PROTOCOL MANUAL

FOR THE PROCESSING OF ADMINISTRATIVE DATA ON DOMESTIC VIOLENCE

An activity of

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ABBREVIATIONS

CARICOM Caribbean Community

CARIFORUM The Forum of the Caribbean Group of African, Caribbean and Pacific States

DBMS Database Management System

DV Domestic Violence

GBV Gender Based Violence

ICCS International Classification of Crime for Statistical Purposes

ICO Information Commissioner's Office

ICT Information Communication Technology

IPV Intimate Partner Violence

NSO National Statistical Office

OECD Organisation for Economic Co-operation and Development

PAHO Pan American Health Organisation

SDMX Statistical Data and Metadata eXchange

UK United Kingdom

UN United Nations

UNDP United Nations Development Programme

UNODC United Nations Office on Drugs and Crime

VAW Violence Against Women

WHO World Health Organisation

INTRODUCTION

High rates of crime and violence have been noted across the region and are framed as development issues (United Nations Office on Drugs and Crime [UNODC] & World Bank, 2007; Sutton et al., 2017). Studies conducted in the Caribbean region underscore the severity of the epidemic of violence. High rates of violence are exemplified by the alarming homicides rates, which are 34 percent higher than countries with comparable macroeconomic conditions (UNODC & World Bank, 2007). Furthermore, overall statistics on the prevalence and incidence of crime remain untenably low due to underreporting and under-recording, with less than 50 percent of all crimes being reported to the police and even lower rates for crimes such as assault and sexual crimes (Sutton et al., 2017).

Though the Caribbean region is below average in crimes such as burglary and robbery, it ranks highest in the world for victimization by assault or threat (Sutton et al., 2017). The societal normalisation of violence makes this particularly relevant to efforts to collect administrative and other data on domestic violence (DV). Sutton and Álvarez (2016) highlight the extent to which violence against women is accepted within the region. In their report, *How Safe are Caribbean Homes for Women and Children? Attitudes toward Intimate Partner Violence and Corporal Punishment*, it was shown that the region has a high acceptance of violence against women under certain conditions, with men being significantly more likely to approve of or understand the use of violence. Additionally, regional approval of corporal punishment is high, with the majority of Caribbean respondents (66 percent) believing it "necessary to physically discipline a child who misbehaves". Of note is the high correlation between having experienced physical discipline as a child and the acceptance in adult years of physical discipline as a method of regulating behaviour. Further investigations into the links between sociocultural acceptance of violence and low rates of reporting can be used to contextualise the difficulties associated with data collection.

Understanding the scale of the phenomenon of DV is also challenging. Global estimates for DV are often framed within the context of intimate partner violence (IPV) and violence against women (VAW) since findings typically indicate that women are disproportionately affected; 82 percent of IPV homicide victims are women, 16 percent are men (United Nations Office on Drugs and Crime [UNODC], 2018). The World Health Organisation (WHO) estimates that 1 in 3 women (35 percent) have experienced physical and/or sexual IPV or non-partner violence in their lifetime (WHO, 2017). And women are also most likely to experience violence—even fatal violence—by someone they know (UN Women, 2018). The UK *Office for National Statistics* (2018) and the Ontario *Ministry of Children, Community and Social Services* (n.d.) in their production of DV statistics both noted that women are four times more likely than men to have experienced sexual assault by a partner. The opposite, however, is true for men, with statistics suggesting that they are more likely to be attacked by a stranger or acquaintance not in their close circle of relationships (WHO, 2002). Moreover, as many as 38 percent of murders of women (or *femicide*) globally are committed by a male intimate partner. This figure increases to 58 percent when family members as perpetrators are included (WHO, 2017; UNODC, 2018). The Latin America and Caribbean (LAC) region also produce some of the highest rates of violence, despite progress in the development and implementation of policies and national frameworks to address the issue (United Nations Development Programme [UNDP], 2017).

According to statistics revealed in the *Gender Thematic Brief* produced by the United Nations Population Fund (UNFPA) (2017), 25 percent of Guyanese women have been physically abused; 30 percent of Trinbagonian women have experienced DV; 67 percent of Surinamese women have experienced violence in a cohabitating relationship;

and 30 percent of Jamaican and Barbadian women have experienced some form of DV. Additionally, between 30-50 percent of murders in the Caribbean are due to DV.

Most pressingly, these statistics illuminate the dire need for urgent, strategic, and multidimensional intervention strategies to be developed, which seek to tackle the scourge of violence and by extension crime in the region from all angles. Intervention strategies designed to reduce prevalence and incidence must therefore consider the criminogenic needs influenced by sociopsychological, cultural, economic, environmental, and systemic factors. To do so, a high priority must be placed on addressing inequities across these domains and any gaps in reduction efforts.

This process has already begun, with efforts to strengthen intervention responses to crime and violence already underway. Programmes such as the *CariSECURE* programme by the United Nations Development Programme (UNDP) and USAID, the *Drug Demand Reduction (DDR) Project* being implemented by the Caribbean Community (CARICOM) Secretariat and the European Union (EU), and the *OECS Juvenile Justice Reform Project* (JJRP) have introduced mechanisms designed to build capacity, improve policy, and encourage systemic reform. The CARICOM Secretariat, through the EU-funded *10th EDF CARIFORUM Crime and Security Cooperation Programme*, has placed a much-needed emphasis on mitigating the effects of crime and violence by addressing institutional responses to major crime and security challenges.

This protocol manual is a subset of the broader Crime and Security Cooperation Programme, with an overall aim to:

> *"[…] contribute to the overall safety of citizens and improvement of the security environment in the CARIFORUM region through support for Crime Prevention and Risk Reduction and the promotion of Restorative Justice".*

In an effort to attain this goal, the strengthening of administrative capacity to collect and process data on DV is a necessary element. To do so, the approach to collecting data must be standardised and streamlined to accomplish objectives attached to a grander purpose. This manual therefore intends to contribute to these efforts by 1) harmonising definitions of DV, and 2) improving the quality of collection and processing of administrative data on DV through standardisation.

SECTION 1: BACKGROUND

1.1 Defining Domestic Violence

A first step in defining DV is to understand the meaning of violence. The WHO, in their *World report on violence and health* offer the following definition of violence:

> *"The intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment or deprivation."*

Explicit in this definition is the mention of *power* as a separate construct from *physical force*. This inclusion is especially important in combatting cultural biases that undermine the impact of non-physical types of force or violence[1]. Understanding the use of power in the commission of violence is also a necessary precursor to developing intervention strategies.

Further breaking down the terms, a useful concept to also explore is the meaning of the term *domestic.* Domestic can be understood to be, "of or relating to the household or the family" ("Domestic", n.d.). In understanding the concept of DV, then, it is important to take account of the inherent misconceptions associated with the terms "domestic" and "violence" and how these misconceptions affect the understanding of DV as a social phenomenon. An example of such a misconception is the fact that DV was and still is considered a "private issue" (Solic, 2015), and has only legally been recognised as a crime as recently as the 1970s (Erez, 2002). Even within the CARIFORUM region, not all Member States have established DV laws[2].

In searching for a singular definition, the primary modality for defining the concept has been legislation. Internationally, there is no multilateral agency or governing body (like the WHO or UN) that has provided a universally accepted definition of DV. The *Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention),* is the only international text that places special emphasis on defining DV. According to the Convention, DV is defined as:

> *"[…] all acts of physical, sexual, psychological, or economic violence that occur within the family or domestic unit or between former or current spouses or partners, whether or not the perpetrator shared or has shared the same residence with the victim."*

Of note, is that, even in the absence of a globally recognised document, definitions of DV often include the same fundamental concepts. The types of abuse, inclusion of current and past spouses/partners, and the acknowledgement of a family/domestic unit are common across almost all definitions.

Outside of legislation, distinctions oftentimes lie with the concept of DV being subsumed within or used interchangeably with umbrella terms such as IPV, VAW, Sexual and Gender Based Violence (SGBV), Interpersonal

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[1] Schulhofer (2017) elaborates on the history of legal reform on definitions of *rape*, which initially excluded the concept of power. With sexual violence, as well as coercive and controlling behaviour, being among the most common types of violence experienced by women, it is important to acknowledge the use of power as a factor in the expression and experience of violence.

[2] See Annex 1 for list of country legislation and definitions.

Violence (IV), or Family Violence. Some definitions also attempt to hone in on the unique features associated with DV, such as control, coercion, and acts committed by family or care providers. Women's Aid (2018), for example, defines DV as:

> "...an incident or pattern of incidents of controlling, coercive, threatening, degrading, and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer."

One common theme that can be identified when examining the more robust definitions is that the language is also non-discriminatory and inclusive. Definitions of DV, irrespective of their framing, remain neutral by avoiding references to sex and/or gender, age, race/ethnicity, or any other group descriptors that might inadvertently exclude certain demographics when describing potential victims or perpetrators. For example, terms like *spouse*, *partner*, or *carer* can be used and defined in ways that do not reference the sex/gender of the persons involved. In defining these terms, legislators often use language that identifies abusive relationships as being between a "man" and "woman" who live as "husband" and "wife". Doing so actively excludes certain populations, reducing their likelihood of being served and subsequently recorded in statistics. The use of non-discriminatory language not only widens the scope of these definitions, it also promotes inclusivity, allowing people to recognise themselves as being worthy of protection, irrespective of their identity.

1.2 What is Administrative Data?

The *Goldilocks Deep Dive: Using Administrative Data for Monitoring and Evaluation* manual produced by Gugerty, Karlan, Zelenska, and McGuire (2016), provides an exhaustive overview of what administrative data is, how it is used, and what can be done with it. According to this document, administrative data refers to:

> "[…] data collected for the administration of programs. It should be systematically collected, stored, and used for program operation and management decisions. While administrative data is designed to track a program's implementation—primarily the project's activities and expenses—it can also include indicators on program outcomes. Examples of administrative data include educational records, client information from financial institutions, and hospital records of patient visits and health outcomes. Other examples include information held by government agencies, such as tax filings and Medicare claims."

In this comprehensive and succinct definition, insight is provided into what administrative data is, its purpose and how it is used, and examples of types of administrative data. However, the purpose, use, and benefits of administrative data extend beyond just what this definitions captures. Gugerty et al. further emphasise the power of collecting administrative data, as outlined below.

Favourably, administrative data are especially useful to organisations since they are often a cost-effective means of collecting large amounts of data. Unlike other data collection initiatives, like victimisation surveys, administrative data are typically collected on entire populations of beneficiaries of a service. Not only are data also collected in perpetuity through institutions like state agencies and health facilities, they are also usually regularly updated, and are typically more accurate than self-reported survey data. For these reasons, efforts to strengthen collection are crucial to being able to fully understand the phenomena.

A function of administrative data that cannot be underestimated is its ability to be used in monitoring and evaluation. Administrative data collection tools that are designed to collect information on follow-up actions to be taken by the client and institution, for instance, can be used to evaluate the performance of the institutional response in tandem with evaluations on the impact of the intervention.

Of course, administrative data also have limitations that also affect how they can be used. Their limited scope, for example, reduces the ability to make advanced population-level comparisons that reveal trends in the behaviour of service non-users. In situations where the intervention approaches are terminal (e.g. a project), and in the absence of a sustainability strategy, data collection also ceases at the end of the intervention. Additionally, issues with poor quality data are common, which results in poor quality analyses. Accessing administrative data can also be difficult when data are stored on paper-based forms, or in an unstructured manner—like being stored in different locations.

However, with robust enough quality assurance methods, some of these weaknesses can be addressed. Some steps involved in a well-rounded approach to improving the quality of administrative data include identifying the source of data; understanding the data type, frequency, and sample; reviewing the data documentation; assessing the data quality; and determining how unique observations will be identified. With the immense value of administrative data in the data revolution being underscored in the *Vision Paper on Future of Data Collection* (Salemink, Dufour, & van der Steen, 2019), finding methods of effectively and ethically incorporating administrative data in analytical efforts offers undeniable benefits to society through the development of data-drive initiatives, policy, and legislature.

1.3 The Value of Protocols

The power of data is immense. In today's world, the economic and social value of data has become undeniable. Data is an infinite resource, that has the potential to be transformed into invaluable insight. In the private sector, multibillion-dollar corporations such as the Big Five technology companies—Facebook, Apple, Amazon, Microsoft, and Google—drew a revenue of almost US $704 billion through harnessing the power of data (Lekkas, 2019). However, beyond the economic value of data, the potential for social change also lies in being able to fully harness data in support of change efforts. With global movements towards *Big Data* analytics[3], administrative data can also be a powerful resource in the current shift towards harnessing Big Data (Connelly, Plaford, Galye, & Dibben, 2016). The starting point on the road map for data-based decision making, however, lies at colleting/capturing data.

Between the epidemic levels of DV-related incidents and the low availability of accurate regional and country level data on the incidence and prevalence of DV, a standardised system of collecting and processing administrative data can be instrumental to understanding the extent of the problem. Internationally, data on DV are often compartmentalised within the contexts of IPV, VAW, and child abuse. Regional statistics are thus also often limited to the findings of victimisation surveys investigating IPV and VAW, in line with funding and international programmatic agendas. This means that the exact scope of the problem of DV is largely undefined and in need of improved collection efforts.

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[3] The field of *Big Data* analytics is an analytical approach to quickly processing data that are high in volume and variety (Oracle, n.d.).

Moreover, available statistics offer only a cursory insight into the full scope of the problem, leaving room for deeper investigation. Being able to effectively map and assess the complexity of the phenomenon of DV, is key to effectively strategising around reducing its incidence. For example, statistics on non-physical acts of violence are very challenging to obtain. Improving administrative data collection efforts can not only improve the quality of existing analyses, it can also shed light on less understood manifestations of DV. Analyses on violence against children and men, as well as the profile of perpetrators, can be produced through enhanced data collection and processing efforts.

Improving data collection efforts through a standardised approach also sets the stage for the harmonisation of efforts towards a common goal. Holding the reduction in prevalence and incidence of DV as the ultimate objective, understanding prevalence requires the standardisation of methods used to assess these factors. If administrative data are collected using similar templates and procedures, the outputs of data collection efforts become easier to use and convert into meaningful information. Developing this standard approach thus enhances not just collection, but also the processing and sharing of data. If agencies collect similar types of information, then processes that would attempt to match data retrieved from different sources would be simplified.

An added benefit of protocols for the processing of administrative data on DV is its potential ability to reverse the trends of under-recording and to mitigate the effects of underreporting. By implementing a protocol, institutions are immediately afforded a methodology for assuring the quality of data collected and monitoring whether or not this has been done well. With underreporting also being higher and lower across various institutions, improving collection systems can increase the rate at which victims access services. Having a standard approach to collecting and sharing also reduces the likelihood that figures become inflated by duplicated data or diminished by lost/unavailable data.

Additionally, though policies and legislation to abate violence do exist in many of the Caribbean Community (CARICOM) territories (UNDP & UN Women, 2017), emphasis on data-driven decision making remains necessary. Considering the difficulties faced by the region in managing the epidemic of violence, particularly DV, initiatives that emphasise the importance of data are critical for developing informed, evidence-based next steps. Having Member States adopt and implement a framework that harmonises the methodological approaches used within their respective countries (and subsequently across the region) can offer several benefits: 1) member states can become part of a collective, regional initiative to improve data collection efforts; 2) a breadth of statistics will become available to relevant authorities attempting to understand and address the social phenomenon of DV; 3) data analyses can be conducted to both direct interventions and glean insight about the efficacy of intervention strategies; and 4) a framework for regulating how data is ethically and effectively collected, processed, and disseminated can be developed and implemented.

SECTION 2: EXISTING FRAMEWORKS

2.1 Country Definitions

Across the CARIFORUM region, DV legislation is the primary source of country definitions. Many of the definitions used, already share several commonalities[4]. In fact, countries in many instances share the same definitions (see Table 1). Across each, the definitions include the type of behaviours that constitute violence and the relationships that constitute a *domestic relationship*.

Table 1: Comparison of countries

Definitions:		
Any form of physical, sexual, psychological or financial violence that is committed by a person against a partner, child, parent, member of the family or dependent, irrespective of where the violence takes place.	[Domestic violence] includes physical, sexual, emotional or psychological or financial abuse committed by a person against a spouse, child, or any other person who is a member of the household, dependant, or parent of a child of that household.	[…] any controlling or abusive behaviour that harms the health, safety or well-being of a person or any child and includes but is not limited to the following: (a) physical abuse or threats of physical abuse; (b) sexual abuse or threats of sexual abuse; (c) emotional, verbal, or psychological abuse; (d) economic abuse; (e) intimidation; (f) harassment; (g) stalking; (h) damage to or destruction of property; or (i) entry into the applicant's residence without consent where the parties do not share the same residence.
Countries:		
• Antigua & Barbuda • Suriname	• The Bahamas • Belize[5] • Dominica • Trinidad & Tobago	• Grenada • St Vincent & The Grenadines

In some CARIFORUM Member States, other documents, such as national policy documents, are used to guide the approach to managing GBV or DV. Some noteworthy examples are referenced below.

2.2 Model Frameworks

2.2.1 Antigua & Barbuda Model

In addition to the country's Domestic Violence Act, Antigua and Barbuda have developed *The National Electronic Gender-Based Violence Database: Draft Protocols & Guidelines.* The protocols aim to standardise the processing of GBV data, and (to the extent that it is related) DV data. It is intended to be used by service providers with services

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[4] See Annex 1 for a table on country definitions and other guiding documents.
[5] The Belize legislative definition includes *de facto spouse* among the persons against whom the crime of domestic violence can be committed.

for GBV survivors and agencies or other actors coordinating multi-sectoral GBV interventions. Such a. system will naturally benefit service users, who will gain from an already established, efficient, and standardised system for processing their data that is centred on confidentiality and ethics.

One of the most obvious strengths of the system is that it provides a clear definition of what GBV is, including the different types of GBV. Among the types listed is domestic abuse, which will produce data on the incidence of DV as a component of GBV. Additionally, the protocols also establish the purpose of the system, which can be used to set objectives to be pursued through its implementation.

To beneficiaries' advantage, the manual provides detailed explanations of how the database works, taking readers all the way through the process—from collection to dissemination. As part of the collection initiative, the use of a standardised instrument, which can be adapted to suit agencies' unique needs, simplifies the process of producing statistical analyses. When data are retrieved from multiple data sources and captured on non-standardised tools, analyses are made more difficult. This standardised tool therefore smoothens the analytical phase by being immediately uploaded to a database system using the same core format. In this way, a minimum set of values can be readily analysed.

In the data sharing aspect of the manual, a clear focus on the system being "ethical" and "safe" is made. With privacy being a primary concern for service users, having a secure method of sharing data is important. The process is made safe by first recommending that criteria be set for what data should be shared, for what purpose, and how and when access is granted. With these defined, assurance can be provided that data is only shared with whom and when it should be. From here, data inputted into the system is anonymised to protect service users' identities. This step adds an additional layer of protection by assuring that identities are not revealed in the analytical stages.

Added to this, the manual provides a list of guidelines on how to use the database, which provides clarity to implementers on the precise steps to be taken in using the system. Outlined in the Information Sharing Protocols are the "Ground Rules" for service providers to follow in ethically and safely sharing data, and how the data security will be assured. As part of the monthly reporting process, it is expected that data will be kept current by inputting cases within 48 hours of collection. In addition, guidelines are provided for how sharing to external agencies should take place, with emphasis on ensuring that confidentiality and security are maintained. These two guiding documents, along with the GBV Classification Tool, Intake and Initial Assessment Form, and the Electronic Database, form the primary elements required for service providers to implement the protocols. Finally, a process for handling breaches has been also been outlined, providing clear guidelines on how appropriate steps to take should breaches occur.

In total, the Antigua & Barbuda model is a comprehensive one that can be easily integrated into organisational practices. Though focused on GBV, the value of this system is that it can act as a template for creating similar documents for the processing of data on DV. The overall sophistication and simplicity of the system also makes it a suitable reference models for countries without protocols.

