

Module 3: Operational Framework

Lesson 3.4



Process and Inform



Learning Outcomes

- Examine and understand the Process and Inform phase of UN-EP IM cycle
- Understand skills for effective report writing and military writing
- Familiarise UN-ET members with example reports they may utilise on mission



Lesson Content

- UN-EP IM Cycle – Process and Inform
- The Essentials of UN Report Writing
- Example Reports for UN-ET
- UN-EP 2IC Collation and Prioritisation
- UN-EP 2IC Information Flow



UN-EP Information Management (IM) Cycle

- **UN-EP PI Comd**

- Plan engagements in coordination with UNIBAT staff

Plan

Collect

- **UN-ET**

- Data collection

Inform

Process

- **UN-EP 2IC**

- Disseminate information
- Maintain information flow

- **UN-EP PI Comd**

- Brief UNIBAT Comd

- **UN-ET**

- Generate and submit reports

- **UN-EP 2IC**

- Collate information
- Prioritise information

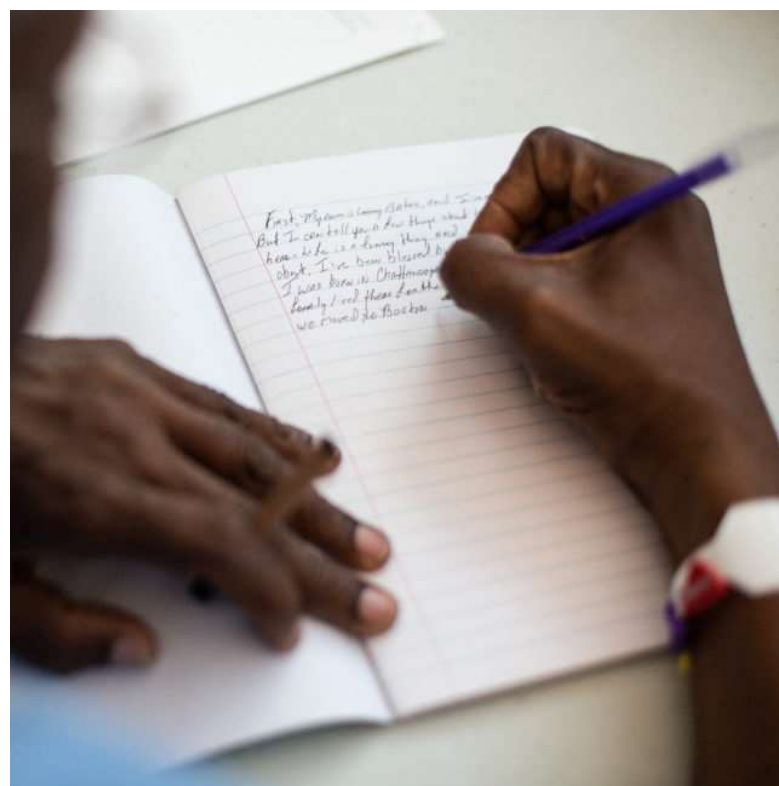


The Essentials of Reports and Returns

UN-ET Reporting Guidelines

Reporting by UN-ET personnel should follow the guiding principles of:

- Confidentiality
- Informed consent
- Gender sensitivity
- The survivor-centred approach
- The best interests of the child





Learning Activity

What are some common standards of military and report writing that should be followed when writing and submitting a report?





UN-ET Reports and Returns

Meeting Report

- **File name:** Mission dependent
- **Date:** Meeting date
- **Meeting with:** Name of individual or group
- **Ref:** Any references included with the meeting
- **Meeting Setting:**
 - Location
 - Time
 - Participants
 - Aim
- **Meeting Details:**
 - Summary
 - Topics
 - Outcome
 - Recommendations



CHILDREN Report

Line	Description	Report
C	Child numbers and identification	Age(s), Gender, Family/fathers name, tribe, group, affiliation etc.
H	Hour	DTG (Date time group) of incident
I	Indicator	Incidences based on Six Grave Violations Against Children
L	Location (Military Grid)	
D	Decision (own)	Appropriate course of action (COA) for the patrol i.e. We will engage verbally; maintain close watch
R	Risk level*	Potential/Impending/Ongoing
E	Effect Desired	UNICEF rep at this location
N	Need	What support you will need for your COA i.e.S9 to engage with CAAC (children and armed conflict) focal point



