British Embassy Jakarta

Getting to Good Human Trafficking Data

A Workbook and Field Guide for Indonesian Civil Society

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GETTING TO GOOD HUMAN TRAFFICKING DATA

A Workbook and Field Guide for Indonesian Civil Society

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1. Introduction

Human trafficking is a gross human rights violation that requires multifaceted and systemic interventions to combat. People of all ages are exploited into forced labour and commercial sex in each of the 34 provinces of Indonesia, which is a major source country and, to a lesser degree, a transit and destination country for human trafficking. Indonesian migrant workers can be vulnerable, and we observe many cases of human trafficking in domestic work, factories, construction, manufacturing, on palm oil plantations, and on fishing vessels. Domestic trafficking, including into sexual exploitation, is also a significant problem.

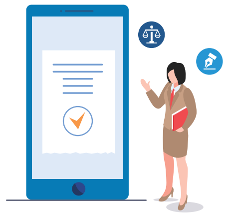
As with any problem, successful interventions must be based on solid, reliable evidence about what is happening, to whom, where, why, and how. **Quite simply, without good data, we will never be able to put a stop to this problem**. To be most effective, prevention strategies must be targeted on communities where victimisation is more likely to occur, protection efforts must be tailored to the stated needs of survivors, and prosecutions must rely on solid, reliable evidence.

Human trafficking data are not just the number of clients served or the number of prosecutions in a given district – they are also information about people's needs, how they were and will be served, what makes someone vulnerable to trafficking in the first place, what is the *modus operandi* of the crime, what makes a community resilient, what is an appropriate amount of restitution for trafficking survivors, what is fair sentencing for a trafficker, what encourages policymakers to support anti-trafficking legislation, and how to deter the crime in the first place. These data are both **qualitative** and **quantitative**. **Moreover, data should not only be tabulated once a year to produce a report for a government, donor, or multilateral agency; good data collection requires ongoing dedication**.

The more the anti-trafficking field can align its practices, definitions, and standards around data collection, security, and analysis, the greater the chance we have to generate more accurate, higher quality, and useful data to drive our work. From there, we can better understand which interventions are working so that we can replicate and scale them to accelerate impact and reach more people. We all feel the burden of limited resources, whether human, technological, or financial. Therefore, it is important that we share information and insights in order to **minimise duplicative efforts and maximise collective impact**. If we are ever to make a meaningful dent in the problem of human trafficking, **collaboration is not a choice, but a necessity**.

The idea of data collection does not need to be intimidating. This workbook provides useful and easily implementable guidance to support your organization in collecting good data and using them to shape your programs. Learning how to integrate good data collection and utilization will ensure that your programming is impactful and enable you to evaluate and learn from what's working, for example, in helping develop more targeted advocacy campaigns that respond to the needs of the community. Often, what is needed to achieve good data is attention to detail combined with thoughtfulness and passion; it does not need to be a complex or highly technical endeavour.

1.1 How to use this workbook



Getting to Good Human Trafficking Data: A **Workbook and Field Guide** for Indonesian Civil Society complements Getting to Good Human Trafficking Data: Everyday **Guidelines** for Frontline Practitioners in Southeast Asia (https://humanrights.stanford.edu/publications/getting-good-human-trafficking-data-every-day-guidelines-frontline-practitioners).

These two documents should be referenced together as much as possible. This Workbook outlines critical ideas, questions, and exercises for you to work through with your team, while the Guidelines provide more background information and justifications. The Workbook is intended to help frame an internal discussion around data in your organisation, to ensure you get the most out of the data you already collect, and to proactively address potential challenges you might face as a team in understanding or implementing these approaches.

This workbook aims to be practical and actionable; however, to begin, we first offer some guidance on how to integrate basic data principles with your organisational values, as well as an ethical and legal framework to keep in mind as you approach your organisation's data collection plan. Basically, think of this workbook as giving you the building blocks to create or enhance your organisation's internal protocols and systems, particularly around data issues.

Words in **blue** are defined in the glossary included at the end of the Workbook.

Questions and exercises in **orange** are meant to be discussed and evaluated with your team. There is often no single correct answer; it is more of an opportunity to start important conversations around data and encourage the development of more robust organisational policies.

Note: The included exercises can be done individually or as a team. Many of these questions and exercises can also be introduced into a group meeting space with multiple organizations and partners present to consider different opinions and ideas.

This workbook is **focused mainly on the collection of digital (meaning for use on a computer), administrative data** focused on serving and understanding victims, but many of the tips and norms apply equally to analogue and other types of data. Though digital data can be easier to collect, store, transfer, and analyse, as they do not take up physical space in the same way as paper files, they can also present real challenges in terms of security and effective management. As such, organisations should not move to digital systems until they are ready. Thinking about water in its various forms is a helpful way of understanding the complexities of securing digital data*. Traditionally, our data systems have been built around working with familiar, easy-to-contain forms; think of ice and liquid. Yet digital data are like steam: nearly impossible to control, particularly with outdated systems.

* Credit to Lucy Bernholz of Stanford University's Digital Civil Society Lab.

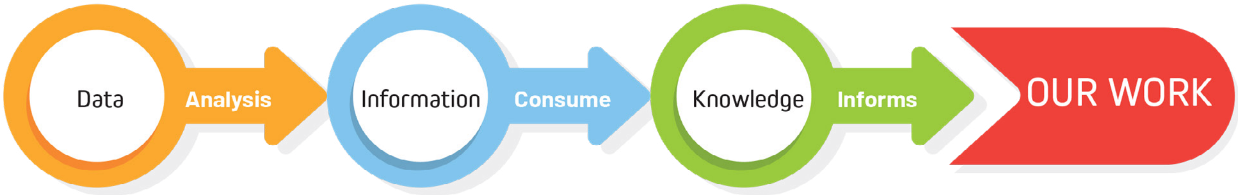
1.2 A note on the legal framework

Not only is human trafficking a grave violation of human rights norms, but it is also well defined in international and domestic law. It is therefore important to understand the legal context in which you are working as it related to core activities including victim identification, criminal justice processes, and compensation for survivors. **Annex 1: Legal Framework** outlines the common international definition of the crime of human trafficking, as codified in the Palermo Protocol to the United Nations Convention against Transnational Organized Crime, and offers a brief analysis of Indonesia Law Number 21/2007 on the Eradication of the Crime of Trafficking in Persons.

2. Organisational Values + Data

Many data concepts sound more intimidating than they actually are. Not everyone needs to be a data expert, but we can all benefit – and the quality and effectiveness of our work can benefit – from a basic level of awareness of data collection methods, data analysis skills, and data security protocols.

Most of us are constantly generating and collecting both **qualitative data** and **quantitative data** without even thinking. **Data are the building blocks of information, which produces the knowledge from which we draw on to make decisions**. In the anti-trafficking field, these decisions can have a very direct impact on people's lives. Also, many of the issues that arise with data collection and management directly impact the human rights of **data subjects** and therefore must be central to our work.



Good data maximise accuracy and completeness while minimizing **bias** and error, and are responsibly collected and analysed to protect the people the data describe (in other words, the data subject). Decisions about programming, policies, and laws made without data are likely to be inefficient and ineffective – and possibly even harmful.

Data give us a basis to demonstrate what difference our work makes, beyond just our intuition. This is important for shaping not only your programs and meeting donor requirements, but also impacting local laws and policies. Many of you already possess comprehensive case files with family histories, migration information, health profiles, and other data critical to understanding the causes and consequences of human trafficking. But often these data are incomplete, of varying quality, or kept in a way that makes careful examination challenging. The truth is, not adequately and appropriately collecting information about those we aim to serve limits our ability to really count them or to have their experience impact the way we approach our work. It limits our ability to empower these communities and reduce opportunities for further harm.

To better serve this population, we need to focus on gathering data systematically and effectively. **We should frequently be asking ourselves, "What do I need to know to do my part in the movement to end human trafficking?" In other words, our work should begin with questions, not data**.

For additional background on key concepts, please reference the following sections in the complementary Guidelines: ***What do we mean by "Human Trafficking Data"?*** *and* ***Data Systems***

These questions should be clearly linked to organisational objectives, whether that's an official public mandate or a more aspirational mission statement. If your team does not have a clearly defined vision or objective, see **Annex 2: Organisational Objectives and Theories of Change** for guidance on how to develop this as an anchor for your theory of change.

As mentioned in the introduction, the questions in **orange** throughout the Workbook are meant to be discussed and evaluated with your team. There is no one correct answer; this is an opportunity to start important conversations around data collection and encourage more robust organisational policies. Exercises included can be done individually or as a team. Many of these questions and exercises can also be introduced into a group meeting space with multiple organizations and partners present to consider different opinions and ideas.

How can your organisation maximize the positive impact of your work on the communities you aim to serve?

List some types of qualitative data your organisation gathers.

Ex. media report in text form, in-depth interview done with consent, legal opinions to strengthen advocacy arguments/ campaigns

List some types of quantitative data your organisation gathers.

Ex. human trafficking case counts derived from media reports, statistical data from ministries/government agencies, statistics on victim profile demographics

From there, we can start asking, "**What do the data tell us?**"

Good data should be thought of as the foundation of all anti-trafficking efforts. They can help us understand:

- how to make awareness-raising campaigns more effective
- how to better train community workers
- the experience of a survivor five years post-trafficking
- what percentage of survivors are accessing holistic services
- the average amount of restitution is in a certain jurisdiction
- how different regions are performing when it comes to trafficking cases reaching local courts
- how the very concept of human trafficking diverges across localities
- how we are doing as an anti-trafficking movement by measuring performance in our daily duties or the strength of partnerships

Take a moment to write down some overarching goals you hope your organisation can achieve in the year ahead (ex. what kinds of services you aim to provide, advocacy work you'd like to undertake, new partnerships you'd like to establish, etc.). After you've reviewed the full workbook, come back to these goals and note how you can use what you've learned to achieve them.

Meet each quarter to evaluate your progress, noting what you have been able to achieve and what barriers prevent continued progress.

Write down some of your key partners (other NGOs, government agencies, faith-based organisations, local universities, etc.). What does each bring to your work, and what can you in turn share? Which relationships would you like to strengthen and how might you do this?

What are the benefits to our organisation of collecting data?

Possible response: "We understand the importance of knowing who our clients are, where they come from, and how we can meet their needs. Anything we do in terms of programmes should be based on evidence."

2.1 What are good data?

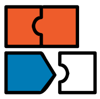
Below are the qualities of **good data**. It can be challenging to generate data that meet all of these qualifications, but these are the qualities toward which we should all be aiming. It is important to remember that collecting data is just the starting place; for that data to be meaningful, it must be analysed and shared in ways that create impact. Being an early adopter of these principles will make it more likely that your work can impact government policy, enhance organisational reputation, and make your programs more attractive to donors.

Good data are:

valid

the data must measure what they purport to measure

For example, asking a survivor of human trafficking whether they suffer from trauma with a simple yes/no question is not necessarily valid. Using a trauma-informed screening tool to measure the survivor's response to various indicators of trauma would provide more validity.



relevant

only information that is applicable and necessary should be collected

For example, we should not collect data on someone's medical history if that information is not central to their case or important in determining services or designing future interventions.

accurate

data should truthfully reflect what they claim to describe

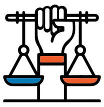
Accuracy requires data to be entered carefully and correctly, a process which should be spot checked systematically. For example, if someone mistakenly enters 100 instead of 10 for the number of victims present in a given case, that renders not only the case numbers inaccurate, but summary numbers as well.

reliable

data fields are clearly defined and consistent across an organisation, as are the methods used to collect the data, in order to ensure fidelity and comparability

To achieve reliable data, anyone collecting data within an organisation should be trained to ensure the same approaches, methods, and definitions are used across the board. This means clear, shared definitions of concepts like human trafficking, forced labor, or forced marriage, for example.

For more background on key concepts, please reference the following section in the complementary Guidelines: ***Seven Principles of a Data-Driven Movement.***



impartial

data should be collected in a way that is objective and transparent in its methods while acknowledging and limiting any biases

For example, bias can be introduced by conducting a survey in a given district because it is easy to get to (chances are that area has qualities that make it unique to others) or in the way questions are worded or the language used to conduct the survey (someone might not understand a word in the way you intended or their ability to reply fully might be limited based on the language used).

accessible

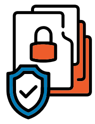
information on how given data were generated should be easily available to key stakeholders both within and outside an organisation

Accessibility refers not only to making data easy to find and analyse with clearly defined data fields, but also to ensuring it is in a language and format that are understandable.

timely

the usefulness and validity of data may change over time so it's best to process it quickly for good decision making; real-time data can be incredibly valuable in emergent situations and can also build over time to help us understand trends

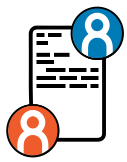
For example, information on global migration trends from 10 years ago may no longer be reflective of current patterns. Evaluating data on a monthly, quarterly, and annual basis is good practice, both for making decisions within the organisation, but also for sharing data with the public.



responsible

there is a duty to ensure people's rights to privacy and security of their personally identifiable information with regard to collection, analysis, storage, presentation, and reuse

Responsible data collection and use entails having a clear, written organizational policy that adheres to national privacy laws and field-wide best practices.



empowering

promotes stakeholders having access to the necessary tools, context, knowledge, and skills to make use of the data to meet specific objectives

The empowering nature of data is evident when information being collected can immediately be used to do something of value. (Example: improve the situation of an individual in need or demonstrate the impact of a particular program or service).

Though all are important, which qualities of good data does your organization value the most? Why is that important to you?

Possible response: "Because our organisation assists with repatriations of survivors of human trafficking, the timeliness of the data is very important so that we can minimize the time people are waiting to access safety and rehabilitative resources."

Although the task of collecting and recording data is time-consuming and may feel less important than face-to-face client work, the information that good data tell us is critical to understanding the nature of human trafficking, and reaching and supporting victims who have not yet been identified. Of course, data are not magical. **At best, they are an accurate reflection of reality, and at worst they can be misleading or insufficient to reflect meaningful insights. This is why we must strive not just for data, but good data**.

For example, there has long been a false perception that only foreign nationals can be trafficked or that human trafficking requires movement between countries. In fact, human trafficking can happen to an Indonesian citizen within the borders of Indonesia. If law enforcement officers or social service providers are only looking for foreign victims then they will miss seeing many of the people impacted by this terrible crime. In other words, there is no single type of victim for this crime; it can happen anywhere to all kinds of people.

