

Gender-Based Violence Information Sharing Protocol Template & Guidance



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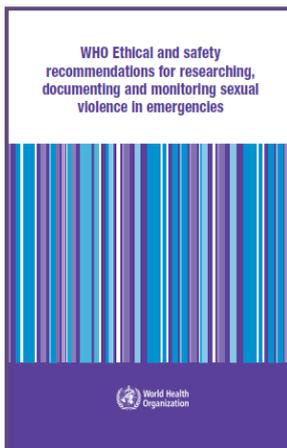
This document includes guidance on developing an information sharing protocol to regulate the sharing of information collected about gender-based violence in the context of service provision and the Gender Based Violence Information Management System (GBVIMS). For more information about the GBVIMS, visit www.gbvims.org

Introduction to the Information Sharing Protocol

Information sharing is an essential component of inter-agency GBV coordination and collaboration and can help illustrate trends in reported incidents, highlight gaps in programming, and strengthen advocacy for improved programming. However, due to the highly sensitive nature of GBV data, the potential benefits and risks of sharing information to produce regional or inter-agency statistics must be carefully considered. Above all, service providers must protect clients' right to confidentiality and not risk drawing undue attention to themselves, their clients or their communities.

Some of the common challenges in GBV data sharing include:

- Decisions are made regarding survivors' data without their consent or knowledge
- Lack of understanding of or consensus on the level of data to be shared or on how data is to be used
- Safety and security of survivor and service provider
- One-way information sharing
- No process or procedures in place to regulate information sharing



There is often a lack of consensus between agencies about what information should be shared, with which actors and under what circumstances. Sometimes this discrepancy is initially not apparent because different organizations may assume that they have the same understanding of who will receive what data and how it will be used. However, these assumptions may emerge – and cause problems – further into a project cycle. Organizations considering sharing information with any organization outside of their own should develop an interagency information sharing protocol (ISP) to help ensure sharing happens effectively and ethically.

Explicitly documenting an agreement between organizations regarding data sharing avoids these problems and establishes predictable reporting cycles. The GBVIMS information sharing protocol (ISP) template can help achieve this by:

- Developing necessary guidelines and standards of practice that ensure a transparent process for safe, effective and ethical information sharing of GBVIMS data
- Facilitating discussions on inter-agency collaboration with regards to incident data collection and sharing
- Stimulating secure and ethical information sharing among the GBV community

The objective of the information sharing protocol is to help agencies address challenges related to GBV data management, set clear guidelines for any sharing of GBV incident information and to protect survivors while promoting improved GBV coordination.

The information sharing protocol will:

- Create an opportunity to discuss information sharing. This discussion in itself promotes the need for ethical data sharing and ensures that the risks around information sharing are identified and mitigated.
- Enable actors to have a clearer understanding of what information should be shared, why the information is being shared (for what purpose), when it will be shared (e.g. monthly, quarterly), by whom, and how (e.g. what level of data)
- Clearly define the roles and responsibilities of all parties involved in the information sharing process
- Establish parameters around the use of the data shared
- Define to what degree organizations should be credited or protected in the publication of statistics.

The process of developing the ISP is **as important** as the final document. **A participatory, collaborative, inclusive and respectful process supports trust development among partners, facilitates information sharing and contributes to a more robust humanitarian response to gender-based violence.**

In order to develop an information sharing protocol, organizations need to:

1. Determine if an information sharing protocol makes sense in your context.
2. Determine which service providers in your context may want to share GBV incident data and set up an initial meeting to begin the discussion.
3. Determine the levels of information sharing that will take place in your context.
4. Identify the intended purpose and expected outcomes based on the level of information sharing agreed upon (see #3); decide *what* information needs to be shared.
5. Write the purpose section of the ISP including the expected outcomes of sharing information.
6. Determine the information flow and *how* the data should be shared.
7. Clarify the roles and responsibilities for all agencies involved.
8. Set the format of the reports and a reporting timeline/schedule. Set an expiration date for the protocol and a date for convening with implementing agencies to reassess the protocol and discuss and make changes, if necessary.
9. Agree on how submitted and compiled data will be stored, analyzed and used – and also how it will *not* be used.
10. Ensure confidentiality measures are taken.
11. Decide what consequences the breach of the information sharing protocol will have.
12. Based on the information above, draft an Information Sharing Protocol.

13. Share the finalized, signed protocol with all signatories and at relevant GBV sub-cluster/working group/task force meetings.
14. Signatories to the protocol need to notify their staff of the signed protocol, the processed and procedure included and general guidelines for safety and ethics in GBV data collection and sharing.

Sections of the ISP Template

- **Purpose:** Explains the intention of an ISP
- **Ground Rules:** Specifies the basic rules to be followed when sharing information. This section defines responsibilities of the GBVIMS implementing agencies and the responsibilities of the national consolidation agency and any agency or agencies responsible for information consolidation at the regional/sub-national level.
- **Data Security:** Establishes necessary precautions and considerations to be made to ensure the security of all data and of the actors who are collecting the data.
- **Consolidating Agency:** Establishes the role of the agency consolidating/compiling GBV data from various data gathering organizations.
- **Internal Information Sharing Procedures and Reports:** Defines and describes what information should be included, frequency of sharing, and areas of coverage in reports submitted by data gathering partners to the consolidating agency.
- **When Others Request GBV Information:** Describes the procedures for sharing information with external agencies and other actors, such as the government or media.
- **Time Limit:** Defines the duration of the information sharing protocol and sets a date for its review and renewal.
- **Breaches:** Outlines actions to be taken when there is a breach in the protocol.
- **Annexes:** As part of the ISP annexes should be including containing examples (based on fictional data) of correctly formatted reports, the list of organizational focal points, and the data protection protocol

While the benefits of information sharing listed above are strong, releasing sensitive GBV data (intentionally or unintentionally) in a manner that does not fully consider all of the possible implications can jeopardize ethics and put survivors, communities and program staff at risk. Before sharing GBV data/information organizations should consult the World Health Organization's *Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies* eight recommendations to ensure that data shared is done so in an ethical manner and does not draw unwanted attention to survivors, programs, agencies or communities.

For more information visit, www.gbvims.org



Guidelines for the preparation of the Information Sharing Protocol (ISP) Meeting

The process by which an ISP is developed among participating organizations is as important as the resulting protocol itself. A participatory, collaborative, inclusive and respectful process supports trust development among partners, facilitates information sharing and contributes to a more robust humanitarian response to gender-based violence. Additionally, if actors have not fully engaged in the process, the protocol is unlikely to succeed. It is better to have a document that takes months to negotiate than to have a document that is accepted on the first draft but is disregarded, or not properly implemented, possibly jeopardizing the quality of the data sharing process itself and potentially putting GBV survivors and services providers at risk.

Below is a sample agenda for an information sharing protocol meeting based off learning from negotiated protocols in multiple countries and various contexts.

ISP Development Meeting #1

The objectives of the first day of the ISP Development Meeting are to ensure participants have a clear understanding of the ethical standards and best practices in GBV information management. The expected output is not a draft of the ISP, but an orientation to the document as a whole.