Gender Inclusive Village Assessment (GIVA)

- Looks at the differences and similarities between genders and how it affects the local population
- All parts of a population must be examined without bias in order to get the big picture – one group does not properly represent the whole



Gender Inclusive Village Assessment (GIVA)

- **Section One:** Reporting Details
- **Section Two:** Road Access
- **Section Three:** Population Data
- **Section Four:** Community Leadership
- **Section Five:** Humanitarian Aid
- **Section Six:** Infrastructure
- **Section Seven:** Human Rights Violations





Conflict Related Sexual Violence (CRSV) Reporting

- UN-ET have the specific mandate to engage with host population and parties to conflict, including on CRSV
- Improves situational awareness of CRSV incidents which contributes to the protection of civilians
- UN-ET helps identify the unique needs and risks of women, men, girls, and boys

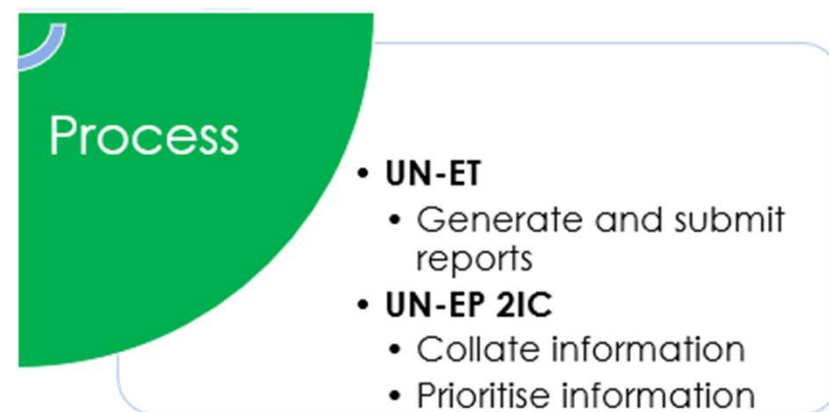




UN-EP 2IC: Data Collation and Prioritisation

The UN-EP 2IC is responsible for collating and prioritising UN-ET data. They:

- Verify incoming data for importance and priority
- Are responsible for maintaining the UN-EP Information Management system to track information in and out of the UN-EP





Example – Options for Data Collation

General

File/Ref #	Report Type	Team #	Coy Attached	Team Lead	DTG	Location
	CHILDREN Report	2	B	Murekezi	06-Aug-21	Tereni
	Meeting Report	1	A	Ntazinda	06-Aug-21	Faron
	Meeting Report	3	C	Niagozera	06-Aug-21	Tereni
	Meeting Report	2	B	Murekezi	07-Aug-21	Igotu
	GIVA	4	D	Niyomufasha	09-Aug-21	Enes
	Meeting Report	2	B	Murekezi	09-Aug-21	Leppko
	CHILDREN Report	1	A	Ntazinda	10-Aug-21	Faron

Engagements

Engagement	POC - Name	POC - Number	Follow-up Engagement Planned (Date)
Deliberate	Carmen Salem	18714567752	
Opportunity	Hiroko Dorarinn	18716554580	
Opportunity	Kathrin Gregorios	18717813268	20-Sep-21
Opportunity	Hannah Neoptolemos	18714585222	11-Sep-21
Opportunity	Jaydon Alissa	18719979610	
Opportunity	Halina Mahendra	18716579213	
Deliberate	Dora Caterina	18710354877	