Is there a time when your organisation acted on what turned out to be bad information? What were the consequences? How did you overcome this?

Possible response: "Our team has devoted a lot of time and money to implementing awareness raising campaigns in a community we later learned did not suffer from high rates of human trafficking. When we looked back, we wished those resources had been directed at communities that are more common source areas for victims." Or *""Our team implements prevention programs based on our case analysis, but we see the chronology only case by case. We do not have a system to track the data over time so our prevention efforts are only a response to cases we are currently working on."*

Relying on false, incomplete, or biased information can lead to ineffective or damaging interventions. In order to minimise harm, we must try to corroborate that all data are accurate, reliable, and impartial. This does not mean that you must have all of the information in a particular case to take action, but it does mean that you should seek to validate information where possible and ensure that interventions based on limited information are undertaken with care. Many of the approaches suggested in the **Data Systems** section of this Workbook, such as creating workflows and building more robust data systems, will help strengthen the quality and robustness of your data.

What aspects of data collection, analysis, or use could potentially pose physical or emotional harm to survivors? How could these risks be mitigated?

Possible response: "Using victim identification tools that are not trauma-informed may inflict further pain on our clients."

How can your organisation best ensure confidentiality and, where appropriate, anonymity to our clients? Describe how your data systems and policies support this effort.

Possible response: "All interviews are conducted by staff who are appropriately trained and in a physical space that is secure and comfortable."

2.2 Start with the questions, not the answers

Raise questions about data (what will be collected, how, why) within your organisation from the very beginning – and consider these questions at every step of the way in designing and adapting the systems that you use.

Building data systems is much more complex than developing a digital database – organisations must first lay out the questions they hope to answer with data by taking a high-level view of their mission to better understand what information the team feels is critical to meeting those objectives.

Remember, building a database is a tool that helps us get to better outcomes; it is not itself an outcome.

What data do we need to collect to do our work effectively?

- What do you hope your data can tell you? In other words, what questions do you have that you think data could answer?
- What human, technological, and financial resources does your organisation have to gather information? What skills, capacities, and/or resources are missing? Are there potential partners who can support these needs?
- What can you learn from what partners/others have done? What existing systems might you be able to adopt and customise?
- How do we build systems that best serve the populations we aim to support in our work?
- What questions do you need to answer to evaluate success in meeting your organisation's objectives?
- Do you need additional data beyond what you already have to answer these questions? If so, who might have this information and how could you get it?
- How do we design systems that minimise bias? Remember, everything from the wording of a question to who asks it, to the medium we use to capture it can inject bias into the data collection process. This is unavoidable, but we must endeavour to minimise its effects.

Before making major changes or embarking on a new data system, it is useful to first take a look at what you're currently collecting. Holding data that you do not actively need or intend to use can be a liability in terms of security.

Do you make use of all the data you collect? What do you use most? Least? How do you use it?

Are there particular data variables you are collecting, but not analysing, such as the religion of a client or information about his/her family members?

Think of data as the input that allows us to systematically track, compare, evaluate, and package what we do, but those outcomes are only as good as the **raw data** behind them.

Each organisation, based on its unique mission and operating environment, will have distinct data needs. That said, based on our experience working in and with anti-trafficking organisations across the country, we believe there are core pieces of information anyone working directly with victims or trying to understand the patterns of exploitation pertinent to human trafficking should collect.

The data variables outlined herein are meant to provide a framework for your organisation's database, a central component of any data system. These fields can be introduced into a variety of different software; the important thing is consistency in how the fields are understood and, ideally, the range of available options for each. Implementing a data dictionary is a great way to achieve such consistency.

Again, it is important to emphasize that this list is not exhaustive or necessarily relevant to all civil society organisations working on the issue of human trafficking. That said, this model is built from the template used by the International Organization for Migration in conjunction with the Government of Indonesia to ensure it is adopted into the official data collection systems. The more anti-trafficking CSOs can align their own data systems with these variables and definitions, the easier it will be to compare and aggregate data from various sources to ensure meaningful analysis and actionable knowledge.

Before any information is collected, it is imperative that your organisation develops and implements a robust policy on informed and active consent. See the section on **informed and active consent** in **Annex 3: Ethical Approaches to Collecting Data from Survivors** for guidance. Consent must be obtained at the start of any data collection process.

Furthermore, it is important to record information on the referral process for the case. Fields to consider including are:

- Type of organization/individual referring

  Possible responses: CSO (you might consider including a common list of organisations)/Embassy/ Immigration/ Police/ Prosecutor/ Public Prosecutor/ Recovery Center/ Central Government/ Local Government/ BNP2TKI/ Family or Friends/ Self-referral/ Hotline/ Other/ Unknown / Decline to state
- Name and location of referring organization
- Examination date and location
- Interviewer's name, affiliation, and contact information
- Language of the interviewee
- Name and contract information for interpreter (if used)
- If the individual is a child, the name and contract information of their parent or guardian

The following data collection template was developed in cooperation with several networks of CSOs in multiple cities across the country. Consideration was made for different organisational strategies and approaches, and data fields were created and defined in a way that should allow for easy comparison with the standards IOM developed alongside the national and local anti-trafficking task forces in Indonesia. Again, there will likely be fields that are not necessarily relevant to every organisation. Therefore, think of this as a useful starting place from which you can tailor a data collection system that makes sense for your unique purposes.

https://tinyurl.com/HTdatatemplate

Note: If you are commonly receiving case information from people other than victims themselves, include fields to capture the name and basic contact information for these complainants.

3. Important Considerations for Effective and Ethical Data Collection

Every aspect of data collection should rest on a strong foundation of what is right – for each of us, our teams, our partner organisations, and those we serve. Given the personal and sensitive nature of much of the data collected on human trafficking, we must not only be concerned with what we can learn from that information, but how we are protecting the privacy and safety of the people whose data we hold. It is important to note that special considerations must also be undertaken when considering child and youth survivors of human trafficking (see note on working with children in **Annex 3: Ethical Approaches to Collecting Data from Survivors**). When working with survivors, it is particularly important to remember that their data inherently belong to them; we are only temporary keepers of that information.

From minimizing trauma while collecting information from survivors to building strong data security protocols into our systems, all ethical data issues rest on the principle of do no harm. We cannot always know the full impact of our interventions, but we can do our best to create systems that minimise opportunities for further risk, harm, or trauma. To follow the spirit of this principle, we must consider all possible (and likely unintended) impacts of our work on our clients, their families, our partners, staff, and communities. This means appreciating the benefits of collecting data and learning from it while remaining aware of the potential harm of unsecured, biased, or incomplete information. Asking for input from the communities and survivors you serve on how to design ethical, secure systems is a good place to start.

How are survivor perspectives and input currently integrated into you programming?

Possible response: "Our organisation has a board of advisors that includes survivor leaders and all programming is designed with their input."

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For more background on key concepts, please reference the following section in the complementary Guidelines: ***Data Ethics****.*

Is your data collection survivor-informed, meaning it includes meaningful inclusion of a broad group of survivors at all stages?

In what other ways do you ensure diverse survivor perspectives are considered?

Are there opportunities for survivors to be employed in leadership roles within your organization?

To be truly effective, data principles, norms, and recommended practices must be integrated into every part of our work, from deciding what information to collect on an intake form to selecting software for managing our data to developing ethics protocols to guide our work. Data collected in different places by different people in different languages can be compared if gathered using similar methods and definitions. As the anti-trafficking community's standards and practices become more aligned and comparable, the picture of the problem will become clearer and we will become more impactful. Over time, this allows us to look for trends and patterns of what makes people vulnerable to trafficking, what makes someone more likely to become a trafficker, what the movement of illicit funds linked to trafficking looks like, what are common trafficking routes, and more.

Learn more about how to approach data collection from survivors – including interview techniques and guidance on informed and active consent – in **Annex 3: Ethical Approaches to Collecting Data from Survivors**.

If your organisation has a policy on consent, describe it here. Does it address the components outlined in Annex 3? How might it be enhanced?

4. Data Systems

This workbook aims to provide practical, actionable guidance on how to create, use, maintain, and secure your organisation's data. As a movement, to get the maximum benefit from our data, it is imperative that our systems are designed around common standards and definitions. This includes a shared understanding of the crime of human trafficking, centred on the definition of trafficking in persons set forth in UU TPPO as detailed in **Annex 1: Legal Framework.**

Whether it's organising papers in a file cabinet or a process for entering digital data into an Excel spreadsheet or an online database, or all of the above, every organisation has a process for collecting and retaining information. A **data system** is simply a way of organizing, both physically and functionally, the processes for data collection. This includes how we manage data and projects, store data (see **Annex 4: Selecting a Database Tool** for information on different databases), analyse data, and share data with our team. Because everyone within the organisation has a role to play in ensuring these systems operate well, it is important to have diverse perspectives represented when designing or revising any system, including staff at all levels, partners with whom you share information, local government representatives, and the communities you serve. (For those who are using Excel, see **Annex 5: Excel Functions** for some quick tips on Excel functions.)

A note on Cloud-based services and storage:

Today, "**the Cloud**" essentially refers to the internet. In other words, it is information, applications, tools, or other resources that are stored outside your location on physical servers – likely in multiple locations – and available to access from anywhere. There are many benefits to working with a reputable provider of cloud-based services, including affordability, reduced risk of data loss because data are stored in multiple places and physically separate from your work site, and ease of sharing files within and outside your organisation. It is important to be mindful of issues around data ownership and control as outlined in the Terms of Service (Terms of Service include any requirements, restrictions, policies, or procedures that must be followed when using a particular system or application). There are always data security risks whether storing files locally or on the cloud, but working with a reputable provider should ease some of these concerns. If considering cloud-based storage, ask colleagues for recommendations in your area and look for providers who value data protection and privacy, offer reliable and rapid customer support, and are trusted in the anti-trafficking field or human rights more broadly. Moreover, you should ensure full retention of your data for your organisation and complete deletion from their servers, should you choose to terminate use of a service.

For more background on key concepts, please reference the following sections in the complementary Guidelines: ***Databases*** *and* ***Data Storage****.*

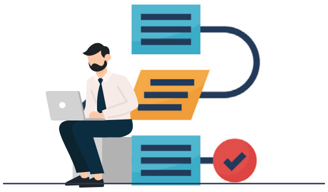
Putting effort in at the beginning to understand the environment in which you're operating, including investigating previous successes and failures, while being honest about available time and resources, will ensure that the systems you build function practically – and sustainably.

What components make up your organisation's data systems? Are there functions you wish you could perform that are not available to you?

This can include intake forms, software, databases, online applications, dashboards, and documented organizational policies. Note what seems to be working well and where there are gaps. Keep this ready for when you are discussing revisions or building a new system with developers. You might also ask partners how they approach some of the areas you feel are lacking.

The key to any well-functioning system is to have ways to easily and systematically record and access data so that you can track individual people, cases, campaigns, and programmes over time, as well as understand general patterns and trends. This ensures your programming is responsive to the needs of your community and allows you to both assess and demonstrate impact. More important than a fancy or high-tech system is having a system that works for you and your collaborators! The truth is, rather simple systems like MS Excel can help us learn a lot from our data.

4.1 Create a workflow



In order to work well, data systems should have clearly defined **workflows**, meaning the way in which tasks build on one another to achieve the desired outcome. Process is just as important as the tasks themselves. Using workflows lends consistency and predictability to your work – a central aspect of good data – and will make your work easier and more efficient over time. This also ensures sustainability and institutional memory as staff come in and out of your organisation. Such systems can also be used to track progress (such as for internal and external reporting purposes) and identify where organizational barriers might exist, in other words, where the process is breaking down.

Every organisation will need a unique workflow based on its objectives and staffing. Here are some useful guiding questions to go through with all levels of your organisation to establish processes appropriate to you.

Step 1 Identify the ultimate goal of the process for which you are establishing a workflow. Name this workflow accordingly.

Step 2 Define the start and end points. In other words, what triggers the process to begin and how do you know when you've completed it?

Step 3 List all necessary steps/tasks involved in reaching that goal in simple language (ex. complete interview protocol, schedule medical examination, file paperwork). Note any required resources such as documents, people, materials, and funds. Decide on a clear order for these tasks to be accomplished and who is responsible for each. Put these steps in order.

Step 4 Assign the appropriate person/people to be responsible for each task and set a realistic estimated timeline for each step to be completed.

Step 5 Visualise the workflow (see example below) and institutionalise the process. Give yourself a few weeks to test it out and make revisions as needed. Depending on the technological realities of your organisation, consider if there is a way to automate the workflow into existing or new software.