Meeting topics:

- **Training Report:** To start with, if the ISP meeting is immediately following a GBVIMS Tools training, it is recommended to include a brief summary of the topics covered during training.
- **Safety and Ethics in GBV Data Orientation:** To begin the session, which may include participants from the training, likely signatories to the protocol and other interested parties, the foundational principles and safety mechanisms essential for ethical information collection and sharing should be presented and discussed. This ensures understanding of the principles that led to and are encapsulated in the ISP. [See the Safety and Ethics powerpoint].
- **GBVIMS Purpose and Tools:** If there are new actors participating in the ISP meeting beyond those in the GBVIMS tools training, it may be necessary to provide an overview of the purpose of the system and the tools. [See the Information Sharing Protocol Development powerpoint].
- **ISP Principles and Overview:** This covers the persistent problems with GBV data management and sharing, standards in GBV data management, examples of good practice, the purpose of an ISP, key considerations before sharing data, informed consent of survivors, levels of data to share, and maintenance after the signing of the ISP. Then an overview of each section of the ISP is presented and discussed, not in reference to the context, but broadly so participants have a shared understanding of the document. [See the Information Sharing Protocol Development powerpoint].

ISP Development Meeting #2

This second day of the information sharing protocol development meeting should be limited to organizations/agencies who are expected signatories to the ISP. Organizations not involved in data collection or consolidation, or not in phase 1 of the rollout should not be included. The goal of the second day is to discuss the key questions that guide and enable the development of the Protocol and create space for discussion and potentially negotiations. It is important to allow time for discussions in plenary as well as organizationally (i.e. for each organization to consider and discuss the various aspects internally). This ensures opinions can be shared safely and also allows space to discuss and come to agreement. Remember the expected output of this day is to find points of agreement and consensus, not necessarily (though it may include) drafting an ISP.

- **Key Questions (Plenary):** In the plenary session, highlight what the key questions are for consideration in the development of an ISP.
 1. What data points will/should be shared for consolidation? At which level? (National, Sub-national, etc.)
 2. What is the compilation process? Who will be the consolidating/compiling agency/organization? What will be the timeframe?
 3. Is it necessary to share any trends or data with agencies/organizations that are not expected signatories to the ISP? If so what trends/data points should be shared? With whom?

These three points are among the key discussed points in the ISP. While there will be others that require discussion as well, these points usually require the most time. In the plenary session, present and clarify what the key questions are, but at that stage, do not ask for sharing of opinions or agency positions.

- **Key Question Discussion (Small Groups):** The participants should be divided up into groups according to their organization/agency. These small groups are essential to make sure each group has a safe space to discuss the key questions, including raising any concerns or perceived challenges with information sharing in their respective organization. Typically, that means the data gathering organizations would form one group. Other groups may be for each UN Agency that is participating in the ISP or ministry/government officials. If there are other actors who do not logically have a group of their own, they can be placed with existing groups based on the local understanding of where best they fit. In each group there should be a facilitator. If the GBVIMS Steering Committee is involved in the meeting, they can facilitate small group sessions. The facilitator has an important role, to make sure each question is addressed in the group, and that the group reaches consensus, where possible. This session typically takes 2-5 hours.
- **Ground Rules Discussion (Plenary):** After the small group discussions, all the participants come back together in plenary to present the results of their small group discussions and the consensus reach on the key questions. Before starting the discussion it is critical to set ground rules for the discussion to ensure there is sufficient space and a respectful environment for each group to express their views, perceptions and concerns. This contributes to the trust-building process. [See the Ground Rules document].
- **Discussion of Key Questions (Plenary):** Each group will have the opportunity to report on their discussion in the small groups on the key questions. During this reporting, it is recommended to allow room for other groups to ask clarifying questions, but to respect the space of each group and let them present before delving into discussions or negotiations. Once each group has presented, the plenary facilitator should highlight points of agreement and, for questions without consensus, the range of ideas and options presented. Then a discussion on each key

question can begin. Participants may need to be reminded of the ground rules in discussions. The facilitator plays a key role here in reflecting back what participants share and asking the rest of group for points of compromise and agreement.

- **Conclusions and Next Steps (Plenary):** To wrap up the session, the group should determine the next steps for the process. Who will take the process forward? Who is the focal point for each organization for the ISP development process? When is the next meeting?

SAFETY AND ETHICS: GBV DATA COLLECTION & SHARING

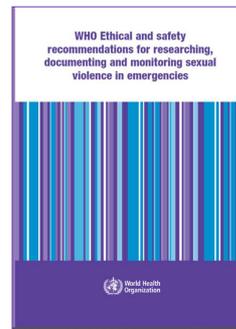


Persistent Problems with GBV Data

- **Women being put at risk**
- Poor quality of data – comparing apples to oranges
- Sharing client data without their informed consent or knowledge
- Sharing too much data (i.e. intake forms)
- Sharing identifying data
- Casual approach to storing data
- Manual analysis of data – prone to errors

Standards in GBV information Management

1. Risks and benefits
2. Methodology
3. Referral services
4. Safety
5. Confidentiality
6. Informed consent
7. Information gathering team
8. Children



1. The benefits to respondents or communities of documenting GBV must be greater than the risks to respondents and communities.
2. Information gathering and documentation must be done in a manner that presents the least risk to respondents, is methodologically sound, and builds on current experience and good practice.
3. Basic care and support for survivors/victims must be available locally before commencing any activity that may involve individuals disclosing information about their experiences of sexual violence.
4. The safety and security of all those involved in information gathering about GBV is of paramount concern and in emergency settings in particular should be continuously monitored.
5. The confidentiality of individuals who provide information about GBV must be protected at all times.
6. Anyone providing information about GBV must give informed consent before participating in the data gathering activity.
7. All members of the data collection team must be carefully selected and receive relevant and sufficient specialized training and ongoing support.
8. Additional safeguards must be put into place if children (i.e. those under 18 years) are to be the subject of information gathering.

Examples of good Practice

- | |
|---|
| ✓ Service provision must be available to GBV survivors if data is to be gathered from them |
| ✓ Survivor/incident data must be non-identifiable |
| ✓ Survivor/incident data can only be shared with the informed consent of the client |
| ✓ Client case files (i.e. intake or incident report forms) are only shared within the context of a referral and with the consent of the survivor |
| ✓ Client data must be protected at all times and only shared with those who are authorized |
| ✓ An agreement must be established in collaboration with service providers to determine how data will be shared, protected, used and for what purpose – before data is shared |

Gender-Based Violence Information Management System

Enables those providing services to GBV survivors to effectively and safely collect, store, analyze and share data related to the reported incidents of GBV.

The GBVIMS was created to:

- Facilitate data compilation and statistical analysis
- Enable data sharing
- Introduce ethics and safety into GBV information management

Outcomes of GBVIMS

- A standard tool and methodology for data collection and analysis
- Uniform classification of GBV incidents across service providers
- More reliable information about reported GBV incidents in humanitarian settings
- Concrete guidelines for sharing GBV data based on key ethical and safety considerations

Operationalizing Good Practice

- Protection survivor information
- Informed Consent
- Safety of Information
- Systemized Biases

Relevancy for General GBV Data Management

Ethics and principles from the GBVIMS are applicable

- What are the likely physical, psychological, social and legal risks to survivors, their families and supporters, and to communities?
- Will survivors benefit directly?
- Considerations for publicizing information
 - Removing personal identifiers
 - Informed consent
 - Ensure objectives of research/study are understood
 - Confidentiality

Concerns with GBV Data Management

- How are services made available to survivors?
- How does it benefit the individual survivor?
- How do we obtain informed consent to share information?
- How is data stored securely?
- Who has access to participant identifiable information or participating records?
- Participation of Minors?

