one location to another, provided the action goes uninterrupted (see “continuity of action” below): for example, a riot might start in a village, and propagate to other neighboring villages. In that case, it will be counted as a single incident.
- **Continuity of action.** A single incident is characterized by continuity of action. If the action is interrupted, and resumes later the same day, the two events should be coded as separate incidents even when the same actors are involved.

Exception: Arrests. Arrests following a violent or non-violent event, and occurring on the same day as the event, are not coded as separate events but as a secondary Form (see below) of the same event.

Exception: Threat following abuse. It happens frequently that abuse victims (e.g. domestic violence, GBV) are threatened or intimidated by perpetrators (or their relatives) to prevent prosecution. When such cases are reported, the threat/intimidation should not be reported as a separate event but as a secondary Form (see below) of the abuse case, regardless of how much time passed between the abuse and the threat.

Events lasting several days. Certain forms of non-violent actions such as hunger-strikes, strikes, or bandhs can continue over several days. If they are uninterrupted and continue over the same area and for the same purpose they will be coded as a single event with the incident date given as the starting date. Check-boxes are marked if the event covers more than one day, more than one week, or more than one month. **This only applies to non-violent events.** Any violent incident associated with this event will be coded as a separate entry.

INCIDENT ID

Each separate incident receives a separate Incident ID. Incident IDs are automatically assigned by the system.

RELATED REPORTS

Several incidents might be related but coded as separated incidents. For example a protest and bandha might be uploaded as one incident. However, several violent incidents might be connected to it and uploaded as separate incidents. The link of the report it is connected to should be kept in the related report field. Note to use the ‘view’ link (e.g. <https://nepalmonitor.org/reports/view/11194>) not the ‘edit’ link from the backend as people not logged in won’t be able to view.

INCIDENT DATE

Date. The date when the incident took place, not the date of publication of the source report. For example, if a newspaper published on 29/03/2016 specifies that an incident took place ‘last night’, then the date of the incident is 28/03/2016.

The date of the incident should always be filled. When that information is not provided in source reports, coders should select the closest approximation based on the available information. *Examples: If a report mentions an incident happened recently, but not when, use the day preceding the date when the incident was first reported (if the incident was first reported on 15/06/2016, use 14/06/2016). If a report dated 15/06/2016 mentions an incident that occurred “one month ago”, then use 15/05/2016. [Please note this date of the violent incident is in addition to the date field already existing, as this might denote the date of arrest]*

Dating a history of abuse. When it is reported that a victim of abuse (e.g. domestic violence, GBV) has been abused regularly for a long time, without further specification, code the abuse as a single event, using the date when the abuse last took place.

SOURCES

Each separate incident is stored as a single report in the database. If the incident is reported by multiple sources, coding officers will select all relevant sources in the corresponding field of the coding template. Additionally, the Source-Type field is filled for each of the different forms of sources, where an incident had been reported.

The only exception is when an incident reported by district-level newspaper(s) is already reported by national source. In that case, only the Source-Type field (e.g, Local Paper: Banke) needs to be filled. The name of the district paper does not need to be mentioned. Therefore, when coders code an incident reported by district media sources, they should first verify in the back-end dataset whether or not the incident was already reported by national sources. If that is the case, they only need to add the source type to the list of sources. If it was reported by district newspapers but NOT by national papers, then all district sources without exception MUST be selected. This exception only pertains to local vs national sources: it does not apply to INSEC, police reports or other sources.

Selecting sources in the template is done via a ‘text field’ with auto-search. [Names of the relevant sources and newspapers are being stored in a separate file that can be edited a (+) button will come up to store additional sources]. For those sources available online, the URL will be saved [feature already available in the system].

LOCATION

This refers to the location where the incident was reported to occur:

- **Geolocation coordinates:** longitude/latitude
- **Location:** Settlement, VDCWard#, District
- **Location Accuracy:** Select relevant Location Accuracy
- **P-code:** click on ‘Get HLCIT Code’ to automatically assign HLCIT code based on coordinates and Location Accuracy
- **Country, Region, Zone, District, VDC/Munic., Ward** will be displayed automatically based on HLCIT code

EVENT FORM(S)

This refers to the type of action involved in a monitored event: is it a battle between armed groups, a riot, a sexual assault, a peaceful demonstration?

