



# Submission Guidelines

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## Introduction

The Corruption Tracker Project (“Tracker”, “CT”) aims to create an up-to-date, online tracker of all cases and robust allegations of corruption in the global arms trade. If you are aware of a corruption case in the arms trade which is not yet included in the tracker, or if you would like to submit an update or correction to an existing corruption case in the tracker, this document will help you to:

- a. Determine whether your case meets our definition of corruption and standard of proof
- b. Learn how to format your information and submit your information to the CT

All of the information contained in this document is subject to changes and updates, so please always check the [Corruption Tracker Website](#) for the latest version before starting a new submission.

The Corruption Tracker (“Tracker”) is a collaborative project between the [World Peace Foundation](#) (“WPF”, Boston, M.A.), [Shadow World Investigations](#) (“SWI”, London, UK), and

the [Global Net – Stop The Arms Trade](#) (“GN-STAT”) at the [Arms Information Centre](#) (Freiburg, Germany).

## Definition of Corruption

Corruption in the arms trade comes in many forms and is therefore notoriously difficult to define. The definitions we provide here are working definitions which guide our thinking about corruption. They are not, however, the last word. If you are unsure whether your case aligns with our definitions, please do not hesitate to contact us at [info@corruption-tracker.org](mailto:info@corruption-tracker.org).

For our working definition we follow Transparency International in defining corruption as “the abuse of entrusted power for private gain”.<sup>1</sup> Building on this definition our approach includes

- Public servants and/or politicians demanding or taking money or favours in exchange for services or contracts;
- Public servants and/or politicians misusing or stealing public money or granting public jobs or contracts to their sponsors, friends, and families;
- Public servants, politicians and/or corporations bribing individuals or organizations to win contracts or otherwise secure favourable treatment.

This definition is useful for work with the Corruption Tracker, as it includes the aspect of bribery as a central corrupt practice but goes beyond this to create a larger framework for corruption. For the tracker too bribery is a key, but not the only, aspect of corruption we seek to cover. On the one hand, classic corruption cases such as the [Al Yamamah arms deal](#) or [Angolagate](#) involved bribes and kickbacks as a driving force. On the other, the spectrum of corrupt practices in the arms industry is much broader and involves aspects such as:

- Economic offsets involving corrupt benefits
- Off-Book Spending
- Over-invoicing
- Nepotism
- Embezzlement

In this context, the definition of what constitutes “private” gain also gets blurry. For example, during the [South African arms deal](#), bribes were allegedly used to fund the re-election campaign of the governing African National Congress.<sup>2</sup> In its Article 15, the United Nations Conventions against Corruption (UNCAC) provides a useful extension beyond the concept of *private gain* in the context of corruption of public officials. This article includes as corrupt act the offering or acceptance “of an undue advantage, for the official himself or herself or another person or entity, in order that the official act or refrain from acting in the exercise of his or her official duties”.<sup>3</sup> This understanding goes beyond the idea of *private gain* by introducing the notion of *harm* to official responsibilities, which can be a defining feature of corruption where an individual does not directly or personally benefit from the corrupt activity. Both are relevant for the CT.

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<sup>1</sup> Transparency International (n.d.). *What is Corruption?*. Retrieved July 31st, 2020 from <https://www.transparency.org/en/what-is-corruption>

<sup>2</sup> Feinstein, A. “After the Party: A Personal and Political Journey Inside the ANC” (Cape Town: Jonathan Ball Publishers: 2007), p. 335 (e-edition).

<sup>3</sup> UNODC (2004). *United Nations Convention Against Corruption*. New York: United Nations.

For practical reasons the Corruption Tracker right now primarily records cases that

- Fall under the broad definition of corruption mentioned above;
- Include a monetary component, or benefit in kind, in their corruption;
- Include the sale/purchase of military equipment or services.

## Case Verification Requirements

To be valuable as a resource, and for legal reasons, the information displayed on the Corruption Tracker website needs to be as accurate as possible. The Corruption Tracker works with two systems to ensure that the data collected is verified: documentation and trusted expert opinion.

### Documentation

If you can, we ask you to submit verifiable source material for your case or allegation. This includes primary and/or secondary source material. Examples of relevant source material are (list not exhaustive):

1. Legal cases or reports of legal proceedings
2. Trusted journalistic sources
3. Detailed investigation reports by individuals or organizations (published or unpublished) that cite and evaluate reasonable evidence
4. Other verified databases
5. Academic papers/reports
6. Primary documents proving key aspects of the case.

