

TOOLS FOR INFORMATION MANAGEMENT



SAMPLE SGBV/CP REGIONAL INFORMATION SHARING PROTOCOL (RISP)

Sample of Regional Information Sharing Protocol



PURPOSE

This regional information sharing protocol is to set out the guiding principles and describe procedures for sharing anonymous aggregated data on reported cases²⁵ of sexual and gender-based violence (SGBV) and children at risk within the Region.

RSSN members in the Americas recognize that sharing and receiving consolidated SGBV and Child Protection (CP) data will contribute towards improved inter-agency coordination, identifying and targeting gaps, prioritization of actions, and improved programming of prevention and response efforts. It may also result in improved advocacy efforts, increased leverage for fundraising and resource mobilization, and improved monitoring. All agencies will protect information to ensure that no harm comes to any survivor, child or the community from information sharing efforts.



GROUND RULES

Information submitted by signatories of this protocol to **(name of the entity)** will only be submitted in the agreed-upon format and will not contain any identifying information of survivors, children or organizations, unless for case management purposes²⁶ and in accordance with the safeguards established in this protocol. In some contexts, UNHCR will have a dual role as the data consolidating agency and a RSSN/RISP member responsible for data collection.

25. Refers specifically to overall numbers of reported incidents and transfers

26. Multi-country Case Management context

The information shared by entities as part to this protocol will be consolidated by the consolidating agency into national and regional reports. These reports may be shared externally, meaning with others outside those adhering to this information sharing protocol, only with written authorization and agreement from all RISP members. All RISP members agree to adhere to the terms in this protocol.

See Annex 1 for a list of names of all approved agencies/organizations/entities for data sharing.

Any survivor and child specific data that could lead to identification of the survivor will not be shared, e.g., name, initials, province, date of birth, etc.

When issuing regular reports of aggregated data or when written authorization for external aggregated data sharing is attained, **the consolidating agency** must share such data along with the following relevant caveats:

- **The data is only from reported cases.** The consolidated data is in no way representative of the total incidence or prevalence of SGBV and child protection risk in one location or group of locations.
- The aggregate data is based on quarterly consolidated reports submitted from UNHCR and partners for the purposes of:
 - SGBV prevention and response and Child Protection program planning, monitoring and evaluation
 - Identification of programming and service delivery gaps
 - Prioritization of actions and next steps
 - Improved service delivery
 - Policy and advocacy
 - Resource mobilization
 - SGBV and CP multi-country case management



QUARTERLY REPORTS²⁶ AND INFORMATION SHARING PROCEDURE

1. The RISP members will submit the quarterly report of aggregated numbers to the UNHCR focal point in the area. This report will then be sent to the consolidating agency.
2. The reports will be submitted the **(date)** of each quarter.
3. The reports will include data defined in the Quarterly Reporting Tables (see Annex 2)
4. One (1) week after receipt of the reports from RISP members (2nd week of the quarter), the consolidating agency.

26. See Annex to this document for list and samples of reporting tables.

5. Two (2) weeks after receipt of the reports from each **entity, (entity)** will consolidate all national reports. The aggregate report for each country operation and an aggregate report of regional data will be sent back to all RISP members identifying information deleted.
6. Areas of coverage: The aggregate reports will reflect the following geographical areas based on the RSSN members providing data.



DATA PROTECTION

Coordinators, focal points and members of the RISP will ensure that all data is safe and secure and will implement appropriate procedures to maintain confidentiality of the data. For example, each RSSN/RISP member (organization or agency) will ensure that they have already clarified and are implementing their internal data sharing protocols in accordance with data and information protection standards. Members will submit a filled template for that quarter (password protected excel file). The passwords for these submitted files will be agreed among issuing agencies and receptor (focal points).

the coordinating and consolidating agency has outlined during the creation of this protocol how the data will be:

- Received
- Shared (referred/transferred)
- Stored/deleted
- Protected in the computer
- Used by whom (who has access to the data and the computer) and for which purposes (Information management/case management)



COORDINATOR AND CONSOLIDATOR AGENCY

The quarterly reports are shared with consolidating entity of the RISP. In the event of changes in the coordination roles and responsibilities, the information sharing protocol will be reviewed by each of the RSSN/RISP members and signatories of this protocol.