Violent vs non-violent action. Certain types of non-violent events are also monitored (see Inclusion Criteria above). When going through the Event Form section of the coding template, coders must first indicate if the selected incident is violent or non-violent by ticking the correct radio button.

Two-sided vs. one-sided violence. This only applies to violent incidents (the “violent” radio button has been selected). When an incident is violent, coders must first determine if the violent action was one-sided or two-sided, and tick the corresponding radio button.

- *One-sided violence* refers to incidents where violence is inflicted by an individual or group upon another, and a clear distinction between perpetrators and targets can be made. Cases of “self-defense”, where an individual or group is attacked and returns violence to defend himself, are considered one-sided.
- *Two-sided violence* refers to incidents where two individuals or groups engage in violence against each other, and no clear distinction can be made between perpetrators and targets.

Interpersonal vs. collective violence. *Collective violence is defined by WHO as “the instrumental use of violence by people who identify themselves as members of a group – whether this group is transitory or has a more permanent identity – against another group or set of individuals, in order to achieve political, economic or social objectives.”* It refers to situations where perpetrators of an action – an individual or a group – act on behalf of a formal or informal organization, an identity group or a community, for an identifiable collective purpose or agenda. This would apply, for example, to members of a political party engaging in political violence; members of a non-state armed group attacking a police station; farmers vandalizing a state building to protest about land issues. *Interpersonal violence* refers to situations where an individual or group of individuals engage in violence based on private motives, without a broader collective purpose or agenda: for example, two villagers killing a neighbor or a family member over a land or inheritance dispute.

Note that interpersonal and collective violence are not differentiated by the number of actors involved. Incidents involving a single perpetrator can be cases of collective violence when that perpetrator is acting on behalf of an organization or a collective cause. Incidents involving multiple perpetrators can be cases of interpersonal violence when they act primarily out of personal interest.

Please tick the correct radio button (collective vs. interpersonal).

After ticking the correct radio buttons, coders will then proceed to select the most relevant Form(s) from the dropdown menu.

Multiple forms. Some incidents might involve not just one, but several of the listed Forms. Coders can pick up to two different Forms. The dominant form will be coded under **Form 1**; one secondary form may be coded under **Form 2**. It is allowed to record both one violent form and one non-violent form for a single incident, when relevant: then the violent form will always be **Form 1**, and the non-violent **Form 2**. Names and codes of these menus should be changeable/editable through the back-end by anyone assigned administrator rights.

TABLE 1: FORMS

Form	Description	Code
VIOLENT FORMS		
Battle	Violent altercation between organized armed groups (state or non-state)	1
Group Clash	Two-sided violence between mobs or informally organized large groups	2
Violence against civilians	One-sided violence by the state or a non-state organized armed group against civilians, or against any group that is neither a state actor or a non-state armed group	3
Violent demonstration	Violent altercation between protesters and government institutions, counter-protesters, or other groups opposed to or targeted by the demonstrators	4