Information Sharing Protocol Development



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Survivor:

I'm afraid to tell my story, but they say I need to see the doctor after what happened. I don't want anyone to know about it.

Service Provider:

I want to analyze trends in order to target and improve services.

GBV Sub-Cluster:

I want to be sure that referrals are working and to carry out effective advocacy.

UN Agency:

I need data to fulfill my protection mandate and carry out effective advocacy.

Donor:

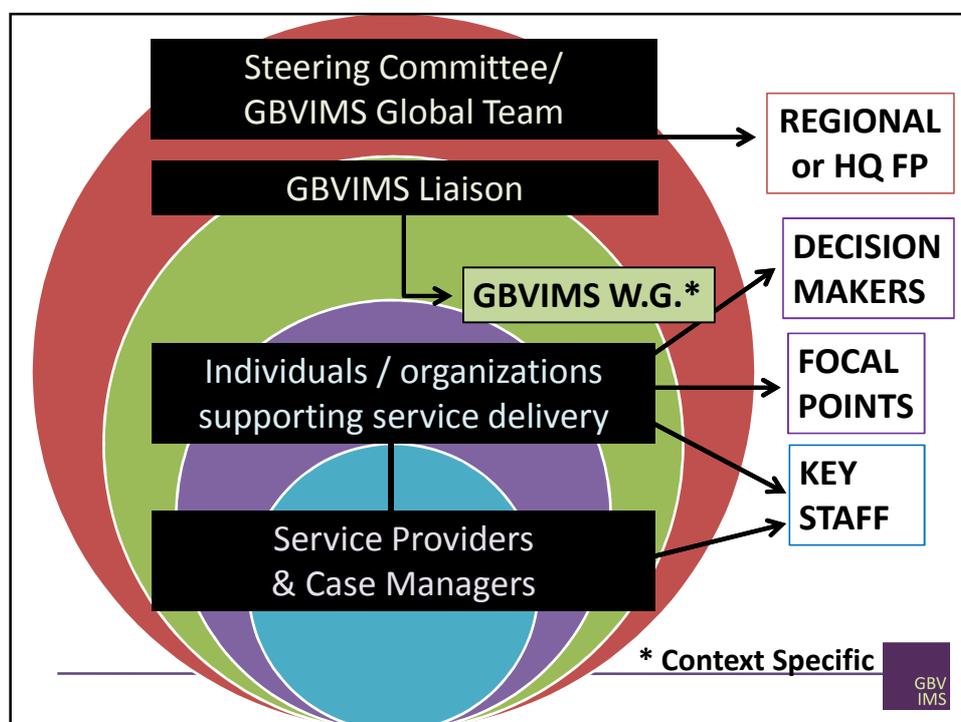
I need to know how funds are being used and how many people we're helping.

All actors have different objectives that drive the need to share data and have access to information.

WHY DO WE SHARE DATA?

Roles and Responsibilities in the GBVIMS

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Defining Roles in the GBVIMS

Key Staff

- Can include any of the following staff in the context of using the GBVIMS:
 - Those engaged in data collection (psychosocial officers, nurses, case managers, etc.)
 - Those engaged in data entry, data compilation, and data analysis
- Trained by their organization's Focal Point (to whom they also go to for ongoing support)

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Defining Roles in the GBVIMS

GBVIMS Focal Point

- Within a GBVIMS implementing organization and also the consolidating agency
- Responsible for understanding the entire GBVIMS and how it should be implemented and maintained
- The go-to person for their organization
- Responsible for day-to-day implementation, maintenance and quality control
- Focal points train the key staff within their organizations on those aspects of the GBVIMS that are relevant to their duties

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Defining Roles in the GBVIMS

Decision Makers

- Will vary depending on what decisions need to be made which could include:
 - Funding and/or human resource allocation
 - Program restructuring
 - ISP discussions
- May look different at organization and agency levels

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Defining Roles in the GBVIMS

GBVIMS Liaison

- Person who facilitates the process of a GBVIMS Rollout
- Liaison between the GBVIMS Taskforce and other relevant actors (e.g. decision makers and focal points)
- As their primary role is to guide the process, it's important that this person or group understands the *entire process*

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Defining Roles in the GBVIMS

Coordinating Organization

- Facilitating communication to move the process forward.
- Serve as the link for any external information requests or technical support issues.

Defining Roles in the GBVIMS

Compiling/Consolidation Role

- An organization or agency that has been mutually agreed upon to compile shared reports, aggregate according to the agreement of the group, and share back to the implementing agencies/organizations for group analysis.

Defining Roles in the GBVIMS

GBVIMS Steering Committee

- Supportive function to ensure
 - Country teams have thought through potentially complicating issues in their context
 - Maintain the fidelity of the System and promote best practices around information sharing through GBV service provision
 - Act as a clearing house for lessons learned in order to ensure tools are regularly updated according to country-level experiences

Information Sharing

- Decisions are made regarding survivors' data without their consent or knowledge
- Lack of understanding of the level of data to be shared
- Safety and security
- One-way information sharing
- No process or procedures in place to inform information sharing

COMMON INFORMATION SHARING CHALLENGES

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WHAT ARE YOUR EXPECTATIONS FOR INFORMATION SHARING?

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Information Sharing Protocol

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

Purpose of the ISP

- Improve and facilitate inter-organizational information sharing.
- Ensure safety and respect for ethical standards.
- Enable implementing partners to have a clearer understanding of the what, why, when, by whom, and how.
- Clearly define the roles, rules and responsibilities.
- Clarify procedures for information sharing external to the task force

Why Develop an ISP?

- Key to Having Data Flow
- Protocols clarify and enforce:
 - what data will be shared
 - for what purpose
 - who compiles the data
 - who can access the compiled statistics and for what purpose
- All ethical and safety issues must be considered before sharing data – including consent

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Before Sharing Data

- While the benefits listed above are very important, releasing sensitive GBV data (intentionally or unintentionally) in a manner that does not fully consider all of the possible implications can jeopardize ethics and put survivors, communities and program staff at risk.
- Consider the World Health Organization's *Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies* eight recommendations
- To ethically share that data there are some points you should consider before sharing any information:
- Sharing GBV information may draw unwanted attention to survivors, programs, agencies or communities.

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Before Sharing Data - Informed Consent

- GBV survivors have a right to control whether information about their case is shared with other agencies or individuals; they do this by choosing to give or withhold their informed consent. While there are many different approaches for appropriately obtaining informed consent from a survivor, **all** approaches must:
 - Help the client understand the implications for sharing their information
 - Obtain informed consent *before any information is shared*.

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Who to share information with

The level of information sharing must be determined on a contextual basis. For example, an organization may often find itself sharing information with:

- GBV working group
- Other staff within their own organization
- Selected GBV organization consolidating data in their area
- Donor in a report
- GBV service providers for referrals
- Host government
- Other agencies or individuals researching GBV in the area

Challenging questions that arise from this dilemma include:

- What are different levels or degrees of information sharing?
- Which level is appropriate for which context or situation?
- Can standard guidelines or protocols properly take into account the different levels and different contexts of information sharing?