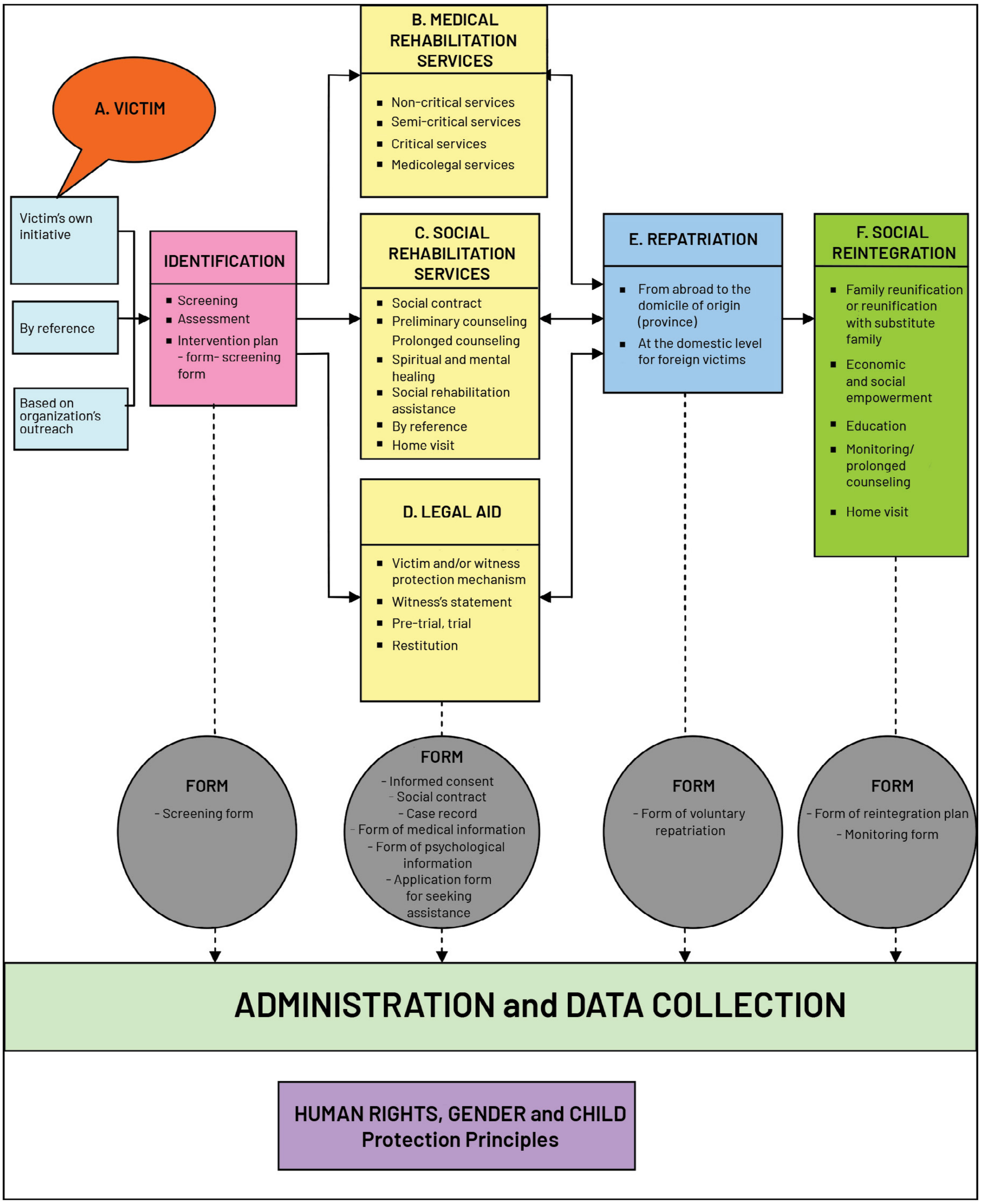
PROCEDURE

NO	Activity	PIC			Quality Measurement			Information
		Doctor	Nurse	Polyclinic Staff	Tools	Time	Output	
1	Inmate admission and receiving the screening result				Screening form, medical record, medicines	1 minute	New inmate is admitted	
2	Identify current symptoms and medical history for health record				Health record form, pen	5 minute	Current symptoms and medical history are recorded	
3	Examining vital signs				Stethoscope, thermometer, blood pressure meter, weigh scale	5 minute	Health record of the new admitted inmate is available	
4	Perform diagnostic test and provide prognostic information for the new admitted inmate				Stethoscope, flashlight, health record form, pen	8 minute	The examination result and the detainee are provided	
5	Inform the diagnosis and sign the health record				Health record form, pen	1 minute	The examination result and the new inmate are provided	
6	Archive the approved health record of the new admitted inmate and send the declined health record to the Treatment and Registration Office to be forwarded to the Chief Executive Officer				Health record form, file folder, file cabinet	2 minute	Health record is archived	
7	Bring back inmates to registry				Health record form, pen	3 minute	Inmates received at registration	

Operational Procedure : Medical checking in inmates admission process
Total Steps: 7
Time : 25 minutes

Source: Appendix Decision of General Director of Correctional, Ministry of Law and Human Right Number Pas-32. Pk.01.07.01 year 2016 on Minimum Standard of Health Treatment in Prisons, Detention Centers, Probation Office, LPKA and LPAS, page 75

Integrated services for witness and/or victim of human trafficking as depicted from the figure



Source: Appendix Ministry of Women Empowerment and Child Protection Regulation Number 22 year 2010 on the Standard Operational Procedure of Integrated Treatment for Witness and Victims of Human Trafficking, page 17

Go through these steps with your team to outline a workflow of what happens when your organization receives a reported case or victim of human trafficking. Sketch out the steps here.

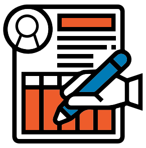
4.2 Define data elements

Whatever fields your organisation ultimately decides are important to collect, it is useful to create a data dictionary to ensure all staff (and anyone with whom you may share data) have a common and accurate understanding of the meaning of the data. In the same way a traditional dictionary ensures common understanding of a given word, a **data dictionary** names and defines the purpose and scope of key data elements. This is helpful not only for consistency within an organisation, but also will ensure data are properly understood and interpreted if shared with others.

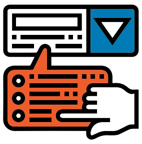
Establishing definitions for data fields you collect will help ensure consistency and accuracy of the data; it also helps others outside the organisation to understand the information when it is presented publicly or shared. It could be useful to periodically review fields that consistently present challenges for the team to be considered for revision, such as if you frequently see errors occur during data entry or realise the understanding of the definition changes from person to person.

Key elements of a data dictionary include:

Attribute name: essentially the column header or label for each element of your data
For example, family name, given name, birth date, date of meeting, gender, place of birth, etc.



Definition: clear statement of what this attribute represents
For example, if collecting data on a person's physical address, make it clear what information you want (nearest cross streets, name of the village, a street address,a pin on a map, etc.)



Type of data: description of the data's characteristics, such as if it is text, numeric, a date, an email address, or a drop down list, as well as any limitations on entry
For example, state the allowable number of characters or a list of possible options for tick boxes.

Field is **required or optional**
Digital databases can be programmed to require certain fields before a record can be saved.

Sample Data Dictionary Entry

Variable name	*Definition*	*Format*	*Options*	*Required?*
Relationship status	Defines the relationship status of the person in question	Pick list	Common Law Divorced Married Separated Single Unknown Widowed	Yes

4.3 Ensure data are clean

Small errors made during the data collection/entry phase can have significant, unintended consequences. For example, misspelling a person's name might mean their record is not matched with a related entry or inputting a **value** incorrectly could distort the average for that data field. Fortunately, there are various techniques that can be employed in the data entry phase in an effort to ensure data cleanliness and quality.

- Forms and databases can be set up to ensure required fields are not left blank
- Set up a process to ensure that the date and time is recorded each time data are entered or modified, ideally linked to the person who entered it
- For fields with a limited set of possible responses, tick boxes, dropdown, or multi-select menus may be used
    - *For example, this is particularly useful for location data so that data can be correctly* ***geo-coded****, meaning it is transformed from a description of a location, such as a place name or address, to a specific location on the earth's surface*
- Constraints can be placed on data types at the point of entry in digital systems
    - *For example, fields can be set up to only accept certain types of data, such as dates, email addresses, or phone numbers*
- Fields that have a set range of numerical values can be constrained by minimums and maximums in digital systems
- Digital databases can be set up to ensure that specific entries are not repeated
    - *For example, if a name or unique identifier is used (such as a case number or state-issued ID number), it cannot be used in a new, unrelated entry*
- Ensure that your team has a protocol for differentiating between missing information (an empty cell/field), a value that is simply unknown (unknown), data are unavailable (N/A), the subject declined to provide information (decline to state), and a zero or null value (0)
- Set up a system to easily identify duplicate records, either manually or, ideally, as a function of a digital database system
- Set a regular time to review protocols for data entry to ensure they're working for your team and address any inconsistencies/questions

5. Victim Identification Standards

Having clear and well-defined criteria for identifying potential victims of human trafficking is fundamental to good data and ensuring adequate support is provided. Internal standards must focus on both the signs and indicators of a potential victim, in addition to the processes by which they will be identified. It is not necessary for every organisation to create its own unique identification tool; you may first want to examine existing tools to see if one might work well for you or if it can be easily adapted to your context. **Annex 6: Examples of Victim Identification Guidelines and Tools** includes several such tools, though it is important to note that official identification processes must reflect the crime of human trafficking as defined in Indonesian law (see **Annex 1: Legal Framework**).

Having clear victim identification protocols is important to ensuring consistency in how victims are identified, meaning everyone is considered in the same way according to the same standard. That said, we should avoid the notion that human trafficking victims are necessarily easy to identify just by looking at that. Many of the factors that make someone vulnerable to this crime are not directly visible, especially with just a passing glance. Of course, trained professionals who are accustomed to working directly with these communities will likely be able make such identifications more quickly and easily. Though trafficking can happen to anyone, anywhere, there will be groups of people who are inherently more vulnerable, likely owing to legacies of oppression, inequality, discrimination, and trauma.

Some important considerations when selecting from existing or developing new identification/assessment tools and standards include:

- Tools should be carefully developed to capture multiple types of potential victims, such as those trafficked internally versus cross-border, or those trafficked for sex versus forced labour
- As much as possible, validate screening tools across multiple fields, including law enforcement, the judiciary, and social services, to ensure they are relevant and sufficient for the widest possible usage
- Ensure the development and implementation of any screening form is **trauma-informed**, including with input from survivor leaders
- Be sensitive to cultural factors around religion, gender, social norms, attitudes towards sex and sexuality, etc. both in the development and implementation of such tools

*For more background on key concepts, please reference the following section in the complementary Guidelines: **Data Systems**.*

- Test tools before finalization to ensure they are user-friendly and do not take too long to complete
- Special consideration should be given for identifying child victims and protocols/forms will vary (See **A Note on working with children in Annex 3**)
- Once screening tools are validated, ensure staff are properly trained on their use, including on how they present physically and verbally to the client as well as being prepared to handle any trauma that surfaces
- If your organisation often works with specific government entities or other CSOs, it would be helpful to compare your identification criteria and policies to ensure you will trust each other's assessments

It is important to acknowledge the difference between quick, informal checklists and more detailed, formal assessment tools. Oftentimes, we are looking for "red flags" that someone is currently or formerly in a situation of trafficking (or perhaps vulnerable to future trafficking) and their situation should be investigated further by a relevant official. It is important to note, though, as we may look for seeming vulnerabilities and signs of exploitation, that does not mean that every victim is completely helpless in their given situation. It is important to acknowledge agency, while still being aware that exploitation often occurs in situations that involve some level of choice.

An in-depth, formal assessment would need to be conducted by a qualified practitioner, such as a police officer. This would need to track the elements of the crime and ideally collect other relevant information about the potential victim to be used not only in legal proceedings, but also in ensuring safety and providing holistic care. **In the future, such data can be aggregated and de-identified in an effort to look for trends and patterns useful to improving detection, service provision, and, ideally, prevention**. For indicators specific to youth, see a note on working with children in **Annex 3: Ethical Approaches to Collecting Data from Survivors**. Another useful and locally relevant resources is the Bali Process Policy Guide on Identifying Victims of Trafficking (https://www.baliprocess.net/UserFiles/baliprocess/File/Policy%20Guide%20on%20Identifying%20VIctims%20of%20Trafficking.pdf).

6. Data Security

Data collection related to human trafficking naturally presents physical, psychological, or reputational risks to many people involved, including:

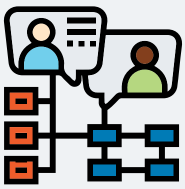
data subject (this will often be the victim/survivor)

their family

their personal network

the person collecting the information

their organization

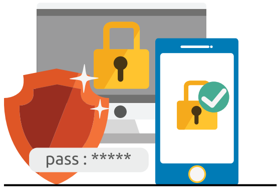


other victims or vulnerable persons related to the same case or location

Many of us are in this work because we believe strongly in an individual's inherent human rights, which implies a duty to ensure their safety and protect their right to privacy. This necessitates putting these norms into practice in our daily security policies. Small changes can have big impact when it comes to protecting confidential data from accidental disclosure and it will be critical that every level of your team is aware of and addresses their vulnerabilities.

For more background and details, please reference the corresponding section in the complementary Guidelines: ***Data Security****.*

6.1 Take small security steps for big impact



There are small changes we can make to our daily habits to bring an additional layer of security to our work.

- Set your computer, smart phone, or other device to **lock automatically** after a short time interval and require a password to log in.
- If **personal devices** contain or access sensitive data related to your work, secure them in the same way you would a work computer or device. Where possible, separate personal and work devices.
- Never include personal details in the **subject line of an email**.
- Ensure your **software is up-to-date**, so as to reduce the risks of hacking.
- Do not post the network or password **information for your Wi-Fi** out in the open.
- Designate at least one day each year for **file clean up**, wherein all team members take a quick inventory of all their records and dispose of old paper and digital files that are no longer needed.
- Don't neglect your physical environment, whether that's locking doors or file cabinets or avoiding working with sensitive information in public settings such as a café.

By their nature, digital data move easily, making it at times challenging to safeguard them from unauthorised access. In the same way we would lock a file cabinet containing sensitive records, we need to find ways to protect digital files from unauthorised access.

Make an outline for a data security plan

Describe security risks and dangers you, your staff, your clients, their families and personal networks may encounter. What is your plan for minimizing these risks and responding to potential breaches/security emergencies?

Security risks

To clients

To their networks

To staff

Sample Risks:

- Unauthorised use of personal information by internal or authorized parties
- Unauthorised collection, use, or disclosure of personal information to external parties
- Compromised integrity and fidelity of personal information
- Unsubstantiated or false identifications or associations of individual parties
- Retention of personal information longer than is necessary to accomplish the purpose for which the information was originally collected
- Inadequate awareness of the collection, use, and disclosure of personal information of affected individuals

What is your plan to mitigate these risks?

Risk:

Mitigation plan:

Risk:

Mitigation plan:

Risk:

Mitigation plan:

6.2 Use encryption to secure digital data

In the same way that we take steps in our day-to-day life to protect our physical integrity, whether it be wearing a motorcycle helmet or locking our office doors at the end of the day, it is important we take similar measures in the digital realm. This is the basis for data **encryption**, the process by which data are hidden from or made inaccessible to unauthorised users. Once data are encrypted, they can safely pass through open, public networks without being compromised, though again, we must always remember that **security measures like encryption help reduce risk, but cannot eliminate it entirely**.

NOTE: Indonesia does not yet have a comprehensive regulation on data encryption, however Article 15 of the Regulation of the Minister of Communication and Information Technology No. 20/2016 on the Protection of Personal Data in Electronic Systems stipulates that Personal Data stored in electronic systems must be encrypted.

Ideally, unauthorised users would never gain access to your information in the first place, but encryption helps ensure that if data systems are compromised, the information is unintelligible to outsiders.

6.3 Mask peoples identities with unique identifiers

When storing sensitive data about individuals, it is recommended to remove identifying information such as names and government-issued ID numbers and substitute that information with a unique identifier code. This could be a randomly generated number or string of characters, though it could also be an empowering opportunity to allow the client to choose a pseudonym that they like. A key that matches the unique identifier code/name with the original name information should be encrypted and stored securely, separate from the full data set. Access to the key should be strictly limited to those who need it, ideally a very limited number of people in a given organisation. It is also important to remember that an individual can easily be identified by information other than their name, such as addresses, phone numbers, or specific geographic markers.

