

Annex F

SAMPLE GBV INFORMATION SHARING PROTOCOL

<SAMPLE> GBV Information Sharing Protocol between data gathering organizations

NOTE: *This sample protocol was developed for use with the GBV Information Management System (GBVIMS). This sample can be adapted for use in sites where the GBVIMS has not yet been implemented.*

PURPOSE

This information sharing protocol is to set out the guiding principles and describe procedures for sharing anonymous consolidated data on reported cases of GBV with, [INSERT NAME OF SELECTED NATIONAL CONSOLIDATION AGENCY] in its capacity as [INSERT coordinating organization name: can be the sub-cluster lead, GBV working group lead, lead NGO etc.] lead for GBV prevention and response work in [INSERT THE NAME OF THE COUNTRY].

The data gathering organizations recognize that sharing and receiving consolidated GBV 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 fund raising and resource mobilization, and improved monitoring. All agencies will protect information to ensure that no harm comes to any survivor or the community from information sharing efforts.

GROUND RULES

Information submitted by data gathering organizations to [NATIONAL CONSOLIDATION AGENCY] will only be submitted in the agreed-upon format and will not contain any identifying information of survivors or agencies.

The information shared by implementing agencies will be consolidated by [NATIONAL CONSOLIDATION AGENCY] into a report. This report can be shared externally, meaning with others outside those adhering to this information sharing protocol, only with written authorization and agreement from all implementing agencies.

[Insert names of all approved agencies/entities for data sharing here:](#)

All survivor-specific information that can lead to identification of the survivor will not be shared, e.g., name, initials, sub-county, date of birth, etc.

When written authorization for external data sharing is attained, [NATIONAL CONSOLIDATION AGENCY] must share the 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 GBV in any one location or group of locations.

- The aggregate data is based on monthly consolidated reports submitted from GBVIMS partners for the purposes of:
 - GBV prevention and response 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

MONTHLY REPORTS¹ and INFORMATION SHARING PROCEDURE

1. Data gathering organizations will submit the monthly report to [NATIONAL CONSOLIDATION AGENCY]
2. The reports will be submitted [DAY] of each month.
3. The reports will include information defined in the Monthly Reporting Tables (see Annex)
4. Two (2) weeks after receipt of the reports from data gathering organizations, [NATIONAL CONSOLIDATION AGENCY] will have consolidated all reports, including a brief analysis of the data received. The aggregate report will be sent back to all the data gathering organizations, with all data gathering organizations' identifying information deleted.
5. Areas of coverage: The aggregate reports will reflect the following geographical areas based on the data gathering organizations providing data [INSERT COVERAGE AREAS]

DATA SECURITY

[NATIONAL CONSOLIDATION AGENCY] and the data gathering organizations will ensure that all data is safe and secure and will implement appropriate procedures to maintain confidentiality of the data. Organizations will submit a Word document in 'read only' form and will employ password protection. The password for these submitted files has been agreed among all agencies.

[NATIONAL CONSOLIDATION AGENCY] has outlined during the creation of this protocol how the data will be:

- Received
- Stored/deleted
- Protected in the computer
- Used by whom (who has access to the data and the computer)

[NATIONAL CONSOLIDATION AGENCY]

The monthly reports are shared with [NATIONAL CONSOLIDATION AGENCY] in its capacity as lead GBV organization. In the event that the leadership changes hands, the information sharing protocol will be reviewed by each of the data gathering organizations.

WHEN OTHERS REQUEST GBV INFORMATION

Each time external agencies or actors, not already approved for data sharing by the data gathering organizations, submit a request for GBVIMS information, [NATIONAL CONSOLIDATION AGENCY] will issue a written request to each of the data gathering

¹ See Annex to this document for list and samples of reporting tables.

organizations for authorization to share data. Each request for authorization to share consolidated GBVIMS data will specify: the reason/purpose for the request for information, what the information will be used for, how the information will be used, and how the information produced with the consolidated data and analysis will be fed back to the data gathering organizations.

The consolidated data will be shared only after receiving authorization from all of the data gathering organizations. When a request for authorization to share data is submitted by the [NATIONAL CONSOLIDATION AGENCY], the data gathering organizations will respond to the request within five (5) working days.