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The GBVIMS allows several options for data sharing.

Keeping in mind the principal objective for the data provided by GBVIMS – to improve programming related to service provision and response to GBV – for Ethiopia, it is recommended:

To share statistical outputs: Summary of incident data presented via Pivot Tables that are part of the Incident Recorder.

Incident Type by Survivor Age Group				
Sample Table Generated from Fictitious Data:				
Count of Incident ID	Age Group			Grand Total
	Age 0-11	Age 12-17	Age over 18	
Denial of resources, opportunities or services			4	4
Rape	2		1	3
Sexual Assault	1		1	2
Psychological/Emotional Abuse	1		1	2
Physical Assault			2	2
Forced Marriage	1			1
Grand Total	5	0	9	14

LEVELS OF DATA

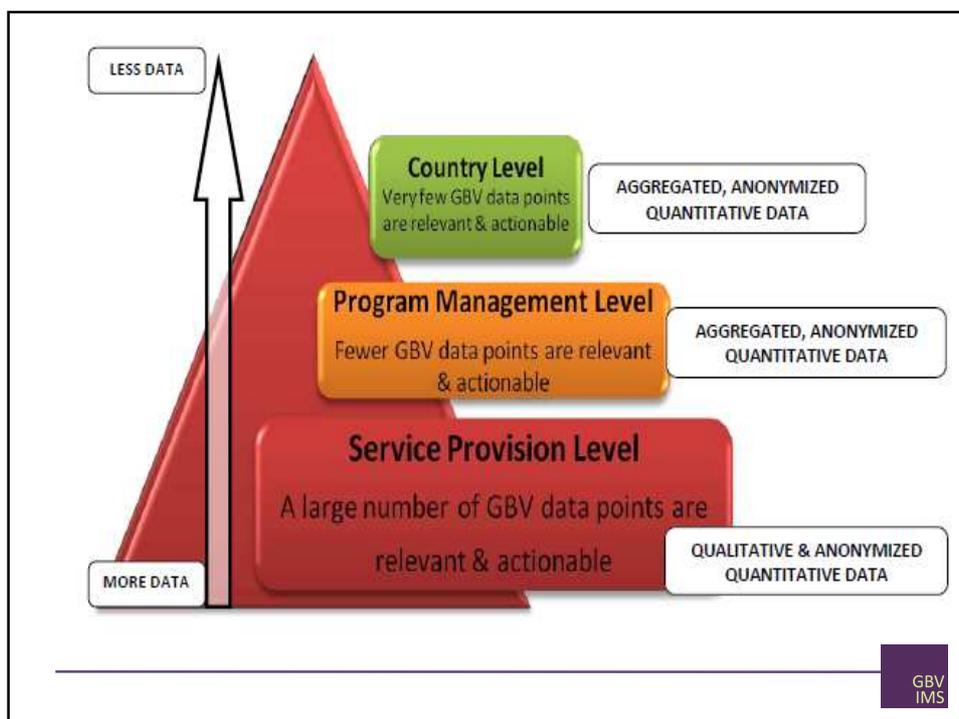
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The Process

...As important as the protocol itself!

- An information sharing protocol process that is collaborative, inclusive, and respectful, can build respect, encourage information sharing, and ultimately improve the humanitarian response to GBV.

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ISP Development Objectives

- Identify Focal Points for each organization/agency
- Clarify the structure and coverage areas for the ISP
- Agree on reporting timeline and content
- Develop a dissemination strategy for the ISP

After ISP Signing

- One the ISP is signed and in effect:
 - Data Compilation
 - Sharing back with Data Gathering Organizations
 - Analyze data for coordination
 - Review the Information Sharing Protocol

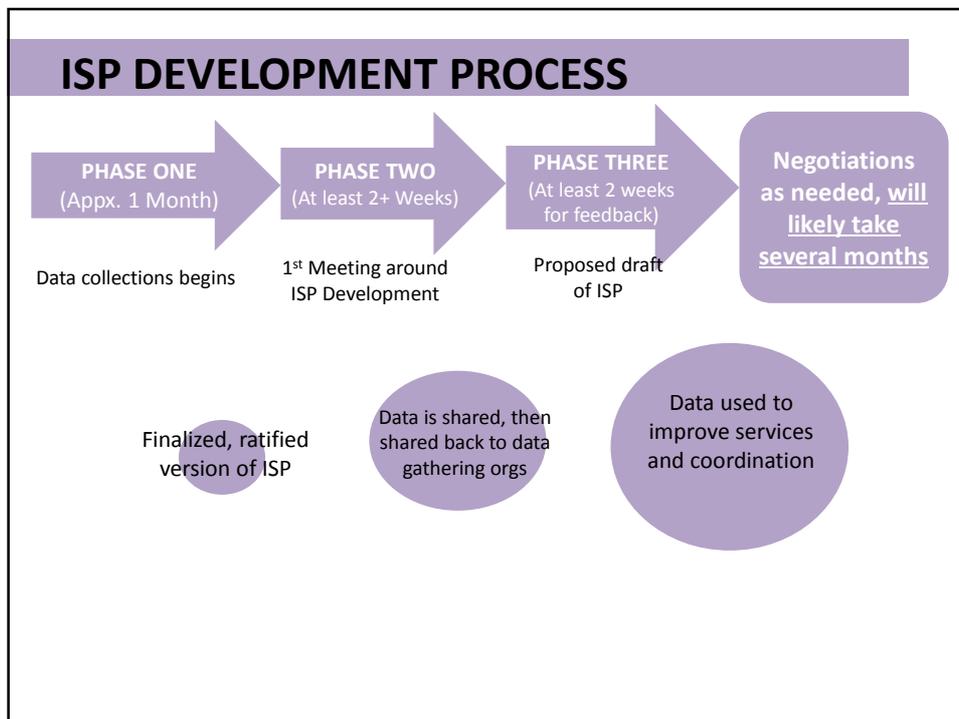
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REMEMBER!

The process by which an ISP is developed among participating organizations is as important as the resulting protocol itself.

A participatory, collaborative, inclusive and respectful process supports trust development among partners, facilitates information sharing and contributes to a more robust humanitarian response to gender-based violence.

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PARTICIPATORY PROCESS

Advantages of a Participatory Approach

- Participation promotes a **sense of ownership** of a process.
- A participatory process **builds trust**, both among service providing organizations and among these and the coordinating agencies involved.
- A participatory approach **avoids potential challenges** that can result from a lack of engagement and discussion, or confusion about the purpose, outcome or process.

PARTICIPATORY PROCESS

Key Considerations for Promoting a Participatory Approach

- **Process Matters!** And as a result, the process may take months to complete.
- **People Matter!** It may be difficult to ensure that all the right people get to the table. Overcoming this barrier, however, can have profound positive consequences in the longer term.

PARTICIPATORY PROCESS

Keys to Leading a Participatory Approach

- Before the meeting, try to personally invite relevant organizations/agencies.
- Plan meeting times around the convenience of those asked to participate.
- Direct, face-to-face meetings should be held as often as possible to create spaces for discussion and resolution.
- Use open questions (e.g. questions that start with who, what, where, when and how) rather than questions that require yes/no answers.
- By the end of the meeting, the leader should guide participants to review a set of clear 'next steps' or 'action points' with deadlines and people responsible.
- Allow sufficient time for feedback on drafts or in negotiations.