Riot	One-sided violence by a mob or informally organized large group looting, vandalizing, or otherwise attacking neighboring property and/or bystanders	5
Assault (large group)	One-sided violence by a mob or informally organized large group against an individual or a comparatively small and/or defenseless group. Includes cases of lynching/mob justice.	6
Terror attack	One-sided attack perpetrated by an individual or a small group of non-state operators, with the intent of inflicting large civilian casualties	7
Remote violence	One-sided violence by a state or non-state armed group where the perpetrators are spatially removed from the location of the attack. <i>Examples: IEDs and drones.</i> When remote attacks fit the description of terror attacks (e.g. remotely-controlled bombing of civilians), they should be coded as terror attacks	8
“Symbolic” violence	Acts of one-sided violence committed by an organized group with the intent to send a message, and where precautions were taken to avoid casualties (e.g. “symbolic” bombings perpetrated during conflict years in Nepal)	9
Assault (small group)	One-sided violence by an individual or small group against another individual or small group, when the intent to kill is absent or unclear (when the intent to kill is present and clear, use ‘Murder/murder attempt’ below)	10
Sexual Assault	One-sided sexual violence, such as rape or attempted rape, by an individual or small group against another individual or small group	11
Fight	Two-sided violence between individuals or small groups	12
Violence during arrest/detention	Violence perpetrated by security forces during the arrest or detention of demonstrators/suspects (anything short of torture: beatings, people shot while attempting to evade arrest etc.)	18
Torture	One-sided violence involving the infliction of severe physical pain as a means of punishment or coercion	13
Vandalism	One-sided violence perpetrated with the intent of damaging property	14
Arson	Arson of building, vehicle	15
Abduction	Forcible abduction of a small group or individual by another group or individual (e.g. kidnapping)	16
Robbery	Theft with violence or threat of violence	17
Murder/murder attempt	One-sided violence by an individual or small group against another individual or small group, when there is clear indication of an intent to kill	19
Infanticide	Killing of an infant	191
Suicide	Suicides are only recorded when they can be confidently linked to a history of violent abuse (in which case they can be coded as primary or secondary event form), or when occurring in the context of murder-suicide incidents (secondary form of a murder incident)	192
Other violent form	Should be used only as a last recourse when the type of violent action involved in an incident does not fit any of the above categories	0
Unclear	Should be used only as a last recourse when the type of violent action involved in an incident is unspecified or undetermined (e.g. a body was found with marks of violence, but the circumstances of the death remain undetermined)	1000
NON-VIOLENT FORMS		
Demonstration	Non-violent demonstration	21
Strike / Bandh	Strike (general or otherwise)	22

Gherau / Dharna (sit-in) / padlocking	Forms of protest involving limiting the freedom of movement of a particular target group, or the general public, without use of violence	23
Other forms of non-violent protest	Hunger strikes and other non-violent forms of political protest that do not belong in the previous categories	24
Road block	Road block	25
Raid / sweeping	Forced entry into private property, or road/street sweepings, performed by security forces or a group of people, to look for specific individuals or groups. Not monitored when related to law enforcement operations targeting common crime.	26
Curfew/prohibitory order issues by the state	Restrictions on freedom of movement imposed by government	27
Arrest (politically significant)	Arrest of opponent to government, activist, rebel etc. Only arrests of political significance and/or potential to impact violence dynamics in Nepal or a region of Nepal, are monitored.	28
Extortion	Use of coercion / threat of violence to extort money, property or services	29
Threat/intimidation	Threat of violence	30
Public humiliation	Actions intended to publicly humiliate the victim, such as smearing with black soot etc.	31
Banishment/shunning	Banishment of an individual or group from the community as a punishment for a real or perceived offense	32

Group size. Some of the above definitions refer to the size of groups involved.

Level of organization of perpetrators. Some of the above definitions refer to the level of organization of perpetrators:

- *Organized group* refers to a cohesive group belonging to a clearly identified organization with a name and command structure, and assembled for an explicit collective purpose (political or otherwise): for example, a non-state armed group, political party or labor union. *Organized armed group* refers to an armed organization, or the armed wing of an organization, such as the state's army or a non-state armed group.
- *Informally organized group* refers to a more loosely structured group that may not have a name or identifiable command structure, and whose existence may be transitory, but that is nonetheless assembled for a discernible collective purpose (political or otherwise). This may include, for example, a militia or vigilante group when they do not have a name or command structure, or protesters when they do not belong to an identifiable organization.
- *Mob* refers to a large group of individuals assembled on the spot during the commission of a single violent action, without any durable collective purpose. For example, a mob assembled to lynch a thief.

WEAPONS

Only applies when an incident is violent (tick box "violent" checked in the Form(s) section).

Refers to the type(s) of weapon used by perpetrators of a violent action.

Coders will select up to two Weapon types from the dropdown menu. **Weapon 1** should refer to the main weapon used in the incident (the weapon that led to most fatalities/injuries); **Weapon 2** refers to any relevant secondary weapon type.