WHEN OTHERS REQUEST SGBV/CP INFORMATION

All RISP signatories are authorized to use consolidated data for their internal reporting requirements. When sharing data for their internal reporting requirements, organizations and agencies must maintain data protection standards of confidentiality and security.

Each time external agencies or actors, not already approved for data sharing by the RISP members, submit a request for regional SGBV and CP information, **the Coordinator agency** will issue a written request to each of the RISP members for authorization to share data. Each request for authorization to share consolidated SGBV and/ or CP data will specify: the reason/purpose for the request for information, what the information will be used for and how the information will be used.

The consolidated data will be shared only after receiving authorization from all signatories to this protocol. When a request for authorization to share data is submitted by **the Coordinator**, the signatory organizations will respond through the national coordinators to the request within five (5) working days.

A party that has been authorized to receive consolidated SGBV and CP data must direct any request they receive for access to this shared data to the Coordinator of **(entity)**.

Names of non-signatory agencies / organizations / entities that have been approved to access consolidated data here:

AGENCY/ORGANIZATION/ENTITY	TYPE OF REPORT
	Quarterly Regional Report
	Quarterly Regional and National Report
	Quarterly Regional Report
	Annual Regional Report
	Annual Regional Report
	Annual Regional Report
	Annual Regional Report

By this information sharing protocol, the RISP members understand that they can refer any request for SGBV and CP consolidated information to the Coordinator of the **RISP** who can then share the data after receiving authorization from all RISP members in response to the written request.



TIME LIMIT

Once agreed, this information sharing protocol will take effect on **[DATE]**, and will be on trial basis until **[DATE]**, upon which the data gathering organizations will review the effectiveness of, use of and adherence to the protocol.

Data gathering organizations reserve the right to stop sharing data for any reason at any time, and will inform **[NATIONAL CONSOLIDATION AGENCY]** in writing if/when they do so.



BREACHES

In cases of breach by any of those participating in this information sharing protocol, information sharing will cease until resolved, responsible parties will be held accountable and the information sharing protocol will be reviewed.

The data gathering organizations reserve the right to refuse sharing information about SGBV reported cases to any external actor.



ANNEX 1

Names of all approved agencies/organizations/entities for data sharing

Name of entity

LOCATION	ORGANIZATION	FOCAL POINTS

RISP members

LOCATION	SERVICES PROVIDED TO SGBV SURVIVORS	FOCAL POINTS



ANNEX 2

Signatures of parties to the RISPs

Name
Designation
Agency
Signature
Date

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ANNEX 3 REPORTING TEMPLATE (also available in Excel)

The following tables are sample of tables to be shared by RISP members.

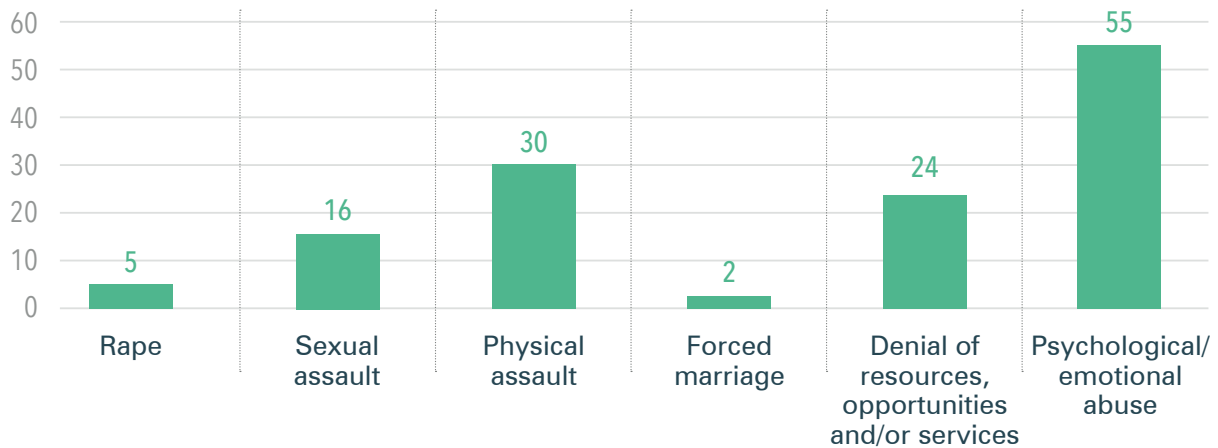
TYPE OF SGBV	1. Number of Incidents by Type of SGBV, Age and Sex												TOTAL
	Age 0-11			Age 12-17			Age18-64			Age 65+			
	F	M	I	F	M	I	F	M	I	F	M	I	
Rape													
Sexual assault													
Physical assault													
Forced marriage													
Denial of resources, opportunities and/or services													
Psychological/emotional abuse													
TOTAL													

