

# INVESTIGATION PLAN TOOL

**Purpose:** The Investigation Plan Tool is a regularly updated document that guides the investigation and provides key information for investigators. Once the investigation plan has been developed it needs to be approved by the investigation manager.

**How to use this tool:** Investigators should create the investigation plan before the investigation begins, and after an initial and comprehensive risk assessment. Whenever additional information emerges or there are any changes, the investigation plan must be updated. The first section of the plan is general information about the investigation. Section II covers detailed information about the complaint and the specific code of conduct the alleged incident violates. Sections III and IV detail information about witnesses and the witnesses identified to be interviewed. Section V focuses on the information that is known about the complaint.

## I. General information

Case number:	123456789	
Date assigned:	10 February 2022	
Date due:	15 April 2022	
Estimated completion date for the draft report:	10 April 2022	
Country where alleged incident occurred:	Escar	
Location (city, town, village) where the alleged incident occurred:	LMN Village, Distribution Site 9	
Subject(s) of Complaint:	Eric Gee	
Survivor(s) (and reporter if the survivor is not the survivor):	Rachel Phee, Survivor Ronald Zee, Reporter	
Team members:	Investigation Manager:	Samir Mee
	Lead Investigator:	Kamran Bee
	Co-investigator	Amanda Lee

## II. Information about the complaint(s)

Summary of the complaint(s)	Specific code of conduct the complaint violates	Specific elements to be proven
1.		
2.		
3.		

### III. Witnesses identified

Preferred Name	Age	Gender	Race/ethnicity	First language	Impairments and/or disabilities
Rachel Phee	23	Female		Escari	None
Ronald Zee	46	Male		Escari	None
Steffan See	38	Male		Escari	None
Angela Nee	29	Female		Escari	None

### IV. Witnesses to be interviewed

Name	Role in the complaint	Translator needed?	Accommodation needs	Health needs	Protection needs	Location	Priority
Rachel Phee	Survivor	Yes	None		Referral for PSS support; Survivor Liaison for the investigation	LMN Village	2
Ronald Zee	Reporter	No	None	None	None	OPQ City	1
Steffan See	Witness	No	None	None	None	OPQ City	3
Angela Nee	Witness	No	None	None	None	OPQ City	4

### V. Circumstances of the complaint

Information known about the survivor	Yes, known	No, unknown
Family members, caretakers, and nature of relationships	•	
Routines (school attendance, work, care of children or family)		•
Aid provisions (what are they receiving, who provides it, is it still accessible?)	•	
Recent changes in circumstance contributing to the vulnerability and/or reliance on others	•	
Previous complaints		•
Safety of the survivor		•

---

Information known about the complaint	Yes, known	No, unknown
The type and number of complaints	•	
The number of survivors		•
What happened immediately before the incident		•
What happened during the incident		•
What happened immediately after the incident		•
How the Subject of Complaint came into contact with the survivor	•	
<b>How the complaint came to the attention of investigators</b>	•	

Information known about the exploitation, abuse, harassment	Yes, known	No, unknown
Frequency and duration of the exploitation, abuse, harassment		•
Co-existence of different forms of exploitation, abuse, harassment		•
Single or multiple Subjects of Complaint	•	
Degree of violence/aggression used		•
Level of threat to life for survivor (withholding food, water, essential items or services from the survivor or others on behalf of the survivor)		•
Form of coercion	•	
Who the survivor told/evidence of first complaint		•

---