6.4 Passwords and passphrases

Passwords can be thought of as the digital version of your fingerprint in that it is something unique that belongs only to you. Within an organisation, even if sharing a device, it is useful for everyone to have unique log-in credentials and passwords so there is a record of who is accessing what information and when. Even though it can cost extra when using paid software or products, having individual log-ins is important to seeing who accesses, edits, changes, or deletes data.

General password tips:

- At least 14 characters
- Include UPPERCASE letters, lowercase letters, numbers, and special characters (avoid putting symbols only at the beginning or end of your password)
- Set calendar reminders to change your password on a regular basis (such as every three months)
- Never share your passwords, even with trusted colleagues (if for some reason you must share a password, change it to a temporary password first and then change again after, and consider sharing the credentials through separate channels, such as username over encrypted email and password over encrypted text message)
- Passwords should not be associated with any personal information, such as family names, birthdays, etc.
- Use different passwords for different accounts
- Change your password immediately if you feel it has been compromised
- If you are overwhelmed by the number of passwords you must remember, free and paid password managers such as 1Password or LastPass can be useful tools, but should be used with caution as they are also a target for hackers. These applications automatically generate strong, unique passwords for your various applications or services and help you store them securely by using a strong master passphrase to control the full account. If physically recording passwords is the best option you have, ensure it is in a well-secured, not obvious location.

7. Data Sharing

It is easy to see the benefits of sharing information. For example, an agency providing vocational training to a client might like to coordinate with those offering medical support to better tailor their services to client needs, or NGOs in source and destination localities might coordinate to better understand the trafficking process. Data sharing supports:

- getting to a more robust picture of the scale and scope of the problem of human trafficking
- making progress in efforts to de-duplicate data being reported by multiple entities
- limiting re/traumatization of survivors and avoiding the general discomfort of sharing sensitive, personal information with service providers when possible
- creating opportunities for specialization and resource sharing while minimizing duplication of efforts
- harnessing collective insights to develop more effective prevention and intervention strategies
- learning from the constructive scrutiny that comes from allowing others to review our work

Of course, to truly realise these benefits, we must ensure our own data are as complete, reliable, accurate, and secure as possible before sharing.

Note down your responses to the following questions as you consider your organisation's policies on data sharing.

With whom do you share data?

Ex. Reporting to the national task force.

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*For more background and details, please reference the corresponding section in the complementary Guidelines: **Data Sharing**.*

How?

Ex. Data are sent in an Excel spreadsheet.

What benefits come from this exchange?

Ex. Data can be aggregated from the local level to the national level to give a more robust picture of anti-trafficking efforts.

What are the risks?

Ex. Files are sent over unencrypted email and are susceptible to leaking.

Does the partner organisation have similar norms around data protection and privacy? In what ways?

How can we help each other improve?

If you are collaborating with the right people, you will find this kind of openness to be productive and beneficial to your work, not to mention that it can contribute to a better understanding of the crime among the international anti-trafficking community. Of course, when sharing information, it is important to give special attention to protecting people's personally identifiable information and respecting the original intent of collecting the data. You must have permission from the data subject to disclose their information outside the organisation.

Oftentimes this exchange of data is happening casually in face-to-face conversation, over email, or through instant messaging platforms such as WhatsApp. Though it is important to encourage such cooperation, it is important that protocols are put in place for why, how, when, and with whom such data are shared. Fortunately, technological advances have enabled new platforms that make data sharing easy, fast, and secure.

This exercise will help you create a data-sharing plan to put in place with existing and future partners.

What data will be shared and in what form?

If raw data will be shared, as opposed to simply summary statistics, we must ensure it is properly redacted or altered to ensure private information is protected.

What data documentation will be shared along with the data to help inform its accurate interpretation?

This includes metadata and other key information on how data were collected or may have been altered over time, including any exceptions or critical caveats that make the data easier to interpret.

With whom will your organisation share data?

Data should be shared as widely as makes sense, but always in a way that protects the privacy of data subjects and is consistent with relevant laws and regulations in both the jurisdictions of the sender and recipient. You can consider having different protocols for different recipients, informed by the level of trust and privacy.

How will you determine what data are appropriate to share?

Just as you should not collect data that you do not use in your programming or analysis, you should not share data without a clear understanding of why someone else needs it and how they will use it. Moreover, as discussed below, data de-identification is not a simple process so it is important to ensure data is truly anonymised before sharing widely.

How will the data be received and accessed?

Consider what format makes data most easy to process and analyse. If digital, a .csv file may be the most appropriate file type if data is meant to be analysed or manipulated, whereas a locked .pdf may be best for data that is only meant to be viewed.

How will sender and receiver ensure data are protected in transit and long term?

If you decide to go ahead with sharing data, it is helpful to formalise this partnership with a data-sharing agreement. See **Annex 7: Data Sharing Agreement template**.

8. Data Analysis and Interpretation

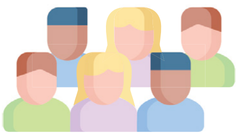
Data analysis and interpretation do not necessarily require cutting-edge technology, complicated software, or even advanced training. The most fundamental requirement for good data analysis is a sense of curiosity; in other words, progress in combatting human trafficking requires a commitment to learn from, and not simply report, data about the problem. Being skilled in data analysis will very likely prove useful at all stages of your career and is a skill worth investing in.

Data become impactful and persuasive when we can use them to identify **trends** and **patterns** (and **outliers**) – and to then tell stories about what that information reveals. Here are some general phenomena to look out for when doing data analysis:

trend:

a pattern of change or general tendency observed across data points

For example, a civil war or natural disaster could lead to changes in migration trends, which might be used to decide where we want to strengthen trafficking prevention strategies.

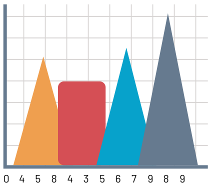


patterns:

groupings and sequences that arise when comparing people, objects, and events

For example, we might note based on a pattern among observed samples that girls across the world, no matter their location or demographics, are less likely to be trafficked if they have completed secondary education.

For more background on key concepts, please reference the following section in the complementary Guidelines: ***Data Analysis and Interpretation****.*



outliers:

data points that clearly do not fit into existing trends or patterns

For example, if we are trying to understand forced labour in the textile industry in a given state, we might observe a factory with no reported cases of exploitation. It would be useful to understand what makes it different – it could be an indicator of better labour practices, that employees are so scared that they do not report cases, or just that nobody ever collected the information in the first place. Either way, we will likely benefit from analysing this case further.

gaps:

where are there holes in our data and what do those missing pieces reveal

For example, if we have data on all but a few localities in a given state, what can we learn from understanding why those data do not exist. Perhaps they could not be collected owing to a natural disaster in that area or perhaps there are no community members with resources to collect that information.

positive deviance:

an approach to behavioural and social change based on the observation that in any community there are people whose uncommon, but successful behaviours or strategies enable them to find better solutions to a problem than their peers, despite facing similar challenges and having no additional resources

For example, having a community leader who is engaged and well-informed on the issue of human trafficking might make their community more effective when it comes to prevention strategies.

What trends and patterns have you identified relevant to human trafficking? What data do you have to support this? Where do you see important gaps in your data?

Are there any obvious outliers to these trends?

Below are some examples of data presented on human trafficking cases from different contexts. What can we learn from these? What additional information might you want to see?

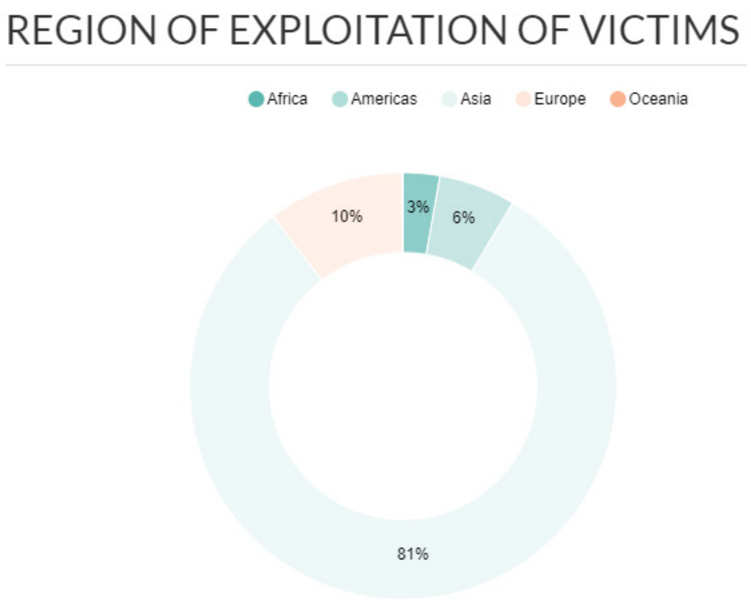
This table summarizes some of the themes that emerged when survivors were interviewed about their experiences in local shelters. Notice that data are disaggregated by gender and we are given information on the number of people interviewed, which includes both minors and adults. How is this different than other data analysis you are used to seeing?

Table 11 : Summary of themes regarding shelter intake by participant sub-groups (n = 101)

Females in shelters for minors and adults (n = 79)	Males (n = 22)
Appreciation for education and provision for basic needs	Appreciation for education and provision for basic needs
Feeling privileged to live in a shelter	
Personal growth and maturation	
Importance of caregiving and emotional support	Importance of caregiving and emotional support
Staff speaking harshly and insulting clients	
Not believing clients	
Lacking freedom and feeling trapped by many rules within the shelter	Lacking freedom and feeling trapped by many rules within the shelter
Limited engagement with family while in the shelter	
Mixed experiences with counseling in the shelter	
Client engagement in decision making regarding skills training	
Delay in the provision of medical care	
Violations of client confidentiality and lack of trust	
Violence (emotional, physical, and/or sexual) within the shelter	Violence (emotional, physical, and/or sexual) within the shelter
	Staff difficulties managing boys' behavior and responding to violence
Influence of management on client experiences	
Impact of financial resources on shelter experiences	Impact of financial resources on shelter experiences

Source: Experiences in Shelter Care: Perspectives from Participants in the Butterfly Longitudinal Study (2018). Chab Dai. https://chabdai.org/

This graph was generated from the Counter-Trafficking Data Collaborative (CTDC) human trafficking case dataset. It is part of a data story available on the CTDC website, which focuses on victims with Asia as their region of origin (over 27,000 victims in total). Most of the data from this data story come from IOM and Liberty Shared's VCMS partner's counter trafficking activities.



Over 80% of identified victims from Asia are exploited in an Asian country, representing the intra-regional nature of trafficking.

Source: Counter-Trafficking Data Collaborative (CTDC), January, 2020.
https://www.ctdatacollaborative.org/story/victims-exploited-asia

What additional information might we want to be able to fully understand the graph? What does this tell us about the nature of trafficking in the Asia region?

These data were reported by the national anti-trafficking police unit in a fictional country of Freedonia when asked for information on human trafficking investigations.

Summary Data on Victims of Human Trafficking in Freedonia		
	Men	Women
2015	128	47
2016	211	32
2018	350	50

What trends do we notice? What additional information might we want to better understand patterns and trends related to human trafficking cases?

Answer the following questions for each of the above examples. Use your learnings from this exercise to shape how you report data within your own organisation.

What do these data tell us?

What contextual information are we given about this data?

What background information do we need to better interpret this data? Where might we look for it?

What kind of action can we take with this new information?

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What are some questions your organisation would like to answer about the phenomenon of human trafficking?

For example:
Why are we seeing an increase in casualties resulting from human trafficking cases in NTT?
What makes Indonesian workers vulnerable to forced labour on Thai fishing vessels?

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When analysing any data, it is important to keep in mind that we cannot necessarily draw conclusions about an entire population beyond the **sample** that has been observed and analysed. Since the full **population** of traffickers and victims is unknown, we are merely describing what we've observed among a select group of people, which is not necessarily reflective of the entire population.

For example, a sample would be the companies identified in an Associated Press story about forced labour in the fishing sector.

As another example, in 2015, IOM reported that 88% of the trafficking victims assisted in the ASEAN region were male and that 7% were trafficked for purposes of sexual exploitation[1]. Notice something very important here – IOM did not claim that 88% of all victims of human trafficking in Southeast Asia were male, just those their organisation assisted.

[1] https://www.iom.int/sites/default/files/infographic/ASEAN-CT-Infographic-05july2016.png

IOM is not claiming that this sample is necessarily representative of the full picture of human trafficking in the region; there may be reasons that this organisation in particular received more male victims of labour trafficking, whereas other entities focused primarily on sex trafficking or serving female victims would likely see a very different picture.

This is where the concept of **bias** comes in. Bias is not by default a bad (or good) thing; it is simply a reality that most of us have pre-existing perceptions or biases related to what information and populations we access in our day-to-day work.

What biases/pre-existing perceptions do you bring into your work? How might this affect your organisation's programming?

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1. **Confirmation Bias** – Occurs when the person performing the data analysis wants to prove a predetermined assumption.
2. **Selection Bias** - This occurs when data are selected subjectively, meaning certain data are systematically included or excluded from analysis. As a result, the sample used is not a good reflection of the full population. This error is often made in surveys. The victims that are willing to participate in a survey may not be representative of the full population you are trying to reach. Or, when evaluating the efficacy of our work, we may only analyse data from a program we believe to be more successful as to demonstrate positive impact.
3. **Desirability Bias** - This bias involves respondents answering questions in a way that they think will lead to being accepted or liked.
4. **Culture Bias** - Assumptions about motivations and influences that are based on our own cultural lens can create a culture bias.

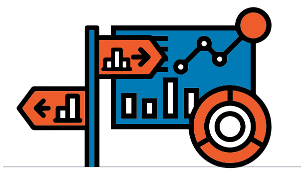
There are many additional types of bias, but this gives you a good sense of the types of prejudices anybody might bring to data collection and analysis.

9. Data Presentation and Visualisation

As data keepers, we bear a responsibility to critically interpret and accurately reflect the true nature of the data we use in any reports, brochures, websites, graphs, or other media we create. When working to combat a problem as complex – and often misunderstood – as human trafficking, we will likely have to rely on a mix of quantitative and qualitative data to communicate our message effectively. We all want to draw more public attention to this issue, but we must also be careful to present factual information that is not exploitative to guarantee our credibility. For further guidance on tools to create an effective outreach or advocacy campaign based on the data your organisation collects, see **Annex 8: Turn Your Data Into an Effective Advocacy Campaign**.