TYPE OF SGBV	2. Number of Incidents by Violence against persons of diverse SOGI by type of SGBV, Age and Sex												TOTAL
	Age 0-11			Age 12-17			Age18-64			Age 65+			
	F	M	I	F	M	I	F	M	I	F	M	I	
Rape													
Sexual assault													
Physical assault													
Forced marriage													
Denial of resources, opportunities and/or services													
Psychological/emotional abuse													
TOTAL													

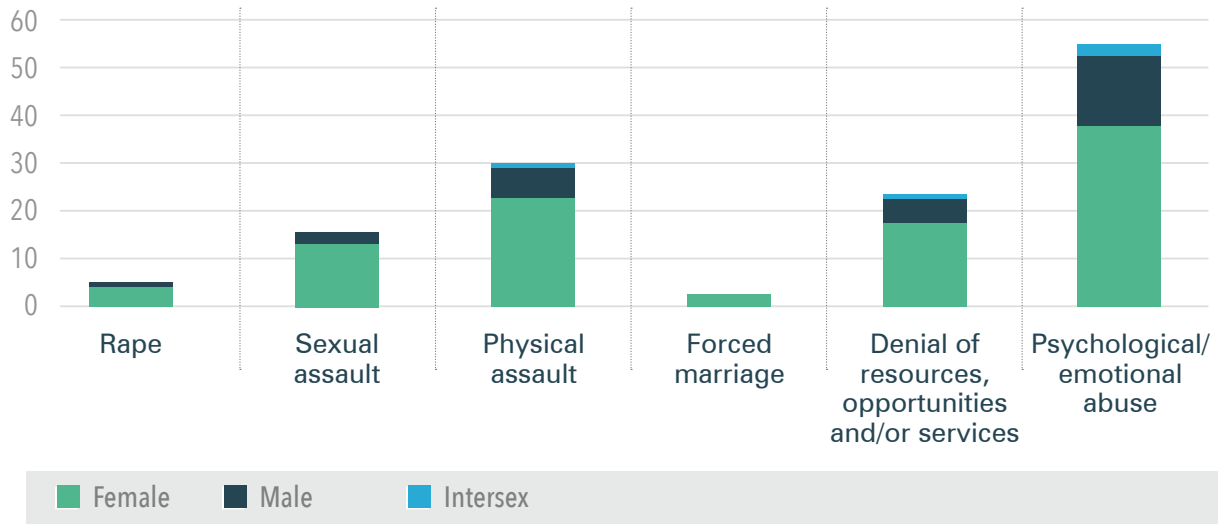
3. Number of Incidents by Violence by type of SGBV, Country of Origin and Sex

TYPE OF SGBV	Country 1			Country 2			Country 3			Other			TOTAL
	F	M	I	F	M	I	F	M	I	F	M	I	
Rape													
Sexual assault													
Physical assault													
Forced marriage													
Denial of resources, opportunities and/or services													
Psychological/emotional abuse													
TOTAL													

