CHSAlliance

SEAH HARMONISED REPORTING SCHEME
WHY AND HOW TO JOIN

The CHS Alliance and the Steering Committee for Humanitarian Response (SCHR), with funding from the Foreign Commonwealth Development Office (FCDO), have joined forces to **increase transparency and reduce under-reporting on SEAH in the aid sector** through the development of a harmonised framework for SEAH data collection and reporting. This system will collect comparable data on SEAH to enable trend analyses and effective learning from aggregated data, which will inform policies and strategies aimed at improving victim/survivor's outcomes and prevention interventions.

WHAT IS THE ADDED VALUE OF JOINING THE SCHEME?

- Members will benefit from **streamlined SEAH reporting**, with the objective on the long-term to report SEAH in the same way to all main donors, reducing the reporting burden for organisations.
- Members will have **access to bi-annual trends and analytical reports** to better prevent SEAH and mitigate risks as well as improve their response (e.g. develop an organisational strategy, design a PSEAH action plan, prepare a project proposal, advocate for allocation of funds to safeguarding, inform programmatic risk mitigation measures, etc).
- Members will also have exclusive **access to aggregated data visuals** on the Scheme platform, which they will be able to filter and tailor to their needs.
- Members can exchange on challenges and lessons learned on SEAH with their peers and have **access to learning events** on using the SEAH evidence to improve organisational strategies and programs.
- Being part of the Scheme is a **marker of, and commitment to, accountability and transparency**.

WHAT IS EXPECTED FROM A SCHEME MEMBER?

Scheme members simply have to **report non-identifiable data on SEAH incidents using the agreed-upon template** (*see p.2*) **every 6 month** onto the Harmonised Reporting Scheme platform. The data on the platform will be 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 largely depends on how advanced your organisation is in terms of SEAH data collection, and your caseload. If your organisation already has an internal database where SEAH incidents are stored, **being part of the Scheme should only take you on average an hour every 6 months.**

WHAT IS THE PROCESS TO BECOME A SCHEME MEMBER?

A**ny organisation operating in the aid sector** (non governmental -national or international - or private sector) **expresses their interest to join** by contacting Mathilde Belli (mbelli@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

The Scheme collects data on the following data fields for cases of sexual exploitation, sexual abuse, and sexual harassment. Each member uploads the following information per incidents onto a secure platform bi-annualy.

1. INCIDENT LOCATION
Region / Country

2. DATE OF INCIDENT
Year / Month

3. SEX OF SURVIVOR/ VICTIM
Male
Female

4. AGE OF VICTIM/ SURVIVOR
18 and above
Below 18

5. STATUS OF VICTIM/SURVIVOR
Staff member
Community member

6. TYPE OF ALLEGATION
Sexual exploitation
Sexual abuse
Sexual harassment

7. REPORTING CHANNEL
Community-based complaints mechanism
Community leader
PSEAH focal point
Reported to a staff from my organisation
Reported to a staff from another organisation
PSEAH Network or other coordinating body
Internal complaint through whistleblowing channel
Referral from public service or local entry point
Other

8. PROFILE OF PERSON REPORTING INCIDENT
Staff or my organisation
Staff of other organisation
Victim/survivor
Member of survivor's/ victim's family
Community volunteer
Other community member
Anonymous
Other

9. SEX OF ALLEGED PERPETRATOR
Male
Female

10. NUMBER OF ALLEGED PERPETRATORS
#

11. STATUS OF ALLEGED PERPETRATOR
International
National

12. PROFILE OF ALLEGED PERPETRATOR
Staff member - senior management
Staff member - middle management
Staff member - field staff
Volunteer
Incentive worker
Partner staff
Contractor
Consultant
Donor
Trainee/intern
Other

13. OVERALL STATUS OF INVESTIGATION
Substantiated
Unsubstantiated
Criminal case - reported to authorities
Unconclusive
Not investigated
Other
Incident management ongoing (open case)

14. RESPONSIVE ACTION
No responsive action possible
Subject received a warning
Subject received a sanction (other than what is listed here)
Subject was separated from hiring entity as a result of SEAH (dismissal)
Subject was separated from hiring entity as a result of SEAH (non-renewal)
Subject resigned or separated before/pending investigation (resignation)
Subject resigned or separated pending disciplinary process (resignation)
Other
Incident management ongoing (open case)

15. REASON WHY NO RESPONSIVE ACTION WAS TAKEN
N/A (responsive action taken or 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 (allegation reclassified)
Other
Incident management ongoing (open case)

16. ASSISTANCE RENDERED TO THE VICTIM/SURVIVOR
Medical assistance
Mental health and psychosocial assistance
Legal assistance
Physical protection
Economic assistance
No victim/survivor identified
Victim/survivor did not seek assistance
No assistance available
Other
Incident management ongoing (open case)

17. REMEDIAL ACTIONS
Training of staff or affiliated personel
Community awareness raising
Risk mitigation measures implemented (programs)
Risk mitigation measures implemented (human resources)
PSEAH action plan designed
None
Other
Incident management ongoing (open case)

For all fields, Members may also select the following options:
Do not wish to disclose this information
Do not routinely collect this information
Risk of identification
Unknown for another reason

18/19. CHALLENGES & LESSONS LEARNED
Organisations can include qualitative information on challenges they have faced in managing each case or on lessons learned which can inform discussions with the community of practice