2.2.2 Grenada

The *National Domestic Violence and Sexual Abuse Protocol for Grenada* is another national protocol manual that seeks to define the phenomena of interest (i.e. DV and sexual violence) and establish guidelines for measuring its

incidence and prevalence. Unlike the Antigua and Barbuda system, the Grenada protocol focuses more heavily on defining the terms, characteristics, and considerations of the units of interest, and the service interventions related to DV and sexual violence (SV).

Similar to the Antigua and Barbuda protocols, the Grenada protocols provide clear definitions of the terms as well as the purpose and objectives of the protocols. Included as well is a list of principles that form the foundation of the protocols. This particular inclusion is of particular value since it offers service users an idea of the values to be enshrined within the protocol, to which they too can subscribe in pursuit of a common goal.

Listed are definitions of DV, including the legislative definition. The introductory definition included in the manual is:

> *"Domestic Violence is defined by the relationship of the victim to the abuser and not by the act that is committed. Generally, it includes harmful acts or threats, occurring between current or former family or household members. This broad interpretation of domestic violence applies to sexual or intimate partners: children, the elderly and or any other family/household member."*

However, the protocol itself uses an amended version that focuses on adult incidents of DV. The definition states:

> *"Domestic Violence, for the purpose of the protocol, will be restricted to acts of violence, whether physical, verbal or other abuse, on a romantic, sexual or intimate partner, whether presently or formerly a member of a household or whether as a party to a visiting or dating relationship."*

As with the country definitions, both of these definitions focus on the acts of violence and the relationship between the perpetrator and the victim. These definitions can then be used to inform how data is collected by providing already defined units on which to collect data (e.g. intimate partner abuse or verbal violence). The general data collection procedures outlined in the manual recognise as well that underreporting and inadequacies in data collection are issues to be addressed. As such, it invites stakeholders to engage in five activities[6] that facilitate this process.

The document relies on similar foundational approaches to the collection of data, though the exact methods to be used require further elaboration. While not sufficiently developed for immediate implementation of a processing approach, it provides a point of origin for future protocols to be developed from.

2.2.3 Data Collection System for Domestic Violence

The *Data Collection System for Domestic Violence (DCSDV)* (Bernard, 2002) is a DV data collection protocol developed by the Economic Commission for Latin America and the Caribbean (ECLAC). This document is an extensive guide to implementing a data collection system for DV data, informed by similar successful models. It is also the document upon which this protocol manual builds.

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[6] See the *Data Collection System for Domestic Violence* discussed next for the five activities.

The ECLAC model[7] identifies five activities that facilitate sustainable development of processes and interventions to address DV through data-driven decision making at the policy and stakeholder levels. These activities include:

1. Obtain a profile of victims and perpetrators;
2. Understand the frequency and incidence of DV;
3. Identify the groups at risk;
4. Develop intervention programmes; and
5. Monitor the effectiveness of violence prevention and intervention strategies.

The mention of identifying groups "at risk" is a progressive inclusion that, if guided by international frameworks, could produce a high quality of insight and intervention. The characteristics of victims that are potentially associated with increased risk can therefore be identified such that specialised intervention strategies can be developed. The efficacy of these interventions can then also be monitored as part of the process.

In framing how the system should work, the document provides context on the issues related to defining DV and examples of systems that have been implemented in the USA, Belize, Panama, and Trinidad and Tobago. Considering that no single definition exists as a standard definition, the manual also outlines the different approaches to defining DV, using academic and legislative examples. This context is essential to the recommendation to classify and define DV. In doing so, data collectors are urged to also consider what units will be used in analytical approaches. Relying on example frameworks such as those in the above-named countries, recommendations provided augment the existing approaches to collecting DV data.

Some analytical challenges raised within, are critical to the implementation of DV monitoring systems even today. First to note is the subject of inequality in domestic settings. With respect to current efforts to monitor DV, data on the physical and sexual nature of assaults are often the most captured. The underlying behaviours that might be associated with a pattern of inequality—such as controlling and coercive behaviours—are not often included within the scope of collecting agencies' collection and/or analyses. Reference is also made to the need for persistent monitoring and evaluation (M&E) of outcomes associated with interventions. These two areas, combined— inequality and M&E—produce unique challenges in the processing of data.

Another analytical consideration is the defining of the values that will be captured through data collection processes. This includes not just the categories to be captured, but also the specific features that characterise these categories as they relate to the incident. Features about the incident (e.g. date time; first or repeat; victim's injury status; mode of injury; outcomes), the service provider (e.g. name; date of visit; and informants), the victim (e.g. personal identification and demographic information), and the perpetrator (e.g. history of abuse) should all be captured in an effort to produce disaggregated analyses and support M&E efforts.

The model also identifies three primary principal arenas responsible for intervention: (1) service providers (e.g. safe houses, family services, shelters and children's homes, religious organisations, hot lines, etc); (2) health care providers (i.e. hospitals and health centres); (3) and law enforcement (i.e. the police and the court). The management of data at this scale crosses both public and private sector and as such poses challenges insofar as each institution has its own specific needs. A participative approach is therefore recommended to developing a standardised system of collection prior to the commencement of collection efforts. With a standardised approach

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[7] For clarity, the "ECLAC Model" and "DCSDV" refer to the same system.

developed, the recommendation is made that a central registry be responsible for coordinating the collection of data across agencies. By producing forms in triplicate as a gold standard, this process can be easily incorporated. Producing forms in triplicate also allows victims to keep a copy that can be taken to other service providers at their discretion.

Included in the DCSDV is a method of assuring data quality and an efficient management process. The recommended approach to quality assurance is the use of specialised computing software that should be operated by persons with the requisite training and experience. Having the central registry manage the data collected also then increases the chances that such systems exist and can lead to the production of annual data sets as a minimum standard.

Finally, the DCSDV provides a template collection instrument that can be used to begin the process of data collection. The tool is aligned to the recommended units and features (i.e. incident and individual details), ensuring that a minimum standard for the type of data collected is assured. The benefit of using a tool of this nature is that database management systems can also be designed using this template. And should it be implemented by a range of organisations, a centralised unit responsible for managing the database can be engaged in analyses that are streamlined across institutions.

2.3 International Frameworks

2.3.1 CEDAW

All of the CARIFORUM Member States have either acceded to or ratified the *Convention on the Elimination of All Forms of Violence Against Women* (CEDAW) (see Table 2 below). Recently introduced *General Recommendation 35* (2017) binds governments to a responsibility to address VAW.

Table 2 CARIFORUM Member States responses to CEDAW

Accession	Ratification
Antigua & Barbuda	Barbados
Bahamas	Belize
St. Kitts & Nevis	Cuba
St. Lucia	Dominica
St. Vincent & the Grenadines	Dominican Republic
Suriname	Grenada
	Guyana
	Haiti
	Jamaica
	Trinidad & Tobago
Accession: Accession is the act whereby a state accepts the offer or the opportunity to become a party to a treaty already negotiated and signed by other states. It has the same legal effect as ratification. Accession usually occurs after the treaty has entered into force. [Arts.2 (1) (b) and 15, Vienna Convention on the Law of Treaties 1969]	
Ratification: Ratification defines the international act whereby a state indicates its consent to be bound to a treaty if the parties intended to show their consent by such an act. The institution of ratification grants states the necessary time-frame to seek the required approval for the treaty on the domestic level and to enact the necessary legislation to give domestic effect to that treaty. [Arts.2 (1) (b), 14 (1) and 16, Vienna Convention on the Law of Treaties 1969]	

This recommendation specifically addresses DV by recommending governments commit to activities designed to address GBV, including acts relating to DV. It notes that governments must address laws that prohibit women from reporting, such as restrictive immigration laws "protective custody" laws, and laws that allow for dual arrests of both the perpetrator and the victim. It also recommends improvements to laws that might create or perpetuate discrimination against women on the grounds of sex or gender differences. Considering that DV laws across the region explicitly exclude women who are members of the LGBTI+ community, these amendments could also address issues of underreporting due to legal discrimination.

2.3.2 Istanbul Convention

The *Council of Europe Convention on Preventing and Combatting Violence Against Women and Domestic Violence (Istanbul Convention)* (2011) is the only International framework that is specifically focused on DV. The Istanbul Convention is the first legally binding instrument for EU Member States, which creates a comprehensive legal framework and approach to combat violence against women and is focused on preventing DV, protecting victims and prosecuting accused offenders. Within the Convention, definitions are provided for VAW, DV, gender, gender-based violence against women, victim, and women.

Chapter II of the convention also outlines recommendations for *Integrated Policies and Data Collection.* In this section, Article 11 specifically addresses data collection and research. A report prepared by Sylvia Walby (2016) outlines a methodology for using the Article to ensure data collection and research. The report offers information about the measurement framework and data collection tools needed for the development of relevant administrative and survey data. It provides examples of how administrative and survey data may be collected, as well as pertinent research programmes. It finishes with a checklist, which summarises the requirements on data collection and research as contained in Article 11 of the Istanbul Convention.

2.3.3 Administrative Data Collection on Violence Against Women

The European Institute of Gender Equality has produced a manual of good practices regarding the collection of administrate data on DV and VAW. Though the document is set within the setting of European institutions, the practices outlined in the guide serve as a practical template for the development of data collection protocols. In addition, it provides summary points on some of the gaps and challenges in current data trends and expected outcomes of a management system.

The model outlined focuses as well on the collection of data from both the perpetrator and the victim, with an aim of ensuring that M&E takes place. Furthermore, the manual identifies the approaches taken to surveillance in Denmark, France, Finland, and Sweden. Across each of these countries, robust systems of data collection facilitate the generation of statistics and publications that map the incidence and prevalence of DV and VAW. The approaches described within the manual are best practice standards that should be considered in the implementation of regional protocols.

2.3.4 SDMX

The *Statistical Data and Metadata eXchange (SDMX)* provides massive scale data management on an international scale[8]. The system is an ISO[9] Standard, which means that it meets the criteria for being an internationally recognised standardisation approach. Sponsored by seven international organisations, including the EuroStat (Statistical Office of the European Union) and the World Bank, SDMX is designed to provide technical standards, statistical guidelines, and IT architecture and tools to implementers across the globe. It is a mammoth system that not only improves the individual capacity of organisations to implement data and metadata management procedures, it also acts as a central repository to manage tremendous amounts of data.

There are many strengths of a system of this nature, not least of which is its capacity to produce unique and complex insights through statistical analysis and reporting on an international playing field. Unlike any of the other systems, the SDMX provides support through every stage of implementation, with well-developed guidelines for associated activities (e.g. general and technical tutorials in how to use the system). Another strength lies with the fact that, with increased implementation, it can produce cross-country data, spanning several sectors. Based on the facts that support is offered internationally, and implementation is currently taking place in "demographic and social statistics" (such as *Health* and *Crime and Justice*), the SDMX is a viable option for the CARIFORUM region to consider. At both the country and regional levels, taking such a step could reduce the difficulties associated with determining how to process, store, and share data within and between Member States.

2.4 Limitations & Challenges

Currently, existing legislative definitions of DV are largely harmonised across the region. At their core, the regional legal definitions recognise DV as a form of interpersonal violence that is associated with cohabitational relationships and their proxies (e.g. visiting relationships, ex-partnerships). Beyond this concept, however, there exist many weaknesses with relying strictly on legislative definitions, primarily in the gaps and oversights inherent in existing definitions.

First to be considered are the different approaches to defining DV and how those definitions are differentially applied. Discrepancies exist both within and between countries and across frameworks. From a regional point of view, for example, 'stalking' as an act of or precursor to violence is not included within all legislative documents. However, stalking is a well-documented precursor to physical violence, especially where there has been a history of violence (McEwan, Mullen, MacKenzie, & Olgoff, 2009). At the country level, differences in how the definitions are either conceived or applied can have a significant impact on the process of collecting, managing, and disseminating data.

In some ways, definitions have also not evolved to satisfy the requirements of conventions, such as CEDAW, to which Member States are bound. Concepts that would be included within frameworks such as gender-based violence are not necessarily considered in the conceptualisation of DV frameworks, especially where legislative definitions are concerned. More specifically, even in instances of overlap, features of nature and victims of violence

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[8] Further reading: https://sdmx.org/?page_id=3425
[9] ISO refers to the International Organization of Standardization, which recruits experts to develop International Standards.

that are given prominence when examined within the context of GBV are explicitly excluded from regional definitions of DV. For instance, existing definitions discriminate against potential victims who are members of the LGBTI+ community. Across the region, all domestic violence acts define terms like *cohabitant* or *spouse* using gendered language such as "opposite sex", "man", "woman", "husband", and "wife". These terms not only affect who can be legally considered a victim, their use actively prohibits access to services. The effect that the use of age specific language, such as "man" and "woman" may also have implications on children's ability to understand themselves as victims. In some ways, regional DV legislation are more in-line with IPV frameworks, even in spite of their reference to other types of domestic relationships (e.g. parent-child). What impact this has on children's ability to access redress should be explored. In this regard, legal definitions are limited in their capacity to ensure the validity of data collected and the quality of subsequent analyses and reports.

In a similar vein, definitions of who is considered a victim are necessarily negatively affected when viewed exclusively through the legislative lens. Witnesses to abuse, for example, are not explicitly considered within legislative frameworks. Of specific interest to institutions charged with the care and or service proVisual of victims of violence are the witnesses, especially child witnesses, who are themselves experiencing vicarious trauma and may not be included within legal definitions. Though the Trinidad and Tobago Children Act (2012), which is included within the remit of the Domestic Violence Act (2006) includes "psychological suffering from seeing or hearing the ill-treatment of another" under the definition of 'harm', domestic violence legislation across the region does not similarly outline such inclusions. This is important to note, since children and dependents who witness abuse are more likely experience negative, long-term developmental consequences—such as impaired psychosocial functioning—and an increased risk of experiencing abuse (Siltes, 2002; Holt, Buckley, & Whelan, 2008; Pingley, 2017). Thus, the methods for collecting data from vulnerable demographics, like children, should be specially considered to improve not only victims' access to services, but also to bolster data collection efforts. Also, since DV definitions across the region make provisions for psychological abuse, deeper consideration ought to be given to how the target beneficiaries of interventions are defined and how their data will be collected.

A significant barrier to achieving cohesion among definitions is the effect of cultural and socio-political interpretations of the definitions. Negative implicit attitudes[10] about who is considered a victim or perpetrator and the severity of the incident can affect the outcomes of data collection, management, analysis, and dissemination efforts. For example, negative attitudes towards victims, particularly those not readily recognised as victims or are viewed as deserving of violence—like men and members of the LGBTI+ community, respectively—have an impact on the quality of service extended to these victims and by extension the quality of data processing efforts (from collection through to dissemination).

Common cultural tropes about the scope of the term "domestic" should also be explored when standardising definitions. Concepts of power and control are also removed from legal definitions and thus excluded from the data collection efforts. Recognising that many actions of perpetrators of violence may be non-criminal in nature but still establish lines of power and control can be especially pertinent to the scope of collection efforts. Acts that establish abusive power dynamics should therefore be considered during implementation.

On a conceptual level, these gaps in definitions elicit negative repercussions that affect even the quality of collection systems. Issues with underreporting and under-recording are not only affected by the sophistication of collection

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[10] Implicit attitudes refer to the often unconscious positive and negatives associations derived from automatic brain processes and developed as a result of past experience (Nosek & Banaji, 2009).

systems, but also by the clarity of definitions, from which other elements such objectives and organisational values are also derived. Negative attitudes towards service users serves as a barrier both to access, as well as to the collecting agent's capacity to accurately record the data. Victim-blaming behaviours enacted by service providers—like refusing to take a report due to the high frequency with which the victim engages the system—not only impairs the ability to capture incidence, they work against the ultimate goal of prevalence and incidence reduction.

Understanding how each concept is defined can also broaden the scope while simultaneously streamlining efforts. Simply put, if the relevant concepts (e.g. DV, informant, incident, perpetrator) are adequately defined, it becomes possible to determine what does and does not need to be included in monitoring systems. Should definitions and approaches be standardised, improvements are needed at the legislative, policy, and service levels.

SECTION 3: DEVELOPING A REGIONAL APPROACH

3.1 Standardisation

Prior to the adoption and implementation of any systematic approach to managing administrative data, a process of standardisation is required. To be more specific, there must be clear guidance about the specific definitions, objectives, tools, and processes used in the management of the full data processing life cycle[11].

3.1.1 Definitions

A lack of cohesion among definitions increases the difficulty associated with precisely estimating the overall incidence and prevalence of DV. Examining DV through the lenses of IPV, Family Violence, or child abuse greatly affects the ways in which data is collected, analysed, and reported. Without a well-defined, universally accepted definition of what DV is, discussions about its prevalence remain fragmented by the specific focus of investigations. As such, statistics are oftentimes analysed within the scope of definitions of concepts such GBV or IPV, and disaggregated by factors like gender, gender identity and sexual orientation, or age.

Expanding the definition of DV offers administrative data collectors a better chance to capture the full extent of the phenomenon. The behaviours comprising the full spectrum of DV include, but are not limited to, physical, verbal, psychological/emotional/mental, sexual, economic, and spiritual violence and abuse (Biehl, 1999). The aspects of coercion and control are of particular importance to defining DV, since these are also embedded within definitions of violence and, by extension, DV. Integrating these concepts allows data collectors to consider methodologies for capturing data on these behaviours and illuminate trends in their incidence and prevalence. Also, their inclusion can improve efforts to collect data on patterns of abuse exhibited in DV which lead to short-, medium- and long-term consequences that can negatively affect a victim's health and wellbeing, financial and housing security, or potentially result in death (Dryden-Edwards, 2019). From a macro-level perspective, expanding definitions to be used in data collection efforts can add richness to insights into how factors, such as non-physical abuse, are linked to public health, economic activity, and quality of life.

Considering the existing overlap between DV and other concepts such as IPV, GBV, and child abuse, the monitoring system should also seek to harmonise how these definitions are incorporated in collection efforts. Doing so can also prove beneficial to meeting reporting obligations to which countries are bound. These expanded definitions will subsequently inform the approach to collecting data.

Questions to be considered when attempting to standardise definitions can include:
- What is domestic violence and what forms does it take?
  - *This can help to expand definitions to include actions not immediately considered, such as cyber-crimes.*
  - *Definitions should also include a further breakdown of the term "domestic", including distinguishing what makes an incident of violence 'domestic violence' versus another type of violence. Breaking down definitions to their component levels can also help to alleviate issues of bias expressed by*

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[11] See section 3.2 for a definition of the data life cycle.

collecting agents and support the process of determining profiles of the individuals related to incidents of violence (e.g. the victims, perpetrators, witnesses, informants).

- Who is a 'victim'?
  - *Answers to this question should define what makes someone a victim. Thought should also be given to whether repeat witnesses to violence should be included in this definition.*
- Who is a perpetrator?
  - *This question should attempt to create an exhaustive list of elements that makes someone a perpetrator.*

3.1.2 Objectives

While it can be said that the intended impact of institutions working in the field of DV is to reduce its prevalence and improve the lived experiences of those affected through comprehensive intervention strategies, details on the specific objectives of data collection, management and analysis, and dissemination are required to meet this ultimate goal. Defining objectives not only helps to streamline service delivery, but also the definition of units to be analysed.

Specific objectives should be defined for every stage of the data processing cycle, inclusive of the expected outputs and outcomes. Prior to defining the objectives, it is important to understand how each stage of the data life cycle will affect the next. A comprehension of how collection affects dissemination or how analysis affects processing can be beneficial to the defining the objectives. Relying on already established objectives can also guide the processing cycle. For example, a primary objective of data processing stage is data validation[12] (Huang, 2019). Validating data requires a shared understanding of what should be collected and how those units are defined and intended to be used.

Some questions that can be answered in attempts to define objectives are:
  - What data should be collected and how frequently?
  - What is the intended purpose of the data to be collected?
  - What resources does the organisation have or need to acquire in order to accommodate data processing at each stage?
  - What level of analysis should be conducted?
  - To whom, at what frequency, and for what purpose will data be shared?

Answering these questions can help to guide the process of establishing objectives. By also envisioning the end goals of each phase, it is possible to work backwards and define the smaller objectives that affect the achievement of these goals.

