

## Certificate of Appreciation

To whom it may concern,

We would like to recognize the outstanding contribution, effort, and dedication of Muneeba Rizvi to our team as a volunteer Expert research assistant for the CoronaNet Research Project. Muneeba was active with our project from 2022-04-11 to 2022-10-20 and, in that time, coded and updated policy information for Latvia. Without the support of our dedicated RAs, such as Muneeba Rizvi, we would not be able to sustain our pace of policy documentation which, to date, counts more than 100 thousand policies from virtually every country in the world.

The CoronaNet Research Project is working to gather comprehensive and global data on government responses to the COVID-19 crisis. This work includes gathering information about which governments are responding to the coronavirus, toward whom policies are targeted (e.g. other countries), the types of policies enacted (e.g. travel restrictions, banning exports of masks) and their timing and duration. For more information, see [www.coronanet-project.org](http://www.coronanet-project.org).

Muneeba has been a country expert for Latvia. This role involves researching and creating a comprehensive overview of government policies enacted in Latvia as well as collecting and entering new and updated policy information related to COVID-19. Becoming a country expert requires passing a series of trainings on how to code data in the CoronaNet database, which uses a custom Qualtrics survey instrument, keeping up with policy coding on a weekly basis, and attending weekly country- or regional coordination meetings as well as project-wide meetings.

Based on their performance, RAs are promoted to Advanced and then to Expert RAs, which is the position held by Muneeba. This role involves coding an outstanding number of 250 policies or more and being engaged as a research assistant for at least 6 months. Expert research assistants have gained extensive knowledge of PHSM data and the CoronaNet dataset. They are actively involved in the development of the taxonomy and the project structure, and guide other research assistants. With their profound expertise, they play a fundamental role in the success of the project.

In addition to being a country expert, Muneeba took on the following additional roles within CoronaNet:

- **TUM Course:** Muneeba participated in the course ‘Analyzing the Coronavirus Pandemic in Real Time: An Introduction to Evidenced-Based Global Public Policy’ course at the Hochschule für Politik at the Technical University of Munich. The course gave students experience in applying quantitative and statistical analyses in order to generate original research to help us better understand the politics of the pandemic. In this course, the concept of ‘evidence-based public policy’ was introduced and explored on the basis of students’ own work to address a variety of questions about the drivers and consequences of the public policies adopted across the globe in response to the pandemic.
- **Project Study:** Muneeba has participated in a practical experience ‘Project Study’ module at the Hochschule für Politik at the Technical University of Munich. Through this module, students receive 18 ECTS for 500 hours of practical employment with CoronaNet. Project Study students are incorporated into every aspect of the project—such as coding, validation, cleaning, and

managing of data—and also gain significant management experience through leading other RAs as country/regional managers or through managing special projects.

- **Project Manager:** Muneeba is an integral part of senior management team responsible for the selection, training, allocation, and monitoring of RAs. The Project Management team monitors and anticipates vacancies among RAs and country/regional managements and actively work to fill them to ensure staffing consistency. This role also provides support to country and regional managers in addressing performance and other issues that emerge within their teams. This role requires exceptional management and human-relations skills as well a strategic and problem-solving outlook to ensure smooth operation of CoronaNet.
- Muneeba participated in a credit-bearing internship through Nazarbayev University (Kazakhstan), earning 6 ECTS credits. Through an internship, Research Assistants get an insight into, and contribute to, special projects and managerial aspects of CoronaNet, working closely with members of the international team. Interns are expected to contribute 120-140 hours of independent work towards CoronaNet activities and to show initiative in taking on new tasks and projects.

In conclusion, we would like to reiterate our thanks to Muneeba Rizvi for supporting these important and time-sensitive collection efforts and for being part of the CoronaNet community.



Luca Messerschmidt, Principal Investigator

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