A party that has been authorized to receive consolidated GBVIMS data must direct any requests they receive for access to this shared data to [NATIONAL CONSOLIDATION AGENCY]. For example, if the Ministry of Gender receives the consolidated data from the consolidation agency and then the Ministry of Justice requests to receive that same information from the Ministry of Gender, then the Ministry of Gender needs to refer the Ministry of Justice back to [NATIONAL CONSOLIDATION AGENCY] who will be responsible for getting in touch with the data gathering organizations before sending out the consolidated data to the Ministry of Justice.

[Insert names of all approved agencies/entities that have been approved to access consolidated data here:](#)

By this information sharing protocol, the data gathering organizations understand that they can refer any request for GBVIMS consolidated information to [NATIONAL CONSOLIDATION AGENCY] who can then share the data after receiving authorization from all data gathering organizations 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 GBV reported cases to any external actor.

ANNEX REPORTING TABLES

Following are the reporting formats the data gathering organizations agree to submit.

These are automatically generated from the GBVIMS. The reports generated from the IMS excel program will be transferred into a Word document.

Monthly Reports

1. Incident Type by Survivor Age Group

Sample Generated Table from Fictitious Data:

Count of Incident ID	Age Group			Grand Total
	Age 0-11	Age 12-17	Age over 18	
Other GBV	2	1	1	4
Denial of resources opportunities & services			4	4
Rape	2		1	3
Sexual Assault	1		1	2
Psychological/Emotional Abuse	1		1	2
Physical Assault			2	2
Female Genital Cutting/Mutilation		1		1
Forced Marriage	1			1
Grand Total	7	2	10	19

2. Incident Type by Sex and Adult/Child

Sample Generated Table from Fictitious Data:

Count of Incident ID	Adult/Child When Incident Took Place				Grand Total
	Sex of Survivor				
	Adult	Child	F	M	
Sexual Assault	1		1		2
Rape	1		1	1	3
Psychological/Emotional Abuse		1		1	2
Physical Assault	2				2
Other GBV	1		2	1	4
Forced Marriage			1		1
Female Genital Cutting/Mutilation			1		1

Denial of resources opportunities & services	3	1		4
Grand Total	8	2	6	3

3. Incidents of Intimate Partner Violence by Survivor Sex and Adult /Child

Sample Generated Table from Fictitious Data:

Count of Incident ID	Sex of Survivor	
	F	Grand Total
Adult/Child When Incident Took Place		
Adult	2	2
Grand Total	2	2

4. Incidents Child Sexual Abuse by Survivor Sex

Sample Generated Table from Fictitious Data:

Count of Incident ID	Sex of Survivor		Grand Total
	F	M	
Total	2	1	3

5. Incidents Early Marriage by Survivor Sex

Sample Generated Table from Fictitious Data

Count of Incident ID	Sex of Survivor	
	F	Grand Total
Total	1	1

6. Incidents of Harmful Traditional Practices by Survivor Sex and Adult /Child

Sample Generated Table from Fictitious Data:

Count of Incident ID	Sex of Survivor	
	F	Grand Total
Adult/Child When Incident Took Place		
Child	1	1
Grand Total	1	1

REFERRAL PATHWAY TABLES

7. Referred from Service Provider

Sample Generated Table from Fictitious Data:

Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)
Sub-County	(All)
Count of Incident ID	
Referred from Service Provider	Total
First Point	2
Health/Medical Services	3
Legal Services	1
Livelihood Programme	1
Other	2
Other Gov't Service	1
Other Humanitarian or Dev. Actor	2
Police/Other Security Actor	2
Safehouse/Shelter	2
Teacher/School Official	1
Community or Camp Leader	1
Psycho-Social/Counseling	1
Grand Total	19
Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)
Count of Incident ID	
Health / Medical Services	Total
Referred	6
Service already received	2
Service not applicable	2
Service Provided by Reporting Agency	5
Referral declined by survivor	3
Service unavailable	1
Grand Total	19
Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)