3.2 Processing Administrative Data

The concept of data processing varies depending upon factors such as the function of the data (e.g. research, administrative) and the industry (e.g. academia, IT/programming). However, fundamental to the range of

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[12] See section 3.1 for a definition of data validation.

definitions of the data processing cycle is the concept of nonlinear progress from one stage to the next. Though the precise stages may differ, the core components of any life cycle include how data is collected/captured, converted or transformed, processed from the input stage through to the output stage, and if and how it is stored. Irrespective of industry, having a well-managed system for processing data can have extensive short- to long-term impacts. On the other hand, a poorly functioning system of managing data can hinder the planning and reduce the efficacy of intervention strategies. As such, this manual will outline both a standard approach to be employed across institutions and the relevant considerations to be made at each stage.

3.2.1 The Process

The process of managing data is an extensive one that requires forethought and preparation. The data life cycle refers to the phases that take data through from collection to destruction. Griffin et al. (2018) classifies the various phases as: *finding, collecting, integrating, processing, analysing, publishing, storing, and sharing*. Chisholm (2015) defines the data cycle has having seven phases: data capture, data maintenance, data synthesis, data usage, data publication, data archival, and data purging.
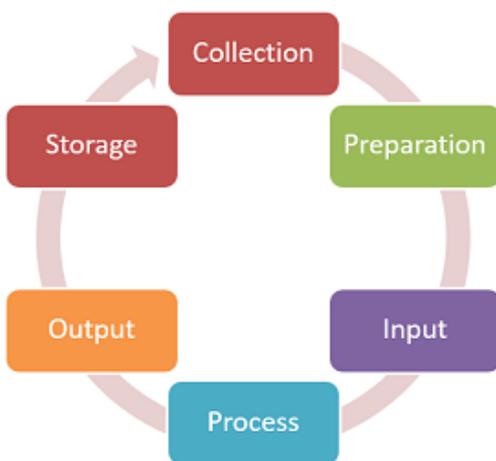
Figure 1: Data Processing Cycle

One simple cycle provided by Khubchandan (n.d.) emphasises the following steps (see *Figure 1*):
1. Collection
2. Preparation
3. Input
4. Process
5. Output
6. Storage

Collection[13]:
This first step refers to how data is retrieved. Considering that data can either come from an almost infinite supply of primary and/or secondary sources[14], this stage requires contemplation of the necessary procedures and resources required to retrieve and capture data.

Preparation[15]:
Data preparation is oftentimes thought of as a time-consuming process and involves cleaning, sorting, and filtering the data. Data are cleaned of errors (e.g. removing unnecessary data, checking for duplicates, filling gaps) and organised into a suitable format for the next stage of processing.

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[13] Further reading: https://onlinepubs.trb.org/onlinepubs/nchrp/cd-22/v2chapter2.html
[14] Primary data are retrieved directly from a data source (e.g. a victim) intended to satisfy a specific goal. Secondary data are retrieved from indirect sources (e.g. hospital records) for a different purpose and reused in subsequent analyses (Hox & Boeije, 2005).
[15] Further reading: https://www.sas.com/en_us/insights/articles/data-management/the-five-d-s-of-data-preparation.html

Input:
After collection and preparation, raw data are validated and coded into a machine-readable format using various forms of technology (e.g. keyboard, scanner, etc). From here, data are converted into a format (such as a database) that can be further processed and analysed. This can also be a lengthy phase, especially in instances where data are converted from paper-based formats to digital.

Process:
During this stage, data are transformed into insights using automated or non-automated means. Decisions about what types of analyses will be run also take place at this stage. Computer software can be used for electronic data processing to produce meaningful information. The specific processes to be used (e.g. descriptive statistics, visualisations, machine learning[16], predictive models) and their intended use are also determined during processing.

Output:
Processed data are finally delivered to the end user. Interpreted data are translated into user-friendly formats such as audio, videos, images, or printed reports. It is at this stage that information generated can be used to inform decision-making. Additionally, it is at this stage that sharing takes place. Sharing can be involve pre-processed (i.e. data that has not been converted into meaningful information) or fully processed data.

Storage[17]:
Though considered a "final step", the method of storing the data produced should be considered in advance. Data storage involves storing data that is currently in use, as well as storing archived data. This process involves establishing criteria for what data should be discarded and stored, how, and for how long. Attention should be paid to the storage capacity of the institution in order to avoid issues due to oversight.

It is important to note that though the cycle is forward moving in theory, decisions made at any stage can affect both the following and preceding phases. Improper data collection, for example, can have an effect not only on how data are prepared and inputted into the system, but also how they are processed and the quality of outputs that can be produced. Implementers should bear in mind how each stage might affect the next during conceptualisation and implementation.

Due to its structure and simplicity, this system is well suited to the processing of administrative data. As such this manual will follow this structure as a template.

The primary objectives of implementing this system include:
- To produce reliable assessments of incidence and prevalence;
- To improve the capacity and quality of and consistency with which countries engage in monitoring and surveillance;
- To support case management efforts;
- To evaluate organisational and intervention strategies[18].

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[16] Further reading: https://emerj.com/ai-glossary-terms/what-is-machine-learning/
[17] Though considered a "final step", the intended method of storing the data produced should be accounted for in advance. Plans about resources would be needed to store collected data should be made prior to establishing a data management system.
[18] These can be used as part of a monitoring and evaluation framework, which can provide insight into resource mobilisation and allocation.

3.2.2 Data Collection

"The CART principle of responsibility tells us that organizations should find the right balance between collecting enough data necessary to obtain credible, actionable information about a program, and the costs of doing so. Administrative data, due to its low cost and accuracy, can be an important part of a data collection strategy, useful for both monitoring and evaluation."—(Gugerty et al,., 2016)

The above principle describes a "healthy balance" to be struck by organisations seeking to collect and manipulate administrative data. Regionally, it is evident that administrative data on DV is already widely collected. This makes efforts to standardise even more critical when acknowledging the low availability of statistics. These protocols aim, then, to both standardise the approaches used in data collection and improve the quality and breadth of existing efforts. Though agencies responsible for collecting data (such as law enforcement agencies, and healthcare and social service providers) may do so for institution-specific reasons, the approach to data collection can benefit from harmonisation in pursuit of a common goal. Additionally, improvements to the collection exercises can potentially address issues of underreporting.

Criteria for the data sources, units of analysis[19], and the types of data to be collected should be established or reviewed and amended in order to enhance the quality of collection. These criteria should extend beyond the scope of legislative frameworks, especially for institutions involved in social service provision and policy development (such as NGOs). Using the incident and individual(s) as the units of analysis provides data collectors with the opportunity to capture precise details about the nature of the event. Details about individuals involved should, therefore, be tied to the related event.

Once the criteria have been developed, instruments for data collection should be evaluated/designed as part of the standardisation process. In light of the unique institutional objectives and purposes for data collection, a dynamic standard instrument can be used[20] and adapted to suit the needs of the respective agencies. Recall that each stage of the data processing cycle can affect the other. By using a standard instrument, processing, analysing, and sharing data inputted into instruments can be made easier.

Standardisation may also reduce duplication. Two immediate benefits that arise from addressing duplication is improved ability to ensure that follow-up services are carried out, and the elimination of the act of having clients repeat information that has already been provided to another agency. This experience, coupled with poor service delivery, can be detrimental to the victim's sense of willingness to engage in help-seeking[21] (Hamm, 2012). The principal aim of such an instrument would therefore be to harmonise existing data collection practices with recommended inclusions to improve the robustness of the tool and subsequent analyses.

The standard instrument to be used should be aligned with the units of analysis. Essentially, there are two primary units of analysis—the incident and the individuals. From these levels, further disaggregation can occur to define the specific targets of analysis. The ECLAC protocol references the victim, the perpetrator, and the incident as the standard units of analysis. An additional unit that should be considered as well is the informant, since informant

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[19] The units of analysis are the specific details, such as "who" and "what", that are meant to be analysed (Pell Institute, n.d.).
[20] A template has been provided (Annex 2) that can be used by organisations without a collection instrument.
[21] Further reading: http://www.andvsa.org/wp-content/uploads/2013/02/10p-How-to-avoid-retraumatizing-the-people-we-serve.pdf

data (i.e. persons other than the victim or perpetrator) can add another layer of insight into the phenomenon of DV. The table below outlines some of the details that should comprise a minimum standard of information that should be captured, most of which are already collected by many agencies.

Any instruments to be used or amended for collection purposes should include a detailed set of instructions for the benefit of collectors. This can be used to support training efforts and for quality assurance. The instrument should also be completed in triplicate, with one copy being kept by the victim, one by the collecting agency, and one sent to the respective central unit/head office (e.g. District Unit).

Table 3: Units of analysis and suggested corresponding fields

General Information			
• Date of Registration • Institution Type • Institution Name • Institution Location • Institution Code (if applicable)			
Incident	**Client (Victim)**	**Perpetrator**	**Other Informant**

• Report Status
• Occurrences
  o First or Repeat
• Location of Incident
  o Home/Place of Work/Other
• Nature of Incident
  o Coercion/Control[22]
  o Threat/Intimidation
  o Harassment/Stalking
  o Sexual
  o Psychological/Emotional/Verbal
  o Physical
  o Economic
  o Damage to property/Theft
  o Other
• Injury Status
• Mode of Injury (if applicable)
	• Name
	• Age
	• Sex
	• Gender Identity[23]
	• Nationality
	• Phone Number
	• Unique Identifiers
	  o Registration ID/Security ID
	• Place of Residence
	  o *Should also capture nature of accommodation—i.e. whether shared accommodation, rural/urban setting*
	• Employment
	  o *Employer and organisational details should be included where applicable.*
	• Educational Attainment and Current Status
	  o *For clients who might be enrolled in school, details of the school should be captured.*
	  o *For children, these details should include information on the child's grade in school.*
	• Marital/Civil Status
	• Ethnicity/Race
	• Religion
		• Name
		• Age
		• Sex
		• Gender Identity
		• Nationality
		• Phone Number
		• Unique Identifiers
		  o Registration ID/ Security ID
		• Place of Residence
		• Disability Status
		• Perpetrator History
		  o Criminal Record
		  o Substance Use
		  o Repeat Offender
		• Remedial Action
			• Name
			• Age
			• Sex
			• Gender Identity
			• Nationality
			• Phone Number
			• Unique Identifiers
			  o Registration ID/Security ID
			• Place of Residence
			• Remedial Action*
			  o *Where applicable, brief notes should be made on whether or not any remedial action was taken by the informant.*

[22] Coercion and control have been recognised by the UK government by enacting legislation on *Controlling Behaviour in an Intimate of Family Relationship* (2015). Controlling behaviours would include any acts that establish a pattern of dominance, such as phone checking, forced disclosure, isolation of victim, or restriction of movement. Though also considered forms of psychological abuse, separating coercion and control can also help to establish patterns of behaviour that are often noted in definitions of DV, but not necessarily captured by statistics.

[23] For the purposes of administrative data collection on domestic violence, broadening the data collection parameters for sex/gender to include persons (such as persons of trans* experience) who are typically excluded from administrative data collection efforts can improve the quality of analysis and reporting done and help to more accurately define prevalence and incidence. In doing so, the capacity to effectively evaluate the efficacy of interventions will also be improved.

	• Disability Status[24] • Pregnancy Status[25] • Emergency Contact • Relationship to Perpetrator • History • Substance Use Dependence • Remedial Action	

Remedial Action

• Information on previous incident(s) (if applicable)
  ○ Type
  ○ Frequency
  ○ Location
    ▪ Home
    ▪ Work
    ▪ Other Public Space
    ▪ *Use "Tick All that Apply" for multiple incident locations*
• Status and Domain of Remedial Action & Outcomes
  ○ Status: Whether any taken (Y/N/Desired[26]); Past/Present
  ○ Domain: Legal; Health; Psychological/Mental; Social; Other
  ○ *More details of action(s) and outcome(s) should be captured for each domain.*
• Nature of support offered to the client by the institution
  ○ This can include:
    ▪ Follow-up action taken or to be taken
    ▪ Information shared[27] (e.g. advice on next steps, education that abuse is a crime, contact information for other agencies)

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[24] Disability should be defined using standard international definitions, such as those produced by the WHO or within the *Convention on the Rights of Persons with Disabilities (CRPD)*.

[25] Questions about pregnancy status should also asked of any persons whose assigned sex at birth is female, irrespective of their identified gender.

[26] This information can be used to guide institutions in developing appropriate responses that match victims' desires. Additionally, with inter-agency sharing, whether action is desired can also aide in determining with whom victim's details should be shared once consent is provided.

[27] Details on the type of information shared with victims can be used to determine the efficacy of intervention strategies. For example, analyses can be made on whether or not sharing advice or education affects victims' likelihood of pursuing other systems.

3.2.3 Data Preparation and Input

Organisations collecting data should establish an approach to preparing[28] and inputting the data. To do so requires the involvement of trained personnel who understand how to convert raw data (such as the information captured on forms) into a format suitable for further processing and analysis. This process is especially critical for centralised units, such as National Statistical Offices (NSOs). NSOs responsible for sharing datasets should also place particular emphasis on assuring quality at this stage in order to ensure that datasets can be produced as potential outputs.

There are five steps involved in the preparation of data (Pearlman, 2019):

1. *Gather the data:* This process involves retrieving the data from collection sources and locating the data needed for processing. For example, hospital records include a vast array of data sources, with data collected for different reasons. This step would involve locating the data that would be classified as administrative data on DV.

2. *Discover and assess the data:* The data best suited for the purposes outlined are identified by an expert who will "get to know" the data and determine what must be done to make it useful. Data are then sorted and filtered (e.g. sorted in alphabetical order) based on your processing needs and a catalogue is created (i.e. a metadata repository) that accurately describes the data.

3. *Cleanse and validate the data:* Data cleansing involves removing and/or correcting incorrect, incomplete, or duplicate entries. At this point, data are also standardised to a uniform format (e.g. DD/MM/YY date format) and are masked (or anonymised) to conceal identities. The process of validation seeks to assure data quality by checking that corrected data are error free and consistent.

4. *Transform and enrich the data:* Next, data are transformed into a format that can be used by the chosen analytical software (e.g. for use in a database management system like SQL). Data are also enriched by integrating data from alternate sources to enhance the depth and breadth of analyses that can be conducted.

5. *Store the data:* Once the process is complete, data are stored for analyses to be conducted.

This is also the first stage of assessing the quality of the data collected. Insights revealed during this stage can be used to address issues at the collection phase. Additionally, trends observed at this stage (for example, data are frequently missing or incorrectly recorded) can be used to refine collection strategies and to develop institutional responses to be taken (e.g. follow-up actions) that should be elicited in response to potential issues with data collection. It is also at this stage that data should be anonymised (or masked) according to international best practice to guarantee that clients' security and privacy is strictly maintained throughout the process[29]. In instances where data have been anonymised, institutions responsible for managing multiple sources of data, such as NSOs, will be required to develop a system of identifying individual cases in order to prevent errant duplication.

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[28] Further reading: https://www.sas.com/en_us/insights/articles/data-management/the-five-d-s-of-data-preparation.html
[29] Further reading: https://www.dataprotection.ie/sites/default/files/uploads/2019-06/190614%20Anonymisation%20and%20Pseudonymisation.pdf

3.2.4 Data Processing

Similar to the preparation and input phase, this process should be done by trained professionals. The specific objectives of processing should also be defined at both the country and institutional levels. At the country level, NSOs would be responsible for determining the level of analysis to be conducted. At the institutional level, agencies with the capacity to process data should develop a minimum standard for how data ought to be processed to suit institutional needs. Decisions about the objectives necessarily inform the quality and breadth of reporting done during dissemination. Once objectives have been identified, the analysts can determine which processing and analytical methods would be most suitable (e.g. visualisations, model building, etc).

In conducting statistical analyses on datasets, institutions should strive to conduct more in-depth analyses that interrogate the data beyond providing counts (e.g. frequencies or averages). At a minimum, statistics should include descriptive statistics, (e.g. measures of central tendency or variability). However, further insight should also be derived from more comprehensive analyses—such as inferential statistics (e.g. T-Tests, ANOVAs, or Cluster Analyses) and/or predictive models (e.g. time series analyses, regression analyses, or machine learning)—since these offer greater power to inform policy and other management decisions, such as those made within organisational monitoring and evaluation frameworks.

Attention should also be paid to the intended audiences of final reports. For instance, internal reports may require a different level of investigation to external reports. Determining who the end user is will improve analysts' capacity to ensure that processing is suited to audience needs.

3.2.5 Outputs

The principal outputs to be created during the process include datasets and reports to be shared with end users. The analyses produced can also be considered outputs; however, these will appeal primarily to qualified audiences until they are converted into reader-friendly format (e.g. graphs or other visualisations). Guidelines for sharing datasets and reports should be created and aligned with institutional and legislative mandates and needs. In instances where no legislative frameworks exist (i.e. there is no Data Protection Act), guidelines must consider to whom, for what purpose, under what conditions, and within what timeframes data should be shared either as a dataset or as a case-specific data file. Sharing information contained within datasets should always be guided by security/confidentiality protocols.

In creating these products, a secondary output would be inter-agency contractual agreements[30], which would regulate dissemination. In the development of these agreements, a feedback system that obliges non-service providing institutions (such as research institutions) to share findings with the disseminating agencies and/or NSO should also be included. The goal of agencies responsible for management at the output stage, especially NSOs, should be to produce annual reports. Agreed upon frequencies for inter-agency sharing should be determined. This decision can be guided by the frequency of input—higher frequency inputs should equate to higher frequency outputs.

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[30] See Annex 6: Data Sharing Agreement (Template).

At the intra-agency level, procedures and timeframes for sharing across organisational units should be established. For organisations with a high frequency of input, prepared and/or fully processed data should be shared to central collection units on a weekly basis, at minimum. These data should then be used by these units to produce monthly reports for stakeholders (such as Ministries, NSOs, funders, etc.). At the inter-agency level, an agreed upon frequency should be determined. In instances where data input is low, this agreement could consider sharing on an *ad hoc* basis (e.g. in emergency situations or based upon chosen parameters) or at a reduced frequency.

The frequency of reporting should also be determined by certain minimum standards. It is expected that NSOs maintain data files aligned with the primary units of analysis (i.e. incident and individuals) in order to produce annual national reports. Reporting at the national level should seek to augment data retrieved from all different data sources in order to produce a comprehensive national profile that includes analyses on disaggregated data. Domain specific reports should also be produced (e.g. health sector, courts, police, etc) that attempts to highlight trends.

Country NSOs should also serve as arbiters of data, providing access to data files upon request by research and analytics institutions. This can remove the burden of having individual statistical units needing to develop specific protocols for sharing externally beyond the remit of their agreed upon inter-agency standards. Decisions should also be made about whether or not anonymised datasets will be open (i.e. hosted on publicly accessible platforms)[31], require an access fee/membership subscription prior to access, or use a combination of features dependent upon chosen factors. Data sharing at this level can have several advantages:

- More complex analyses beyond the scope of collecting agencies can be conducted to add richness to national/institutional findings;
- Verification of datasets and findings can be conducted by external bodies;
- A greater level of participation in discovering evidence-based solutions to the epidemic of DV can be encouraged.

3.2.6 Data Storage

In storing data, the first decision to be made is about what type storage system will suit the organisation's needs. This decision should factor in concerns about security, durability, cost, capacity, among others[32]. Additionally, attention should be paid to the way in which data will be used once stored. More specifically, if data being stored are currently in use or to be archived. Additionally, the criteria should be established for archiving or deleting data that is no longer in use. Organisations should consult with experts in the field of data storage systems in order to choose the best approach.

A point to note when choosing[33] storage systems is that modern approaches to data processing and storage revolve around cloud computing[34]. Cloud computing is:

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[31] Further reading: https://www.europeandataportal.eu/elearning/en/module1/#/id/co-01
[32] Further reading: https://www.businessnewsdaily.com/5413-cloud-storage-services-for-business.html
[33] Further reading: https://azure.microsoft.com/en-us/overview/choosing-a-cloud-service-provider/
[34] Further reading: https://azure.microsoft.com/en-us/overview/what-is-cloud-computing/

"[…] the delivery of computing services—including servers, storage, databases, networking, software, analytics, and intelligence—over the Internet ("the cloud") to offer faster innovation, flexible resources, and economies of scale," (Microsoft, n.d.).