TABLE 2: WEAPONS

Weapon type	Description	Code
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None	No weapon used (e.g. fist fight)	1
Blunt weapon	Includes clubs, batons, sticks, stones, bottles used to hit, etc. Also, includes strangulation when using rope, cloth or other 'instruments'	2
Sharp weapon	Includes knives, machetes, swords, broken bottles used to slice or stab, etc.	3
Homemade/traditional firearms	Homemade or traditional firearms such as flintlock guns and rifles	4
Small arms	Firearms designed for individual use, such as handguns, rifles, carbines, sub-machine guns, etc.	5
Light weapon	Firearms designed for use by a crew of 2+ such as heavy machine guns and/or military-issue explosive ordnance such as hand grenades, RPGs, landmines etc.	6
Improvised explosive device (IED)	Roadside bomb, car bomb, suicide vest, etc.	7
Fire	Arson, Molotov cocktail, incendiary bomb	8
Other	Should be used only as a last recourse when the weapon type used in an incident does not match any of the above-listed categories	0
Unclear	Should be used only as a last recourse when the weapon type used in an incident is undetermined/unspecified	1000

CAUSE(S) OF VIOLENCE

This refers to the trigger of the incident, the type of issue that motivated perpetrators to act violently. For example, this may include political competition or religious divisions. Causes must also be coded for non-violent events: in that case, it will refer to the issue that motivated people to demonstrate/protest etc.

Coders will pick the most relevant Cause(s) from the dropdown menus.

Multiple causes. Some incidents might be associated with more than one of the listed Causes. Coders can pick up to two different Causes. The dominant Cause will be coded under **Cause 1**; one secondary cause may be coded under **Cause 2**.

Conflicting information on causes. Different sources may attribute a same incident to different causes/issues. In that case, record as **Cause 1** the cause on which most sources appear to agree. You may record one other cause as **Cause 2**, if the source material mentioning that cause appears reliable.

Undetermined cause. Only record causes when they are explicitly mentioned by sources (for example, "illegal settlers clash with police when the latter tried to expulse them from the public land they occupy" should be coded as 301), or when there is sufficient information in the source material to make a judgment about the issue that led to the incident. When the information is insufficient to make a judgment confidently, DO NOT TRY TO GUESS, just use Code 100 – Unclear.

Armed conflict. When an incident involves violence between state or non-state organized armed groups, i.e. legal or illegal armed forces, in the context of a militarized conflict, ALWAYS use the Armed Conflict category (codes 101, 102 or 103), regardless of the ideological motivations of the conflict. This includes acts of terrorism carried out by militarized organizations such as Al Qaida, ISIS and their affiliates, etc.

TABLE 3: CAUSES

Main Category	Definition	Subcategory	Code
ARMED CONFLICT			
Armed conflict	Protracted armed violence between states, states and non-state organized armed groups, or between non-state organized armed groups (e.g. inter-state conflict, civil war)	International armed conflict (state vs state)	101
		State vs non-state armed group	102
		Conflict between non-state armed groups	103

VIOLENCE AND CONTESTATION OUTSIDE OF ARMED CONFLICT			
Political	Related to competition over political power	Election-related incident	201
		Contestation between rival political parties , between factions within a political party, or between/within associated organizations (e.g. youth wings, political student organizations) outside of elections	202
		Contestation over non-elective political positions and influence within the government , army, police, etc.	203
		Contestation over the implementation and implications of the current Nepal Constitution and related federal arrangements	204
		Contestation related to transitional justice and human rights issues	205
		Other political issues	206
Economic Resources	Related to contestation over land, natural resources, and other economic resources	Contestation over access to or control of public land , including matters related to land occupation, expropriation and resettlement	301
		Contestation over access to or control of private land , including matters related to land occupation, expropriation and resettlement	302
		Contestation over access to or control of water resources (incl. irrigation and disputes related to dams and hydropower)	303
		Contestation over access to or control of other natural resources (forest, minerals, etc.)	304
		Contestation over access to or control of development infrastructure such as roads, bridges, etc.	305
		Contestation over access to or control of economic markets, including issues related to transportation syndicates, market relocation, etc.	306
		Labor disputes (wages, work conditions, etc.), not including civil servants	307
		Other economic issues	308
Governance	Related to government policies and programs, public services, corruption, and rent-seeking	Issues related to tenders and the awarding of public contracts	401
		Issues related to corruption (other than tenders)	402
		Issues related to the quality of public services (health, education etc.) and access to these services	403
		Issues related to commodity availability, prices, and subsidies	404
		Issues related to policies and regulations internal to the government bureaucracy (e.g. civil servants wages, work conditions and promotions)	405
		Issues related to the delivery of government aid programs (e.g. earthquake rehab/recon)	406
		Issues related to the delivery of non-government aid programs (e.g. earthquake rehab/recon)	407
		Issues related to freedom of expression and civil rights (e.g. protests in favor of freedom of	409

