

HARMONISED REPORTING FRAMEWORK

The HRS collects data on the following data fields for cases of sexual exploitation, sexual abuse, and sexual harassment. Each organisation uploads the following information per incidents onto a secure platform bi-annually. For all data fields, organisations may select the following options: "do not wish to disclose", "do not routinely collect", "risk of identification", and "unknown for another reason".

GENERAL INFORMATION ON THE INCIDENT

INCIDENT LOCATION Country	REPORTING CHANNEL Community-based complaints mechanism Community leader PSEAH focal point Reported to a staff from my organisation Reported by another organisation PSEAH Network or other coordinating body Internal whistleblowing channel Referral from public service Other	PROFILE OF PERSON REPORTING INCIDENT Staff or my organisation Staff of other Victim/survivor Member of survivor's/ victim's family Community volunteer Other community Anonymous Other	OVERALL STATUS OF THE ALLEGATION Substantiated Unsubstantiated Criminal case - reported to authorities Unconclusive Not investigated Other Incident management ongoing (open case)	REMEDIAL ACTIONS Training of staff or affiliated personnel Community awareness raising HR risk mitigation measures Programmatic risk mitigation measures PSEAH action plan None Other Incident management ongoing (open case)
DATE OF INCIDENT Year / Month				
TYPE OF ALLEGATION Sexual exploitation Sexual abuse Sexual harassment				

INFORMATION ON THE VICTIM/SURVIVOR

Organisations may select "no survivor identified" to skip this section, or add multiple survivors for one incident.

SEX Male Female	AGE 18 and above Below 18	ASSISTANCE RENDERED Medical assistance Mental health & psychosocial assistance Legal assistance Victim/survivor did not seek assistance Physical protection Economic assistance No assistance available Other Incident management ongoing (open case)
STATUS Community member Staff member		

INFORMATION ON THE ALLEGED PERPETRATOR

Organisations may select "no perpetrator identified" to skip this section, or add multiple perpetrators for one incident.

SEX Male Female	PROFILE Staff member - senior management Staff member - middle management Staff member - field staff Volunteer Incentive worker Partner staff Contractor Consultant Donor Trainee/intern Other	RESPONSIVE ACTION No responsive action possible Subject received warning Other sanction Subject separated (dismissal) Subject separated (non-renewal) Subject resigned pending investigation Subject resigned pending disciplinary process Other Open case
STATUS International National		
IF RELEVANT, REASON WHY NO RESPONSIVE ACTION WAS TAKEN		
N/A (unsubstantiated) Victim/survivor did not give consent	Risk for victim/survivor deemed too high Complainant did not cooperate	Lack of internal capacity or resources No jurisdiction over allegation
		No access to the area of the incident Insufficient information to assess allegation
		Determined not to be SEAH (reclassified) Other