Simply put, cloud systems allow users to purchase/subscribe to and use computer software over the Internet. Selecting to use "the Cloud" offers several advantages to the user. Microsoft describes the following advantages:

Cost	Costs are managed by selecting the specific services desired. Additionally, costs are cut by eliminating the need to purchase hardware and software to support.
Global Scale	Decisions about adding or removing services/resources are made easier and possible from any geographic location. Information can also be shared and accessed globally.
Performance	By using a worldwide network of secure, regularly updated data centres, optimal performance is assured.
Security[35]	State-of-the-art security systems are often managed by cloud providers, with the capacity for users to modify security protocols to suit their needs.
Speed	Large amounts of information can be processed within minutes or seconds.
Productivity	Organisations are able to avoid managing multiple IT related tasks and focus exclusively on the tasks at hand.
Reliability	Backup and recovery are made easier for users.

Other advantages include the ability to automatically synchronise data uploads to cloud servers for backup[36] and to manage all services through the Cloud, including sharing data. However, cloud computing requires stable and high-speed internet connections and as such requires professional input when choosing. Should alternative methods be chosen, the organisation's capacity to meet the full gamut of requirements associated with preferred methods—like cost, security, backups, and other IT-related issues—needs to be determined.

3.3 Ethical & Security Challenges Overview

Ethical and security challenges exist across all stages of the data processing cycle, from collection, to processing, to dissemination and storage. Though it is not possible to preconceive every possible risk, it is important that countries and respective institutions attempt to extensively map out the ethical and security considerations that arise from collecting and processing administrative data on DV.

At the core of both ethical and security concerns are the concepts of confidentiality and privacy. The right to privacy is enshrined in the Universal Declaration of Human Rights and is acknowledged as a right through several

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[35] Further reading: https://phoenixnap.com/blog/cloud-storage-security
[36] Further reading: https://computer.howstuffworks.com/backup-cloud-storage.htm

legislative documents across the CARIFORUM region. Furthermore, numerous Member States possess data protection laws and/or policies that govern the management of personal information. In processing administrative data on DV, institutions will require well-developed strategies for guaranteeing the protection of these rights and systems for appropriately and efficiently managing any breaches.

3.3.1. Ethical Challenges

Fears about breaches of confidentiality and a lack of privacy are recognised deterrents to victims disclosing, especially at the service-level. Addressing the epidemic of underreporting mandates that institutions prioritise victims' needs. Failing to uphold victims' privacy not only breaches their human rights, it can also lead to dire consequences, including their death. These repercussions affect both the safety of the service users, as well as the safety of service providers. Thus, the ways in which data are collected and managed are of paramount concern to the success of intervention strategies. As such, assuring the protection of individuals' human rights requires that policies be created, amended, or enforced for each stage of the processing cycle.

In the activities encompassed in processing data, difficulties with guaranteeing confidentiality and privacy originate from a variety of sources. From an ethical perspective, the sociocultural value on confidentiality and privacy can impact the attitudes of those with a responsibility to ensure them. At the executive and administrative levels, the management of the physical space in which data collection takes place (e.g. a police station or clinic) is not often conducive to maintaining privacy. In many instances, victims are made to share stories in an environment which cannot reasonably and effectively assure confidentiality. At the staff/personnel level, the extent to which data collectors are sensitised and trained also affects their capacity to secure service users' confidentiality and privacy. Prior relationships between service providers and service users (e.g. between a police officer and a victim and/or their perpetrator) can also unfavourably complicate efforts to keep victims—and by extension their confidentiality and data—safe.

The intentional or unintentional linking of population-based administrative data with individual-level sensitive information—like patient files—during processing and other research exercises also poses a unique, though significant, threat to confidentiality and privacy. Harron et al. (2019) outlines a sophisticated process of protecting data that need to be linked during research efforts. Concerted efforts should be made to follow international best practice standards to ensure that data are protected at all stages.

Another source of vulnerability that requires deliberation is the process of sharing data. For internal sharing, criteria should be set for how data is shared within an institution, with whom, and for what purpose. Sharing at the client level must also be regulated, with procedures outlined for sharing directly with the client, sharing to minors and their guardians, and sharing with third parties (including those identified as Next-of-Kin or who claim to possess legal authority such as the Power of Attorney).

Finally, there are innumerable sociocultural mores and values that hinder progress. Concepts such as "rape culture"[37] and "victim blaming"[38] have been used by feminists and other social scientists to identify barriers to reducing the prevalence and incidence of gender based and DV. These constructs are linked to the increased

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[37] Further reading: https://www.unh.edu/sharpp/rape-culture
[38] Further reading: http://itsonusfortcollins.org/wp-content/uploads/2017/02/What-is-Victim-Blaming.pdf

potential for revictimization, or secondary victimization, to occur at the service level, which prohibits users from engaging in services (Campbell & Raja, 1999; Gagnon, Wright, Srinivas, & DePrince, 2018). Negative attitudes towards people who are members of one or more marginalised groups[39] (e.g. indigenous persons, persons living with disabilities, minors) must be factored into every decision made during the processing cycle. Persons from these communities are also more likely to experience revictimization, both outside of and within the system, especially when aspects of their group identity may be seen as inferior, illegitimate, or immoral (e.g. immigrants/refugees, sex workers, prisoners) (Gilson, 2016). Methods of guaranteeing the protection of vulnerable/marginalised groups, especially children, can also benefit the wider population at large. An acknowledgement that all people are affected by socialisation processes that normalise unfavourable attitudes towards certain groups or people's experiences can be used to inform mechanisms that address these biases.

3.3.2 Security Challenges

There are additional threats to the security of data to be accounted for. More specifically the loss of data can occur due to a range of events such as natural disasters, criminal activity (like break-ins or cyber-attacks), or human error. Any data that is not stored electronically in the computing systems like the Cloud, but rather in physical storage units is subject to these environmental and other human borne threats. Though cloud computing comes with its own risks, systems that do not rely on an external form of backup and data protection are especially vulnerable since there are no duplicate records of the data that can be recovered in the event of a threat being realised. Paper-based and localised hardware used in data processing require protection against the events such as fires, floods, theft, power outages, or loss due to human error or hardware failure.

Electronic storage systems also necessitate that specialised software be used to protect against cyber-threats or other Internet based vulnerabilities since these also threaten the security of data. The risk of internal or external threats to electronically stored data require the development of stringent security protocols. At the user-level, computers that do not restrict access to authorised users remain vulnerable to both unintentional (e.g. someone accidentally viewing the data) and intentional (e.g. someone searching for specific data files) breeches. Additionally, other cybersecurity threats[40, 41] such as malware, computer viruses, trojans, and phishing attacks are critical considerations that ought to be considered in the development of security protocols and require the expert input of Information and Communication (ICT) professionals to manage. The development of a risk management strategy should be considered in order to mitigate potential risks and address those that occur.

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[39] Different groups of people within a given culture, context and history at risk of being subjected to multiple discrimination due to the interplay of different personal characteristics or grounds, such as sex, gender, age, ethnicity, religion or belief, health status, disability, sexual orientation, gender identity, education or income, or living in various geographic localities (European Institute for Gender Equality, n.d.).

[40] Further reading: https://blogs.cisco.com/smallbusiness/the-10-most-common-security-threats-explained

[41] Further reading: https://securitytrails.com/blog/top-10-common-network-security-threats-explained

SECTION 4: RECOMMENDATIONS FOR IMPLEMENTATION

4.1 Ground Work

Most critical to the success of implementation efforts is institutional commitment to the greater goal of reducing the prevalence and incidence of DV. Put simply, actors responsible for providing services to people affected by DV should remain curious and empathetic. Curious about what the data might reveal and how it can be used, and empathetic to the needs of clients to ensure that all are equitably and efficiently served and recognised through collection efforts. Beyond these aspects, some concrete steps for implementation have been outlined below.

A consultative process should be facilitated among all relevant stakeholders[42] in order to standardise definitions and objectives to be used in data collection and processing efforts at the country level, from which individual institutions can develop intra- and inter-agency protocols for implementation. This process should include the input of existing National Statistical Offices (NSOs) in their capacity as central registries. If such agencies do not exist, this process should secure the input of experts in statistics and/or data science, and to establish a model in which such institutions could be integrated into national schemes. Consultations may also wish to include a method of formalising the use of the ICCS framework[43] or other standardised method of coding data such that data are harmonised with other collection frameworks. Based on the fact that CARIFORUM Member States have received some degree of training in the implementation of ICCS framework, it can reasonably be used as a starting point for developing an approach to coding data for use in statistical analyses. Alternatively, systems like the SDMX can also be consulted, since it is a pre-existing platform that offers multiple levels of support for implementation. Pre-existing systems can be reviewed either for the ability to be adopted or as a guiding framework for implementation of similar systems.

During implementation, key professionals that might be consulted/hired to facilitate implementation include, but are not limited to:
- Data Scientists/Analysts or Statisticians
- IT professionals
- Chief Information Officers
- Research Coordinator/Programmer
- Psychologists/Mental Health Professionals
- Contractors, Architects, and/or other Construction Professionals
- Legal Experts
- Ethics Professionals
- Training Professionals

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[42] Stakeholders may include service providers who work directly or indirectly with victims, their data, or are responsible for planning and implementation of intervention and prevention programmes. Stakeholders might include primary, secondary, or tertiary service providers.

[43] This process should include discussing inherent limitations of the ICCS framework, with a view to developing strategies for addressing them.

4.2 Standardisation

4.2.1 Definitions & Objectives

Before beginning or amending data collection efforts, it has been noted that standardising the definitions and objectives used is top priority. To begin, the relevant terms to be defined must be identified. From these, some common goals of data collection can be established.

Some recommended terms and definitions are as follows:

Violence
The intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation.
—*WHO*

Domestic
Of or relating to the household or family.
—*Merriam-Webster Dictionary*

Domestic Violence
Any incident, or pattern of controlling or abusive behaviour involving threats or acts of violence or deprivation, occurring within or outside of the domicile—including cyber-space—and between persons currently or previously connected through a domestic relationship.

Types of violence include, but are not limited to:
- Child abuse
- Controlling or coercive behaviour;
- Threats/Intimidation;
- Harassment;
- Stalking;
- Sexual;
- Psychological/Emotional/Verbal;
- Verbal;
- Economic;
- Neglect; and
- Property Damage.

—*Definition adapted from Istanbul Convention and Women's Aid.*

Domestic Relationship
A relationship between a client and a respondent that constitutes any or a combination of the following:
- Intimate partners;
- Persons related by blood (e.g. parent, child, sibling, uncle, aunt, cousin);
- Persons legally related (e.g. adoption, guardianship);
- Persons related through marriage (e.g. spouse, in-laws; stepsibling); and
- Persons considered to be members of a household, including carers or domestic helpers.

Household
A family unit who live together under the same roof; individuals who dwell in the same place and comprise a family, sometimes encompassing domestic help; all those who are under the control of one domestic head; a family living together, all of whom need not be related.
—*Legal Dictionary, TheFreeDictionary.com*

Victim
Someone that has been hurt, damaged, or killed or has suffered, because of the actions of someone else.

—Adapted from Cambridge Dictionary

Perpetrator   A person who carries out a harmful, illegal, or immoral act.
—Oxford Dictionary

The five activities outlined in the Domestic Violence Data Collection System are well suited to being used as overall objectives. The five activities include:

1. Obtain a profile of victims and perpetrators;
2. Understand the frequency and incidence of DV;
3. Identify the groups at risk;
4. Develop intervention programmes; and
5. Monitor the effectiveness of violence prevention and intervention strategies.

Institution specific objectives should also be set for each stage of the data processing cycle.

4.2.2 Data Collection

Before data can be collected, the privacy of the client and security of their data must be assured. The physical space being used to conduct interviews should be able to guarantee privacy and safety. Institutions with the capacity to do so should seek professional input—especially from mental health professionals and a professional from the construction industry—to determine the best approach to designing these spaces. Factors that might make affect a victim's comfort are the type and layout of furniture used, the brightness or darkness of the space, the level of privacy guaranteed, or the ability to have a support person be with them, especially for persons living with disabilities. Essentially, interview rooms should attempt to create a welcoming atmosphere as far as possible and provide a sense of safety and privacy to the client/victim.

During collection, informed consent should be obtained from the client/victim for sharing their data with third parties. A release of information consent form[44] should be provided, with provisions made for clients/victims who live with disabilities and may not be able to read and/or understand the content. These provisions should include, for example, the ability to use a thumb print where clients/victims are unable to sign. Training should be provided to staff responsible for data collection that seeks to establish an in-depth understanding of what is and isn't informed consent and the appropriate approaches to be used in securing informed consent.

Where collection instruments are to be modified or created, instruments should be harmonised such that collection across agencies is consistent. The Collection Instrument provided in Annex 2 can be used as a benchmark for assessing the strength of existing instruments or adopted and modified by agencies that do not currently have a structured method of intake. Once a method has been selected, staff should be properly trained in administering the instrument to both guarantee quality of collection and to improve their confidence in administering the instrument. Training will also provide staff an opportunity to ask questions and clarify concerns

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[44] See Annex 5: Release of Information Consent Form template provided. This form has been obtained from the Antigua and Barbuda Directorate of Gender Affairs.

that might arise. Furthermore, the training period can act as an avenue for evaluating the strength of the instrument and provide an opportunity for necessary modifications to be made.

For agencies using paper-based systems, it should be possible to produce the form in triplicate. Sufficient copies of the instrument and all other relevant documents (such as consent forms, and receipts) should be available at all times to ensure that data is recorded. Where computer software is used by collectors to capture data, IT experts should be consulted to develop login credentials and other security features of the system to prevent unauthorised persons from being able to use the system. This will be especially crucial for organisations whose databases are also available on the same system.

For institutions already using, developing, or intending to integrate E-Systems into their data collection efforts (including allowing victims to make reports), professional input should also be sought in evaluating existing practices and/or developing a methodology to be implemented. For agencies interested in digitising the collection process, several options exist. These include, but are not limited to, Computer-Assisted Telephone Interviewing (CATI); Computer-Assisted Personal Interviewing (CAPI) and its derivative Mobile Computer-Assisted Personal Interviewing (MCAPI); and Computer-Assisted Self Interviewing (CASI), which includes Computer-Assisted Web-Interviewing (CAWI) and Mobile Computer-Assisted Self-Interviewing (MCASI) (Sen & Bricka, 2009). Each of these methods also comes with various cost and implementation benefits and disadvantages. Selecting from these methods therefore requires professional input in order to determine the most sensible approach as defined by organisational needs and objectives. Furthermore, these systems may rely on the use of centralised databases, Internet- or Browser-Based Systems, or Mobile/Tablet/Computer hardware and software, for which cost-benefit analyses may be required. Simply put, systems selected should essentially consider whether SMS, phone applications, websites, and other online communication platforms can be used to support e-reporting[45].

Using the collection instrument provided in Annex 2 or whichever other collection method has been chosen, the approach to collection should also offer certain minimum features. Some of these features include:

- A prompt to call to contact emergency services in the case of an emergency;
- Contact information for relevant services, including hotlines and shelters;
- A release of information consent form;
- A tracking system for both the client and the institution with option for status notifications;
- A method of follow-up, especially in instances where further investigation or contact might be needed;
- Submission status response (i.e. an email notification that form has been completed);
- The option to save, share, and/or print a copy after completion.

Where applicable, a simplified e-reporting mechanism for emergency responders can be eventually integrated into these e-reporting systems in order to provide victims an alternative means of reporting emergency situations. Such an inclusion may help to save victims' lives by allowing them to make reports more discretely. Additionally, the integration of GPS technology can be especially beneficially when considering implementing CAPI/CASI systems for e-reporting, since these can be used to assist emergency responders in accurately locating and reaching victims in need of emergency intervention or care. Professional input should be sought from IT professionals to guarantee that the system is functional and meets its established objectives. Furthermore, IT support will be required for system maintenance so that the system is kept up-to-date and secure from threats.

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[45] Further reading: https://dimewiki.worldbank.org/wiki/Computer-Assisted_Personal_Interviews_(CAPI)

The chosen approach might include having specialised response teams whose duty is to provide emergency services as needed and continue/complete the intake on-site. In non-emergent circumstances where e-reporting is used, agencies should also establish a method of sorting e-reports received. For example, e-reports may need to be sorted by date and time received as well as by whether or not follow-up service was requested. How this is done should be determined with the support of professional input.

Experts should also be consulted in determining the type of computing technology (both hardware and software)[46] that should be used in collecting data, where E-System integration has been identified as a priority. This decision can be made at the NSO level, where the NSO acts as an implementing agency for organisations with low capacity. NSOs may choose to rely on a Thick Client (or Centralised) system[47], whereby the NSO hosts the complete database and agency-relevant software components can uploaded directly to workstations. It can also be made at the institutional level, where specific organisations determine the systems that are best suited to their budget and their needs. Or it can be a combination of both.

Personnel responsible for collecting data should be trained in non-judgemental, trauma-informed interviewing[48] skills and in the use of the instrument. Trauma-informed interviewing skills can help to improve service-seeking behaviour among victims and, by extension, trends in underreporting. This training should also place an emphasis on active listening[49] and interviewer reflexivity[50]. Additionally, training in this method of interviewing could improve collectors' capacity to retrieve necessary information from the victim without causing further distress. This should also be complemented by recurrent workshops in obtaining informed consent, gender sensitisation, and working with children, to name a few.

All agencies should seek to accommodate reports being made by persons living with disabilities and members of disadvantaged/vulnerable populations (e.g. involuntary deportees or asylum seekers). This might include having access to an interpreter and signer, producing adjusted documents for persons with impaired vision, having braille versions of the consent form, offering wheelchair accessibility at facilities, and stocking finger printing pads for persons unable to write but who can provide a print. Consultations should be held with community representatives (e.g. leaders of non-profit or grass roots organisations working directly with affected communities) to assess community members' needs and how these can be accommodated.

4.2.3 Data Preparation & Input

Agencies should consider what methods are most appropriate for preparing and inputting data[51]. This decision should be made with the support of professional input. At the agency-specific level, organisations using paper-based techniques will need to convert the data collected on paper instruments into machine readable formats. This will require the use of technology to aide with the transformation. For institutions with low capacity and no external support, manually entering the data into a database may be the most suitable option for conversion.

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[46] Further reading: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1466955/
[47] Further reading: https://www.techopedia.com/definition/5325/thick-client
[48] Further reading: https://www.integration.samhsa.gov/about-us/Trauma-InformedInterviewingManual-508.pdf
[49] Furhter reading: https://psychcentral.com/lib/become-a-better-listener-active-listening/
[50] Further reading: https://www.cxpartners.co.uk/our-thinking/improve-your-research-technique-reflexive-thinking-5-practical-tips/
[51] Further reading: https://solutionsreview.com/data-integration/four-key-steps-to-selecting-data-preparation-tools/

Otherwise, options for automating data entry using scanned forms include Optical Character Recognition (OCR), which recognises a variety of fonts in different languages, but not handwriting; Intelligent Character Recognition (ICR), which recognises handwriting; and Optical Mark Recognition), which recognises filled checkboxes (Sen & Bricka, 2009). Each of these methods should be considered based on their advantages and disadvantages over manual entry methods. Persons with experience or specialisation in data entry should be recruited for this process to improve the quality of data entry. Agreements can also be made between NSOs and low-capacity institutions whereby preparation is handed over to experts capable of executing the conversion. This would lessen the burden of responsibility on low-capacity organisations and help facilitate the process of inter-agency sharing as stipulated by data sharing contracts.

Focusing on producing high quality datasets which harmonise duplicate information produced by various data collection sites will also benefit the intra- and inter-agency sharing process. Institutions that are not NSOs should work with statistics units or trained professionals in statistics and/or data science/analytics to develop a methodology for conducting data preparation and subsequently inputting into a database[52]. Considerations should also be given to how the metadata[53] (or data that explains the data collected) created during this process will be stored or used by organisations.

4.2.3 Data Processing

A system for processing the data collected must be determined. Using the instrument as a template, approaches should be chosen for managing both the quantitative and qualitative components[54]. Professional input should be sought to select specialised computing software required to meet the organisation's needs, including the specific database management systems to be used, the storage options most suitable, the security management systems to be adopted, and the risk management strategies to be employed. As part of the security protocols and risk management strategy, a guideline for responding to and rectifying breaches should be included. Advice should especially be sought on the integration of cloud computing systems that manage each or select stages of the data processing cycle, which may also address issues with security.