Visuals, including images, infographics, and charts, can be very influential and help make data more accessible to consumers. If done well, good data visualisation communicates information quickly and makes it easier to understand. To achieve this, each element of any visual presentation should be well thought out, from a descriptive title to careful choices about colour. That said, the focus should always remain on facts above a flashy presentation.

9.1 Include signposts for data interpretation



To ensure data are understood in the manner intended, it is important to provide clear guidance on the time period covered or the geographical reach of any statistics or other information presented. Limitations and biases in how data were collected and interpreted should also be acknowledged whenever possible. If data could not be collected in certain instances, say so and explain why, if possible. For example, perhaps it was an emergency situation or we had to rely on a convenience sampling, meaning collecting information from those that are easiest to reach.

A pervasive challenge across any organisation, whether combatting human trafficking or not, is the tendency to conceive and describe their understanding of their work as the complete picture, but this is rarely, if ever, the case. For example, if an NGO claims that 75% of trafficking cases have female victims, what they might really mean is that 75% of the cases they've worked on or encountered had a female victim. But as we learned, we all have biases in our approaches to our work and how we understand the results, whether based on our funding structure, the background and expertise of our staff, our geographic setting, our personal demographics, or other circumstances or experiences.

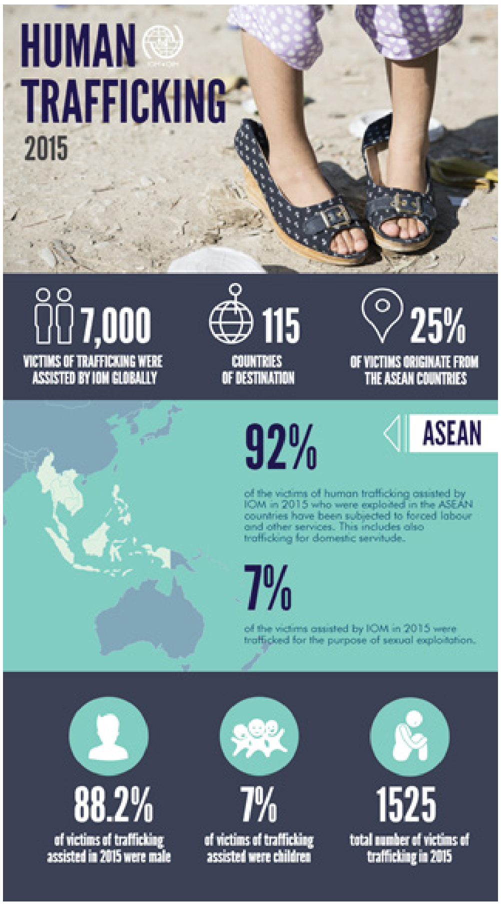
For more background on key concepts, please reference the following section in the complementary Guidelines: ***Data Presentation and Visualisation.***

There are numerous methods for visualising data, each with its unique benefits and potential challenges. These could include basic tables, bar charts, pie graphs, scatter plots, cartograms, word clouds, heat maps, and more! Just remember, **clarity is more important than being flashy**; in other words, resist selecting a certain type of chart or graphic just because it is attention grabbing or colourful. Though a complex graph or colourful image might draw someone's attention, it might make it difficult to understand the information it aims to convey.

Included here are some examples of data presentations and visualisations related to human trafficking. For each, make a note of:

1. What are your main takeaways
2. What you think is positive and effective
3. What could be improved
4. What action can we take with this information

For example, take this infographic from the International Organization for Migration (June 2016):



Source : IOM
https://www.iom.int/infographics/human-trafficking-asean-2015

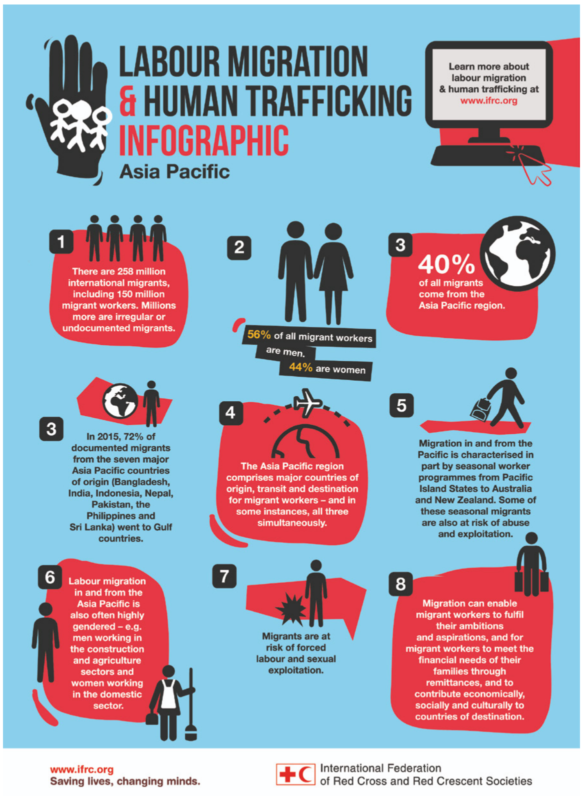
1. Across the 10 ASEAN member states, there are many times more victims of labour trafficking than sex trafficking, based on the demographics of victims assisted by IOM. More than 20% of all victims assisted by IOM worldwide originated in ASEAN and there are many more male victims than female.

2. The graphic is fairly clear to explain it is presenting data based only on those assisted by IOM, meaning it does not necessarily reflect the full picture of human trafficking victims in the region. The design is fairly simple while still presenting a lot of information.

3. The image of the child in adult shoes seems to invoke commercial sexual exploitation of children, even though the statistics presented indicate children are a much smaller percentage of victims assisted by IOM and that more cases involve labour trafficking than sex trafficking. Perhaps a different image would be more appropriate.

4. This is helpful information to consider when designing awareness-raising campaigns or service provision for victims. For example, we now know not to target outreach at only women and children or that we need to invest in housing options for male survivors, for example.

Here are additional examples for you to analyse with your team. Try to find some local examples that you think exemplify best practices or what to avoid and share with your team for feedback.



Source: International Federation of Red Cross and Red Crescent Societies.
https://www.rcrc-resilience-southeastasia.org/document/labour-migration-human-trafficking-infographic-asia-pacific/

1. ___

2. ___

3. ___

4. ___

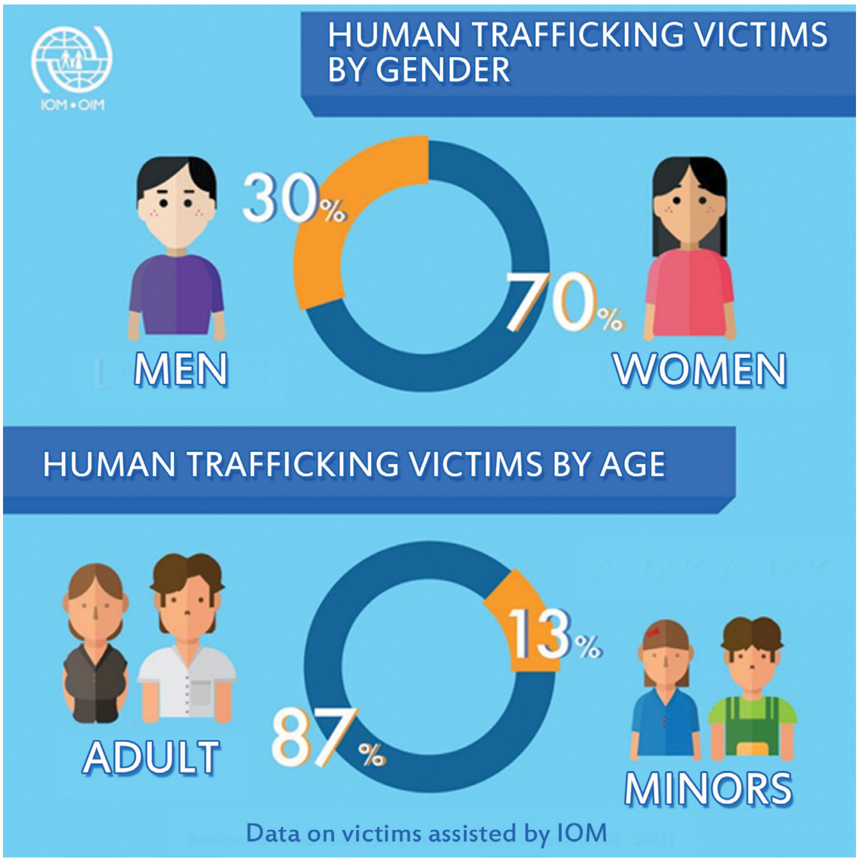
Source: Aljazeera. July 2017.
https://www.aljazeera.com/indepth/interactive/2017/07/human-trafficking-170730102508536.html

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________



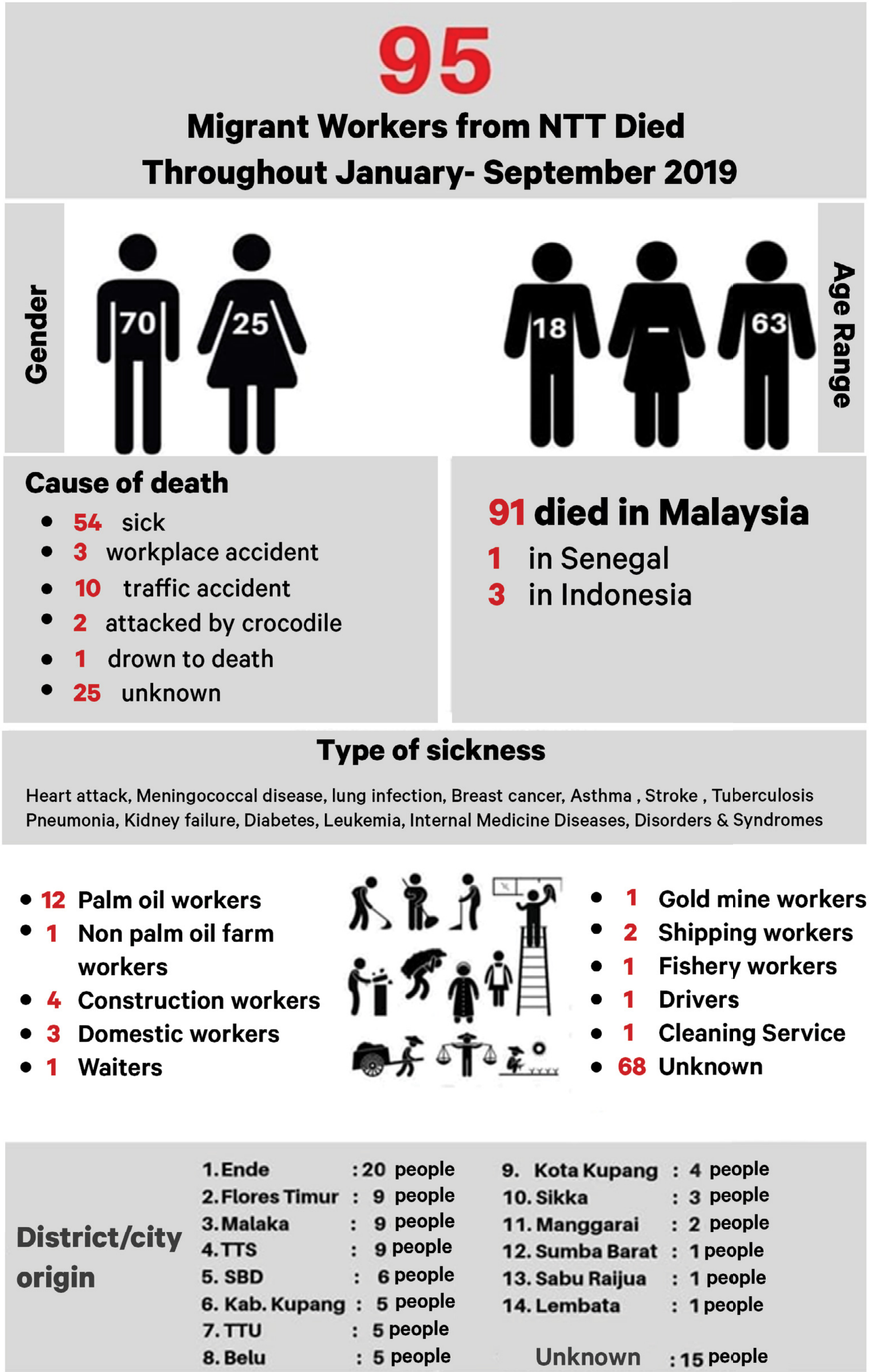
Source: Data Korban yang dibantu IOM Indonesia (2005-2015)
https://www.pinterpolitik.com/wp-content/uploads/2017/03/IOM-Stats-1-gender-1024x1024.jpg

1. ______________________________

2.

3.

4.



Source: Inforgraphics by Data Management by JPIT NTT sent to ICJR

1.

2.

3.

4.

9.2 How to engage survivor leaders in outreach

Human trafficking survivors have very important and valuable expertise to share in every facet of the anti-trafficking movement, and have generally been under-valued as key members of the movement. Any time we are considering asking survivors to share their stories and perspective publicly, whether in person or in printed or digital materials, **there are many things we need to keep in mind to ensure we are applying a trauma-informed approach while acting in their best interest and providing a platform of empowerment, as opposed to further exploitation**. Here are some key ideas to keep in mind as you approach this:

- Survivors must retain full control over how and when their personal information is shared and should not be compelled by a case manager or other service provider to participate in any activity that makes them uncomfortable. Generally, minors should not be asked to participate.
- Consider ways other than a survivor sharing their personal trauma history for them to participate in your work, such as helping to plan a trauma-informed media campaign or offering key insight during the data analysis process. They should be appropriately compensated for their time, including for speaking engagements. If relevant to your organisation, this may be an area for professional development/vocational training.
- Consider opportunities to engage survivors' lived experience to inform your data and strategy through compensated surveys, focus groups, or other means of ethically collecting data directly from survivors.
- Cultivate opportunities for survivors to share stories of resilience and strength, and to demonstrate the critical value of their formal participation in anti-trafficking efforts.
- Avoid presenting stereotypes or overly dramatised depictions in your outreach, such as minimally clothed women and children or people with their hands or mouths bound. Be aware of how what you present could stigmatise certain communities or cultures.

