

# Methodology and Coding Rules for the Database of Czech Development Projects in Mongolia

## 1. Introduction

This document provides a concise methodological overview of the database of Czech development projects implemented in Mongolia. It explains the structure of the dataset and the coding rules used to ensure clarity, consistency, and comparability of all project entries. The database consolidates verified information from official institutional, non-governmental, and academic sources and serves as a practical reference for understanding the scope, characteristics, and categorisation of Czech development activities in Mongolia.

## 2. Data Sources

Data were gathered from:

- Czech Development Agency (CzDA) project cards, annual reports, and official documentation
- Ministry of Foreign Affairs of the Czech Republic
- Implementing NGOs (e.g., People in Need, Caritas Czech Republic)
- Academic institutions (e.g., Mendel University)
- Project websites and publicly accessible databases
- Supplementary materials obtained directly from implementers

All sources were cross-checked, and primary institutional records were prioritised.

## 3. Inclusion and Exclusion Criteria

Only projects meeting the following conditions were included:

- **Purpose:** A development-oriented objective contributing to sustainable development in Mongolia.
- **Implementer:** A Czech governmental, non-governmental, academic, or private entity involved in development cooperation.
- **Funding:** Verifiable financing through development cooperation channels (CzDA, MFA, EU programmes, or other recognized donors).

Excluded were:

- Commercial projects without development impact
- Cultural or promotional activities without development relevance
- Non-verifiable interventions lacking sufficient documentation
- Private-sector activities not connected to development cooperation

When duplicates appeared across sources, the most authoritative source was used.

## 4. Structure of the Database

Each project entry includes a predefined set of variables covering identification, thematic classification, funding, location, partners, duration, description, and metadata necessary for analytical processing.

## **5. Coding Rules**

### **a) Location**

*Content:* The specific location where the project was implemented (city, aimag or province is stated).

*Rules:*

- If the exact location is known, it is recorded as provided in the source.
- If no implementation site is specified, “Ulaanbaatar” is used as a placeholder for mapping purposes, with an accompanying note “Not applicable.”
- If more than one implementation site is indicated, one primary location is selected based on the official source (if specified) or, if not, based on the researcher’s best judgment.

### **b) Project Number**

*Content:* The official project identification number as listed by the Czech Development Agency (CzDA), the Ministry of Foreign Affairs (MFA), EU programmes, or other verified sources.

*Rules:*

- If no official number exists, “Not applicable” is indicated.

### **c) Project Name**

*Content:* The English title of the project.

*Rules:*

- If no English title is available, the official Czech title is translated into English.

### **d) SDG Category**

*Content:* One Sustainable Development Goal (SDG) that the project addresses the most.

*Rules:*

- Each project is assigned at one SDG, determined based on the project description and documentation.
- The classification is based on the author’s best judgment, considering the thematic focus as provided by implementers or official documents.
- In cases where insufficient information was available to make a clear determination, the project was assigned to SDG 17 (“Partnerships for the Goals”), and serves as a neutral and appropriate category.

### **e) Description**

*Content:* A brief summary of the project, including its purpose, objectives, and main activities.

*Rules:*

- If no description is available, “No description available” is indicated.
- Where necessary, the description was created by the author based on available sources.

#### **f) Project Promoter**

*Content:* The main implementing organization responsible for project execution.

#### **g) Funding Source**

*Content:* The funding source(s) as stated in the primary source (e.g., Czech Development Agency – CzDA, Ministry of Foreign Affairs – MFA, EU programmes, non-governmental organizations’ own funds, or other verified donors).

*Rules:*

- Funding sources are recorded exactly as stated in the primary source (e.g., full name of the programme, agency, or organization).
- Multiple funding sources can be recorded for a single project, if applicable.
- If the funding source is not specified, “Not specified” is indicated.

#### **h) Original Budget**

*Content:* The total project budget as stated in the primary source, recorded in the original currency. If the budget is not provided in the source, “Not specified” is indicated.

#### **i) Budget in EUR**

*Content:* The budget converted into euros (EUR).

*Rules:*

- Conversion is based on the official annual average exchange rate of the European Central Bank (ECB) for the year in which the project started.
- If the annual average exchange rate for the project start year is not yet published by the ECB (e.g., projects starting in the current or following year), the most recent available annual average ECB rate is used.
- All converted amounts are rounded to whole euros (EUR).

#### **j) Partners**

*Content:* Partner organizations involved in project implementation.

*Rules:*

- If partners are not specified in the sources, “Not applicable” is indicated.
- If the project was implemented without any partners, “No partners” is indicated.

#### **k) Duration**

*Content:* The start and end dates of project implementation.

*Rules:*

- Duration is always recorded in years (e.g., 2018–2020).
- If only the start year is known, it is recorded as “YYYY–Not applicable.”
- If the project is ongoing, the end date is indicated as “ongoing.”

#### **l) Type of Implementing Organization**

*Content:* The type of the implementing organization (governmental, non-governmental, academic, or private sector).

#### **m) Thematic Area**

*Content:* The thematic sector of the project, categorized according to the Czech Development Agency’s (CzDA) official classification.

*Rules:*

- If the thematic sector is not stated in the sources, “Not applicable” is indicated.

#### **n) Website**

*Content:* The main official website for the project or implementing organization.

*Rules:*

- If no project-specific website is available, the website of the Czech Development Agency or the implementing organization is listed.
- If no website is available or known, “Not applicable” is indicated.