Institutions taking on the responsibility of managing their own data should employ the services of professionals in statistics or data science/analytics. Their expertise will be used to operate computing software such as database management systems (DBMS) like Oracle, MySQL, MS Server; to run visualisations on programmes like Tableau, Microsoft Power BI, or IBM Watson; to conduct statistical analyses in programming languages such as Python or R, or using software such as SPSS; or to analyse qualitative data using systems like NVivo, ATLAS.ti, or MAXQDA[55,56]. Where possible, training should be offered to staff to support or implement these efforts. Massive Open Online Courses (MOOCs) are a cost effective way of training staff.

The types of visualisations and analyses to be conducted should also be determined with professional input. Visualisations can be part of an exploratory process, helping to direct further investigation; or as part of the story-telling process that unveils the meaning of the processed data, converting it into insight. Decisions about what level of processing must be done will ultimately be informed by the definitions and objectives that inform the

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[52] Examples include Hadoop, SQL, IBM Db2, ORACLE, Microsoft Access, Amazon SimpleDB.
[53] Further reading: https://dataedo.com/kb/data-glossary/what-is-metadata
[54] Further reading: https://humansofdata.atlan.com/2018/09/qualitative-quantitative-data-analysis-methods/
[55] Further reading: https://www.predictiveanalyticstoday.com/top-qualitative-data-analysis-software/
[56] Further reading: https://www.predictiveanalyticstoday.com/top-free-qualitative-data-analysis-software/

collection and use of data. Countries with international or national reporting obligations may wish to use the indicators provided to analyse data as well. This can assist with enhancing the quality of reporting produced.

Finally, in establishing criteria for storing data during processing, a system must be developed for paper-based and electronic data storage. For paper-based storage, data should be secured first by restricting access to raw data, which must then be secured with locks. In order to track files, institution-specific ID numbers can be assigned to specific data files to track administrative data on the case level and avoid potential duplication. How paper-based data are stored must be upgraded to mitigate the risk of loss of data due to human error, natural disaster, or other causes. Clerks should be made responsible for ensuring that data have not been duplicated or incorrectly inputted into the original forms so that efforts to digitise either the data or the entire processing system can be made efficient. Security protocols should also be developed to specifically manage the conversion of paper-based data into a computer oriented format.

Electronic storage systems should consider the accessibility, speed, and cost components associated with implementation. Should cloud storage options be chosen, decisions between the use of public, private, or hybrid systems should be considered based on the security and other needs of the organisation. The decisions to choose an electronic storage system should effectively balance security and cost to the mutual benefit of the service user and service provider[57,58]. Cloud computing systems such as Microsoft Azure can be used to manage data throughout the full cycle.

4.2.4 Dissemination

Dissemination can be further subdivided based on the product being shared: the data or the by-products of analyses. Sharing at both levels bears different considerations.

4.2.4.1 Sharing Data

Of particular importance, especially in the absence of data protection legislation, is the management of the dissemination of data. Data dissemination takes on two primary formats: the sharing of masked data and the sharing of unmasked data.

To begin, institutions must develop a methodology for masking and protecting data, which reasonably guarantee a client's privacy. This process may involve de-identifying the data (or pseudonymisation), whereby direct identifiers such as name and address are removed; or complete anonymisation, which aims to "irreversibly [prevent] the identification of the individual to whom it relates" (Data Protection Commission, 2019). According to International frameworks and data protection legislation, sharing fully anonymised data can be done without the informed consent of the client, as long as data have been efficiently anonymised. For data that have not been anonymised or that can be identified under particular conditions, procedures must be established that effectively protect and process these data.

Based on these considerations, data sharing agreements should be drafted, which explicitly outline how masked and unmasked data should be treated during sharing. In developing an approach to anonymising data, a means

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[57] Further reading: https://azure.microsoft.com/en-in/overview/choosing-a-cloud-service-provider/
[58] Further reading: https://www.cloudindustryforum.org/content/8-criteria-ensure-you-select-right-cloud-service-provider

of testing that data has been sufficiently anonymised, as per sharing agreements, should also be established. Several documents can be consulted to facilitate this process.

The General Data Protection Regulation (2016) developed by the EU provides a solid framework for developing robust sharing regulations that can inform both policy and legislation. The UK Information Commissioner's Office (ICO) has also produced a *Guide to Data Protection* (2019), which is frequently updated to include the most recently developments in data protection according the UK standards. Additionally, the ICO has produced the *Anonymisation: managing data protection risk code of practice* which can be used as a guide for establishing more detailed methods of anonymising data. Complementary to this document, both the *Guidance Note: Guidance on Anonymisation and Pseudoanonymisation* (2019) produced by the Data Protection Commission and the *Anonymisation Decision-Making Framework* (2016) can be used to determine appropriate steps for ensuring that the process of anonymisation has been executed in accordance with International standards.

Where data being shared cannot be considered anonymous based on established criteria, a release of information consent form should be provided to ensure that victim's consent has been acquired to share sensitive information with selected agencies. Where consent has not been obtained, institutions must develop a methodology for separating and protecting these clients' data, such that it is not externally shared. At this stage, sharing directly with the client must also consider as well as within the organisation must be guided by strict institutional policies.

In developing an institution-specific method for sharing data with third parties, including persons affiliated with the victim (e.g. Next-of-Kin), external agencies, and central registries, consultations with legal professionals should be facilitated to create contractual agreements that prioritise the clients' protection. These agreements should also be signed by both the sender and recipient of data. Every institution should develop a dedicated sharing protocol, for which all relevant staff should be provided training to guarantee compliance.

Internal sharing should be guided by a need-to-know basis. How this is determined will be affected by the type of information being shared, the purpose of sharing (e.g. for follow-up), and the method of sharing to be used. In larger institutions, a method for sharing between institutional units should also be chosen to facilitate receiving the consistent and timely flow of information. For example, having a method of sharing Emergency Room data with the Gynaecology department in a hospital, or between a police station and a DV Unit. External sharing should be guided by a similar principle, with sharing being done directly between units responsible for DV or with the relevant unit responsible for coordinating data sharing.

4.2.4.2 Sharing By-products

On the national level, a decision should be made about which institution(s) will be responsible for producing annual reports. Whether this is done at the NSO level or institutional level will be highly dependent upon whether or not a central statistical authority exists. In either case, relevant stakeholders should be identified and an agreed upon schedule of reporting should be determined. For example, police may need to produce quarterly reports to submit to ministries of national security, planning, or social services. Those tasked with producing annual reports for stakeholders and the public should be identified. Where more than one such agency has been chosen, agreed upon timelines for reporting should be determined to standardise the outputs produced.

Finally, the output medium chosen to disseminate findings should be developed to suit diverse audience needs. To do this, a target audience must first be identified. Then, a decision must be made about the desired medium for delivering to end-users (e.g. a report, a video, an infographic). Collaborations between institutions such as

central registries and other data management institutions like universities should be encouraged to produce a deeper level of insight and reporting. As part of the sharing process, a goal should be to engage in public education that is both informed by insights (e.g. among populations that the data suggest may be especially vulnerable) and that share insights. In developing these materials, institutions should strive to produce these materials in formats that are suitable for children and persons living with disabilities.

4.2.5 Other Ethical Considerations

Strategies to mitigate risks to confidentiality and security can be developed following guidelines for protecting confidentiality and privacy, which should be consulted for each stage of the cycle. The Malaysian *Personal Data Collection Act, 2010 ("PDPA 2010")* lists seven principles[59] to be followed in efforts to protect data. The seven principles together provide a framework that can be used in considering how to protect data. The HIPCAR *Privacy and Data Protection: Model Policy Guidelines & Legislative Texts* details how CARICOM countries can develop policies in privacy and data protection. The United Kingdom's Information Commissioner's Office has also produced a *Guide to the General Data Protection Regulation (GDPR),* which are regularly updated and can be used to inform the approaches to be considered. The Council of Europe has also established the *Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data* which can inform the process of managing automated processes conducted on data collected, including storing and disseminating data. Institutions may also wish to consult these guidelines in order to develop organisational policies.

4.2.6 Other Quality Assurance Approaches

Some other steps that can be taken include collaboration among institutions. In essence, implementers should consider a resource mobilisation and sharing procedure. Events such as zonal training workshops targeting service providers and institutions from different regions could be help to improve standardisation across institutions. Additionally, as part of the dissemination process, a system of referrals between agencies should be established not only to support data sharing, but also to improve the lived experiences of victims and survivors. Expertise could also be shared within and across agencies to support capacity building efforts as well.

For countries looking to establish NSOs or other central registries, it is recommended that professionals be consulted through the process in order to determine the most suitable approaches to meeting country needs. Additionally, depending on the frequency of input into the database, no less than two members of staff should be devoted to its management. Persons responsible for managing the unit should have advanced qualifications in statistics, data science, or data analytics. Other specialists, primarily those in the field of ICT, should also be consulted to support the infrastructural development of such a unit. Should a method of e-reporting be selected at the registry level, consultations should be held with stakeholders to determine the most appropriate means of doing so. The final registry should also develop a method of sharing processed and/or unprocessed datasets or data files upon request. Should a payment system be selected, a method for managing this approach, should be established. Sharing with non-service providing agencies (such as research institutions) should also be managed with strict protocols to mitigate risk.

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[59] The seven principles are: General Principle; Notice and Choice Principle; Disclosure Principle; Security Principle; Retention Principle; and Data Integrity Principle.

A long-term regional goal should be to establish a cohesive, reliable, efficient, and speedy method of sharing and analysing regional statistics. Systems such as the SDMX model could be examined to determine how this goal could be accomplished. In order to increase buy-in, the chosen system should be managed by strict privacy and ownership protocols that guarantee the security and sovereignty of Member States data. Such a system could begin with only anonymised data and be developed further as needed.

4.2.7 Special Note

This manual should be translated and adapted to suit the needs of diverse audiences. In order to encourage the sustainability of implementation and future efforts to update or refine this manual, modifications should be made to suit the language and accessibility needs[60] of various populations, including children. Audience-specific adaptations to this manual can help to ensure that all potential implementers, current and future, are provided access to the content.

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[60] Further reading: https://aoda.ca/what-are-accessible-formats/

SECTION 5: SUMMARY

The incidence and prevalence of Domestic Violence (DV) has been difficult to assess internationally, regionally, and at the country-level. Estimates suggest that Violence Against Women (VAW) and Intimate Partner Violence (IPV) are the most common forms of DV, with as many as 61 per cent of women having ever experienced physical violence by an intimate partner (Garcia-Moreno & Guedes, 2012) . Efforts to improve data collection to understand prevalence, inform decision-making, and evaluate intervention programmes are imperative to the success of the ultimate goal of reducing violence. However, non-standardised approaches to data collection have led to difficulties with analyses and the low production of outputs.

To address these gaps, systems have been developed internationally, regionally, and within Member States. For most countries within the CARIFORUM region, guidance about how to define and interpret incidents of DV are guided by law. Already established systems for collecting data on DV, however, are less common. Some regional examples include the Antigua and Barbuda *National Electronic Gender-based Violence Database: Draft Protocols & Guidelines*, the Grenada *National Sexual and Domestic Violence Protocol,* and the Economic Commission for Latin America and the Caribbean *Domestic Violence Data Collection System*. As such, the CARICOM Secretariat, with funding from the European Union commissioned the *10th EDF CARIFORUM Crime and Security Cooperation Programme* on intervention and capacity building strategies to reduce the incidence and prevalence of violence in the region. This protocol manual is a result of that Programme, and is intended to improve the capacity of institutions to standardise the collection and processing of administrative data on DV.

A system has therefore been proposed to manage the collection and processing of administrative data on DV. It is recommended that countries and institutions approach data collection using standardised definitions and objectives. These definitions will be used to guide the six primary steps that make up the data processing cycle. Those six steps include: collection; preparation; input; processing; output; and storage. Each stage of this cycle has the potential to affect the stages before and/or after. Effectively managing each of these stages is therefore how quality is assured.

The implementation of these protocols should involve an initial consultative process with relevant stakeholders to encourage support for the initiative and to develop a methodology for accomplishing the shared goal of reduction. The integration of a central registry such as a National Statistical Office is recommended for the management of multisectoral data, to act as the primary point of contact for data requests, and to produce annual reports. At the institutional levels, professional input should be sought to determine the most appropriate systems to be used based on the organisation's needs.

Expert opinions should also be sought on how E-Systems that match the organisational needs can be integrated into processing. Where a central registry exists, these units may act as the processing hubs of low capacity institutions. Otherwise, input should guide how technology can be improved or introduced into data processing. Special considerations should be made on how to protect the privacy and security of data collected. These considerations would include managing the privacy of clients during reporting, protecting their data once collected and during sharing, and obligations to ensure follow-up is pursued with their consent.

Persons engaged in the data collection process should be suitably qualified and trained to meet minimum standards of care. Training should focus on each stage of the process and be designed to build capacity at each

stage. Collectors should be trained in providing informed consent, trauma-informed interviewing skills, and the use of the collecting instrument. Appropriately qualified persons should also be employed to process data through the input to dissemination stages. Persons trained in fields such as statistics or data science would be among the best suited for developing management and analytics approaches. Organisations with the relevant resources to do so should also recruit staff and/or train persons in management approaches using cost effective platforms such as online courses.

A recommendation has also been made that implementers develop resource mobilisation and sharing approaches that can improve the scale and degree of implementation that takes place. A collaborative approach to implementation can increase stakeholders' buy-in, build capacity, and facilitate standardisation.

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sheets/detail/violence-against-women

ANNEX 1: COUNTRY DEFINITIONS AND OTHER GUIDING DOCUMENTS

Country	Document	Definition	Other Guiding Documents
1 **Antigua & Barbuda**	Domestic Violence Act2015 (No 27 of 2015)	[…]any controlling or abusive behaviour that harms the health, safety or well-being of the applicant or any child in the care of the applicant and includes but is not limited to the following— (a) physical abuse or threats of physical abuse; (b) sexual abuse or threats of sexual abuse; (c) emotional, verbal or psychological abuse; (d) economic abuse; (e) intimidation; (f) harassment; (g) stalking; (h) damage to or destruction of property; or (i) entry into the applicant's residence without consent, where the parties do not share the same residence.	• The National Electronic Gender-based Violence Database: Draft Protocols & Guidelines • National Gender based and Sexual Violence Electronic Database Information Sharing Protocol between data gathering organizations • Gender Based Violence Classification Tool
2 **The Bahamas**	Domestic Violence (Protection Orders) Act	[Domestic violence] includes physical, sexual, emotional or psychological or financial abuse committed by a person against a spouse, child, or any other person who is a member of the household, dependant, or parent of a child of that household. *The First Schedule of the Act includes a list of offences that fall within the remit of domestic violence related offences.*	• Strategic Plan to Address Gender Based Violence (2015)
3 **Barbados**	Domestic Violence (Protection Orders) (Amendment) Feb 2016	[…] the wilful infliction or threat of infliction of harm by one person in a domestic relationship upon another person in that relationship and includes child abuse, emotional abuse and sexual abuse. "Domestic relationship" means the relationship between a perpetrator of domestic violence and victim who is a spouse, former spouse, child, dependant or other person who is considered to be a relative of the perpetrator by virtue of consanguinity or affinity and includes cohabitational and visiting relationships.	• Domestic Violence (Protection Order) Act Cap 130. A. 1998 • RBPF Force Policy' • The Cascadia Protocol: A National Domestic Violence Protocol for Barbados
4 **Belize**	Domestic Violence Act. Chapter 178 of the laws of Belize, Revised Edition 2011.	[Domestic violence] includes physical, sexual, emotional, psychological or financial abuse committed by a person against a spouse, child, de facto spouse or any other person who is a member of the household of the applicant or dependent.	• Domestic Violence Protocol 2008 • GBV Surveillance System

		The First Schedule of the Act includes a list of offences that fall within the remit of domestic violence related offences.	
5 Cuba	*N/A*	No legislative or policy documents defining Domestic Violence exist in Cuba; however, the Criminal Code, Article 272 criminalises inflicting injuries and cites being a parent or spouse as an aggravating circumstance (OECD, 2019).	*N/A*
6 Dominica	Protection Against Domestic Violence Act (2007)	[Domestic violence] includes physical, sexual, emotional, psychological or financial abuse committed by a person against a spouse, child, or any other person who is a member of the household of the applicant or dependent. *In the administration of law of enforcement efforts, offences listed within the Sexual Offences Act No.1 of 1998 * Protection Order are also used to classify domestic violence related offences.*	• Sexual Offences Act No.1 of 1998 * Protection Order
7 Dominican Republic	Dominican Constitution Article 42, Law 24-97	*Extracted from notes of Member State's representative to the CARIFORUM "Regional Forum to Refine Protocols on the Collection and Sharing of Administrative Data on Domestic Violence":* Law 24-97, that modifies the penal code and the code for the protection of children and adolescents. This law indicates in the article 309-2 that "constitutes domestic of intrafamily violence every pattern of conduct through the use of physical force, or psychological, verbal violence, intimidation or persecution against one or more members of the family or against one or more members of the family or against the spouse, ex-spouse, cohabitating partner or ex cohabitating partner with whom he or she has procreated a child to cause harm to their person or damage to their property, carried out by the father, the other, the guardian, guard, spouse, ex-spouse, cohabitant, ex-partner or consensual partner or person under whose authority, protection or care the family is.	• Law 88-03 • Law 136-03 • Convention Belem Do Para • Sentences no.82
8 Grenada .	Domestic Violence Act (2010)	[...] any controlling or abusive behaviour that harms the health and safety or wellbeing of a person or any child and includes but is not limited to the following: (a) physical abuse or threats of physical violence, (b) sexual abuse or threats of sexual abuse, (c) emotional, verbal or psychological abuse,	• Police Standing Order (Amendment) • SRO 2017 • CEDAW • Child Protection Act (2012) • Criminal Code (2010) • Sexual Legislation Amendment (2012)

		(d) economic abuse, (e) intimidation, (f) harassment, (g) stalking, (h) damage to obstruction of property; (i) or entry into the applicant's residence without consent, where the parties do not share the same residence	• Electronic Crimes Act (2013) • National Sexual & Domestic Violence Protocol
9 Guyana	Domestic Violence Act: 11:09	"domestic violence offence" means a prescribed offence committed by a person against a person with whom he is associated or a relevant child. *The Guyanese Act does not define "domestic violence", per say, but instead defines the nature of the offence. Of note, the Act does include definitions for actions that constitute forms of domestic violence, such as harassment; intimidation; psychological abuse; and other "prescribed offence[s]", including murder or attempted murder, manslaughter, the use of any other violence or physical or emotional injury, and rape offence as defined within the Criminal Law (Offences) Act. The Act does not make reference to economic or financial abuse.*	• National Policy on Domestic Violence 2018 • Declaration on the Elimination of Violence Against Women, UN General Assembly, 85th Plenary Meeting 20 Dec 1993. http://www.un.org/documents/ga/res/48/a48r104.htm • Protection of Children Act 46:06 • Juvenile Justice Act 2018 • Sexual Offences Act 8:03 - 2010/2013 • Summary Jurisdiction (Offences Act 8:02) • Criminal Law Offences Act 8:01 • UK/Guyana Action Plan on Women Peace and Security 2018-2022
10 Haiti	N/A	*Haiti does not have any legislative or policy documents that define domestic violence. Spousal rape and domestic violence against adults are also not classified as criminal offences (Immigration and Refugee Board of Canada, 2016)*	*N/A*
11 Jamaica	Domestic Violence Act (2004)	*Domestic violence is not explicitly defined within the Act, nor are the offences that are included under the umbrella of "domestic violence". Instead, other legislative documents such as the Offences Against the Person Act, the Malicious Injury to Property Act, the Sexual Offences Act, and the Child Care & Protection Act are used to capture offences related to domestic violence. Instead, the following definition was offered by the Member State representatives to the CARIFORUM "Regional Forum to Refine Protocols on the Collection and Sharing of Administrative Data on Domestic Violence":* Domestic Violence is the wilful intimidation, physical assault, battery, sexual assault, and/or other abusive behaviour as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological	• JCF Policy on Domestic Violence • Offence Against the Person Act • Malicious Injury to Property Act • Sexual Offences Act • Child Care & Protection Act

		violence and emotional abuse. The frequency and severity of domestic violence can vary dramatically; however, the one constant component of domestic violence is one partner's consistent efforts to maintain power and control over the other.	
12 **Saint Lucia**	Domestic Violence and (Summary Proceeding) Act 2008	[...] any act of violence whether physical or verbal abuse perpetrated by a member of a household upon a member of the same household which causes or is likely to cause physical, mental or emotional injury or harm to the abused party or any other member of the household.	• Harmonized Protocol for Reporting on Domestic Violence in St. Lucia
13 **St. Kitts and Nevis**	Domestic Violence Act, Chap 12.04	"domestic violence offence" means a prescribed offence committed by a person against (a) a spouse of the person; (b) a child or dependant of the person or of a spouse of the person; or (c) a parent; For the purposes of this Act, conduct that constitute domestic violence include (a) violence that results in or is likely to result in physical harm, sexual suffering, or psychological suffering; (b) threats of violence; (c) coercion; (d) arbitrary deprivation of liberty; (e) molestation; (f) conduct of an offensive or harassing nature; (g) conduct which amounts to psychological abuse, intimidation or persecution; (h) financial abuse.	• Complaint and Response Protocol on Domestic and Sexual Violence
14 **St. Vincent and the Grenadines**	Domestic Violence Act, 2015	[...] any controlling or abusive behaviour that harms the health, safety or well-being of a person or any child and includes but is not limited to the following: a (a) physical abuse or threats of physical abuse; (b) sexual abuse or threats of sexual abuse; (c) emotional, verbal, or psychological abuse; (d) economic abuse; (e) intimidation; (f) harassment; (g) stalking;	• National Gender-Based Violence Action Plan

