

## Certificate of Appreciation

To whom it may concern,

We would like to recognize the outstanding contribution, effort, and dedication of Whitney Burkes to our team as a volunteer research assistant for the CoronaNet Research Project. Whitney was active with our project from 2021-09-13 to 2022-07-02 and, in that time, coded and updated policy information for Spain. Without the support of our dedicated RAs, such as Whitney Burkes, 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).

Whitney has been a country expert for Spain. This role involves researching and creating a comprehensive overview of government policies enacted in Spain 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.

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

- **Country Manager:** This role involves leading a group of RAs. It involves oversight and support of RAs, including conducting regular performance and activity appraisals to guarantee the development of a consistent and up-to-date dataset. Regional Managers are the first point of contact for RA questions regarding research and organizational issues. The role requires a profound knowledge of the construction of the dataset and strong leadership and management skills in order to foster a team spirit among the RAs, enhance their motivation, and develop a positive work environment.
- **Project Study:** Whitney 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:** Whitney 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.

In conclusion, we would like to reiterate our thanks to Whitney Burkes 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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