



How to use the SIGWatch global NGO tracking and issues analysis website at www.sigwatch.com

The SIGWatch service comprises a personalized daily NGO Newsfeed sent by email, and a set of analytical tools and databases accessed from the SIGWatch website.

Registering to use SIGWatch and receive NGO Newsfeed emails

If your organisation has a valid SIGWatch subscription, you can immediately sign up for the NGO Newsfeed and to access the website, by going here:

<http://www.sigwatch.com/index.php?id=107>.

After submitting a short form, you will receive an automated validation email. Click the link in the email to complete the registration process.

If your organisation does not have a SIGWatch subscription, or you are not sure, please contact us at sigwatch@sigwatch.com

Login

Click 'login' in the orange bar on the left of the screen. Log in with the email address and password supplied when registering.

'My SIGWatch'

Before doing anything else, click 'My SIGWatch' - this will appear in the orange bar after login - to set your preferred topic tags and other information. This will tailor your NGO Newsfeed emails to suit your interests and ensure you will receive SIGWatch emails. You can tick any combination of over 50 topic tags.

Personal Keywords

As well as pre-set topics, you can ask SIGWatch to monitor personal keywords, e.g. your company name. Reports mentioning any personal keywords will be separately flagged in your NGO Newsfeed emails. Add and manage personal keywords in "My SIGWatch". You can have as many keywords as you want.

About the Issues Management Engine

The Issues Management Engine or IME manages all the data collected by SIGWatch about NGOs, issues and activist campaigns from around the world. Use the IME to spot and track emerging issues, see which groups are driving which issues, and find out how campaigning has evolved over the last months or years. The IME toolbox is accessed from the tab block at the top of the screen.

SIGWATCH

Global NGO tracking and issues analysis

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All IME data is indexed by *issues* and *tags*. An *issue* is the smallest unit of controversy capable of sparking an activist campaign. Eg, coal burning and climate change, impact of pipelines, fracking in gas drilling. *Tags* are used to associate related issues, for example, by industry or technology or common concerns. Most issues carry multiple tags.

At the heart of the IME is the Archive, a database of some 30,000 NGO Newsfeed reports collected since 1997 (we add between 10 and 20 new reports every weekday). Each report is indexed by date, country(s), NGO(s) and the appropriate issues and tags. It is also scored for its *impact*, calculated from the number and geographical reach of the NGOs involved.

Using the IME tools

Saved Searches: In the Archive, Advanced Search, Issues Index and Issues Tracker tools, you can save your filter settings (eg. country, issue, keywords) and recall them when you're next online with a single click. To create a Saved Search, go to the tool you wish to use, make your filter settings, and click the "Save this search" button. Existing Saved Searches are displayed in a drop-down list in the filter input box. Click on the name to recall the settings and execute the search instantly. To delete a Saved Search, go to "My SIGWatch". Saved Searches are stored separately for each tool so you can use the same search name in different tools. There is no limit to how many Saved Searches you can have. Please note: Saved Searches are stored in your private user account and can only be seen by you.

NGOs

A fully searchable database of all the NGOs tracked daily by SIGWATCH. Filter your searches by place (region and/or country), tag/issue and NGO type (eg. global, national, coalition) or search by NGO name. You will get a listing of NGO names plus basic data that fit your criteria. Click on an NGO name to find out more and to see what's in the Archive about that NGO.

Countries

Listings of NGOs by country or regions, with basic information to help you locate groups of interest. Use the filters to narrow the results. As before, clicking on an NGO name gets you more detail, for example, all the issues which with that NGO is associated through past activity.

Archive

Use this tool to find out what's been happening recently, or search the Archive by setting the tag, issue, region and country filters from drop-down lists. You can also add your own search terms.

Advanced Search

Allows you to refine Archive searches to a higher degree. You must include your own free text search terms but you can also filter results by tag/issue, region/country, NGO type, and start and end date.

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Issues Index

Generates a color-coded snapshot of NGO activity for all the issues associated with the same tag (eg. oil). Start by selecting a tag from the drop-down list. If required, filter by region (default region is 'World'). The colored blocks indicate NGO activity levels for the past 9 months, the green/red arrows indicate changes in amount of activity within the last 3 months. Issues that are new or have re-emerged after 6 months dormancy are flagged with an exclamation mark. Click an issue name to see what actually happened in that time. Download a copy of your Issues Index with the PDF button.

Issues Tracker

Plots NGO activity over time for a tag or issue over the past 6 months up to the past 10 years. You can plot up to three issues or tags on the same graph. Each data point represents a month's NGO activity, ie, the number of significant actions weighted by the number and geographical reach of the NGOs involved. Click 'Details' to see what actually happened connected with that tag or issue. Download a copy of the chart with the PDF button.

Issues Map

This function is under development.

Coming soon

Soon you will be able to save your IME searches under your personal account, and recall them at any future date. This will speed up searches you perform frequently.

Questions or problems?

Contact Robert Blood on robert.blood@sigwatch.com

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