		(h) damage to or destruction of property; or (i) entry into the applicant's residence without consent where the parties do not share the same residence.	
15 **Suriname**	Law: Act on DV June 2000	[...] any form of physical, sexual, psychological or financial violence that is committed by a person against a partner, child, parent, member of the family or dependent, irrespective of where the violence takes place.	• Penal Code • National Policy Plan • Standard Registration Forum for collecting data on DV
16 **Trinidad and Tobago**	Domestic Violence Act	[...] includes physical, sexual, emotional or psychological or financial abuse committed by a person against a spouse, child, any other person who is a member of the household or dependant; The Domestic Violence Act also references other pieces of legislature, namely the Summary Offences Act, Malicious Damage Act, Offences Against the Person Act, Children Act, and Sexual Offences Act	• Standing Order 53 • Domestic Violence Investigation and Procedural Manual • Children Act

ANNEX 2: COLLECTION INSTRUMENT TEMPLATE—*Adapted from ECLAC*

Surveillance System

SECTION 1: INSTITUTIONAL DETAILS

1.1 Name of Institution:	1.2 Institution Code (If Applicable):	
1.3 Institution Location:	**1.4 Date** (DD/MM/YY):	**1.5 Time** (24 HRS) (HH:MM):
DETAILS OF COLLECTING OFFICER/AGENT		
1.6 Name:	**1.7 Position/Institutional ID#:**	

SECTION 2: REPORT DETAILS

2.1 Client Status:

a) Tick one:

☐ Victim

☐ Perpetrator

☐ Other Informant*

☐ Anonymous

b)* *If **other**, tick one the following:*

☐ Guardian/Parent ☐ Current Intimate Partner/Spouse

☐ Former Intimate Partner/Spouse ☐ Child

☐ Sibling ☐ Other Blood Relative

☐ Friend/Close Associate ☐ Acquaintance

☐ Colleague/Work Relationship ☐ Other Household Member

☐ Authority/Care Relationship ☐ Not Stated

☐ Other:_____

c) Is this report being made on behalf of a minor or dependent?

☐ Y   ☐ N

2.2 Name:	2.3 Identification Pin:	
	☐ Driver's Permit:	
	☐ National ID:	
2.4 Age:	**2.5 Date of Birth:**	☐ Passport Number:
		☐ Other: *(Please State)*
		☐ Not Known | ☐ Not Stated

2.6 Sex: | **2.7 Gender Identity:**

☐ Male

☐ Female

☐ Intersex

☐ Man ☐ Trans* Man ☐ Gender Non-Conforming

☐ Woman ☐ Trans* Woman ☐ Not Stated

☐ Status Not Listed:_____

2.8 Contact Information:

☐ Mobile:_____   ☐ Home:_____

☐ Work:_____   ☐ Email:_____

☐ Other:_____

2.9 Has this incident been reported at another institution?

☐ Y   ☐ N

*(If **yes**, record Institution details below for each institution reported to. Use spare sheet if needed.)*

2.10 Institution Name:	2.11 Institution Location:	2.12 Date (DD/MM/YY)	2.13 Time (24 HRS) (HH:MM)

2.14 Has an arrest been made?

a)   ☐ Y   ☐ N   ☐ Not Known ☐ Not Stated   **b)** Date of Action:_____

2.15 Has prosecution been initiated?

a)   ☐ Y   ☐ N   ☐ Not Known ☐ Not Stated   **b)** Date of Action:_____

2.16 Outcome of prosecution:

a)

☐ Reprimanded   ☐ Fine   ☐ Bond

☐ Dismissed   ☐ Probation   ☐ Prison

☐ Counselling   ☐ Not Known   ☐ Not Stated

Date of Action:_____

b) Details/Sentencing:

SECTION 3: INCIDENT DETAILS

For details not captured by the form, please use the SECTION 3 ANNEX: INCIDENT NARRATIVE *form to include*

3.1 Ordinal Status of Incident:

a) **Tick one:**

☐ First Incident ☐ First Reported Incident ☐ Repeat*

☐ Not Known ☐ Not Stated

*If **repeat**, complete following:*
Is the respondent the same person associated with previous reports?

b) ☐ Y ☐ N ☐ Not Known ☐ Not Stated

3.2 Nature of Incident:

Select all that apply:

☐ Child Abuse ☐ Coercion/Control ☐ Threat/Intimidation

☐ Harassment/Stalking ☐ Sexual ☐ Physical

☐ Economic/Financial ☐ Psychological/Emotional ☐ Verbal

☐ Deprivation ☐ Not Known ☐ Not Stated

☐ Other:_____

3.3 Does the incident involve property damage and/or theft?

☐ Property Damage ☐ Theft ☐ N/A ☐ Not Known ☐ Not Stated

3.4 Place of Occurrence:

☐ Residence ☐ Workplace ☐ Hotel/Guest House ☐ Bar/Night Club

☐ School ☐ Park ☐ Car Park ☐ Market

☐ Other Private Area ☐ Other Public Area ☐ Not Known ☐ Not Stated

☐ Other:_____

3.5 Date of Occurrence:	3.6 Time of Occurrence:
(DD/MM/YYY)	(24 HRS) (HH:MM)

3.7 Injury Status:

☐ No Injury

☐ Injury Reported

☐ Visible Injury

☐ Death

☐ Not Known

☐ Not Stated

3.8 Mode of Injury:

If applicable, select all that apply:

☐ Physical Force ☐ Firearms ☐ Sharp Instrument

☐ Not Known ☐ Not Stated

☐ Other:_____

3.9 Protection order:	3.10 Interim Order:
a) Application submitted: ☐ Y ☐ N ☐ Not Known ☐ Not Stated Date:_____	**a)** Application Submitted: ☐ Y ☐ N ☐ Not Known ☐ Not Stated Date:_____
b) Order obtained: ☐ Y ☐ N ☐ Not Known ☐ Not Stated Date:_____	**b)** Order obtained: ☐ Y ☐ N ☐ Not Known ☐ Not Stated Date:_____
c) Breach of Order: ☐ Y ☐ N ☐ Not Known ☐ Not Stated Date:_____	**c)** Breach of Order: ☐ Y ☐ N ☐ Not Known ☐ Not Stated Date:_____
d) Other Details:	**d)** Other Details:

SECTION 4: VICTIM CHARACTERISTICS

4.1 Are the informant and the victim the same person?

☐ Y ☐ N

(If yes, skip to 4.8)

4.2 Name:	4.3 Identification Pin:	
	☐ Driver's Permit:	
	☐ National ID:	
4.4 Age: **4.5 Date of Birth:**	☐ Passport Number:	
	☐ Other: *(Please State)*	
	☐ Not Known	☐ Not Stated

4.6 Sex:	4.7 Gender Identity:		
☐ Male ☐ Female ☐ Intersex ☐ Not Stated	☐ Man ☐ Woman ☐ Status Not Listed:_____	☐ Trans* Man ☐ Trans* Woman	☐ Gender Non-Conforming ☐ Not Stated

4.8 Nationality:	4.9 Immigration Status:		
	☐ Citizen ☐ Asylee/Refugee ☐ Not Known ☐ Status Not Listed:_____	☐ Resident ☐ Involuntary Returnee/Deportee ☐ Not Stated	☐ Visitor

4.10 Current Address:

a) Street:

b) City: **c)** Zip/Postal Code:

d) State/District:

4.11 Contact Information:

☐ Mobile:_____   ☐ Home:_____

☐ Work:_____   ☐ Email:_____

☐ Other:_____

4.12 Does the client live with any disabilities?

a)   ☐ Y   ☐ N   ☐ Not Known   ☐ Not Stated

b) *If **yes**,* what type(s)*:*

☐ Impairment   ☐ Deaf or Hard of Hearing   ☐ Mental Health

☐ Intellectual Disability   ☐ Acquired Brain Injury   ☐ Physical Disability

4.13 Demographic Details:

a) Ethnicity:

b) Religion:

4.14 Occupational Status:

a) Tick one:

☐ Full-Time (FT) Employee   ☐ Self-Employed   ☐ Student

☐ Part-Time (PT) Employee   ☐ Unemployed   ☐ Seeking Employment

☐ Not Stated   ☐ Not Known

☐ Other:_____

(If report is being made after incident)
b) Was the client employed at time of incident?
☐ FT   ☐ PT   ☐ Self-Employed   ☐ Not Employed   ☐ Not Known   ☐ Not Stated

4.15 Occupational Details:

a) Main Occupation:

b) Name of Company:

c) Location:

4.16 School Details: *If client is in school*

a) Name of School:

b) Location:

c) Grade:

4.17 Educational Attainment:

Tick one:

☐ None   ☐ Secondary   ☐ Technical/Vocational Qualification

☐ Primary   ☐ Post-Secondary Certification   ☐ Tertiary

☐ Not Known   ☐ Not Stated

☐ Other:_____

4.18 Marital Status:

Tick one:

☐ Single	☐ Married	☐ Civil Union	☐ Common-Law
☐ Separated	☐ Divorced	☐ Widowed	☐ Not Known
☐ Not Stated			

☐ Other:_____

4.19 Relationship to perpetrator:

Tick one:

☐ Spouse/Partner	☐ Child	☐ Grand-Child
☐ Sibling	☐ Ex-Spouse/Partner	☐ Parent
☐ Grand-Parent	☐ Niece	☐ Nephew
☐ Aunt	☐ Uncle	☐ Cousin
☐ In-Laws	☐ Carer	☐ Other:_____

4.20 Does the client have any dependents?

a) ☐ Y   ☐ N   ☐ Not Known   ☐ Not Stated

*If **yes**, answer the following.*

b) How many?	c) How many are minors?	d) How many are in need of specialised care?	e) Are any also at risk due to this or other incidents?
			☐ Y ☐ N

4.21 Is the client currently pregnant or were they at the of the incident?

a) Currently:	b) At Time of Incident:
☐ Y ☐ N	☐ Y ☐ N

4.22 Is the client dependent on any substances?

Select all that apply:

☐ Illegal Narcotics	☐ Prescribed Narcotics	☐ Alcohol	☐ Not Known	☐ Not Stated

☐ Other:_____

4.23 Next of Kin Information/Alternate Contact:

(If no details are provided, skip to 3.24)

a) Name:	b) Number:

Victim History

If this was the not the first incident, complete the following.

4.24 Age at Time of First Incident:		4.25 Is the respondent the same person associated with the first incident?	☐ Y ☐ N

4.26 Frequency of Previous Incidents: *(Tick one)*

☐ Daily	☐ Weekly	☐ Monthly	☐ Yearly	☐ Not Known	☐ Not Stated

4.27 Nature of Previous Incidents: *(Select all that apply)*	☐ Child Abuse Threat/Intimidation	☐ Coercion/Control	☐
	☐ Harassment/Stalking	☐ Sexual	☐ Physical
	☐ Economic/Financial	☐ Psychological/Emotional	☐ Verbal
	☐ Not Known	☐ Not Stated	
	☐ Other:_____		

4.28 Type of information ever received with respect to domestic violence:

Select all that apply:

- ☐ Information that abuse is a crime
- ☐ Information about domestic violence laws
- ☐ Contact information for service providers (Hotlines, Shelters, etc)
- ☐ Legal Aid
- ☐ Pamphlets/brochures on domestic violence
- ☐ None
- ☐ Other:_____

4.29 Have any referrals for assistance relating to domestic violence been previously obtained?

Select all that apply:

☐ Psychological Services	☐ Health/Medical Services	☐ Safe House/Shelter
☐ Legal Assistance Services	☐ Protection Services	☐ Livelihoods Services
☐ Other:_____		

SECTION 5: PERPETRATOR CHARACTERISTICS

5.1 Are the informant and the perpetrator the same person?

☐ Y   ☐ N

*(If **yes**, skip to 5.8)*

5.2 Name:	**5.3 Identification Pin:**	
	☐ Driver's Permit:	
	☐ National ID:	

5.4 Age:	**5.5 Date of Birth:**	☐ Passport Number:	
		☐ Other:	
		☐ Not Known	☐ Not Stated

5.6 Sex: **5.7 Gender Identity:**

☐ Male	☐ Man	☐ Trans* Man	☐ Gender Non-Conforming
☐ Female	☐ Woman	☐ Trans* Woman	☐ Status Not
☐ Intersex	Listed:_____		

5.8 Nationality: **5.9 Immigration Status:**

☐ Citizen	☐ Resident	☐ Visitor
☐ Asylee/Refugee	☐ Involuntary Returnee/Deportee	
☐ Status Not Listed:_____		

5.10 Current Address:

a) Street:

b) City:	**c)** Zip/Postal Code:

d) State/District:

5.11 Contact Details:

☐ Mobile:_____ ☐ Home:_____

☐ Work:_____ ☐ Email:_____

☐ Other:_____

5.12 Demographic Details:

a) Ethnicity:

b) Religion:

5.13 Occupational Status:

a)   ☐ Full-Time (FT) Employee   ☐ Self-Employed   ☐ Student

         ☐ Part-Time (PT) Employee   ☐ Unemployed   ☐ Not Known   ☐ Not Stated

         ☐ Other:_____

(If report is being made after incident)

b) Employed at time of incident?

         ☐ FT   ☐ PT   ☐ Self-Employed   ☐ Not Employed   ☐ Not Known   ☐ Not Stated

5.14 Occupational Details:

a) Main Occupation:	
b) Name of Company:	
c) Location:	

5.15 School Details *(If client is in school)*

a) Name of School:	
b) Location:	
c) Grade:	

5.16 Educational Attainment:

Tick one:

☐ None   ☐ Secondary   ☐ Vocational Qualification

☐ Primary   ☐ Post-Secondary Certification   ☐ Tertiary

☐ Not Known   ☐ Not Stated

☐ Other:_____

5.17 Martial Status

Tick one:

☐ Single   ☐ Married   ☐ Civil Union   ☐ Common-Law

☐ Separated   ☐ Divorced   ☐ Widowed   ☐ Not Known

☐ Not Stated

☐ Other:_____

5.18 Relationship to victim:

(If answered in Section 4, tick correct corresponding relationship.)

Tick one:

☐ Spouse/Partner   ☐ Child   ☐ Grand-Child

☐ Sibling   ☐ Ex-Spouse/Partner   ☐ Parent

☐ Grand-Parent   ☐ Niece   ☐ Nephew

☐ Aunt   ☐ Uncle   ☐ Cousin

☐ In-Laws   ☐ Carer   ☐ Other:_____

5.19 At the time of the incident, was the perpetrator under the influence of:

☐ Illegal Narcotics   ☐ Prescribed Narcotics   ☐ Alcohol

☐ Other:_____

5.20 Does the perpetrator have an existing criminal record or outstanding legal matters?

a)   ☐ Y   ☐ N   ☐ Not Known   ☐ Not Stated

b) *If **yes**, provide further details.*

☐ Previous Arrest(s)   ☐ Previous Conviction(s)

c) Nature:
Select all that apply:

☐ Homicide/Manslaughter   ☐ Assault   ☐ Arson   ☐ Child Abuse

☐ Child Sexual Assault   ☐ Other Sexual Offence   ☐ Domestic Abuse   ☐ Kidnapping

☐ Drug Related Offence   ☐ Threat

☐ Other:_____

5.21 Does the perpetrator have a history of experiencing violence?

a)

☐ Y   ☐ N   ☐ Not Known   ☐ Not Stated

b) *If **yes,** what type of violence:*
Select all that apply:

☐ Child Abuse   ☐ Coercion/Control   ☐ Threat/Intimidation

☐ Harassment/Stalking   ☐ Sexual   ☐ Physical

☐ Economic/Financial   ☐ Psychological/Emotional   ☐ Verbal

☐ Deprivation   ☐ Not Known   ☐ Not Stated

☐ Other:_____

SECTION 6: REMEDIAL ACTION

6.1 Does the client require emergency intervention?

☐ Y   ☐ N   ☐ N/A   ☐ Not known   ☐ Not Stated

Indicate whether action has been taken and specific what type.

6.2 Domain	6.3 Details
a) Psychological Services ☐ Taken ☐ Not Taken ☐ Desired	a)
b) Health/Medical Services ☐ Taken ☐ Not Taken ☐ Desired	b)

c) Safe House/Shelter ☐ Taken ☐ Not Taken ☐ Desired	c)
d) Legal Assistance Services ☐ Taken ☐ Not Taken ☐ Desired	d)
e) Protection Services ☐ Taken ☐ Not Taken ☐ Desired	e)
f) Livelihoods Services ☐ Taken ☐ Not Taken ☐ Desired	f)
g) Child Protection Services ☐ Taken ☐ Not Taken ☐ Desired	g)

6.4 OTHER NOTES/OBSERVATIONS:

SECTION 3 ANNEX: INCIDENT NARRATIVE

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ANNEX 3: COLLECTION INSTRUMENT INSTRUCTIONS

SECTION 1: INSTITUTIONAL DETAILS

1.1 Name of Institution:	1.2 Institution Code (If Applicable):	
The name of the organisation receiving the report.	*Any specific codes used to identify the specific unit receiving the report.*	
1.3 Institution Location:	**1.4 Date** (DD/MM/YY)**:**	**1.5 Time** (24 HRS) (HH:MM)**:**
Where the organisation is located.	*Date of intake.*	*Time of intake.*
DETAILS OF COLLECTING OFFICER/AGENT		
1.7 Name:	**1.7 Position/Institutional ID#:**	
Interviewer name.	*Interviewer's position and/or Institutional ID # (if applicable).*	

SECTION 2: REPORT DETAILS

*This section is to be completed by any informant, whether they are the victim, perpetrator or other informant. Information on previous reports may not be known by the informant. In this instance, select "**Not Known**" where applicable or enter "Not known" in available fields.*

2.1 Client Status:	
a) *Identify whether person completing the report (informant) is the victim, perpetrator, or chooses to remain anonymous.*	**b)** *Identify the relationship between the informant and the victim. If anonymous, enquire whether they are willing to provide this information; if **no**, select "Not Stated".*

c) Is this report being made on behalf of a minor or dependent?
Note whether report is being completed on behalf of a minor or another dependent (e.g. someone with a severe mental disability).

