CHSAlliance

SEAH HARMONISED REPORTING SCHEME
WHY AND HOW TO JOIN

The Harmonised Reporting Scheme (HRS) aims to **increase transparency and reduce under-reporting on sexual exploitation, abuse and harassment (SEAH) in the aid sector** through a harmonised framework for SEAH reporting and trends analysis.

The HRS collects comparable data on SEAH to support trend analyses and learning from aggregated data, which informs policies and strategies aimed at improving outcomes for victim/survivor's and prevention interventions.

WHAT IS THE ADDED VALUE OF JOINING THE HRS?

- Benefit from **streamlined SEAH reporting**, with the objective to reduce the reporting burden for organisations by reporting SEAH in the same way to all main donors.
- **Access bi-annual trends and analytical reports** to better prevent SEAH, mitigate risks and improve their response
- Exclusive **access to aggregated data visuals** on the HRS platform, which can be tailored to different needs.
- Exchange on challenges and lessons learned on SEAH with peers and **access to learning events** on using the SEAH evidence to improve organisational strategies and programs.
- **Show commitment to accountability and transparency.**

WHAT IS EXPECTED FROM HRS PARTICIPANTS?

Report non-identifiable data on SEAH incidents using the agreed-upon template (see page 2) on a rolling basis or every 6 months onto the HRS online platform.

- **Data is aggregated** with other reported data. **No personal information is collected**, either on the victim/survivor, the alleged perpetrator, or the organisation - **all incidents are fully anonymised.**
- The time commitment depends on the caseload and what your organisation already has in place in terms of SEAH data collection. If your organisationalready has an internal database where SEAH incidents are stored, **reporting to the HRS should only take on average one hour every 6 months.**
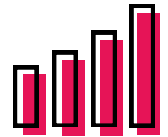
WHAT IS THE PROCESS TO BECOME A HRS PARTICIPANT?

Any organisation operating in the aid sector (non governmental -national or international - or private sector) **can express their interest to join** by contacting seah.hrs@chsalliance.org

A data sharing agreement is signed between the CHS Alliance and the head of the interested organisation, outlining the reporting process and data protection obligations.

The organisation receives an **induction and log in credentials** to the platform. They start **reporting from the end of the ongoing reporting period**, and continue to do so every 6 months*.

* If the organisation does not yet collect all the data required by the Scheme, it is possible to only report available data, and select "do not routinely collect this information" for data which is not yet collected.

HARMONISED REPORTING FRAMEWORK

GENERAL INFORMATION ON THE INCIDENT

INCIDENT LOCATION
- Country

DATE OF INCIDENT
- Year / Month

TYPE OF ALLEGATION
- Sexual exploitation
- Sexual abuse
- Sexual harassment

REPORTING CHANNEL
- Hotline
- Complaint box
- Complaint app / email
- 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

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

OVERALL STATUS OF THE ALLEGATION
- Substantiated
- Unsubstantiated
- Criminal case – reported to authorities
- Unconclusive
- Not investigated
- Incident management ongoing (open case)

INCIDENT REPORTED TO AUTHORITIES?
- ☐   ☑

REMEDIAL ACTIONS
- Training of staff or affiliated personel
- Community awareness raising
- HR risk mitigation measures
- Programmatic risk mitigation measures
- PSEAH action plan
- None
- Incident management ongoing (open case)

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

STATUS
- Community member
- Staff member or affiliated personnel

ASSISTANCE RENDERED
- Medical assistance
- Mental health & psychosocial assistance
- Legal assistance
- Physical protection
- Economic assistance
- Victim/survivor declined assistance
- Victim/survivor was not offered assistance
- No assistance available
- Incident management ongoing (open case)

DOES THE PERSON IDENTIFY AS HAVING A DISABILITY?
- Yes
- No

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

STATUS
- International
- National

PROFILE
- Staff member - senior management
- Staff member - middle management
- Staff member - field staff
- Volunteer
- Incentive worker
- Partner staff
- Contractor
- Consultant
- Donor
- Trainee/intern

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
- Incident management ongoing (open case)

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)

For all data fields, organisations may select the following options: "do not wish to disclose", "do not routinely collect", "risk of identification", "unknown for another reason", or "other". If they select other, they will be asked to specify.