### Trusted Expert Opinion

In select cases containing previously unpublished allegations or cases where sources cannot be publicly revealed for any reason, we rely on the expert judgements of experienced investigators in our team. These can be cases that are almost ready to be published or similar. **However, the corruption tracker submission form is NOT the place to reveal secret or self-incriminating information, or such information which could endanger yourself or others! If you wish to submit primary documents, unpublished or otherwise sensitive information please contact us directly at [corruptiontracker@protonmail.com](mailto:corruptiontracker@protonmail.com).**

We reserve the right to reject your submission if we deem it to be inadequately verified/verifiable or for any other reason. You may resubmit cases if new evidence emerges.

## Submission Format (new cases)

The Corruption Tracker aims to list corruption cases in a standardized format which makes them easier to search and filter.

### Personal information we request

1. Your name or name of your organization (not for publication)

2. Your contact details
3. The name you would like to be used as the case author in publication on our website (can be “anonymous”)

This information primarily serves as a means for us to contact you in case we have questions. The publication name serves as a credit to you/your organization.

## Case information

We request case information in a standardized format and in the past tense (unless inappropriate to the context). You can see a full list of information you can submit in the submission form available [here](#).

## Sourcing

There are two types of source information you can submit:

1. A source list with the most relevant sources for your submission. In the case of unpublished cases, please reference the supplementary corroborating documents you submit.
2. In-Text sources: You have the option to link specific parts of your text to internet sources. Because of the formatting requirements on our website we request you submit these in the “markdown” style. This means that for links you should write the following (You can find the full instructions on how to use markdown formatting [here](#)):

Input	Display on Website
As shown by many [examples](http://www.example.com/), this sentence is supposed to illustrate a point.	As shown by many <a href="#">examples</a> , this sentence is supposed to illustrate a point.

## Special Types of Information

Sometimes your information may not fit neatly into our categories, here are some examples of how to deal with special kinds of information:

Missing Information	Any information that is unavailable or unverified can be omitted. Please note that we may reject a case which does not contain a reasonable amount of useful information.
Ambiguous/ Contradictory Information	Certain pieces of information in your case may be unclear or not fully verified. Sometimes, different sources may cite contradictory information. For numerical values, you may be able to give a range (e.g. “Deal Value: 100,000-200,000 USD”). If this is not possible, please contact us for a case-by-case solution.
My case is so complicated it doesn't match most of the categories.	Please contact us at <a href="mailto:info@corruption-tracker.org">info@corruption-tracker.org</a> or securely at <a href="mailto:corruptiontracker@protonmail.com">corruptiontracker@protonmail.com</a>

## Submitting Your Case

Please input this information into the submission form available [here](#).

Note again that **the Corruption Tracker submission form should NOT be used to reveal secret, self-incriminating or other information, which could endanger yourself or others! If you wish to submit primary documents, unpublished or otherwise sensitive information please contact us directly via [corruptiontracker@protonmail.com](mailto:corruptiontracker@protonmail.com).**

## Submission Format (updates/corrections)

If you would like to submit an update or voice a counter-opinion on specific information given in the tracker, you can do so via [this](#) form.

### Personal information we request

1. Your name or name of your organization (not for publication)
2. Your contact details
3. The name you would like us to credit the update to on our website (can be “anonymous”)

This information primarily serves as a means for us to contact you in case we have questions. The publication name serves as a credit to you/your organization.

### Case information

1. The case name and number in the CT you would like to update or correct
2. Your correction/update
3. A few sources for verification

Thank you for contributing to the Corruption Tracker!

## Link List

In case you cannot access in-text links, here is a list of all relevant links in this document in full length:

Corruption-Tracker Website: <https://corruption-tracker.org/>

Submission Form (new cases): <http://corruption-tracker.org/wp-content/uploads/2020/10/CORRUPTION-TRACKER-SUBMISSION-FORM.docx>

Submission Form (updates): <http://corruption-tracker.org/wp-content/uploads/2020/11/CORRUPTION-TRACKER-CORRECTIONS-FORM.docx>

Markdown Cheat-Sheet: <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet#links>