2.2 Name:		2.3 Identification Pin:
Informant's name. If anonymous, enter N/A.		*Informant's identification pin. Enter all that have been provided by informant. Tick the corresponding pin type (e.g. driver's permit) and enter the number in the space provided. If anonymous, select "Not Stated".*
2.4 Age:	**2.5 Date of Birth:**	
Informant's age. If anonymous, enter N/A.	*Informant's DOB. If anonymous, enter N/A.*	
2.6 Sex:	**2.7 Gender Identity:**	
Informant's sex. If anonymous, select "Not Stated". **Interviewer's Note:** *Sex describes the biological traits that make us male, female, or intersex.*	*Informant's gender identity. If anonymous, select "Not Stated".* **Interviewer's Note:** *Gender identity refers to how a person identifies <u>their own</u> gender. Inquire about how the informant identifies to avoid making assumptions.* **Suggested Prompts:** *"What gender do you identify with?"* *"Do you identify as [list options]?"*	

Suggested prompt: *"Are you male, female, or intersex?"*	

2.8 Contact Information:

Informant's contact information. If anonymous, enter N/A in "Other" field.

2.9 Has this incident been reported at another institution?

Enter whether incident has been reported prior to this report at any other institution, including protective/legal services, healthcare services, counselling services, or relevant non-profit organisations.

2.10 Institution Name:	**2.11 Institution Location:**	**2.12 Date** (DD/MM/YY)	**2.13 Time** (24 HRS) (HH:MM)
Name of institution(s) to which previous reports were made.	*Location of institution(s) at which previous reports were made.*	*Date(s) on which previous reports were made (if respondent can recall).*	*Time(s) at which previous reports were made (if respondent can recall).*

2.14 Has an arrest been made?

a) *Identify whether or not an arrest has been made for this incident.*	**b)** *Identify the date on which this arrest was made.*

2.15 Has prosecution been initiated?

a) *Identify whether or arrest has been prosecuted for this incident.*	**b)** *Identify the date on which the prosecution decision was made.*

2.16 Outcome of prosecution:

a) *Identify what the specific outcome of the prosecution was.*	**b)** *Provide further details of the decision that was made, including the date and the specific terms (e.g. the sentence length).*

SECTION 3: INCIDENT DETAILS

*Where this section is being completed by an informant, efforts should be made to acquire as much information about the incident as possible. Where information cannot be provided, select "**Not Known**" or enter "Not known" in available fields.*

For details not captured by the form, please use the SECTION 3 ANNEX: INCIDENT NARRATIVE *form to include*

3.1 Ordinal Status of Incident:

a) *Identify whether the incident was the **first incident** (i.e. no other incidents of violence have ever occurred); **first reported incident** (i.e. previous incidents have occurred, but none were reported); or a **repeat** incident (i.e. both there have been one or more incidents and one or more reports have been made).*

If **repeat, complete following:*
b) *Identify whether or not the person being respondent to this this incident is the same that has been identified in previous reports.*

3.2 Nature of Incident:

Identify the type of abuse being reported using the options provided.

3.3 Does the incident involve property damage and/or theft?

Indicate whether or not property damage and/or theft were involved. If neither, select "N/A".

3.4 Place of Occurrence:

Identify the type of place at which the incident being reported occurred.

3.5 Date of Occurrence:	2.23 Time of Occurrence:
(DD/MM/YYY)	(24 HRS) (HH:MM)
Identify the date on which the incident occurred using the specified format.	*Identify the approximate time that the incident occurred using the 24 HR format.*

3.6 Injury Status:

*Indicate whether any injuries occurred as a result of the incident. If there are neither any injuries nor has a report of injuries been made, select "**No Injury**". If no injuries are visible, but the informant has reported that injuries are present, select "**Injury Reported**". If the informant making the report is the victim and has visible injuries, select "**Visible Injury**". If the victim about whom the report is being made has died as a result of the incident, select "**Death**".*

Interviewer's Note: If the informant and the victim are the same person, providing these details might be challenging and psychologically triggering. Remember, this is a traumatic experience and they may not be comfortable with stating that injuries have occurred for a number of reasons (e.g. they may be afraid that the respondent retaliates with worse acts of violence). A victim may also wear clothing, hold themselves in positions (e.g. arms folded) or use objects (e.g. handbags) to hide their injuries sustained. Make note of whether you observe any of these behaviours and determine whether or not further prompts may be necessary to accurately complete this section. If you notice visible injuries, there is no need to ask unless you require further details to be included in the Incident Narrative section. Otherwise, tick "Visible Injury". For interviewers completing the Incident Narrative section, further details can be included about the specifics of the injury (e.g. what injuries were sustained, how these injuries occurred, the extent of injury).

Suggested Prompts: "I understand that you may not feel ready to discuss further, but can you tell me whether or not you were injured during this incident?"

"I know that this may be difficult to talk about, so you can just nod yes or no if you prefer. Were you injured as a result of this incident?"

3.7 Mode of Injury:

If an injury is present, identify the mode of injury—that is, how the injury occurred.

*Interviewer's Note: Similar to the previous section, these details may be difficult for an informant who is the victim to answer. Sensitivity is required when asking these questions to ensure that the victim is not further retraumatised in the process of providing details. Enquire whether or not the injury was sustained using a weapon or not and seek further clarity about the type of weapon used. **Physical Force** would include any injury sustained without a weapon. Firearms would include any type of gun or weapon/object that might be classified as a firearm under the criminal code. **Sharp Instrument** would include any object that has a pointed or sharpened edge/tip. These might include knives, screwdrivers, ice-picks,*

Suggested Prompts: "Thank you for answering the last question. Can you tell me how the injury occurred? Were any weapons used?"

"I have one more question regarding your injury. Were any weapons used?"

3.8 Protection order:	2.27 Interim Order:
Indicate whether a Protection Order has been applied for, obtained, and/or breached. Include any other relevant details that might be provided or relevant.	*Indicate whether a Protection Order has been applied for, obtained, and/or breached. Include any other relevant details that might be provided or relevant.*

SECTION 4: VICTIM CHARACTERISTICS

*If this section is being completed by an Informant who is **not** the victim, complete all the fields that can be provided by the informant. Any missing information can be acquired in a separate report during follow-up with the victim, if follow-up action is to be taken. Where the informant cannot provide further details, select "**Not Known**" or enter "Not known" into available fields.*

4.1 Are the informant and the victim the same person?

Indicate whether the informant is the same person as the victim. If yes, skip to 4.8.

4.2 Name:		4.3 Identification Pin:
Victim's name.		*Victim's identification pin. Enter all that have been provided. If the informant and the victim are not the same person and this information cannot be provided, select "Not Stated".*
4.4 Age:	**4.5 Date of Birth:**	
Victim's age.	*Victim's DOB.*	

4.6 Sex:	4.7 Gender Identity:
Victim's sex.	*Victim's gender identity.*

4.8 Nationality:	4.9 Immigration Status:
Victim's nationality.	*Victim's immigration status.*

4.10 Current Address:

Victim's current address.

4.11 Contact Information:

Victim's contact information.

4.12 Does the client live with any disabilities?

a) *Indicate whether the victim lives with any disabilities.*

Interviewer's Note: *Asking about disabilities also requires sensitivity. Remember that certain words and terms can be offensive, and your goal is to avoid causing any further distress to the victim or even their informant (e.g. a parent reporting the abuse of their child). Try to maintain a non-judgemental tone and aim to ask questions in a manner that makes the informant feel comfortable to be honest. Also, if someone is visibly disabled (e.g. blind or deaf) remember to still ask about any possible other disabilities.*

Suggested Prompt: *"Do you/the victim live with any disabilities?"*

b) *Identify the type(s).*

4.13 Demographic Details:

a) *Victim's ethnicity.*

b) *Victim's religion.*

4.14 Occupational Status:

a) *Victim's occupational status.*

b) *Victim's occupational status at the time of incident if the report is being made after the incident.*

4.15 Occupational Details:

a) Main Occupation:	*Victim's main occupation.*
b) Name of Company:	*Name of company at which victim is currently employed.*
c) Location:	*Location/address of victim's occupation.*

4.16 School Details: *If client is in school*

a) Name of School:	*Victim's school.*
b) Location:	*Location/address of victim's school.*
c) Grade:	*Victim's grade in school (e.g. Form 2). At the tertiary level, indicate undergraduate or postgraduate.*

4.17 Educational Attainment:

Victim's highest level of education ***completed***.

4.18 Marital Status:

Victim's marital status.

4.19 Relationship to perpetrator:

Victim's relationship to perpetrator.

4.20 Does the client have any dependents?

Victim's dependents. These would include children and/or adults who are under their care and supervision.

b) How many?	**c) How many are minors?**	**d) How many are in need of specialised care?**	**e) Are any also at risk due to this or other incidents?**
Identify the number of dependents the victim has	*Indicate whether any are minors. If none, enter the number zero (0).*	*Indicate whether any are in need of specialised care (e.g. a nurse). If none, enter the number zero (0).*	*Identify whether any are at risk due to the incident (e.g. living in the same house as the perpetrator).*

4.21 Is the client currently pregnant or were they at the of the incident?

a) *Identify whether the victim is currently pregnant.*	**b)** *If the event occurred prior to the report and it is not clear whether they were pregnant at the time of the event, ask about whether they were pregnant at the time of the event.*

Interviewer's Note: *Remember, trans* men and gender non-conforming persons can still become pregnant. Asking these questions to members of these populations requires care and sensitivity, in line with the overall nature of the interview. Aim to communicate using a non-judgemental tone.*

Suggested Prompt: *"Is there any chance you are currently pregnant/were pregnant at the time of the event?"*

4.22 Is the client dependent on any substances?

Identify whether the victim is currently dependent on any substances.

4.23 Next of Kin Information/Alternate Contact:
(If no details are provided, skip to 3.24)

a) *Identify a Next of Kin (NOK) or alternate contact that the informant/victim is willing to provide.*	**b)** *NOK's number.*

Victim History	75

If this was the not the first incident, complete the following.

4.24 Age at Time of First Incident:	*If the incident being reported is not the first, identify how old the victim was when they first experienced a similar type of violence.*	**4.25 Is the respondent the same person associated with the first incident?**	*Identify whether the respondent is the same as the person from the first incident.*

4.26 Frequency of Previous Incidents:

Identify the frequency with which previous incidents of abuse occurred. For victim's who have experienced abuse at different intervals, ask about the interval that was longest. For example, for someone who experienced abuse daily for 10 years, and then monthly for 2, select "Daily".

4.27 Nature of Previous Incidents: *(Tick all that apply)*	*Identify the type of abuse experienced previously. Select all those that are relevant.*

4.28 Type of information ever received with respect to domestic violence:

Identify whether the victim ever previously received any information or advice about domestic violence from any institutions.

4.29 Have any referrals for assistance relating to domestic violence been previously obtained?

Identify whether the victim has received any referrals to services or agencies as a result of previous incidents of violence.

SECTION 5: PERPETRATOR CHARACTERISTICS

*If this section is being completed by an Informant who is **not** the perpetrator, complete all the fields that can be provided by the informant. Any missing information can be acquired in a separate report during follow-up with the perpetrator, if follow-up action is to be taken. Where information cannot be provided, select **"Not Known"** or enter "Not known" into available fields.*

5.1 Are the informant and the perpetrator the same person?

Indicate whether the informant is the same person as the perpetrator. If yes, skip to 4.8.

5.2 Name:		**5.3 Identification Pin:**
Perpetrator's name.		*Perpetrator's identification pin. Enter all that have been provided. If the informant and the perpetrator are not the same person and this information cannot be provided, select "Not Stated".*
5.4 Age:	**5.5 Date of Birth:**	
Perpetrator's age.	*Perpetrator's DOB.*	

5.6 Sex:	5.7 Gender Identity:
Perpetrator's sex.	*Perpetrator's gender identity.*
5.8 Nationality:	**5.9 Immigration Status:**
Perpetrator's nationality.	*Perpetrator's immigration status.*

5.10 Current Address:
Perpetrator's address.

5.11 Contact Details:
Perpetrator's contact information.

5.12 Demographic Details:

a) *Perpetrator's ethnicity.*
b) *Perpetrator's religion.*

5.13 Occupational Status:

Perpetrator's occupational status.

(If report is being made after incident)
b) *Perpetrator's occupational status at the time of the incident.*

5.14 Occupational Details:

a) Main Occupation:	*Perpetrator's main occupation.*
b) Name of Company:	*Name of company at which perpetrator is currently employed.*
c) Location:	*Location/address of perpetrator's occupation.*

5.15 School Details *(If client is in school)*

a) Name of School:	*Perpetrator's school.*
b) Location:	*Location/address of perpetrator's school.*
c) Grade:	*Perpetrator's grade in school.*

5.16 Educational Attainment:

*Perpetrator's highest level of education **completed**.*

5.17 Martial Status

Perpetrator's marital status.

5.18 Relationship to victim:

Perpetrator's relationship to the victim. If this information has already been collected in Section 4, verify the relationship again with the informant and match to the corresponding selection in Section 4. For example, if the victim's relationship to the perpetrator is "Niece", then the perpetrator's relationship should be "Uncle". If the victim's relationship is "Sibling", the perpetrator's relationship should be "Sibling".

5.19 At the time of the incident, was the perpetrator under the influence of:

Indicate whether the perpetrator was under the influence of any substance at the time of the event.

5.20 Does the perpetrator have an existing criminal record or outstanding legal matters?

a) *Indicate whether the perpetrator have an existing criminal record.*

b) *If **yes**, provide further details.*
Indicate whether previously arrested and/or convicted.

c) Nature:
Identify the nature of the arrest and/or conviction.

5.21 Does the perpetrator have a history of experiencing violence?

a) *Identify whether the perpetrator has a history of experiencing violence.*

b) *Indicate the type of violence experienced.*

SECTION 6: REMEDIAL ACTION

6.1 Does the client require emergency intervention?

Indicate whether the client will require emergency intervention. This is especially critical for follow-up action.

Indicate whether action has been taken and specific what type.

6.2 Domain	6.3 Details
a-g) Indicate whether the client has taken, not taken, or desires to engage other services through follow-up action, which might include sharing data to other agencies.	*a-g) Provide further details for the services identified.*

6.5 OTHER NOTES/OBSERVATIONS:

Use this space to include any observations you think may be useful or relevant. These details might include further information about specific topics (e.g. injuries), or it might include observations about the informant's or victim's behaviour that might be helpful during follow-up. This section can also be used by interviewers to record any information that might help them or another authorised viewer of the report to further understand information captured within the report. Make a note of any specific observations you have about the informant, including behavioural or emotional observations you might have made that could be helpful to record for future use.

SECTION 3 ANNEX: INCIDENT NARRATIVE

Use this section to enter further details about the incident. This might include taking a more in-depth explanation about:

- *Where the incident took place;*
- *What took place;*
- *Who was present at the time of the incident;*
- *Whether any interventions were made during the incident;*
- *Whether anyone else was affected as a result of the incident;*
- *Whether anyone else was involved in carrying out the act(s) of violence;*
- *Pertinent information about the perpetrator at the time of the incident (e.g. clothing or state of intoxication that might be used in investigations or follow-up actions);*
- *Any other information about the incident that seems relevant.*

ANNEX 4: COLLECTION INSTRUMENT DATA TYPES

Question		Suggested Label	Possible Data Type(s)
Number	Specifics		
Section 1: Insittutional Details			
1.1	Name of Institution	Inst_Name	Str
1.2	Institution Code	Inst_Code	Num/Str
1.3	Institution Location	Inst_Location	Str
1.4	Report Date	Inst_Rep_Date	Num
1.5	Report Time	Inst_Rep_Time	Num
1.6	Collecting Officer Name	Coll_Off_Name	Str
1.7	Collecting Officer Posiition/Institutional ID	Coll_Off_Pos_ID	Num/Str
Section 2: Rerpot Details			
2.1a-c	Client Status	Inf_Stat	Num, Str
2.2	Name (of informant)	Inf_Name	Str
2.3	Identification Pin (of informant)	Inf_ID	Num/Str
2.4	Age (of informant)	Inf_Age	Num
2.5	Date of Birth (of informant)	Inf_DOB	Num
2.6	Sex (of informant)	Inf_Sex	Num
2.7	Gender Identity (of informant)	Inf_Gend_Id	Num, Str
2.8	Contact Information (of informant)	Inf_Contact	Num, Str
2.9	Report status (incident)	Prev_Report	Bool
2.10	Institution Name (previous report)	Prev_Report_Inst_Name	Str
2.11	Institution Location (previous report)	Prev_Report_Inst_Loc	Str
2.12	Report Date (previous report)	Prev_Report_Date	Num
2.13	Report Time (previous report)	Prev_Report_Time	Num
2.14a-b	Previous Arrest	Prev_Arrest	Bool, Num
2.15a-b	Previous Prosecution	Prev_Pros	Bool, Num
2.16a-b	Prosecution Outcome	Prev_Pros_Outcome	Num, Str
Section 3: Incident Details			
3.1a-b	Oridnal Status of Report	Ord_Status	Num, Bool
3.2	Nature of Incident	Nature_Incident	Num
3.3	Property Damage/Theft	Prop_Dam_Theft	Num
3.4	Place of Occurrence	Occur_Place	Num
3.5	Date of Occurrence	Occur_Date	Num
3.6	Time of Occurrence	Occur_Time	Num
3.7	Injury Status	Inj_Stat	Num
3.8	Mode of Injury	Inj_Mode	Num
3.9a-c	Protection Order	Prot_Ord	Num
3.9d			Str
3.10a-c	Interim Order	Int_Ord	Num
3.10d			Str
Section 4: Victim Characteristics			
4.1	Are the informant and the victim the same person?	Inf_Vict_Check	Bool
4.2	Name (of victim)	Vict_Name	Str
4.3	Identification Pin (of victim)	Vict_ID	Num/Str
4.4	Age (of victim)	Vict_Age	Num
4.5	Date of Birth (of victim)	Vict_DOB	Num

4.5	Date of Birth (of victim)	Vict_DOB	Num
4.6	Sex (of victim)	Vict_Sex	Num
4.7	Gender Identity (of victim)	Vict_Gend_Id	Num
4.8	Nationality (of victim)	Vict_Nationality	Str
4.9	Immigration Status (of victim)	Vict_Imm_Stat	Num, Str
4.10	Current Address (of victim)	Vict_Curr_Address	Str/Num
4.11	Contact Information (of victim)	Vict_Contact	Num, Str
4.12a-b	Disability Status (of victim)	Vict_Dis_Stat	Bool, Num
4.13a-b	Demographic Details (of victim)	Vict_Dem_Dets	Str
4.14a-b	Occupational Status (of victim)	Vict_Occ_Stat	Num, Str
4.15a-c	Occupational Details (of victim)	Vict_Occ_Dets	Str
4.16a-c	School Details (of victim)	Vict_School_Dets	Str
4.17	Educational Attainment (of victim)	Vict_Ed_Att	Num
4.18	Marital Status (of victim)	Vict_Marital_Stat	Num, Str
4.19	Victim Relationship to Perpetrator	Vict_Perp_Relationship	Num, Str
4.20a-e	Client dependants (victim)	Vict_Dependents	Num, Bool
4.21	Client pregnancy status (victim)	Vict_Pregnancy	Bool
4.22	Substance dependence	Vict_Sub_Dep	Num, Str
4.23	Next of Kin/Alternate Contact	Vict_NOK	Str
4.24	Victim's Age at First Incident	Vict_Hist_Age_First_Incident	Num
4.25	Respondent's association with first incident	Vict_Hist_Resp_Check	Bool
4.26	Frequency of previous Incidents	Vict_Hist_Freq	Num
4.27	Nature of Previous Incidents	Vict_Hist_Nat	Num, Str
4.28	Information previously received (victim)	Vict_Hist_Advice	Num, Str
4.29	Previous referrals	Vict_Hist_Referrals	Num, Str
Section 5: Perpetrator Characteristics			
5.1	Are the informant and the perpetrator the same person	Inf_Perp_Check	Bool
5.2	Name (of perpetrator)	Perp_Name	Str
5.3	Identification Pin (of perpetrator)	Perp_ID	Num/Str
5.4	Age (of perpetrator)	Perp_Age	Num/Str
5.5	Date of Birth (of perpetrator)	Perp_DOB	Num/Str
5.6	Sex (of perpetrator)	Perp_Sex	Num
5.7	Gender Identity (of perpetrator)	Perp_Gend_Id	Num, Str
5.8	Nationality (of perpetrator)	Perp_Nationality	Num, Str
5.9	Immigration Status (of perpetrator)	Perp_Imm_Stat	Num, Str
5.10	Current Address (of perpetrator)	Perp_Curr_Address	Str/Num
5.11	Contact Information (of perpetrator)	Perp_Contact	Num, Str
5.12a-b	Demographic Details (of perpetrator)	Perp_Dem_Dets	Num, Str
5.13a-b	Occupational Status (of perpetrator)	Perp_Occ_Stat	Num, Str
5.14a-c	Occupational Details (of perpetrator)	Perp_Occ_Dets	Str
5.15a-c	School Details (of perpetrator)	Perp_School_Dets	Str
5.16	Educational Attainment (of perpetrator)	Perp_Ed_Att	Num, Str
5.17	Marital Status (of perpetrator)	Perp_Marital_Stat	Num, Str
5.18	Perpetrator Relationship to Victim	Perp_Vict_Relationship	Num, Str
5.19	Influence of substances at time of event	Perp_Infl_Sub	Num, Str
5.20a-c	Existing criminal record or outstanding legal matters.	Perp_Crim_Rec	Str

5.21a-b	History of experiencing violence.	Perp_Hist_Vio	Num, Str
Section 6: Remedial Action			
6.1	Does the client require emergency internvetion?	Emergency_Check	Num
6.2a-g	Domain of action taken or desired.	Rem_Act_Domain	Num
6.3a-g	Details of action taken or desired.	Rem_Act_Details	Str
6.4	Other Notes/Observations	Other_Notes_Obs	Str

ANNEX 5: RELEASE OF INFORMATION CONSENT FORM

Directorate of Gender Affairs

CONFIDENTIAL
Consent for Release of Information

This form should be read to the client or guardian in her first language. It should be clearly explained to the client that she / he can choose any or none of the options listed.