		expression, violent action targeting journalists etc.)	
		Issues related to legal action and access to justice (e.g. citizens protesting arrest, unfair justice decisions, or conversely demanding for justice to be delivered)	410
		Other governance issues	408
Identity	Related to collective tensions over group identities other than gender (ethnicity, religion, caste, etc.)	Ethnic or caste-based collective tensions	501
		Related to discrimination against Dalits ("Untouchable" caste)	502
		Religious sectarianism	503
		Collective tensions related to regional identities (Madhesi vs. hills etc.)	504
		Migration-related (e.g. tensions between in-migrants and locals)	505
		Violence against sexual minority groups (LGBTI)	507
		Collective tensions related to other group identities (schools, sports teams, etc.)	506
Crime	Related to criminal activity	Related to organized crime and illegal trade (drugs, arms, human trafficking, protection racket, gang violence, etc.)	601
		Kidnapping for ransom	602
		Robbery/burglary/violent theft	603
		Other types of criminal activity	604
Mob justice	Individual or group of civilians taking justice in their own hands in reaction to crime, moral offenses, etc. (Typically involves violent action, or the implied threat of violent action if demands for redress are not met)	Extra-judicial response to crime	701
		Extra-judicial response to allegations of witchcraft	702
		Extra-judicial response to perceived offenses to social or moral norms (other than witchcraft). NOTE: religious vigilantism should be coded under Identity	703
		Extra-judicial response to traffic accidents	704
		Extra-judicial response related to perceived healthcare malpractice /after death of patient	705
		Others types of mob justice	706
Gender-based and domestic violence	Violence targeting individuals or groups on the basis of gender, and domestic violence (between intimate partners and/or within the household)	Rape/sexual assault	801
		Gender-based human trafficking	802
		Domestic violence (violence between intimate partners and/or members of the same household)	803
		Disputes over dowry	804
		Other GBV	806
Law & Order violence	Violence perpetrated by law enforcement forces during duty (detention, arrest, raids, crowd control etc.)		1100
Violence in institutions	Violence occurring in institutions such as schools, prisons, mental health clinics (includes violence that is institutionally condoned or tolerated by said institutions, and violent action carried out by individual staff/employees	Violence in school/university (violence by teachers, hazing etc.)	1201
		Violence in prisons (violence by corrections officers, prisoners etc.)	1202
		Violence in other institutions	1209

	or students, prisoners etc. without the consent of the institution)		
Personal issues	Violence perpetrated by individuals or small groups of civilians for personal reasons (e.g. personal revenge, crime of passion, debt, etc.)	Disputes over inheritance, debt, land and other economic disputes (when community or family-level and involving only a few individuals. Otherwise use relevant codes under Economic Resources)	901
		Other non-economic personal issues (revenge, passion etc.)	909
Others	Should be used only as a last recourse when the issue at stake in an incident is identified but does not fit any of the above categories		0
Unclear	Should be used only as a last recourse when the issue at stake in an incident is undetermined/unspecified		1000

Cross-cutting issues (tick boxes). In the context of Nepal, many incidents might be related to the Constitution and federal arrangements, gender, the response to the 2015 earthquake, discrimination against Dalits or trans-border/transnational disputes, even when these are not the dominant issues most directly at play in the incident. These are also cross-cutting issues of interest to the donors of the violence monitoring project, and to the international community at large. For these reasons, coders should check the corresponding tick boxes – **Elections** (related to elections, electoral process, elections results or electoral competition); **CA** (Constitution and federal arrangements); **Local Bodies Restructuring**; **GBV** (gender-based violence); **Children** (violence against children below 17 yrs old); **Earthquake**; **Dalit** (discrimination against Dalits); **Trans border**, whenever one or more of these issues is relevant to the incident.