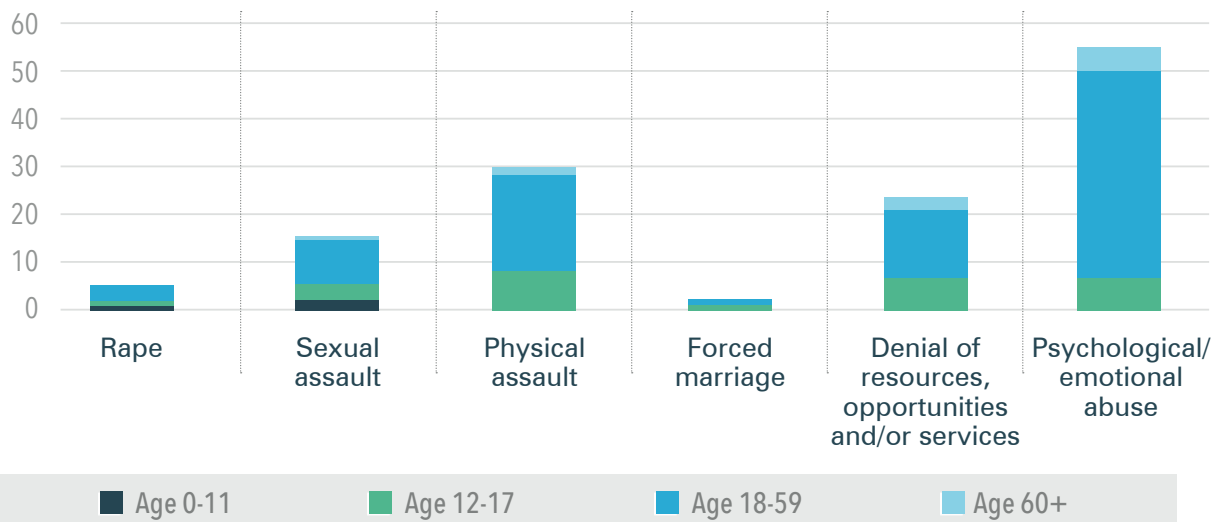
NUMBER OF INCIDENTS BY TYPE OF SGBV



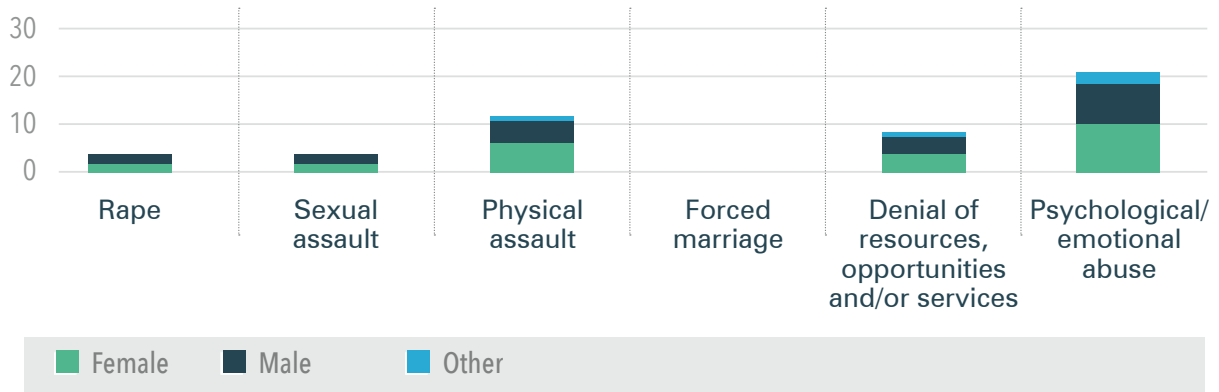
NUMBER OF INCIDENTS BY TYPE OF SGBV AND SEX



NUMBER OF INCIDENTS BY TYPE OF SGBV AND AGE



NUMBER OF INCIDENTS BY TYPE OF SGBV AND GENDER



REPORTED INCIDENTS BY TYPE OF SGBV AND COUNTRY OF ORIGIN