I, _____, give my permission for the Directorate of Gender Affairs to share information about the incident I have reported to them as explained below:

1. I understand that in giving my authorization below, I am giving the Directorate of Gender Affairs permission to share the specific case information from my incident report with the service provider(s) I have indicated, so that I can receive help with safety, health, psychosocial, and/or legal needs.

   I understand that shared information will be treated with confidentiality and respect, and shared only as needed to provide the assistance I request.

   I understand that releasing this information means that a person from the agency or service ticked below may come to talk to me. At any point, I have the right to change my mind about sharing information with the designated agency/focal point listed below.

   I would like information released to the following:
   (Tick all that apply, and specify name, facility and agency/organization as applicable)

   ☐ Psychosocial Services (specify): _____

   ☐ Health/Medical Services (specify): _____

   ☐ Safe House / Shelter (specify):_____

   ☐ Legal Assistance Services (specify): _____

   ☐ Protection Services (specify):_____

   ☐ Livelihoods Services (specify):_____

   ☐ Other (specify type of service, name, and agency): _____

1. Authorization to be marked by client: ☐ **Yes** ☐ **No**
(or parent/guardian if client is under 18)

2. I have been informed and understand that some non-identifiable information may also be shared for reporting. Any information shared will not be specific to me or the incident. There will be no way for someone to identify me based on the information that is shared. I understand that shared information will be treated with confidentiality and respect.

2. Authorization to be marked by client: *(or parent/guardian if client is under 18)*	☐ Yes ☐ No

Signature/Thumbprint of client: _____
(or parent/guardian if client is under 18)

Organisation's Name/ Caseworker Code: _____

Date: _____

ANNEX 6: Data Sharing Agreement (Template)

Data Sharing Agreement

This Data Sharing Agreement is made on [AGREEMENT DATE] (the "Effective Date") between [PARTY A NAME], [whose principal place of residence is at / a [CORPORATE JURISDICTION] corporation with its principal place of business at [PARTY A ADDRESS]] (the "[PARTY A ABBREVIATION]") and [PARTY B NAME], [whose principal place of residence is at / a [CORPORATE JURISDICTION] corporation with its principal place of business at] [PARTY B ADDRESS]] (the "[PARTY B ABBREVIATION]").

The parties agree as follows (the capitalized terms used in this agreement, in addition to those above, being defined in section [DEFINITIONS]).

1. **Purpose of Data Sharing**. The parties are entering into this agreement, and [PARTY A] is granting [PARTY B] access to the Data (defined in section [DESCRIPTION OF DATA]), for the purpose of [INSERT SHORT DESCRIPTION OF PUROSE OF THE DATA USE] (the "Purpose").

2. **Description of Data**. "Data" includes [SHORT DESCRIPTION OF THE DATA, SUBJECT MATTER OF DATA], further described in [ATTACHMENT], attached to this agreement.

3. **License Grant to Use Data**. [PARTY A] hereby grants to [PARTY B] a limited, non-exclusive, non-transferable, and revocable license to access, copy, and use the Data (the "Data").

4. **Use of Data**

4.1. **Purpose**. [PARTY B] will use or disclose the Data only in furtherance of the Project or as required by Law.

4.2. **Standard of Care**. [PARTY B] shall exercise at least the same degree of care as it uses with its own data and Confidential Information, but in no event less than reasonable care, to protect the Data from misuse and unauthorized access or disclosure.

4.3. **Safeguards Around Data**. [PARTY B] shall use appropriate safeguards to protect the Data from misuse and unauthorized access or disclosure, including

(a)   maintaining adequate physical controls and password protections for any server or system on which the Data is stored,

(b)   ensuring that Data is not stored on any mobile device (for example, a laptop or smartphone) or transmitted electronically unless encrypted, and

    (c) taking any other measures reasonably necessary to prevent any use or disclosure of the Data other than as allowed under this agreement.

4.4. **Personal Information**. [PARTY B] will not attempt to identify any Person whose information is contained in any Data or attempt to contact those Persons.

4.5. **Permitted Disclosure**. [PARTY B] may disclose the Data

    (a) only if and to the extent [PARTY A] consents in writing to the disclosure, and

    (b) to [PARTY A]'s officers, directors, employees, or Affiliates, who

      (i) need-to-know the Data in furtherance of the Project,

      (ii) have been informed of the obligations of this agreement, and

      (iii) agree to abide and be bound by the provisions this agreement.

4.6. **Required Disclosure**. If [PARTY B] is compelled by Law to disclose any Data it shall

    (a) provide [PARTY A] with prompt written notice so that [PARTY A] may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this agreement,

    (b) cooperate with [PARTY A] to obtain a protective order or other appropriate remedy, and

    (c) if the parties cannot obtain a protective order, other appropriate remedy, or otherwise fail to quash the legal process requiring disclosure, [PARTY B] will disclose the requested Data only to the extent necessary to satisfy the request.

4.7. **Unauthorized Disclosure**

(i)   **Report**. Within [three] days of [PARTY B] becoming aware of any unauthorized use or disclosure of the Data, [PARTY B] shall promptly report that unauthorized use or disclosure to [PARTY A].

(ii)   **Cooperation and Mitigation**. [PARTY B] shall cooperate with any remediation that [PARTY A], in its discretion, determines is necessary to

    (1) address any applicable reporting requirements, and

    (2) mitigate any effects of such unauthorized use or disclosure of the Data, including measures necessary to restore goodwill with stakeholders, including research subjects, collaborators, governmental authorities, and the public.

4.8. **Agents and Subcontractors**. [PARTY B] shall ensure that any agents, including subcontractors, to whom it provides the Data agree to the same restrictions and conditions listed in this agreement.

4.9. **No Modification of Data**. [PARTY B] shall not copy, decompile, modify, reverse engineer, or create derivative works out of any of the Data.

5. **Term**. This agreement will commence on the Effective Date and continue as long as [PARTY B] retains the Data, unless terminated earlier (the "Term").

6. **Representations**

6.1. **Mutual Representations**

(a) **No Restriction**. Neither party is under any restriction or obligation that could affect its performance of its obligations under this agreement.

(b) **No Violation, Breach, or Conflict**. Neither party's execution, delivery, and performance of this agreement and the other documents to which it is a party, and the consummation of the transactions contemplated in this agreement, do or will result in its violation or breach of any

(i) applicable Law or Order, or

(ii) [except as listed in it's Disclosure Schedule], require the consent of any Person, or conflict with, result in a violation or breach of, constitute a default under, or result in the acceleration of any material contract].

6.2. **[PARTY A]'s Representations**

(a) **Ownership**. [PARTY A] has the [exclusive] right to grant [PARTY A]'s use of the Data.

(b) **No Prior Grant or Transfer**. [PARTY A] has not

(i) granted and is not obligated to grant any license to any third party that would conflict with the license grant under section [LICENSE GRANT TO USE DATA], or

(ii) assigned or exclusively licensed, and is not obligated to assign or exclusively license, use of the Data to any third party that would conflict with the license grant under section [LICENSE GRANT TO USE DATA].

7. **No Warranty**

7.1. **Provided "As Is"**. The Data is provided "as is."

7.2. **No Warranty of Accuracy or Completeness**. [PARTY A] does not make any warranty as to the accuracy or completeness of the Data.

8. **Confidentiality Obligations**. The parties shall continue to be bound by the terms of the non-disclosure agreement between the parties, dated [DATE] and attached to this agreement on [ATTACHMENT].

9. **Intellectual Property Ownership**

9.1. **No License to Existing Intellectual Property**. Except for any Intellectual Property rights included in the [DELIVERABLE] to use Data, the parties hereby acknowledge that this agreement does not constitute a grant by either party to the other of any license or right to either party's Intellectual Property existing as of the Effective Date.

9.2. **Ownership of Developed Intellectual Property**. If either party develops any new Intellectual Property in connection with this, the parties shall enter into a separate definitive agreement regarding the ownership of that new Intellectual Property.

10. **Publications**

10.1. **Copies of Proposed Publications**. [PARTY B] shall provide [PARTY A] with copies of any proposed publication or presentation at least [three] months in advance of the submission of the proposed publication or presentation to a journal, editor, or other third party.

10.2. **Review Period**. [PARTY A] will have [three] months after receipt of the materials to object to the proposed presentation or publication, because there is patentable or potentially patentable subject matter that needs protection.

10.3. **[PARTY A]'s Objection**. If [PARTY A] does makes an objection, [PARTY B] shall refrain from publishing or presenting the materials for [three] months from date of its receipt of [PARTY A]'s objection.

10.4. **No Response from [PARTY A]**. If [PARTY A] does not respond to [PARTY B]'s submission of materials for its review for [three] months, [PARTY B] may proceed to publish or present these materials.

10.5. **[PARTY A] Information**. [PARTY B] will not, without [PARTY A]'s prior written consent, publish or present any information that [PARTY A] has supplied to [PARTY B] in connection with the [DELIVERABLE].

10.6. **Publication after End of Research**. [PARTY B] may publish or present any material relating to the [DELIVERABLE] [six] months after the date of submission of the final report referred to in section [RESEARCH WORK] or the date of termination of this agreement, as applicable.

11. **Use of Name**. Neither party will use the other party's name, logos, trademarks, or other marks without that party's written consent.

12. **Termination**

12.1. **Termination on Notice**. Either party may terminate this agreement for any reason on [TERMINATION NOTICE BUSINESS DAYS] Business Days' notice to the other party.

12.2. **Termination for Material Breach**. Each party may terminate this agreement with immediate effect by delivering notice of the termination to the other party, if

(a) the other party fails to perform, has made or makes any inaccuracy in, or otherwise materially breaches, any of its obligations, covenants, or representations, and

(b) the failure, inaccuracy, or breach continues for a period of [BREACH CONTINUATION DAYS] Business Days' after the injured party delivers notice to the breaching party reasonably detailing the breach.

12.3. **Termination for Insolvency**. If either party becomes insolvent, bankrupt, or enters receivership, dissolution, or liquidation, the other party may terminate this agreement with immediate effect.

13. **Return or Destruction of Data and Property**.On the expiration or termination of this agreement, or on [PARTY A]'s request, [PARTY B] shall promptly

13.1. return the Data and any other property, information, and documents, including Confidential Information, provided by [PARTY A],

13.2. destroy all copies it made of Data and any other property, information, and documents, including Confidential Information, and

13.3. if requested by [PARTY A], deliver to [PARTY A] a certificate confirming [PARTY B]'s compliance with the return or destruction obligation under this section.

14. **Indemnification**

14.1. **Indemnification by [PARTY B]**. [PARTY B] (as an indemnifying party) shall indemnify [PARTY A] (as an indemnified party) against all losses and expenses arising out of any proceeding

(a) brought by either a third party or [PARTY A], and

(b) arising out of [PARTY B]'s breach of its obligations, representations, warranties, or covenants under this agreement.

14.2. **Mutual Indemnification**. Each party (as an indemnifying party) shall indemnify the other (as an indemnified party) against all losses arising out of any proceeding

(a)   brought by either a third party or an indemnified party, and

(b)   arising out of the indemnifying party's willful misconduct or gross negligence. 14.3.

Notice and Failure to Notify

(a)   **Notice Requirement**. Before bringing a claim for indemnification, the indemnified party shall

(i)   notify the indemnifying party of the indemnifiable proceeding, and

(ii)   deliver to the indemnifying party all legal pleadings and other documents reasonably necessary to indemnify or defend the indemnifiable proceeding.

(b)   **Failure to Notify**. If the indemnified party fails to notify the indemnifying party of the indemnifiable proceeding, the indemnifying will be relieved of its indemnification obligations to the extent it was prejudiced by the indemnified party's failure.

14.4. **Exclusive Remedy**. The parties' right to indemnification is the exclusive remedy available in connection with the indemnifiable proceedings described in this section [INDEMNIFICATION].

15.   **Definitions**

"Business Day" means a day other than a Saturday, a Sunday, or any other day on which the principal banks located in New York, New York are not open for business.

"Data" is defined in section [DESCRIPTION OF DATA].

"Disclosure Schedule" means the schedules delivered, before the execution of this agreement, by each party to the other party which list, among other things, items the disclosure of which is necessary or appropriate either in response to an express disclosure requirement contained in a provision of this agreement or as an exception to one or more of the representations or warranties made by the party, or to one or more of the covenants of the party.

"Effective Date" is defined in the introduction to this agreement.

"Intellectual Property" means any and all of the following in any jurisdiction throughout the world (a) trademarks and service marks, including all applications and registrations, and the goodwill connected with the use of and symbolized by the foregoing, (b) copyrights, including all applications and registrations related to the foregoing, (c) trade secrets and confidential know-how, (d) patents and patent applications, (e) websites and internet domain name registrations, and (f) other intellectual property and related proprietary rights, interests and protections (including all rights to sue and recover and retain damages, costs and attorneys' fees for past, present, and future infringement, and any other rights relating to any of the foregoing).

"Law" means

(a)   any law (including the common law), statute, bylaw, rule, regulation, order, ordinance, treaty, decree, judgment, and

(b)   any official directive, protocol, code, guideline, notice, approval, order, policy, or other requirement of any Governmental Authority having the force of law.

"Order"

"Person" includes

(a)   any corporation, company, limited liability company, partnership, Governmental Authority, joint venture, fund, trust, association, syndicate, organization, or other entity or group of persons, whether incorporated or not, and

(b)   any individual.

"[License Grant]" is defined in section [LICENSE GRANT TO USE DATA].

"Purpose" is defined in section [PURPOSE OF DATA SHARING].

"Term" is defined in section [TERM].

16.   **General Provisions**

16.1. **Entire Agreement**. The parties intend that this agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this agreement and refer to this agreement,

(a)   represent the final expression of the parties' intent relating to the subject matter of this agreement,

(b)   contain all the terms the parties agreed to relating to the subject matter, and

(c)   replace all of the parties' previous discussions, understandings, and agreements relating to the subject matter of this agreement.

16.2. **Assignment**. Neither party may assign this agreement or any of their rights or obligations under this agreement without the other party's written consent.

16.3. **Notices**

(a)   **Method of Notice**. The parties shall give all notices and communications between the parties in writing by (i) personal delivery, (ii) a nationally-recognized, next-day courier service, (iii) first-class registered or certified mail, postage prepaid[, (iv) fax][, or (v) electronic mail] to the party's address specified in this agreement, or to the address that a party has notified to be that party's address for the purposes of this section.

(b)   **Receipt of Notice**. A notice given under this agreement will be effective on

(i)   the other party's receipt of it, or

(ii)   if mailed, the earlier of the other party's receipt of it and the [fifth] business day after mailing it.

16.4. **Governing Law**. This agreement shall be governed, construed, and enforced in accordance with the laws of the State of [GOVERNING LAW STATE], without regard to its conflict of laws rules.

16.5. **Interpretation**

(a)   **References to Specific Terms**

(i)   **Accounting Principles**. Unless otherwise specified, where the character or amount of any asset or liability, item of revenue, or expense is required to be determined, or any consolidation or other accounting computation is required to be made, that determination or calculation will be made in accordance with the generally accepted accounting principles defined by the professional accounting industry in effect in the United States ("GAAP").

(ii)   **Currency**. Unless otherwise specified, all dollar amounts expressed in this agreement refer to American currency.

(iii)   "**Including**." Where this agreement uses the word "including," it means "including without limitation," and where it uses the word "includes," it means "includes without limitation."

(iv)   "**Knowledge**." Where any representation, warranty, or other statement in this agreement, or in any other document entered into or delivered under this agreement,] is expressed by a party to be "to its knowledge," or is otherwise expressed to be limited in scope to facts or matters known to the party or of which the party is aware, it means:

(1)   the then-current, actual knowledge of the directors and officers of that party, and

(2)   the knowledge that would or should have come to the attention of any of them had they investigated the facts related to that statement and made reasonable inquiries of other individuals reasonably likely to have knowledge of facts related to that statement.

(v)   **Statutes, etc**. Unless specified otherwise, any reference in this agreement to a statute includes the rules, regulations, and policies made under that statute and any provision that amends, supplements, supersedes, or replaces that statute or those rules or policies.

(b)   **Number and Gender**. Unless the context requires otherwise, words importing the singular number include the plural and vice versa; words importing gender include all genders.

(c)   **Headings**. The headings used in this agreement and its division into sections, schedules, exhibits, appendices, and other subdivisions do not affect its interpretation.

(d) **Internal References**. References in this agreement to sections and other subdivisions are to those parts of this agreement.

(e) **Calculation of Time**. In this agreement, a period of days begins on the first day after the event that began the period and ends at 5:00 p.m. [TIME ZONE] Time on the last day of the period. If any period of time is to expire, or any action or event is to occur, on a day that is not a Business Day, the period expires, or the action or event is considered to occur, at 5:00 p.m. [TIME ZONE] Time on the next Business Day.

(f) **Construction of Terms**. The parties have each participated in settling the terms of this agreement. Any rule of legal interpretation to the effect that any ambiguity is to be resolved against the drafting party will not apply in interpreting this agreement.

(g) **Conflict of Terms**. If there is any inconsistency between the terms of this agreement and those in any schedule to this agreement or in any document entered into under this agreement, the terms of [this agreement/[SPECIFIED AGREEMENTS]] will prevail. The parties shall take all necessary steps to conform the inconsistent terms to the terms of [this agreement / [SPECIFIED AGREEMENTS].

16.6. **Severability**. If any part of this agreement is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

16.7. **Waiver**

(a) **Affirmative Waivers**. Neither party's failure or neglect to enforce any rights under this agreement will be deemed to be a waiver of that party's rights.

(b) **Written Waivers**. A waiver or extension is only effective if it is in writing and signed by the party granting it.

(c) **No General Waivers**. A party's failure or neglect to enforce any of its rights under this agreement will not be deemed to be a waiver of that or any other of its rights.

(d) **No Course of Dealing**. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy.

16.8. **No Third-Party Beneficiaries**. Unless explicitly stated otherwise elsewhere in this agreement, no Person other than the parties themselves has any rights or remedies under this agreement.

This agreement has been signed by the parties.

[PARTY A NAME]

Name: [PARTY A SIGNATORY NAME]

Title: [PARTY A SIGNATORY TITLE]

[PARTY B NAME]

Name: [PARTY B SIGNATORY NAME]

Title: [PARTY B SIGNATORY TITLE]