Purpose

- Sets out guiding principles and procedures for ethical data sharing on reported GBV cases;
- Reasons for data sharing: improving coordination, programming, advocacy and fund raising.
- Explains what non-identifiable information is
- Prioritises confidentiality and the protection of survivors, service providers and communities.

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Ground Rules

Overview of protocol:

- Data will be shared, in an agreed-upon format for consolidation
- Organizations can share their own data internally (responsible manner)
- For external sharing of consolidated data, permission must be sought
- New data gathering organizations can join the ISP
- No survivor-specific, identifying information will be shared
- Caveats for shared data
- Responsibility of signatories to orient their staff to ISP

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Data Security

- All actors will take necessary measures to protect data and maintain confidentiality
- Highlights need to clarify:
 - Who will receive the data
 - How the data will be stored
 - Protected in computer
 - Who will have access to the data
- Establishes possibility of adapting ISP in accordance with security situation
- Requires GBVIMS taskforce to establish contingency plans for data security

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Internal Information Sharing

Information Sharing Procedures:

- What data will be submitted
- Consolidation process
- How will trends be analyzed/discussed
- How will analyzed/compiled information be shared back to actors
- Areas of coverage
- Agency Focal Points for the GBVIMS

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External Data Sharing

- Signatories may use information for internal and donor reporting, and Data Gathering Organizations (DGO) may authorize use of their own information without seeking approval
- Media requests to be assessed case by case
- GBVIMS WG will agree on which trends to share with pre-approved external actors.
- Establishes pre-approved external actors, including: who, location, purpose and format

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External Data Sharing

- Sets out procedure for addressing data sharing requests by non-approved external actors
- Requires authorization by each DGO as a pre-requisite for sharing the data externally with non pre-approved actors
- Establishes what information should be provided by actor re/ use of data and requires guarantee of ethical use of data by external actor
- Sets out time frame for giving approval for external data sharing
- Channels data requests through GBVIMS coordinator
- Highlights need to carefully scrutinize media requests.

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Time Limits

Upon agreement:

- ISP will take effect for XX months
- In absence of new agreement, renewal for XX months

Breaches of Protocol

- Sets out procedure for addressing breaches of the protocol
- Ensures that every effort is made to resolve breach and avoid impacting information sharing
- Allows for organisations to pull out of agreement if they feel their security or that of survivors has been compromised.
- Ensures that departure from agreement is communicated in writing



Ground Rules for ISP Discussions/Negotiations

Before starting plenary discussions/negotiations in the ISP development meetings, it is critical to establish ground rules. This will contribute to the trust-building process and allow space for each group of participants to safely and respectfully express their views, perceptions and concerns. You may determine in your groups there are additional ground rules needed. Below are some suggested ground rules:

- Listen carefully and attentively
- Delay questions/comments until speaker has completed
- Treat other parties with respect
- Follow time limits
- Speak about yourself
- Present your own point of view
- Remember the goal is to reach agreement

GBV Information Management System **Information Sharing Protocol between data gathering organizations:** **[LIST DATA GATHERING ORGANIZATIONS] and [CONSOLIDATING AGENCY]** **In [GEOGRAPHIC REGION COVERED BY ISP]**

PURPOSE

This information sharing protocol is to set out the guiding principles and describe procedures for sharing anonymous sharing anonymous statistical data on reported cases of GBV captured by the GBVIMS with **[FULL NAME OF AGREED UPON CONSOLIDATING AGENCY] ([CONSOLIDATING AGENCY'S ACRONYM])** in its capacity as **[CONSOLIDATING AGENCY'S ROLE]** for GBV prevention and response work in **[OPERATIONAL / GEOGRAPHIC REGION]** in **[NAME OF COUNTRY]**. The protocol is meant to facilitate the information sharing between participating actors.

The signatories to this agreement recognize that sharing and receiving non-identifiable 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, service provider or the community from information sharing efforts.

Notes on the Purpose Section

This section is the most general of the document which outlines the purpose of the ISP, the various actors involved: Data Gathering Organizations (DGOs), the Consolidating/Compiling Agency, the Coordinating Agency and the geographical area covered.

The ISP in most cases should be a document that is written as an agreement between those organizations collecting data and the organization or agency responsible for the consolidation of data. These are the only actors that should be listed in the title, throughout the document (exception being External Actors Section), and as signatories at the end of the document.

Type of Data to be Shared: This should be aggregated data. Data is considered aggregated when it has been combined or compiled together, such as statistics, and when is not identifiable on an individual level. This is typically the GBVIMS Monthly Statistics Sheet or agreed upon tables of information.

Data Gathering Organizations (DGOs): Organizations providing psychosocial, medical, safe house or legal services to GBV survivors and using the GBVIMS intake form and incident recorder to collect information in connection to these services.

Consolidating Agency: This is the organization or agency decided upon by the participating actors to be responsible for receiving data from all DGOs and compiling it into the agreed upon reporting format for dissemination to DGOs. There should not be more than one consolidating organizations / agencies per ISP (even if there are multiple leads). This could be any organization/agency participating in the GBVIMS implementation regardless of whether it is in a lead coordination role. Some examples are: the GBV sub-cluster lead, GBV Service Providing NGO, GBV working group lead, lead NGO providing services to GBV survivors, etc. The compiling agency/organization may be different than the organization/agency that coordinates GBV prevention and response and/or the GBVIMS activities.

Government Ministry/Agency Involvement: In rare exceptions, to increase government participation, buy-in, adoption and adherence to the ISP, it may be necessary to include them in the ISP. Please refer to the Steering Committee Guidance Note on the Government engagements with the GBVIMS to determine if this is appropriate. In the case the government ministry/agency meets the definition of a DGO, they would be added as a DGO specifying the structure as clearly as possible. If they are a consolidating agency, they should be added as such. If they are neither, they could potentially be included as a pre-approved agency for information sharing, if deemed appropriate by signatories.