Count of Incident ID	
Police / Other Security Actor	Total
Referral declined by survivor	3
Referred	6
Service already received	2
Service not applicable	2
Service Provided by Reporting Agency	5
Service unavailable	1
Grand Total	19
Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)
Count of Incident ID	
Psycho-Social / Counseling	Total
Referral declined by survivor	3
Referred	6
Service already received	2
Service not applicable	2
Service Provided by Reporting Agency	5
Service unavailable	1
Grand Total	19
Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)
Count of Incident ID	
Legal Services	Total
Referral declined by survivor	3
Referred	6
Service already received	2
Service not applicable	2
Service Provided by Reporting Agency	5
Service unavailable	1
Grand Total	19
Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)

Count of Incident ID	
Livelihood Programme	Total
Referred	6
Service already received	2
Service not applicable	2
Service Provided by Reporting Agency	5
Referral declined by survivor	3
Service unavailable	1
Grand Total	19
Incident Report Date (Month/Year)	Mar-2009
Incident Report Date (Year)	(All)
Incident Type	(All)
District	(All)
Count of Incident ID	
Safe House / Shelter	Total
Referral declined by survivor	3
Referred	6
Service already received	2
Service not applicable	2
Service unavailable	1
Service Provided by Reporting Agency	5
Grand Total	19

8. Perpetrator Age and Sex

Sample Generated Table from Fictitious Data:

Count of Incident ID		
Perpetrator Sex	Perpetrator Age	Total
F	Age 12 - 17	1
	Age 41 +	1
	Unknown	1
F Total		3
M	Age 12 - 17	2
	Age 18 - 25	1
	Age 26 - 40	2
	Multiple Perps of Multiple Age Groups	3
	Unknown	1
	Age 0 - 11	3
M Total		12
Grand Total		15

Quarterly Reports

1. Perpetrator Relationship

Sample Generated Table from Fictitious Data:

Count of Incident ID		
Alleged Perpetrator Relationship	Incident Type	Total
Intimate Partner / Former Partner	Physical Assault	1
	Sexual Assault	1
	Denial of resources opportunities & services	1
	Psychological/Emotional Abuse	1
	Female Genital Cutting/Mutilation	1
Intimate Partner / Former Partner Total		5
Supervisor / Employer	Forced Marriage	1
	Other GBV	1
	Rape	1
	Sexual Assault	1
	Denial of resources opportunities & services	1
Supervisor / Employer Total		5
Family Other Than Spouse	Forced Marriage	1
	Other GBV	1
	Physical Assault	1
	Rape	1
	Psychological/Emotional Abuse	1
Family Other Than Spouse Total		5
Teacher	Forced Marriage	1
	Other GBV	1
	Physical Assault	1
	Sexual Assault	1
	Psychological/Emotional Abuse	1
Teacher Total		5
Schoolmate	Physical Assault	1
	Rape	1
	Sexual Assault	1
	Denial of resources opportunities & services	1
	Psychological/Emotional Abuse	1
Schoolmate Total		5
Other / Not Applicable	Forced Marriage	1
	Other GBV	1

	Physical Assault	1
	Rape	1
Other / Not Applicable Total		4
Other Resident Community Member	Other GBV	1
	Physical Assault	1
	Sexual Assault	1
	Psychological/Emotional Abuse	1
Other Resident Community Member Total		4
Caregiver	Forced Marriage	1
	Other GBV	1
	Rape	1
	Denial of resources opportunities & services	1
Caregiver Total		4
Unknown	Forced Marriage	1
	Rape	1
	Sexual Assault	1
	Denial of resources opportunities & services	1
Unknown Total		4
Other Refugee / IDP / Returnee	Rape	1
	Sexual Assault	1
	Denial of resources opportunities & services	1
	Psychological/Emotional Abuse	1
Other Refugee / IDP / Returnee Total		4
Grand Total		45

2. Number of Days Lapsed Between Incident Date and Incident Report Date in Incidents of Physical Assault, Rape, and Sexual Assault

Sample Generated Table from Fictitious Data:

Count of Incident ID		
Incident Type	Range of Days Between Incident & Report	Total
Physical Assault	0 - 3 Days	1
	More than 2 weeks under a month	2
	More than a month	3
Rape	0 - 3 Days	1
	6 - 14 Days	1
	More than a month	5
Sexual Assault	0 - 3 Days	2
	More than a month	5
Grand Total		20

3. Incident Time of Day (excluding Psychological Abuse, Economic Abuse, and Forced Marriage)

Sample Generated Table from Fictitious Data:

