



## Lesson 3.4: Process and Inform UN-ET Essentials of Reporting

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**Confidentiality:** Information relating to incidents that can be used to identify an individual or group must be treated as confidential. This is for the protection of victims/survivors, their families, and witnesses.

**Informed Consent:** Consent should be sought from victims/survivors, witnesses and other cooperating persons on the use of the information they provide to UN-EP personnel, including for follow-up action, reporting, and information sharing with other United Nations agencies and external partners. For consent to be “informed consent”, victims/survivors and other cooperating persons must understand fully the purpose of the information gathering process, the procedures that are going to be followed, the intended use of the information shared, and how sensitive information is going to be protected. In emergency situations when a victim/survivor requires immediate assistance, getting informed consent may not be possible.

**Gender Sensitivity:** All Mission personnel should use respectful non-discriminatory language and be conscious not to reinforce gender stereotypes. Personnel should consider the different experiences, situations, needs, and attributes of women, men, girls, boys, and persons of diverse sexual orientation and/or gender identity in all interactions. A victim/survivor should be able to choose whether they prefer interacting with female or male personnel.

**The Survivor Centred Approach:** The rights, needs, and choices of victims/survivors, as identified by themselves, should be up front and at centre of all reporting taken by UN-EP personnel. Implementing a survivor-centred approach requires personnel to, among others:

- Protect victims/survivors' human rights
- Respect victims/survivors' individual choices
- Promote victims/survivors' empowerment by placing their informed choices at the centre of how the UN-EP reports and responds.
- Treat all victims/survivors with respect, dignity, and equally, without discrimination

**The Best Interests of the Child:** In all actions concerning children (that is, any person under the age of 18), the best interests of the child shall be the primary consideration. Children, especially younger ones, should be interviewed only in exceptional circumstances by authorized personnel (not the UN-ET) and only after a careful assessment. While children may not be able to give legal consent, they should still be asked permission before speaking to them about their experiences. Assessing the best interests of a child requires Mission personnel to evaluate and balance relevant information regarding a specific situation involving an individual child or a group of children to take a decision. Based on the evolving capacities of the child, children should participate in decisions that affect them, such as reopening a school after a conflict.



**VERY IMPORTANT:** These guidelines must be followed when filling out any report that involves violence against a civilian. We have a duty to report violence against civilians, but it must not infringe upon the rights of survivors. They alone can decide what information they want to share with us.

### Essentials of Report Writing

- Accurate
  - Reports and returns must reflect as much correct information as you can. This will require you to gather facts, report from reliable sources, and check that your information is complete before submitting a report or return.
- Timely
  - Reports and returns should be written and submitted as soon as you are able to – information is a valuable resource and the information you have collected may be important to others. Keep in mind your commanders CCIR's as those should be a priority to submit.
- Relevant
  - When you are completing a report or return, keep in mind what information is relevant to you and the mandate you are operating within. Make sure you bring the reader's attention to what is going to be important to them. Be detailed in your submissions.
- Consistent
  - Reports and returns should follow the same format and standard every time. By using the proper report or return format, you ensure that the proper information is included every time which builds consistency in reporting and information.
- Continuous
  - The civil environment is not a static entity – you need to return to areas and meet with people again to keep your information up to date. The reporting process does not end with the submission of one report – rather they build on each other and help create a better understanding of the operating environment.

### Essentials of Military Writing

- Accuracy
  - Your work should represent only essential and accurate facts free of bias or distortion. Assumptions must be identified as such.



- Brief and Complete
  - You must keep to essentials. Your writing should be brief and to the point. To cover a subject completely, while keeping the length of the report to the absolute minimum requires careful and considerate writing. On the other hand, never sacrifice clarity to make a shorter report.
- Clarity
  - You must make a special effort to keep your writing clear and fully understandable. Your readers must be certain of your intent. Select words and phrases that express your exact meaning and can only have one interpretation. Using familiar, precise words contributes to clarity in writing.
- Coherence
  - The logical development and arrangement of a subject. You can achieve coherence by first thinking the subject through and seeing it as a whole, then arranging the various parts logically and in a way that makes sense.

Note: **Remember as well, not everyone speaks a common language on a UN mission – try not to use slang, jargon, or terms that are specific to your language or military – it may be lost in the translation.** Always ask for help if you need it! You should aim to have well written reports with clear language – if you are not sure of a word, ask a native speaker of the language, or try to find it online. Online translators have vastly improved over the years (google translate).

### UN-ET Reporting

#### Considerations for Gender Inclusive Village Assessment (GIVA)

1. What differential roles do women, men, girls, and boys play in the community? Have these changed because of the conflict?
2. What are the predominant gender norms? Have norms and expectations been affected by conflict? If so, how?
3. How do people's actual behaviours compare to gender norms?
4. What new or additional roles are women and girls playing, including as participants to conflict as well as participants to bringing about a peaceful resolution to conflict?
5. How do these gender norms and behaviours shape how violence is used, by whom against whom?



6. What resources of data can be collected? Do the resources go beyond 'traditional' resources of data? For example, pursue resources in addition to male community leaders, such as women's organisations and gender experts with diverse backgrounds.
7. Who will be engaged from the local population? Will there be women, girls, and women's organisations? If so, how representative of and inclusive are these organisations and those they claim to represent? Have possible sensitivities as well as obstacles or even risks of participation of specific groups been identified? How will harm be minimised?
8. Who will be conducting data collection? Are there gender perspectives that need to be considered?