Election-related incidents

If event form Election-related incident is selected, coders are required to fill in the additional Election-Related specific cause (primary) with following options:

Contestation between Parties

Intraparty Competition	
Contestation regarding implementation and legitimacy of election	
Contestation regarding the outcome of election	

This field is mandatory to fill in should Election-related incident be selected as primary or secondary form. It is optional if primary or secondary form 'Contestation between rival political parties outside election' is selected or the Election-related tick-box selected as cross-cutting theme. There is an optional dropdown for Election-Related specific cause (Secondary).

ACTORS

This refers to the perpetrators and targets of a violent incident, or the actors involved in a non-violent incident.

Perpetrators refers to the individuals or group(s) of people committing the act of violence.

Targets refers to the individuals or group of people targeted or harmed in the act of violence.

Actor 1 refers to an individual or group undertaking a non-violent action.

Actor 2 refers to an individual or group affected by a non-violent action.

When an incident has been identified as *one-sided violence*, coders will inform the **Perpetrator 1** and **Targets** fields, but not Perpetrator 2. When an incident is *two-sided*, the two main groups involved in

the violence are both considered perpetrators, and coders will inform the **Perpetrator 1** and **Perpetrator 2** fields, but not the Targets field (information on people killed, injured or otherwise victimized will however be collected in the Impacts section – see below).

An act of violence might involve more than two groups, but this coding system only allows to record two: the two main groups involved in two-sided violence, or, in a case of one-sided violence, the main perpetrator group and the main group that is victimized.

Non-violent incidents. When incidents are non-violent, such as a demonstration, a road block or a hunger strike, Actors should still be coded. The Actor group conducting the non-violent action will be coded as **Actor 1**. The Actor group that the non-violent action is directed at will be coded as **Actor 2**.

For each group, coders will record three types of information:

- **Group size**
- **Affiliation**
- **Youth vs. non-Youth**

Size. Number/best estimate of the number of people involved in each group.

Dealing with conflicting information on Group Size. Different sources may mention different figures for the number of perpetrators or targets. When sources disagree on numbers, please use the numbers on which most sources seem to agree, or the numbers that appear to be most up-to-date/accurate based on the content of the reports. As a last recourse, simply use the most conservative figure (the lowest figure).

Dealing with approximate information on Group Size. Sources may not always report exact figures, but instead use approximations such as “a dozen of gang members attacked a few people” or “hundreds clashed in a violent demonstration”. When none of the sources provide exact figures, then use the following guidance to inform the Impacts fields:

- “A few”: enter 2
- “At least 3, possibly more.”: enter 3
- “Dozens”: enter 24
- “Hundreds”: enter 100
- “Thousands”: enter 1000
- When sources refer to a group but do not provide any indication of size, use 12 when context indicates a few dozens or a group below 100, and 100 when context indicates a very large group likely over 100.

As a more general rule, use your common sense to come up with the best conservative estimate possible (conservative means that, when in doubt, you should always go for the lower available estimate).

When sources do not provide any information at all that would help estimating the number of perpetrators or targets, then use, as a last recourse, the code “Unclear”.

When the size of the perpetrator or target group is not relevant, use “Non Applicable”. This might happen, for example, when protesters protest in front of a state building, and their “target” is the state in general. In that case, the size of the target group is not relevant and the code “non applicable” should be used.

Affiliation. This refers to the main affiliation that contributes to explain why Perpetrators engage in violence, or why Targets are targeted by violence. In many – although not all - violent incidents, people will commit violence on behalf of an organization, identity group or collective agenda that they identify with. Or, conversely, they will be targeted by violence because of their (actual or perceived) association with an organization or identity group.

Coders will select one –and only one – affiliation per group, from the corresponding drop down menu.

An additional free text entry field is available to coders, with auto-search options taken from a list of single actor organizations that are stored and can be edited in a separate document. This field can be used to document affiliation to specific organizations that are not listed in Table 4. If the organization is already specified in the affiliation field, the additional free text field does not need to be entered.