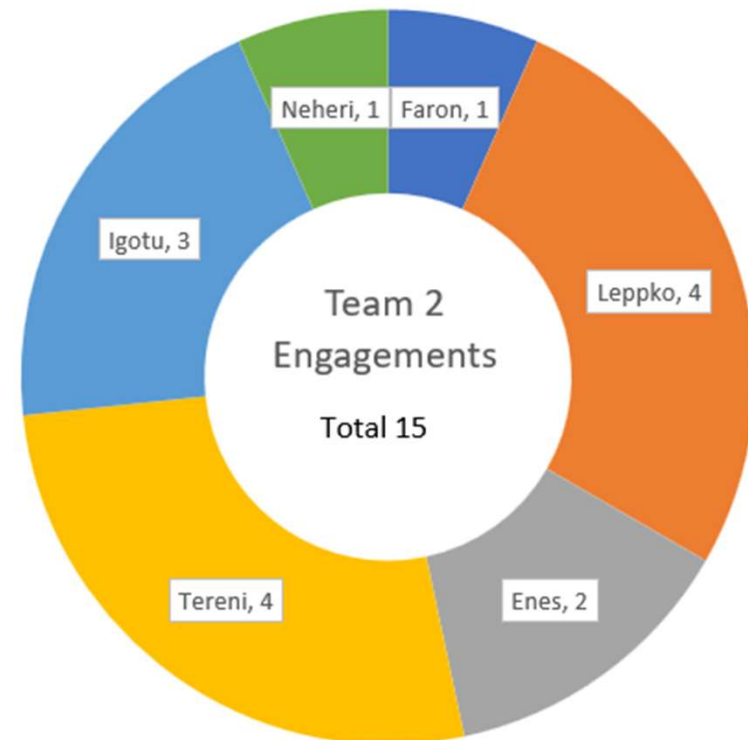
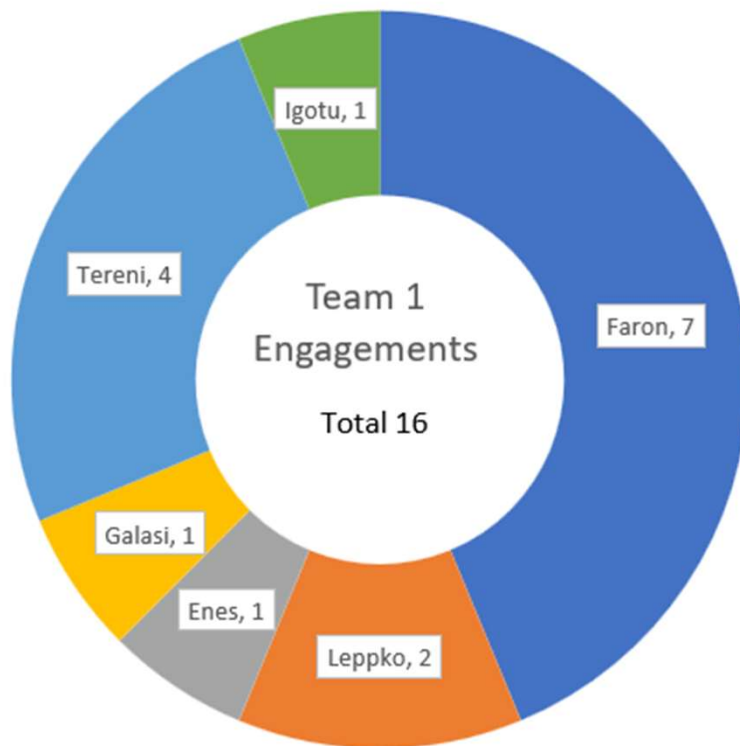


Example – Engagement Data Representation

Engagements			
Engagement ▼	POC - Name ▼	POC - Number ▼	Follow-up Engagement Planned (Date) ▼
Opportunity	Rona Carnita	18717895642	
Opportunity	Ibrihim Amin	18715234567	
Opportunity	Hiroko Dorarinn	18719979610	17-Sep-21
Deliberate	Juvenal Ingabire	18713264512	30-Sep-21
Deliberate	Rona Carnita	18715234567	
Deliberate	Elspeth Emilian	18716554580	14-Sep-21
Opportunity	Dora Caterina	18714585222	19-Sep-21
Deliberate	Sevan Ragnhild	18719979610	
Opportunity	Lotte Ismayil	18714567752	
Opportunity	Jaydon Alissa	18716554580	
Deliberate	Lotte Ismayil	18717813268	03-Oct-21
Opportunity	Tsetseg Kishor	18714585222	
Deliberate	Arnaldo Viktor	18719979610	
Opportunity	Salah Rihards	18716579213	17-Sep-21
Deliberate	Hiroko Dorarinn	18710354877	13-Oct-21
Deliberate	Elspeth Emilian	18719766501	
Opportunity	Valerie Toros	18716554580	
Deliberate	Mussafah Teeheri	18712050683	20-Sep-21



