

GUIDANCE FOR THE SEXUAL EXPLOITATION AND ABUSE INCIDENT REPORTING FORM

Main points

- The Incident Reporting Form (IRF) is **designed to be used system-wide** by the UN Secretariat and all agencies, funds and programmes;
- The IRF is to be used **ONLY by authorized UN Persons**;
- An authorized UN person, named **Information Receiving Official (IRO)** takes complaints **as part of their professional functions** and is **on the list of all IROs present** at different locations of UN deployments;
- This **list must be communicated to the OSC at oscsea@un.org** and the names of IROs (and contact details) must be displayed in each location of UN deployments so that they are easy to contact;
- Collecting information from victims requires **appropriate training, received as part of your professional functions**;
- **Only** those authorized people who take complaints as part of their professional functions (**IROs**) **must be briefed on the use and how** to complete the IRF. IROs will include Conduct and Discipline Team (CDT) officers and personnel such as human rights officers or child protection officers present in each location of UN deployments;
- IROs do not include **translators, drivers or assistants and other personnel whose normal professional functions does not include the receipt of reports or complaints**;
- **IROs themselves have the responsibility to complete the IRF** with initial information on reports of sexual exploitation and abuse received directly from the ‘Declarer’;
- **The ‘Declarer’** may be **the victim, a witness or any person** who reports information on a case of sexual exploitation and abuse;
- **The IRO should collect essential information regarding the report, including information mentioned in the IRF, without conducting a full interrogation of the ‘Declarer’**;
- The IRF **should not be filled out by the victim, witness, complainant or informant, or any other person**;
- If the “Declarer” presents her/himself to UN personnel whose normal functions do not include receiving complaints, the ‘Declarer’ should be **immediately brought to a designated IRO present at the location so that the ‘Declarer’ is not required to repeat their “story” or other information to several people.**

Initial Report

- All UN personnel have a **duty to report** if she/he becomes aware of an SEA allegation;
- All UN personnel have a **duty to bring this information to an IRO immediately or to bring the person wishing to report sexual exploitation and abuse to a designated IRO present at the location.**
- If an Implementing Partner (IP) receives a complaint about its own personnel, the IRF is NOT used. However, if the UN receives the first complaint about an individual working with an IP or any other entity, the IRF is used.

For the IRO: How to use the IRF

- All information recorded must be **accurate and complete**;
- There should be **no gaps nor blanks in the form**. If information is unknown write ‘unknown;’ if information is not applicable write N/A;

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- IROs should be flexible, sensible and use their best judgement when completing the form;
- If clarification is needed regarding the IRF, advice should be sought from the CDT, Office of Internal Oversight Services (OIOS) or the Office of the Special Coordinator;
- The intake of information should be conducted in an **objective and accurate manner**;
- **The IRO is neither investigating** nor pro-actively gathering evidence; **The IRO's role is to receive and record sufficient information from the 'Declarer', as requested in the IRF**;
- Introduce yourself to the declarer and explain why you need to record information; explain that, with their consent, information provided by the 'Declarer' and recorded in the IRF will be shared with relevant UN entities and/or externally;
- Explain the purpose of the initial information reporting/collection process;
- Do not interrupt the 'Declarer' when they are telling their story – write a clear record of what is said by them;
- Ensure that the 'Declarer' clearly understand the consent provisions in the IRF, including what providing consent or refusing to provide consent entails, and that a decision not to consent may prevent the report from being investigated;
- **If the 'Declarer' is not the Victim, ensure that the box is filled in with information concerning the Victim.** Try to obtain as much information as possible about the Victim by questioning the 'Declarer';
- **If the 'Declarer' is the Victim do not repeat information provided in the box above (box 6). Just write "see the above". Do the same if the declarer is the witness (box 9). Complete all the boxes;**
- Fill out a separate IRF for each 'Declarer e.g. if there are more than 1 victim/ witness, each should have their own IRF;
- Indicate the case reference number on top right of the IRF and enter it on each page (bottom left).

For the IRO: The Reporting Process

- Once completed, the IRF is to be transmitted to the appropriate UN entity.
- The Personally Identifiable Information (PII) will be redacted and eliminated from the IRF's prior to sharing with OIOS when the alleged perpetrator is not under OIOS mandate.