TABLE 4: ACTOR AFFILIATIONS

Generic affiliation	Specific affiliation	Code
Security forces	Police	0101
	APF	0102
	Army	0103
	Security forces (unspecified)	0104
Civil state institutions and members of government, civil servants and other representatives of the state	Other state institutions	0201
	Government and civil servants at central level	0202
	Local authorities (incl. VDC, district, Gov. line agencies at those levels – except education and health sector)	0204
	State-level authority for (yet to be formed) provinces	0205
Non-state armed group	Tarai-based Armed Groups	0301
	Limbhuvan/Khombuwan Armed Groups	0302
	Non-listed NSAG	0399
Political organization / Politician (e.g. political parties, members of parliament, student political organization, protesters/demonstrators when they are associated with a specific political organization)	Nepali Congress and affiliated org.	0401
	UML and affiliated org.	0402
	CPN (Maoist Center) and affiliated org.	0403
	CPN M (Chand) and affiliated org.	0404
	CPN-M (Baidya)	0405
	Madhes-based Parties	0406
	RPP-Nepal	0407
	Other/unspecified Hindu Nationalist and Regional Unity Parties	0408
	Various Indigenous Parties incl. Tharu	0409
	Naya Shakti	0410
Other/unspecified political affiliation	0499	
Ethnic/caste/regional identity group (used when perpetrators engage in violence in the name of ethnicity/caste/regional identity, or targets are targeted because of their ethnicity/caste/regional identity, but they do not belong to a particular ethnic/caste/regional organization)	Dalit	0501
	Adivasi/ Janajati	0502
	Hill caste groups	0503
	Madhesi / Plains caste groups	0504
	Tharu and other plain indigenous groups	0505
	Other or unspecified ethnic/caste/regional group	0599
Ethnic/caste/regional identity organization	Dalit Organizations	0601
	NEFIN	0602
	Limbuan/Khombuwan Organizations	0603
	Tharu Organizations	0604
	Gurung Organizations	0605
	Other indigenous organizations	0606
	Tarai-based organizations	0607

	Hill caste organizations	0608
	Tarai-based separatist Organizations	0609
	Other Separatist Organizations	0610
	Other or unspecified ethnic/caste/regional organization	0699
Religious group (used when perpetrators engage in violence in the name of religion, or targets are targeted because of their religion, but they do not belong to a particular religious organization)	Hindu	0701
	Buddhist	0702
	Muslim	
	Christian	
	Other or unspecified religious denomination	0799
Religious organization	Hindu Religious Organization	0801
	Muslim Religious Organization	0802
	Christian Religious Organization	0803
	Kirat Religious Organization	0804
	Other or unspecified religious organization	0899
Sexual minority group or organization (LGBTI)		0901
Labor organization, trade unions and other organizations based on economic demands		1001
Private Sector	Private company (includes staff/contractors when committing violence on behalf of a company or targeted because they represent the company)	1101
	Chamber of Commerce and entrepreneur's associations	1102
	Transport entrepreneurs/syndicates	1103
	Other private sectors	1104
Civil Society/CSO/NGO (includes employees when committing violence on behalf of a CSO or targeted because they represent the CSO)	CSO/NGO	1201
	Women's Rights Activists	1202
	HRD	1203
Journalist/media		1301
Criminal (e.g. crime organization, gang, individual criminal)		1401
Protesters/demonstrators (when not affiliated with a specific organization; if they are, use corresponding codes)		1501
Mob (only Perpetrator): large group of individuals assembled on the spot during the commission of a violent action, without apparent relation to any particular group affiliation (otherwise, use corresponding codes)		1601

Group of civilians (only Target): large group of civilians targeted by violence, without apparent relation to any particular group affiliation (otherwise, use corresponding codes)	1701
Traditional community leader (non-state) when engaging in an act of violence, or targeted by an act of violence, without apparent relation to any particular affiliation (otherwise, use corresponding codes)	1801
Religious leader (e.g. priest) when engaging in an act of violence, or targeted by an act of violence, without apparent relation to religious identity or any other particular affiliation (otherwise, use corresponding codes)	1901
Citizen engaging in an act of violence, or targeted by an act of violence, without an apparent relation to any particular group affiliation	2001
Family/relative: use this code when perpetrators and targets belong to the same family	2002
Education Sector /teachers (private and state inst.)	2101
Health Sector / health workers, doctors	2201
Students	2301
Unclear	9999

Youth vs. non-Youth. Use the radio button to indicate when there is a clear indication that a group of Actors includes at least one young person or several youths (inferior or equal to 25 years old). Use “no youth” when there is clear indication that the Actors group does not include any people over 25. Use the “don’t know” button when source materials do not provide sufficient information to determine whether youths were involved or not.