GROUND RULES

- Information submitted by data gathering organizations to **[CONSOLIDATING AGENCY]** will be submitted in the agreed-upon format and **will not contain any identifying information of survivors or agencies**. Non-identifiable GBV data is context specific but excludes data points that could result in a survivor (or, in some cases, those organizations providing services to them) becoming known outside of the context of the care survivors are receiving. In some contexts, data such as exact age together with the incident location can reveal a survivor's identity. The data points to be shared must consider all possible outcomes that could lead to a survivor being identified and must consider both the number of cases being reported and the context.
- The information shared by data gathering organizations will be consolidated by **[CONSOLIDATING AGENCY]** into a monthly aggregate report. This report will be shared back to the data gathering organizations for further shared analysis.
- All signatories agree that the **GBVIMS data will not be used for following up on individual cases**.
- All agencies will protect information to ensure that no harm comes to any survivor, service provider or the community from information sharing efforts.
- Information sharing should only happen with the **informed and free consent of GBV survivors**, and all interaction with survivors should follow a survivor-centered approach.
- Each data gathering organization reserves the right to share its own data externally, for example for internal and donor reporting requirements, resource mobilization, and advocacy. Even when using its own data externally, each GBVIMS partner is expected to do this in a responsible manner that **maintains the safety and security of GBV survivors, service providers and their communities**. Each data gathering organization may suspend the sharing of information for reasons of safety, security, capacity or other considerations through written justification to other ISP signatories.
- New partners who are offering health and/or psychosocial services to GBV survivors will be added to the protocol once they have met the following criteria:
 1. They have received the appropriate training and follow-up support to implement the GBVIMS within their own operations and have demonstrated good comprehension and ease of use of the GBVIMS.
 2. They have reviewed the ISP and discussed the process for information sharing within the GBVIMS Working Group/Task Force.
 3. They have organizational buy-in for data sharing.
 4. Signatories to this ISP have been consulted regarding the inclusion of new partners to this agreement.
- For security purposes and to ensure survivor confidentiality, **no survivor-specific information that can lead to identification of the survivor will be shared**, e.g., name, initials, address, phone number, etc. All information shared will be anonymous statistical data.
- Following signature of the protocol, the data gathering organizations' and consolidating agency's focal points have a **responsibility to train their colleagues** about the standards and procedures outlined in this information sharing protocol. Notably, that GBVIMS data is shared on a **[FREQUENCY]** basis among ISP signatories in the manner outlined in this document; any requests from external actors for access to consolidated GBVIMS information must be directed to the **[CONSOLIDATING AGENCY]** focal points in order to begin the authorization process among the data gathering organizations; GBVIMS data is not to be used for

follow up or investigation on individual cases/survivors. They should also explain to their colleagues that any question or request for GBVIMS information should be directed to their respective organizations' GBVIMS focal points.

- GBVIMS data is shared on a monthly basis among ISP signatories in the manner outlined in this document. Any requests from external actors¹ for access to GBVIMS data has to follow the procedure outlined below.

Notes on the Ground Rules Section

Other optional clauses to include:

Roles of non-coordinating/compiling/DGO organizations: For those organizations that are not taking on coordinating or compiling roles or may not be data gathering organizations, but are involved in general GBV work, there is the option to include a role for them in the ground rules section. For example, 'In its capacity in GBV prevention and response, ORG A is responsible for providing technical support, capacity building, and contributing to analysis of information within the GBVIMS Task Force.'

DATA SECURITY

[CONSOLIDATING 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 an Excel document and will employ password protection. The ***password for these submitted files*** has been agreed upon by each data gathering organization and shared with **[CONSOLIDATING AGENCY]**.

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

- Received: Email to **[CONSOLIDATING AGENCY]** GBVIMS Focal Points²
- Stored/deleted: See Annex **XX** Data Protection Protocol
- Protected in the computer: See Annex **XX** Data Protection Protocol
- Used by whom (who has access to the data and the computer) GBVIMS Focal Points

The **[FREQUENCY]** reports in **[TYPE OF DATA TO BE SHARED]** form are shared with the **[CONSOLIDATING AGENCY]** GBVIMS Focal Points/Liaison, in the organization's capacity as **[CONSOLIDATING AGENCY'S ROLE]**. In case the security situation further deteriorates in **[GEOGRAPHIC REGION COVERED BY ISP]**, hampering **[CONSOLIDATING AGENCY]'s** or the data gathering organizations' abilities to protect and assist survivors or their information, the information sharing protocol will be reviewed and consequently adapted to respond to the changing environment. The **[GBVIMS Partners/Taskforce]** will develop contingency plans for data security and information sharing should the security situation change.

¹ For the purpose of this ISP, "external" refers to any entity that is not a signatory to the ISP.

² See the Focal Point document.

Notes on the Data Security Section

It is recommended to attach a contextually-modified Data Protection Checklist/Protocol as an annex to the ISP. There should also be included an explanation that all signatories agree to affirm that their activities adhere to all of the practices outlined in the Data Protection Checklist/Protocol.

Sending Data for Compilation: The GBVIMS Consolidating/Coordinating Focal Point/Liaison should determine a common password for each organization to use when sending data. This should be different from the password to their database. It should be noted in the "How to Send Data" associated document

Contingency Plan (to be included as required by context): In the event of a sudden emergency or deteriorating security situation where the program office may be abandoned abruptly or occupied by armed actors, for the safety and security of survivors and staff, sharing of data may be interrupted:

- During this period, information sharing may be temporarily halted while offices are abandoned or staff is evacuated. Should this occur, as quickly as possible, the interruption of data sharing should be communicated by the DGOs to GBVIMS Consolidating/Coordinating Focal Points/Liaison to ensure clarity.
- Updates should be provided by DGOs to GBVIMS Focal Points if offices are abandoned or staff evacuated for more than one month.
- When programming resumes and data sharing can continue, this should be communicated to the GBVIMS Focal Points.
- Signatories to this ISP agree to develop their own emergency plan to deal with documentations in the context of an evacuation for the safety of their clients (including destroying or taking the case files with them).

[FREQUENCY OF REPORT] Report

[FREQUENCY OF REPORT] Report

1. **Frequency:** Data gathering organizations will submit **[type of data]** (defined in Annex **XX**) for all new cases reported during the previous period to **[CONSOLIDATING AGENCY]** by the **[AGREED UPON DAY OF SUBMISSION]** of each **[FREQUENCY]** in a password protected document. For the purpose of compilation and data sharing, this is the only reporting format that will be requested of DGOs.
2. **Areas of coverage:** The aggregate reports will reflect the following geographical areas based on the data gathering organizations providing data. **[TABLE/LIST GEOGRAPHIC AREAS AND ASSOCIATED DATA GATHERING ORGANIZATIONS]**
3. **[CONSOLIDATING AGENCY]** will consolidate all submitted data and create an aggregate **[FREQUENCY]** report (see Annex **XX**) with all data gathering organizations' identifying information removed. This will be sent back to all the data gathering organizations by the **[AGREED UPON DAY OF SUBMISSION]** of each **[FREQUENCY]** after removing all data gathering organizations' identifying information. This **[FREQUENCY]** report will be shared back to all data gathering organizations with a summary of key findings by **CONSOLIDATING AGENCY** within **[AGREED UPON TURN-AROUND TIME]** of the **[FREQUENCY]** data analysis meeting.
4. The GBVIMS ISP signatories will meet once a **[FREQUENCY]** to discuss trends and patterns in reporting. **[CONSOLIDATING AGENCY]** will compile the analysis during this meeting to include in a **[FREQUENCY]** report on GBV trends in **[AGREED UPON GEOGRAPHIC AREA]**. The format of this report will be agreed upon by the actors during this **[FREQUENCY]** meeting, but it should not include consolidated figures (i.e. numbers). The aim of the **[FREQUENCY]** report is to provide a snapshot of GBV reporting in **[AGREED UPON GEOGRAPHIC AREA]** to inform responses and advocacy across non-GBVIMS agencies and for external uses as necessary (e.g Sectoral meetings).

Agency Focal Points: The individuals responsible for the submission of data and for sending compiled **[FREQUENCY]** reports are listed in the GBVIMS Focal Point document (**Annex XX Focal Points Document**). Each organization or agency that is part of the GBVIMS Task Force should have a primary and second GBVIMS Focal Point to fulfill the roles and responsibilities (**See Annex XX Roles and Responsibilities**) related to the roll out of the GBVIMS. In the case of staff turnover, each agency is responsible for designating a new focal point, doing a complete handover of GBVIMS responsibilities, and communicating this change to the **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison, who will be responsible for updating the GBVIMS Focal Point document. In case no update is provided about the new GBVIMS Focal Point, **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will contact the senior management of the concerned agency to obtain the new focal point details, and update **Annex XX Focal Points Document**.

