

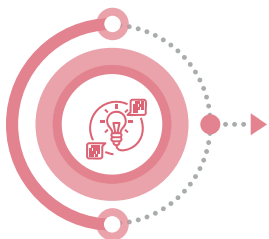
Organisations Checklist

DOCUMENTATION FOR FUTURE LEGAL ACTION



Assessing the appropriate documentation strategy

- Are there mandatory reporting requirements in the jurisdiction where you operate?
- What is the capacity of local authority? Do you have safety concerns when reporting to them / sharing information?
- What is the availability of other national, regional, international investigation mechanisms who could support?



Key considerations

- Assessing risks and establishing interim protection for the victims
- DO NO HARM
- Planning
- Confidentiality for victims, witnesses and other actors
- Informed consent
- Objectivity
- Gender-sensitive and survivor centred approaches



Preservation

- Collect only if safe, necessary, respecting the key considerations above.
- Define and implement clear confidentiality procedures.
- Use tools available in your context – Ex: eyewitness app.
- Obtain and document consent.
- Conduct interviews ONLY if trained to do so.
- Preserve the metadata of all digital files: save the original photo or video.
- Prevent the physical destruction of evidence.
- Every step related to the gathering, handling, storing, securing, transferring and managing of evidence must be documented.
 - Physical evidence must be stored safely with date and location of collection and storage, name of person responsible for collection, description of item and circumstance of collection, name of custodian. Document each time it is accessed or transferred, date, time, and name of person responsible.
 - Digital files must be saved safely, according to digital security and data protection protocols. Save date, time, author and location for all documents. If updated, record date, location and name of the person responsible for the modification.