IMPACTS

This refers to the physical harm and damage to property resulting from a violent incident. This is broken down into the following categories:

HUMAN IMPACTS

- **Death.** In the **Total Deaths** field, enter the total number of people killed as a result of the incident. In the **Female Deaths** field, enter the total number of women killed as a result of the incident. In the **Youth Deaths** field, enter the total number of people under 25 killed as a result of the incident.
- **Injury.** In the **Total Injured** field, enter the total number of people injured as a result of the incident. In the **Female Injured** field, enter the total number of women injured as a result of the incident. In the **Youth Injured** field, enter the total number of people under 25 injured as a result of the incident.
- **Rape/sexual assault.** In the **Total Sex Assault** field, enter the total number of people who suffered rape, molestation or sexual assault as a result of the incident. In the **Female Sex Assault** field, enter the total number of women who suffered rape, molestation or sexual assault as a result of the incident. In the **Youth** field, enter the total number of people under 25 injured as a result of the incident who suffered rape, molestation or sexual assault as a result of the incident.
- **Abduction.** In the **Total Abducted** field, enter the total number of people abducted (kidnapped) as a result of the incident. In the **Female Abducted** field, enter the total number of women abducted as a result of the incident. In the **Youth** field, enter the total number of people under 25 abducted as a result of the incident.

In cases of **murder/suicide**, the death of the murderer who committed suicide is counted as one additional fatality under the same event.

In cases when a pregnant woman is victim of violence, and the violence results in **child loss**, the child loss should be coded as a fatality.

Only **serious injuries** necessitating professional medical treatment are counted (e.g. a slap in the face not resulting in any particular lasting damage is not considered an injury).

DAMAGE TO PROPERTY

- **Buildings damaged.** In the **Total Buildings** field, enter the total number of buildings damaged in the incident. In the **Severe Building Damage** field, enter the total number of buildings that were damaged to the point of not being usable anymore (e.g. house burned to the ground).
- **Vehicles damaged.** In the **Total Vehicles** field, enter the total number of vehicles (car, motorbike, bus) damaged in the incident. In the **Severe Vehicle Damage** field, enter the total number of vehicles that were damaged to the point of not being usable anymore.

NOTE: all fields should ALWAYS be informed. If no one was killed/injured/raped/abducted, or no women were among the victims, or no buildings were damaged, enter 0 in the corresponding field(s). If there is no information on age or gender of victims use NA instead of 0 in the corresponding field.

Dealing with conflicting information from sources. Different sources may mention different figures for the number of people killed, injured or otherwise affected by an incident, or the number of damage buildings. When sources disagree on numbers, please use the numbers on which most sources seem to agree, or the numbers that appear to be most up-to-date/accurate based on the content of the reports. As a last recourse, simply use the most conservative figure (the lowest figure).

Dealing with approximate information. Sources may not always report exact figures, but instead use approximations such as “a few people were injured” or “33 people were injured, including a dozen women”. When none of the sources provide exact figures, then use the following guidance to inform the Impacts fields:

- “A few”: enter 2
- “At least 3, possibly more”: enter 3

- “Dozens”: enter 24
- “Hundreds”: enter 100
- “Thousands”: enter 1000
- When sources refer to a group but do not provide any indication of size, use 12 when context indicates a medium size group, and 100 when context indicates a very large group likely over 100.

As a more general rule, use your common sense to come up with the best conservative estimate possible (conservative means that, when in doubt, you should always go for the lower available estimate).

When sources mention that people were killed or injured in an incident, or buildings were damaged, but do not provide any information at all that would help estimating their number, then use, as a last recourse, the code “Unclear”.

DESCRIPTION

Use this section to write a short description of the incident. This information will be used to match incidents reported by different sources, and for quality control (i.e. verifying that you filled the other sections of the template correctly). Detailed personal information such as names of victims and so on are not needed.