Anti-trafficking practitioners, advocates, and researchers should give special consideration to how they present imagery on websites, in printed publicity materials, and in reports. These materials are important opportunities to challenge existing stereotypes of who is a trafficking victim as well as present more empowering imagery. The Freedom Collaborative offers useful guidance on the use of victim imagery, as linked in **Annex 9: Guidance on Use of Human Trafficking Imagery**. Key points are given here:

Principle 1: The choice of the image and text should be respectful of the victim

- Avoid images that stereotype the victim or sensationalise the issue at stake
- Avoid images that include excessive or unnecessary information
- Working with the victim in an equal partnership
- Additional guidance for children

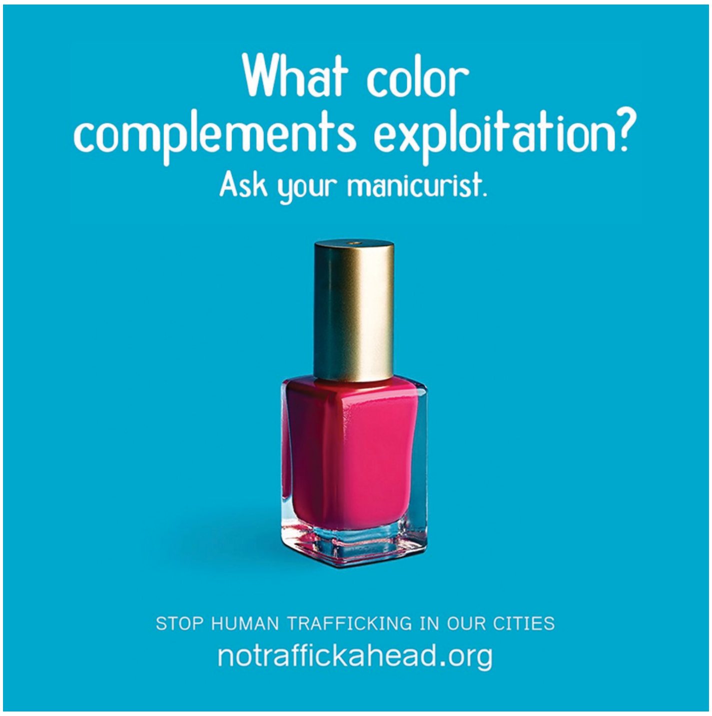
Principle 2: The choice of image and text should be representative of the issue

Principle 3: Respect the victim's privacy and dignity

Principle 4: Obtain prior consent, be transparent and accurate

Below are some examples of imagery meant to convey the experience of victims/survivors. For each, take note of:

1. **What perception might the public have of who is a victim of human trafficking**
2. **If you think this image is effective or what you might change**



Source: No Traffick Ahead. Campaign in advance of 2016 Super Bowl in Santa Clara, CA, USA.
https://sfgov.org/dosw/human-trafficking-0

1. ____

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2. ____

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Source: Advocacy campaign conducted by The A21 Campaign.

1.

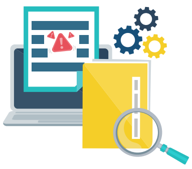
2.

Source: Chab Dai. https://chabdai.org/

1. ______________________________

2. ______________________________

10. Glossary

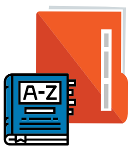


bias:

a preconceived notion or tendency about a given phenomenon; the introduction (often inadvertently) of an error into the process of data collection or analysis, which leads to faulty conclusions; a systematic overstatement or understatement of the true value of a measurement

the Cloud/cloud computing:

the internet or other shared network where information, applications, tools, or resources are stored on physical servers in multiple locations and available to access from anywhere; cloud services may be free or paid

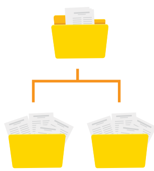


data dictionary:

a collection of information setting standard definitions and describing the contents of a database and how elements relate to one another in an effort to ensure consistency and proper data management

data subject:

the person whose information is contained with the data; the person whom the data describe



data system:

a way of organizing, both physically and mentally, the processes for data collection

encryption:

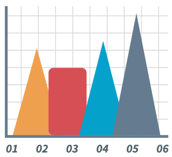
the process of converting readable text (plain text) into text that cannot be read without a key (cipher text); essentially encoding a message so it can be unscrambled and understood only by authorised individuals

gaps:

where are there holes in our data and what do those missing pieces reveal

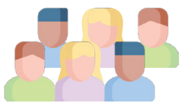
geo-coded:

transforming the description of a location, such as a place name or address, to a specific location on the earth's surface



outliers:

data points that clearly do not fit into existing trends or patterns



patterns:

groupings and sequences that arise when comparing people, objects, and event

population:

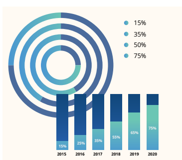
the entire group under investigation

positive deviance:

an approach to behavioural and social change based on the observation that in any community there are people whose uncommon, but successful behaviours or strategies enable them to find better solutions to a problem than their peers, despite facing similar challenges and having no additional resources

qualitative data:

data typically gathered in a semi- or unstructured manner that describe something



quantitative data:

structured, statistical data that measure something and can be expressed in numbers

raw data:

data that have not been substantively processed, edited, cleaned, or aggregated

sample:

the subset of the population that is being observed/whose data are being collected

survivor-informed

an approach toward your work that includes meaningful inclusion of a broad group of survivors at all stages

trauma-informed

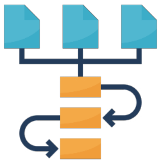
organizational practices that demonstrate an awareness of the impact of trauma on a person, including on their memory and cognition, health, emotional state, and their sense of self; being trauma-informed means making an effort to create a sense of safety for your clients and partners

trend:

a pattern of change or general tendency observed across data points

value:

the individual designation for each variable, such as male, 32, Chinese



workflow:

an ordering of tasks or steps towards the completion of a work process, with duties delegated to different people with relevant roles

British Embassy
Jakarta

Annexes

Getting to Good Human Trafficking Data

A Workbook and Field Guide for Indonesian Civil Society

Stanford | Center for Human Rights and International Justice

ICJR INSTITUTE FOR CRIMINAL JUSTICE REFORM

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Annex 1: Legal Framework

Proper identification of a human trafficking victim relies on the ability to confirm the interconnection of an act, means, and purpose. The applicable international standards are enshrined in the United Nations Convention against Transnational Organized Crime, specifically the Palermo Protocol, Article 3(a) which states:

> *Trafficking in Persons shall mean the recruitment, transportation, harboring, sending, transfer, or receipt of a person by means of threat or use of force, abduction, incarceration, fraud, deception, the abuse of power or a position of vulnerability, debt bondage or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, whether committed within the country or cross-border, for the purpose of exploitation or which causes the exploitation of a person*

In other words, trafficking comprises of the following acts, means, and purpose.

Act	Means	Purpose
● recruitment ● transportation ● harboring ● sending ● transfer ● receipt of a person NOTE: it is not necessary to show there was movement given one of these acts.	● threat or use of force ● abduction ● incarceration ● fraud ● deception ● the abuse of power or a position of vulnerability ● debt bondage or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person ● whether committed within the country or cross-border NOTE: consent is irrelevant given the use of these means (Palermo Protocol, Article 3(b))	● exploitation* ● that which causes the exploitation of a person * an act committed with or without the consent of the victim which includes but is not limited to: ● prostitution ● forced labor or service ● slavery or practices similar to slavery ● repression ● extortion ● physical abuse ● sexual abuse ● abuse of the reproductive organs ● illegal transfer or transplantation of body organs ● the use of another person's labor or ability for one's own material or immaterial profit

Indonesia Law Number 21/2007 on the Eradication of the Crime of Trafficking in Persons (UU TPPO) defines the crime of human trafficking in Article 1 as:

Trafficking in Persons shall mean the recruitment, transportation, harboring, sending, transfer, or receipt of a person by means of threat or use of force, abduction, incarceration, fraud, deception, the abuse of power or a position of vulnerability, debt bondage or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, whether committed within the country or cross-border, for the purpose of exploitation or which causes the exploitation of a person.

While the definition of trafficking in persons in UU TPPO is in line with Article 3(a) of the Palermo Protocol, the logic of acts-means-purpose in the law does not precisely follow that of the protocol. Some additional elements differ between the protocol and the law, as well. For example, Article 3(c) and (d) of the Protocol stipulate that in the case of children (aged below 18 years), any combination of the above acts and purposes, regardless of the means, will be tantamount to trafficking.

UU TPPO defines two categories of crimes, namely **trafficking in persons (TIP)** and '**other crimes related to trafficking in persons**.' Under the law's Articles 2-6, trafficking in persons comprises five core criminal acts, namely:

1. Recruitment, transportation, harboring, sending, transfer, or receipt of a person by means of threat or use of force, abduction, captivity, fraud, deception, the abuse of power or a position of vulnerability, debt bondage or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploiting the person **in the territory of Indonesia** (Article 2 UU TPPO, aggravated punishment under paragraph 2 if the exploitation is completed)
2. Bringing a person into the territory of Indonesia with the intention to be exploited **in the territory of Indonesia or in other countries**/Indonesia as a transit country (Article 3)
3. Bringing in an Indonesian citizen outside the territory of Indonesia with the intention of being **exploited outside the territory of Indonesia** (Article 4)
4. Child adoption by promising something or giving something with the intention to exploit (Article 5)
5. Sending children into or out of the country with any means **that results in the child being exploited** (Article 6)

It should be noted that as with the Palermo Protocol, the key element of the crime is "exploitation," and only the "purpose" or intent of exploitation must be proven to demonstrate the crime of human trafficking.

Further, there are some limitations in UU TPPO's criminal provisions. The formulation of TIP that encapsulates the completed act, means, and purpose in Palermo Protocol is only found in Article 2, in which the element "for the purpose of exploitation" is narrowly defined as "for the purpose of exploitation in the territory of the Republic of Indonesia."

Similarly, Article 3 criminalizes moving persons of any nationality into Indonesian territory with the intent of exploitation in Indonesia or another country, but only criminalizes for the act of "moving" persons, not all the acts of trafficking in Palermo Protocol.

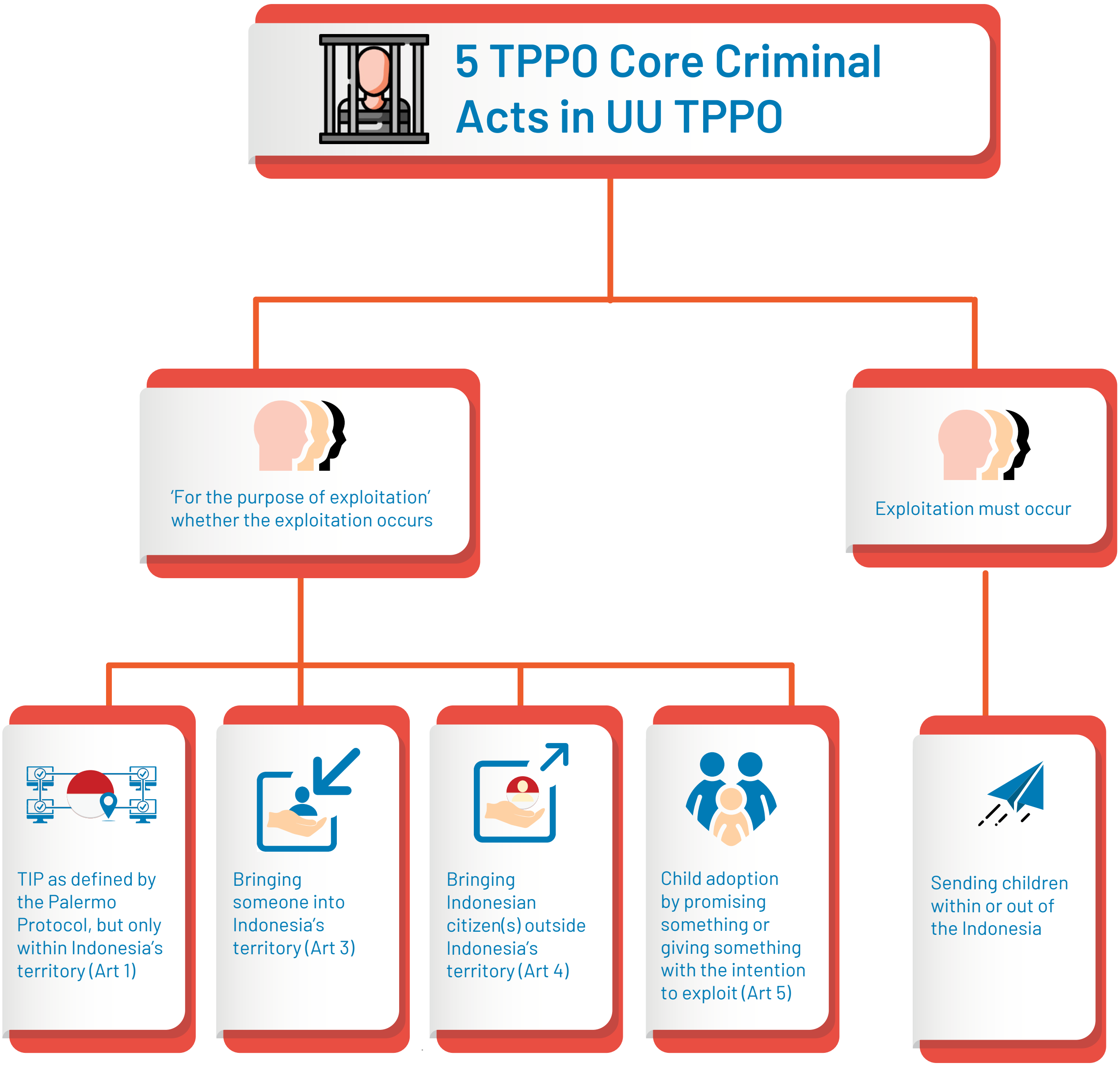
The purpose of exploitation outside the territory of Indonesia is stipulated in Article 4, which prohibits the transport of Indonesian citizens abroad for the purpose of exploitation outside of Indonesia's territory — once again, limiting the crime only to the act of moving an Indonesian citizen outside the territory of Indonesia.