[Name Frequency of Report (if there are additional) to include points listed above]

Notes on the Internal Information Sharing Procedures Section

It is best practice to have an impartial actor (such as a GBVIMS Surge Team Member) or other neutral individual to discuss with all the signatories their concerns about information sharing, the minimum amount of information that would meet consolidate data needs and what would be an acceptable amount of information sharing for DGOs.

Frequency of Reporting: It is recommended to have a reporting frequency of a monthly or quarterly basis. There can be more than one reporting frequency (for example, a 1-2 statistics monthly report and a fuller quarterly/semi-annual report). This is useful in contexts with concerns around client confidentiality. For example, DGOs may not be comfortable sharing camp by camp information on a monthly basis because of concerns information without survivor names could still be identifying. Instead, on a monthly basis all information is compiled for all camps and transit centers, and then each quarter information sharing would be broken down providing a camp by camp snapshot of GBV incidents to increase beneficiary confidentiality.

Report Format: The format and frequency of the report should be discussed during the ISP development. There should be a clear, sample report format in the annex. That annex should be referenced in this section.

Agency Focal Points: The GBVIMS Focal Points Document will help facilitate information sharing even with staff turnover. With this document added as an annex. It can be amended to reflect new staffing (as needed) without having to modify the entire ISP. The GBVIMS Focal Points Document, an Annex to the ISP, should identify the primary focal point contact and the secondary contact. The ISP should include language that clarifies when to reach out to the secondary contact (for example, after # days without a response from the primary contact). This will help clarify (and the appropriate process for) who can make decisions for the organizations. I think this section on the Focal point is misplaced and should move later in the document (under the section on Report), else we do not understand why there are being introduce here.

WHEN OTHERS REQUEST GBV INFORMATION

Internal and Donor Reporting

[CONSOLIDATING AGENCY] and GBVIMS data gathering organizations are authorized to use consolidated statistics on reported GBV incidents for their internal and donor reporting requirements.

When sharing data for their internal reporting requirements, organizations and agencies should maintain data protection standards of confidentiality and security. In that purpose they should send the following caveat along with the GBVIMS statistics:

*The data shared is only from reported cases, and is in no way representative of the total incidence or prevalence of Gender-Based violence (GBV) in **[AREA OF COVERAGE]**. These statistical trends are generated exclusively by GBV service*

providers who use the GBV Information Management System (GBVIMS) for data collection in the implementation of GBV response activities in a limited number of locations across **[AREA OF COVERAGE]** and with the consent of survivors. This data should not be used for direct follow-up with survivors or organizations for additional case follow-up. The following information should not be shared outside your organization/agency. Failure to comply with the above will result in the suspension of sharing GBVIMS statistics in the future.

[CONSOLIDATING AGENCY] and GBVIMS DGOs can share information with each other without seeking approval from all the signatories. Additionally, individual DGOs may authorize external sharing of its information bilaterally with another DGO.

It is not recommended to include the media as a pre-approved point for information sharing as context and security situations can change rapidly. Media requests should be handled on a case by case basis and in a transparent manner.

Pre-Approved Information Sharing to Non-ISP Signatories

The agencies/entities below have been approved by all ISP signatories to access the agreed-upon consolidated data reports for the specific purposes mentioned.

Who	Location	Purpose	Format

Every **[FREQUENCY]**, **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will prepare and share the agreed tables and/ or summary of trends (**Annex XX: Data Set to be Shared with Pre-Approved Non-ISP Signatories**) including the caveat above with the following pre-approved external actors, who have been agreed upon by all signatories to this ISP.

The standard consolidated data reports to be shared with pre-approved external actors will be shared by **[CONSOLIDATING AGENCY]** with all signatories **XX** days before sending the reports. These **XX** days will provide the signatories with an opportunity to review the reports and raise any potential errors and/or concerns.

If any of the pre-approved partners request information which is outside of the pre-approved format or purpose, they should also submit a request according to the criteria listed in the following section.

Other External Actors

Each time external agencies or actors not already approved for data sharing by the ISP signatories submit a request for any other consolidated GBVIMS data, **[CONSOLIDATING AGENCY]** GBVIMS Focal Points/Liaison will issue a written request to each of the data gathering organizations for authorization to share aggregate consolidated 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,
- How the information produced with the consolidated data and analysis will be fed back to the data gathering organizations, and
- A written guarantee by the receiving party to not disseminate the report to any other party or utilize it for any purpose beyond that which was requested and authorized.

The consolidated data will be shared only after receiving authorization from one of the identified focal points from each of the data gathering organizations.

If signatories to the ISP (other than **[CONSOLIDATING AGENCY]** GBVIMS Focal Points/Liaison) receive requests from external agencies or actors not already approved for data sharing by the signatories, they should inform and send this request to **[CONSOLIDATING AGENCY]** GBVIMS Focal Points/Liaison so that the appropriate action is taken.

When a request for authorization to share data is submitted by **[CONSOLIDATING AGENCY]**:

1. The request will be sent by **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison to both the primary and secondary focal points of each organization.
2. **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will call the focal points of each organization to inform them about the request received, and ask them to provide their written feedback to the request within **5 business days**. **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will also follow up with the organizations' focal points by telephone.
3. If no response is received from the organizations' focal points, **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will follow up with the senior management of the non-responsive organization(s). If no response is received from the senior management after 5 business day, it does not imply automatic authorization to share the data externally.
4. If after following the above steps, the organization(s) has/have still failed to provide feedback, **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will contact those organizations who have already provided their authorization, and ask them whether they agree to share the aggregated data excluding the data collected by one (or more) signatories that is/are not responding to the request.
5. If all organizations still agree to data sharing, then data will be shared excluding the data collected/compiled by the non-responsive organization(s).

[CONSOLIDATING AGENCY] GBVIMS Focal Point/Liaison will remove all data gathering organizations' identifying information.

A party that has been authorized to receive consolidated GBVIMS data must agree to not disseminate the information to any other sources in the written request they submit to **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison. The party has to direct any requests they receive for access to this shared data to **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison.

When written authorization for external data sharing is attained from GBVIMS gathering agencies, **[CONSOLIDATING AGENCY]** GBVIMS Focal Point/Liaison will share the data along with the following relevant caveats in writing:

1. **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. Sufficient explanation of limitations on reported cases and trends in reporting should be properly highlighted in any external communication after permission is received from contributing agencies. This information is confidential and cannot be reproduced without the authorization of the GBVIMS actors.
2. The aggregate data is based on **non-identifiable data** submitted from GBVIMS partners submitted from GBVIMS partners for the purposes of:

- GBV prevention and response program planning, monitoring and evaluation by **[CONSOLIDATING AGENCY]** and partners
 - Identification of programming and service delivery gaps
 - Prioritization of actions and next steps
 - Improved service delivery
 - Policy and advocacy
 - Resource mobilization
3. The data shared should be accompanied by the following **caveat**:
- The data shared is only from reported cases, and is in no way representative of the total incidence or prevalence of Gender-Based violence (GBV) in **[AREA OF COVERAGE]**. These statistical trends are generated exclusively by GBV service providers who use the GBV Information Management System (GBVIMS) for data collection in the implementation of GBV response activities in a limited number of locations across **[AREA OF COVERAGE]** and with the consent of survivors. This data should not be used for direct follow-up with survivors or organizations for additional case follow-up. The following information should not be shared outside your organization/agency. Failure to comply with the above will result in the suspension of sharing GBVIMS statistics in the future.*

Media and External Advocacy Institutions

Due to the impact it can have if data is shared inappropriately, all information requests from the media and external advocacy institutions will be carefully scrutinized. Any request for GBVIMS consolidated information needs to be made in writing including information on how the data will be used to **[CONSOLIDATING AGENCY]** who can then share the information after receiving authorization from all data gathering organizations as outlined above.

