

## Certificate of Appreciation

To whom it may concern,

We would like to recognize the outstanding contribution, effort, and dedication of Saif Khan to our team as a volunteer Expert research assistant for the CoronaNet Research Project. Saif was active with our project from 2020-04-04 to 2021-07-10 and, in that time, coded and updated policy information for Seychelles and United States. Without the support of our dedicated RAs, such as Saif Khan, we would not be able to sustain our pace of policy documentation which, to date, counts close to 90 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).

Saif has been a country expert for Seychelles and United States. This role involves researching and creating a comprehensive overview of government policies enacted in Seychelles and United States 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 Saif. 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, Saif took on the following additional roles within CoronaNet:

- **Data Validation:** This role involves re-coding data previously collected by other RAs in order to verify and ensure coding consistency. This role, which is only open to experienced and high-performing RAs at CoronaNet, requires extensive additional training in the project's collection procedures, high attention to detail, and ability to work well in a team setting.
- **Data Cleaning:** This role requires Saif to identify errors in the policy entries and clean them through updates in the Qualtrics survey. This role involves high attention to detail and an ability to perform repetitive tasks over a long period with high accuracy.
- **Project Study:** Saif 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:** Saif 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 Saif Khan 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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