TIP involving child victims is addressed in Article 6 of the Law, stating:

> *Each person who sends a child within or outside the country with any means which causes the child to be exploited shall be punished with imprisonment of minimum 3 (three) years and maximum 15 (fifteen) years and a fine of minimum Rp. 120.000.000,00 (one hundred twenty million rupiahs) and maximum Rp. 600.000.000. (six hundred million rupiahs).*

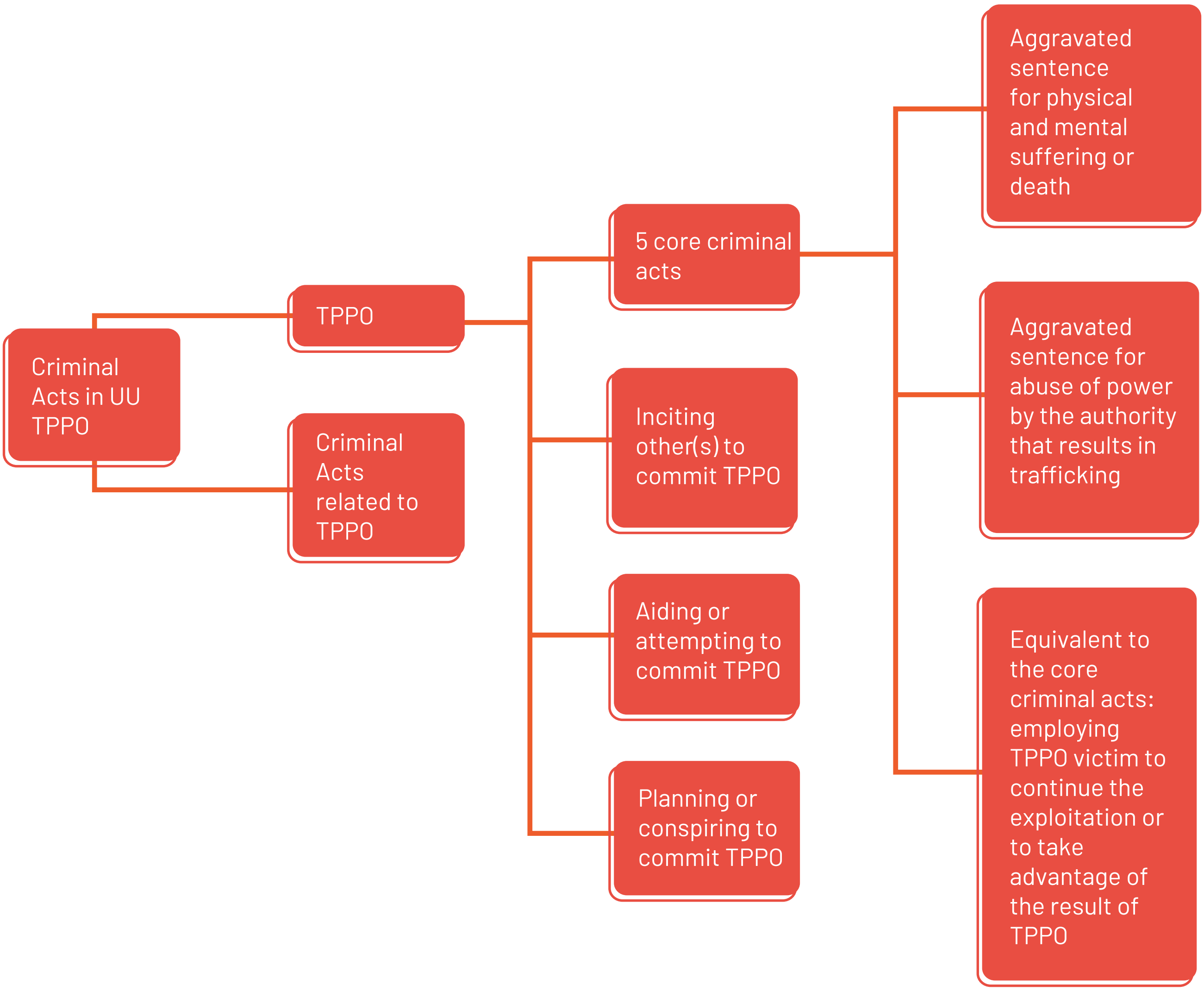
As mentioned previously, according to international standards, the purpose of exploitation is key to the crime of human trafficking, regardless of whether or not this exploitation has already occurred or was simply the intended outcome of the act committed and means used. For victims under 18 years old, no means need to be proven.

However, UU TPPO does not have this blanket exception for minor victims; Article 6 disregards the means for child victims ***only*** for the act of "sending" and solely when the child is ***already*** exploited.



The other category of crimes, i.e. "**other crimes related to trafficking in persons**," is enshrined in Chapter III of UU TPPO, which penalizes those who facilitate or become accessory to trafficking in persons through acts such as providing false documents (Article 19); committing perjury, influencing, or injuring a witness during a related trial (Article 20 and 21); obstructing an investigation; or prosecution (Article 22), for example.

Criminal Acts in UU TPPO:



Several other regulations must be considered when it comes to cases of sexual exploitation. The Ministry of Women's Empowerment and Child Protection Regulation 22/2010 on Procedure for Operational Integrated Services for Witness and/or Victim of Trafficking in Persons, as well as Supreme Court Regulation 3/2017 on Guidelines for Women in the Judicial System, ensure that the sexual history of women and the stigma attached to them cannot be used against them.

It is important to also be sensitive to other issues that victims may experience, for example sexual harassment or domestic violence by family members. This could be relevant when deciding to contact a victim's family or when discussing other liable parties that may be reported to the police.

There may be situations whereby victims are involved in illegal activities such as prostitution, document forgery, drug use or trafficking, or illegal border crossings in the context of their trafficking situation. Article 18 of UU TPPO states that trafficking victims who commit a crime under duress shall not be prosecuted.

It is important to consider the legal liability relevant to holding and using other people's data, which changes based on place. In other words, conversations about data are often set in an ethical framework of should, when in fact they also fall very firmly into the legal framework of must, and any breach of a relevant law can pose a risk to your organisation, its board, and staff. Understanding data privacy and protection laws in your specific country or location is key. It allows you to safely and appropriately gather and use data to support survivors and expose the crime. See below for background on the Indonesian Legal Framework for Data Protection.

Indonesian Legal Framework for Data Protection

Civil society organizations (CSOs), especially those that advocate for human rights and/or provide assistance to victims, including survivors of human trafficking, will very likely deal with sensitive personal data belonging to others. In order to protect beneficiaries and other stakeholders, it is necessary to be familiar with legal provisions related to data protection and privacy in Indonesia.

The Constitution of Indonesia guarantees all citizens' right to communicate and obtain information for their self-development, as well as the right to seek, obtain, possess, store, process, and convey information using all available media (Article 28F). At the same time, it also protects every person's right to protect their personal identity, family, honor, dignity, and any property under their control (Article 28G). This article lays the foundation for laws and regulations protecting the privacy and personal data.

CSOs should also be aware that their data gathering and management practices are subject to Law Number 14/2008 on Public Information Transparency. The law was passed to optimize the state administrative supervision for social services provided by the "public body," which is defined in Article 1(3) of the law as including non-governmental organizations if they are funded in part or in whole by public or international donors funds. Most CSOs working on the issue of human trafficking fall under this definition.

Article 7(3) of Law 14/2008 further stipulates that public bodies shall develop information and documentation systems to manage public information properly and efficiently, including by utilizing electronic and non-electronic facilities and/or media. While public information is defined broadly in the Law, encompassing all public interest information produced, stored, sent and/or received by a public body related to any public body's administration, some limitations are set in Article 17. The following are the information exempted from the public eye:

1. Information that obstructs criminal investigation processes;
2. Information that reveals the identity of informants, reporters, witnesses, and/or victims;
3. Public Information which, if opened, can reveal the content of private authentic acts and the last will and testament;

4 Public information which, if opened and given to the public, can reveal confidential private records, namely:

a. History/record and condition of family members;

b. Physical and psychological health history or record;

c. Financial condition, assets, income, and bank account;

d. The result of evaluation on one's capacity, intellectual level, and recommendation on one's capacity;

e. Records of one's formal and non-formal education

f. Information that is determined by law to not be publicly disclosed.

UU TPPO also contains a number of stipulations on personal data protection relevant to instances of human trafficking. Article 44 of the Law guarantees the right to confidentiality for victim-witnesses and their families, and Article 24 imposes imprisonment and a fine for those who illegally reveal a witness' or victim's identity. Article 33 guarantees whistle-blowers the right to keep their name and address or other relevant information confidential.

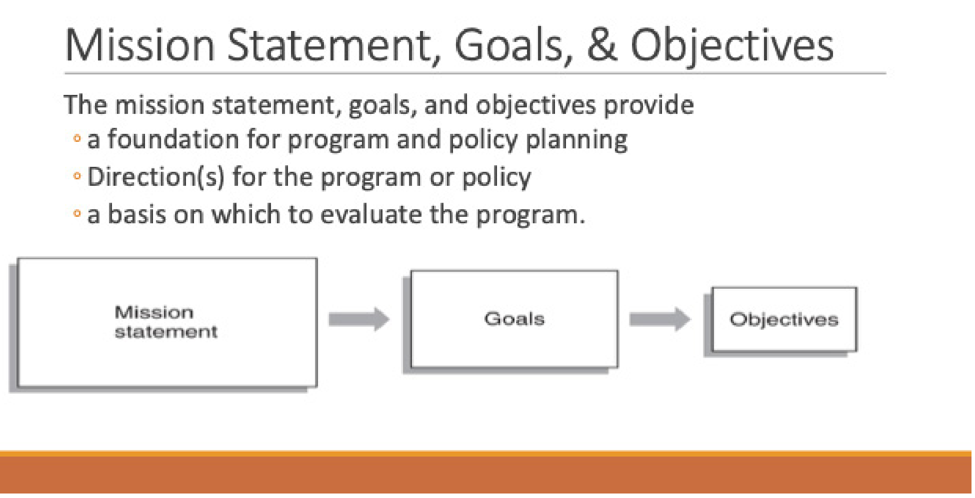
Articles 60 - 62 also guarantee legal protections for community members who are involved in prevention or service provision related to human trafficking, including those who report human trafficking or provide assistance to the victims. The law specifies that the protection shall include affording personal security, exemption from prosecution for responsibly reporting human trafficking, and having their identity kept confidential.

Annex 2: Organisational Objectives and Theories of Change

When creating or revising your organisation's data systems, it is important to ensure they are aligned with and directly supportive of your organisational mission. In general, a mission statement describes the general focus or purpose of your organisation. It may also reflect philosophy, or the way you approach the work. This is your touch point for developing organisational goals and objectives. Goals are less specific than objectives and are used to explain the general intent of a program. The graphic below illustrates this idea. A **goal** is an expectation that

1. is connected to all areas of your work
2. provides overall direction
3. is more general
4. takes longer to complete
5. has no explicit deadline
6. is not easily observed
7. is often not measured in exact terms

Objectives are more precise than goals and typically represent smaller steps that lead to achieving your broader goals. Ideally, they are developed and articulated in SMART terms: Specific, Measurable, Achievable, Realistic, Time-phased.



Source: McKenzie, James F. (2013) Planning, Implementing and Evaluating Health Promotion Programs: A Primer. (6th ed). Pearson Education Inc.

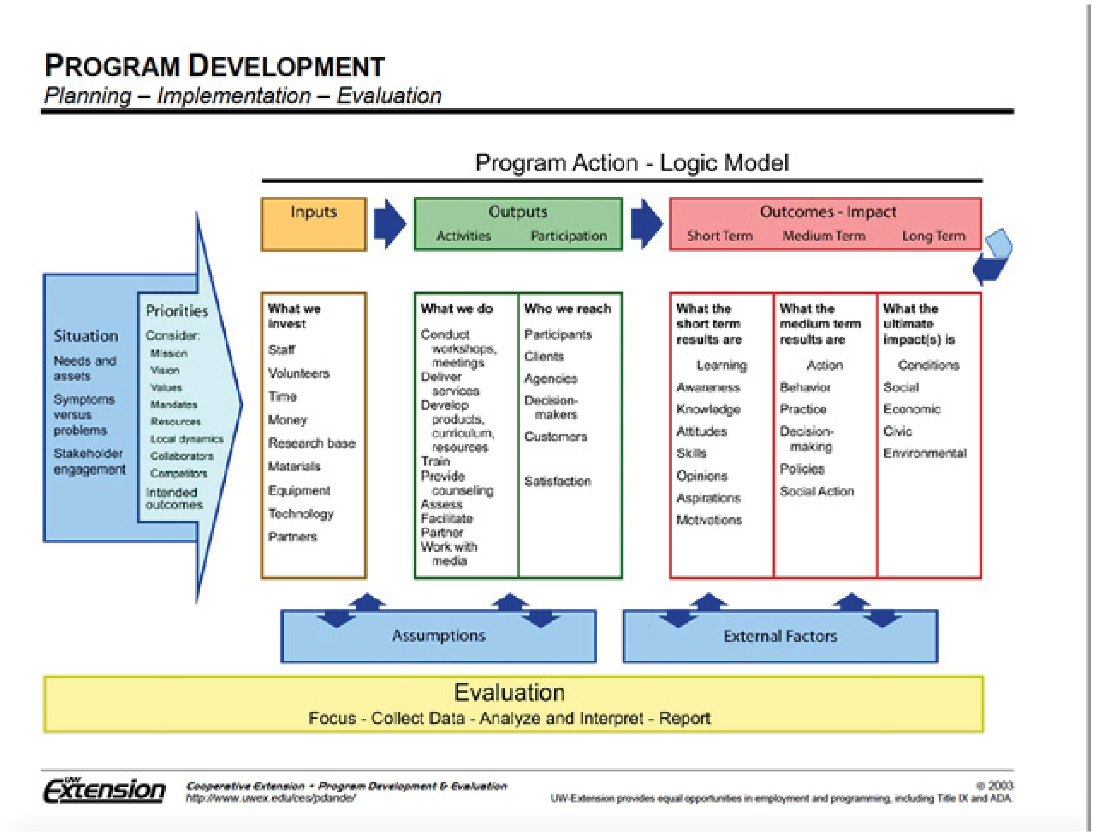
Developing a **Theory of Change** or **Logic Model** of why and how your organisation does what it does allows you to achieve the change you seek in your community (or the broader world). In addition to shaping your approaches more broadly, setting out a logic model is also useful in defining the questions you want to ask about your work, and your process of the data collection, analysis, and reporting you will need to do as part of your project.