By this information sharing protocol, the ISP signatories understand that they can refer any request for GBVIMS consolidated information to **[CONSOLIDATING AGENCY]** who can then share the data after receiving authorization from all data gathering organizations in response to the written request. Any denial of authorization should be accompanied with an explanation that can be shared in a non-identifiable format with the requesting party at **[CONSOLIDATING AGENCY]**'s discretion.

Notes on the When Others Request GBV Information Section

Pre-Approved Information Sharing to External Actors: This section is not required but if there are actors or workgroups that all signatories have approved for sharing agreed upon data, it should be explicitly listed here. The table included in that section should refer to Annex XX: Agreed Upon Report to Be Shared with External Actors. It is not recommended to include the media as a pre-approved point for information sharing as context and security situations can change rapidly. If any media outlet is to be considered as a pre-approved point for information sharing, this should be very carefully considered and discussed with a small, specified format such as a basic general data points.

Under the Other External Actors section, the DGO contacts for authorization of sharing should refer to Annex XX: GBVIMS Focal Point Document.

Media and External Advocacy Institutions: This is recommended to include if there is a large amount of media attention and many requests.

TIME LIMIT

Once agreed, this information sharing protocol will take effect from the agreed upon date for information sharing to begin and will be on trial basis for **XX** months from the date the ISP has been signed. After this time, the signatories will review the effectiveness of, use of, and

adherence to the protocol. In the absence of a new agreement, this protocol will automatically be renewed for [period of time], until a revised version³ can be agreed upon.

To ensure regular review, an on-going agenda point on the GBVIMS will be included at the end of the monthly GBV coordination meetings to inform participating actors of information sharing protocol issues that require a follow-up discussion.

Notes on the Time Limit Section

Agreed Upon Date: This should be the date of signature. If it is expected that the signature process will take a long time, you can agree to share data from a specific date prior to the date of signature once the document is signed, but this should be explicit here. For example, This ISP will take effect on this day, and information will be shared from XXX date. After one successful ISP has been signed, future versions could align the 'Agreed Upon Date' with the annual SOP revisions.

Trial Basis: The phrase referencing to the trial basis can be removed when the trial basis has been completed.

Automatic Renewal: This is not required and might not be appropriate in all contexts, but this can prevent protocols from expiring for purely logistical reasons.

Regular Review: This is also not required, but having a brief check in included as part of another meeting can ensure that issues are raised in a timely fashion.

BREACHES

In cases of breach by any of those participating in this information sharing protocol, a meeting will be convened including all participating agencies' GBVIMS focal points within one week to discuss the matter and to determine appropriate action to be taken. If a meeting cannot be convened within one week or a resolution cannot be reached, then the following process should be undertaken:

- A meeting will be convened including **[OPERATIONAL LEVEL]** Senior Management Team from all participating agencies to discuss the matter and to determine appropriate action to be taken within one (1) week.
- If unresolved, the matter should be referred to the **[NATIONAL LEVEL]** within two (2) weeks of the breach or suspected breach.
- If unresolved, the matter would be referred to the GBVIMS Steering Committee for support within one (1) month.

This resolution process should not impact regular information sharing if resolved.

Data gathering organizations reserve the right to stop sharing data if the ISP is breached and will inform **[CONSOLIDATING AGENCY]** in writing with the reasons for stopping the flow of data. While the matter is being resolved, and if **[CONSOLIDATING AGENCY]** is not involved, it is recommended that data gathering organizations continue to share data with **[CONSOLIDATING AGENCY]** to inform field level activities (i.e. programming and service delivery gaps). The GBVIMS consolidated information will not be shared externally until the breach is resolved.

The resolution of a breach or suspected breach must be agreed to by all organizations who are signatories to this protocol. In the event that the resolution cannot be agreed upon, signatories have the option to terminate, in writing⁴, their inclusion in the protocol and the protocol will be revised accordingly.

³ If it is agreed that a revision is not necessary, the dates can be updated and the agreement again signed.

⁴ The individual who signed the information sharing protocol would communicate the organization's withdrawal.

Annexes

Annex XX: Data to be shared with Consolidating Agency

Annex XX: GBVIMS Focal Point Document

Annex XX Roles and Responsibilities

Annex XX: Report to be generated and shared by Consolidating Agency with Data Gathering Organizations

Annex XX: Data Protection Protocol

Annex XX: Agreed Upon Report to Be Shared with External Actors

Annex XX: External Information Request Format

Annex XX: Contingency Plan (Optional)

Notes on the Annexes

All ISPs need to include annexes, and these annexes should be modified to correspond to the text in the ISP.

Report to be Generated: There should be one annex for each different type of report generated. For example, if there is going to be a monthly report that differs from a quarterly report; each report needs to be shown.

Roles and Responsibilities: This annex can elaborate on roles and responsibilities of the focal points. Here are some suggestions:

1. Maintain the integrity of the GBVIMS within their organization's usage of the system
2. Ensure data shared for inter-agency compilation is of a quality nature and accurately reflects the survivors who reported and were provided services
3. Participate in monthly discussions on the compiled data to analyze changes and trends
4. Respond in a timely manner to external information requests and ensure careful consideration of each request; should a request be denied, provide a clear explanation for the decision
5. Ensure use of compiled data in a safe, ethical manner as outline by the ISP

Agreed Upon Report to be Shared with External Actors: This is not required but if it is decided to share information with pre-approved organizations there is a set report that can be shared, you should show it in an annex, this could be multiple annexes if different reports are agreed upon for different external actors. It also might not require an additional annex if the same report that is generated and shared with the DGOs would be used, just refer to that annex number in the document.

External Information Request Format: It will be helpful for the coordinating agency to have a standard and known format for external information requests. An annex is suggested that includes: When an external request for GBVIMS information is received by any member of the GBVIMS Task Force, it will be forwarded to [CONSOLIDATING AGENCY] to seek the permission of the data gathering organizations. [CONSOLIDATING AGENCY] will communicate with the party requesting to data to ensuring information is provided to clarify the request. In particular, information will be requested on:

- Who is requesting the information (organization, name, position, contact information)
- What the information will be used for (report, article, etc.)
- How the information will be used (advocacy, media, research, etc.)
- How the information produced with the consolidated data and analysis will be fed back to the data gathering organizations or if not, why not?
- A written guarantee by the receiving party to not disseminate the report to any other party or utilize it for any purpose beyond that which was requested and authorized