Example – Engagement Data Representation





UN-EP Information Management (IM) Cycle

- **UN-EP Comd**

- Plan engagements in coordination with UNIBAT staff

Plan

- **UN-ET**

- Data collection

Collect

- **UN-EP 2IC**

- Disseminate information
- Maintain information flow

Inform

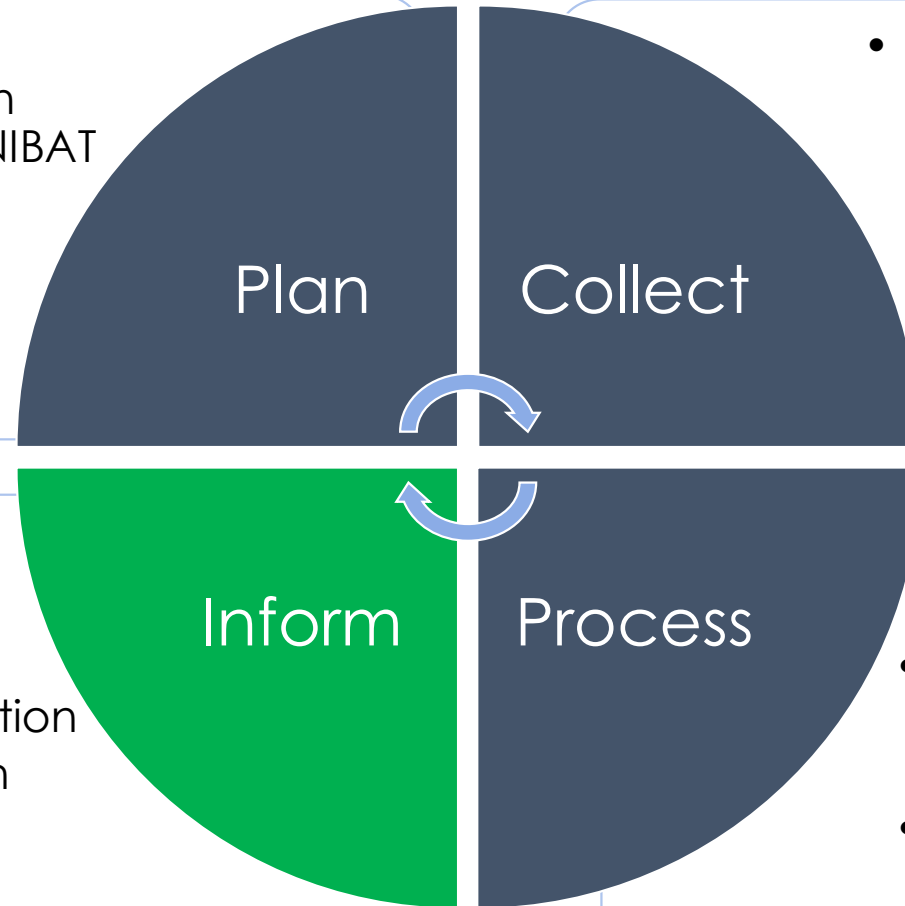
- **UN-EP Comd**

- Brief UNIBAT Comd

Process

- **UN-ET**

- Generate and submit reports
- **UN-EP 2IC**
 - Collate information
 - Prioritise information





Take Away

- The UN Reporting Guidelines are critical and you need to be familiar with them when dealing with delicate situations
- The UN-ET uses a number of different reports to pass information. Those shown today are an example of what you can use
- The IM tool utilised by the UN-EP 2IC will be determined by the Mission or UNBAT Comd, but there are many tools available
- Information flow requires exchange of information between the UN-EP and interna/external stakeholders to be effective



QUESTIONS?