The model below provides a framework for developing your Theory of Change. It is useful to begin with your long-term outcomes or objectives and work backwards from there. Before you finish, consider the assumptions and external factors (outside of your organisation) that might be needed for the stated activities to lead to the outcomes you seek, or that might be barriers to expected results (perhaps out of your control). Also, do not forget to consider what might be some unintended consequences of this programming.

How?			When	What We Want		Why
Inputs	**Activities**	**Outputs**	**Timeline or Frequency**	**Short Term Outcomes**	**Intermediate Term Outcomes**	**Long Term Outcomes**
Resources dedicated to, or used by, the program to achieve results	*Actions and/or services your program provides to meet its desired results*	*The deliverables, products or services directly generated by the activities*	*When the activities will take place, or how many times (e.g. 3 times a year, every month, January 2013)*	*The specific impact or change that is expected as a result of each activity*	*Describe the key changes you want to make as a result of your program*	**Sometimes called Impact – vision of a preferred future**

Source: Splash and Ripple: Using Outcomes to Design & Guide Community Work. Produced and written by: PLAN:NET LIMITED, Calgary Philip Cox, Sherry Kozak, Louise Griep, and Lisa Moffat (2011)
https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ahc-asc/alt_formats/pacrb-dgapcr/pdf/finance/contribution/splash-ricochet-eng.pdf

Here is an example of a different type of Logic Model that includes additional considerations.



Once you have developed your Theory of Change or Logic Model, it is important to reflect on the various stages and consider **what kind of data you would need to track and report on each stage**, in what **time frame** you would collect, **how it could be collected** and from where, and how you might use it to further your organisational objectives.

Annex 3: Ethical Approaches to Collecting Data from Survivors

There are always important considerations to keep in mind when collecting data from vulnerable populations. Am I adhering to appropriate policies of informed consent? Does the survivor know how the data will be used? Given that this is a complex complex and multifaceted crime, we want to proactively try to present information that is as complete, informed, and unbiased as possible.

When working with or collecting data from trafficked persons, it is imperative to remember that many survivors have endured long periods of control, coercion, violence, and/or manipulation. This can include threats to them or their families/loved ones, lies and deceit, withholding of personal documents/information, and physical, sexual and/or psychological violence. Victims may also be in situations that are very unfamiliar, with few contacts and little local knowledge; thus, they may be skeptical of any strangers, even those offering help with the best of intentions.

Those working with survivors, or potentially encountering people currently in trafficking situations, should keep in mind that these individuals may:

- not know or understand the official term "human trafficking" and how it is defined in legal regimes
- have limited personal freedom and feel trapped with no way out
- lie about legal status, age, country of origin, family or relationship with trafficker
- suffer traumatic reactions that affect their ability to remember, trust others, react appropriately, estimate risk and seek or accept assistance
- be wary of officials of any type
- continue to feel (or be) watched, followed and vulnerable to retribution against themselves or family members
- have an unstable living situation, have temporary residency, fear imminent removal or deportation, or remain undocumented
- feel ashamed and stigmatized
- feel independent and empowered by the experience and not wish to be treated like a victim
- feel pressured to participate in a legal proceeding against traffickers, or feel in danger because of such participation

- envision no alternative but to return to the traffickers
- continue to experience extreme stress reactions that affect physical, sexual, psychological and social functioning
- feel that talking about the past is reliving it
- be unable to use health or other resources because of financial circumstances, legal status, language barriers, logistics concerns or alienation

Adapted from https://publications.iom.int/system/files/pdf/ct_handbook.pdf

It is important that all members of your organisation realise that any interaction with a survivor is an opportunity to improve their situation and well-being. That said, **we cannot ignore the potential for further harm**, such as through accidental disclosure of personal information, breaches of confidentiality, or unintended judgement or insensitivity. Training your staff and having clear protocols is the best way to ensure the rights and well-being of the victims are consistently met.

A good place to start is trying to ensure the safety of survivors, yourself, and your teams by assessing risks and making thoughtful decisions that account for everyone's perspectives. Ensuring privacy and confidentiality, both in terms of interactions and resulting data, is one important way to preserve the physical integrity (and reputation) of *your clients and your team.* Other important considerations include:

- Provide care without discrimination of any kind, such as by gender, age, social class, religion, race, or ethnicity, and with sensitivity to populations that are particularly vulnerable.
- Establish a network of trusted organisations offering a range of assistance, including housing, physical and mental healthcare, legal advocacy, law enforcement, and other social services, and provide referrals accordingly. A strong referral network is critical in addressing the myriad potential needs of a survivor. Referrals should be made in a way that respects the safety and confidentiality of the client first and foremost. When building out your network or selecting partners, be mindful of what types of services are available; how information will be shared before, during, and after service provision; and how continuity of care will be guaranteed. It is useful to note that basic case information may be shared with the client's explicit permission in order to avoid unnecessary repetition and to ease the data collection process.
- Endeavor to offer information in a way that is appropriate and understandable to those you serve, and do not push people for information they are not ready to share.
- Focus on empowerment by being aware of and discussing all available options clearly given the person's situation, and avoid engaging authorities without express permission.

Given the global nature of human trafficking, victims are socially, culturally, economically, ethnically, politically, and linguistically diverse, meaning any given survivor may have limited understanding of the situation they are exiting. As such, anyone working at the frontlines must demonstrate a certain level of cultural sensitivity.

Interview guidance

The following are 10 guiding principles for ethical and safe interviews particularly for victims of trafficking recommended by the World Health Organisation (WHO). You will see how many of these principles align with concepts introduced elsewhere in the workbook.*

1. Do no harm (or more accurately, be aware of potential harm and work to minimise it)
2. Know your subject and assess the risks
3. Prepare referral information – do not make promises you cannot fulfill
4. Adequately select and prepare interpreters and co-workers
5. Ensure anonymity and confidentiality
6. Get informed consent
7. Listen to and respect each person's assessment of their situation and risks to their safety
8. Make every effort to not re-traumatize individuals
9. Be prepared for emergency intervention
10. Put information collected to good use

*Adapted from Zimmerman, C. and C. Watts, WHO Ethical and Safety Recommendations for Interviewing Trafficked Women, World Health Organization, Geneva 2003.

https://apps.who.int/iris/bitstream/handle/10665/42765/9241546255.pdf

Informed and active consent

As you begin to implement data systems, it is critical that you have a clear policy on informed and active consent in place. There are a number of regulations that make it mandatory to hold data that was collected with consent. For example, the Regulation of the Minister of Communication and Information Technology Number 20/2016 concerning the Protection of Personal Data in Electronic Systems regulates data management in electronic systems. One of its principles is that Personal Data is confidential and can be used only based on explicit consent or with another legitimate reason. This principle applies to the process of obtaining, collecting, processing, analyzing, storing, displaying, announcing, sending, and disseminating the data. **It is important for an individual to know the processes and possible consequences of any kind of service they may accept from your organisation; they must also understand the many ways their personal data could be used now and in the future.**

Whether in law enforcement or social services, anti-trafficking practitioners are often working in environments of uneven power dynamics, making it difficult to secure legitimate consent. For example, can consent be freely given in a situation in which someone is receiving emergency assistance? The more we ensure the spirit of consent is implemented (as opposed to approaching it as the simple tick of a box), the closer we move towards true consent.

It is useful to consider the following **key elements of informed and active consent** when designing consent procedures for your organisation, ideally with input from survivors:

- The identity of the data collector and the organisation they represent should be clearly stated
- A narrow, specific purpose of data collection as well as how it will be secured, communicated, and potentially shared should be made clear, as well as the associated potential benefits and risks
- Clarity on which components of the data may be used, and if the individual's identity is meant to remain confidential
- Written or recorded certifications of consent should be kept on file alongside the relevant data
- Consideration for how long the data may be used and in what formats

- A process for subjects to request their personal data or withdraw consent should be clearly outlined and contact information for the **data custodian** shared (and updated as needed)
- Consent must be given freely and voluntarily, recognizing inherent power dynamics that shape this process (staff should be appropriately trained on signs of distress to ensure consent is valid)
- All of this must be communicated in a format and language understood by the data subject, who must not be incapacitated at the time of consent
- Consent should not imply the waiving of rights or release from liability due to negligence on behalf of the data custodian/the organisation they represent
- If cash or non-monetary compensation will be offered, it is important that the interviewee is genuinely interested in participating (as opposed to being drawn by the promise of compensation, which can arguably be a form of coercion)

When implementing the consent process, ensure that you and your staff do the following:

- Build trust and confidence with data subjects while ensuring the accuracy of data collected
- Do not rush the interview/survey process so as to allow clients to feel understood and supported
- Emphasise the value of the information collected in informing higher quality services both among your team and when interacting with data subjects
- As much as possible, conduct meetings in a private, quiet, secure, and comfortable space in which the client has some level of control to choose the seating arrangement, take breaks, or get water/a snack, for example
- Develop and share standard instructions for interviews with your team to ensure consistency, completeness, and accuracy, thus enhancing data quality
- Have psychological and psychosocial support on hand before, during, and after interviews whenever possible
- Give special consideration to the value and responsibility of professional interpreters and awareness of cultural differences in data collection

A note on working with children

As with any situation, special consideration should be made for child victims. Anyone you think may be under 18 years old should be offered protection and support as if they are a child up until the point their age can be verified. The stresses along with primary and/or secondary trauma that is likely to result from any trafficking situation is particularly critical with children, and can drastically impact their long-term health and development. Accordingly, any assessments that are conducted or services that are offered must be tailored to their particular developmental stage, which may or may not align with their age depending on the situation they've endured. It is also important to keep in mind that children may have been trafficked by a family member or indirectly trafficked along with their parents.

Trust-building and clear communication are even more important when working with children. Furthermore, staff should encourage children and their families, as appropriate, to take an active role in decision-making, noting the possibility that family members may be implicated in the trafficking process. In such a situation, an alternative adult guardian should be established. In the Indonesian legal framework, under Article 29A of Law 31/2014 on the Amendment of Law 13/2006 on Witness and Victim Protection and Article 23 (2) and (3) Law No. 11 of 2012 on Juvenile Justice System, if the victim is a child and the perpetrator is their parent or legal guardian, then the LPSK (Victim and Witness Protection Agency) or social workers can provide assistance without parental consent, based on a court decision.

As with any victim, the key point is always acting with the best interest of the child in mind and ensuring basic needs are met to help make them feel safe. This might mean:

- Having specially trained staff or other contacts to lead interactions with children, and generally trying to have someone of the same gender as the child
- Reuniting the child with a parent or guardian as soon as possible, unless there is reason to suspect that adult might be involved in the child's exploitation
- Being particularly careful not to shame or humiliate the child, for example, avoid using restraints or exposing them to the media
- Avoiding situations that may feel intimidating, such as by asking any officials to dress in civilian clothing and making spaces feel comfortable with snacks/water, toys and/or supplies for drawing, accessible toilets, and allowing extra time for breaks

- Gathering any necessary information as soon as you feel the child is ready, but without rushing them
- Asking age-appropriate, open-ended, non-leading questions, and, ideally, encouraging the child to denote differences between not knowing, not remembering, and not understanding as a response to a line of questioning

See: Assisting and Interviewing Child Victims of Trafficking: A Guide for Law Enforcement, Immigration and Border Officials" Regional Support Office, The Bali Process (Year)
https://www.baliprocess.net/UserFiles/baliprocess/File/Quick%20Ref%20Guide%20Assisting%20and%20Interviewing%20Child%20Victims%20of%20Trafficking%20ENGLISH(2).pdf

Moreover, when surveying or interacting with children or youth, it is important to understand any legal restrictions or requirements that must be considered. Are there specific means for acquiring informed consent from a child? What role do parents play in providing data about a child? What differs when a child is alone or unaccompanied? Children's rights to participate in data collection efforts have been discussed but must always be evaluated against the principle of "do no harm". Are there inherent risks that children may experience if they participate in data collection? How can you ensure a child's safe and meaningful participation?

Potential trafficking indicators specific to children and youth

Children who have been trafficked may:

- Have no access to their parents or guardians
- Look intimidated and behave in a way that does not correspond with behaviour typical of children their age
- Have few friends of their own age
- Have no access to education
- Have no time for playing
- Live apart from other children and in substandard accommodations
- Eat apart from other members of the "family"

- Be given only leftovers to eat
- Be engaged in work that is not suitable for children
- Travel unaccompanied by adults
- Travel in groups with persons who are not relatives

The following might also indicate that children have been trafficked:

- The presence of child-sized clothing typically worn for doing manual or sex work
- The presence of toys, beds and children's clothing in inappropriate places such as brothels and factories
- The claim made by an adult that he or she has “found” an unaccompanied child
- The finding of unaccompanied children carrying telephone numbers for calling taxis

Annex 4: Selecting a Database Tool

Databases, essentially digital filing cabinets, are a key element of your data system. Ideally, a database makes many elements of your job easier, particularly when it comes to accessing necessary information for understanding and reporting on your work. Historically, this could mean pulling a case file on a particular client from your paper files; using digital data allows you to run a search to identify if multiple victims are coming from the same geographic area, for example.

The data fields suggested above can easily be incorporated into any of these systems (or others). What matters most is that there is common understanding of each field and, ideally, a shared or similar list of options. The following list is derived from the most commonly used platforms identified by Indonesian partner NGOs.

Platform	Use	Advantages
Google Docs/Google Drive	Document Management/Storage/Sharing	• No/Low Cost • Allows you to access files from anywhere by logging into your account • Allows you to set sharing requirements • Easy to search • Multiple users working on/in the same document
Microsoft Access	Relational Database	• Included with Microsoft Office Business or Premium; low cost • Can import/link to data stored in other places • Integrates with other Microsof t products like Word and Excel

Microsoft Excel	Spreadsheet Program	• Allows you to track, categorize, chart and manipulate data • Is easy to export data to other tools and databases • Allows you to search, organize, and track client data
Victim Case Managemen t System (VCMS)	Customized CRM Customer based in Salesforce	• Is already built and tailored to human trafficking in SE Asian context • Is low cost/no cost • Creates access to a learning community of users • Multiple languages • Set up and training support from Liberty Shared • In-depth data security and access control • Benefit from upgrades and developments from community of practice
Salesforce	Customer Relationship Management Tool (CRM)	• Has specific Nonprofit pricing and support; new Nonprofits can get 10 free licenses of Enterprise edition • Allows organizations to cultivate long-lasting relationships with constituents from clients and beneficiaries to donors and supporters • Helps you collect an accurate, unified view of every interaction with clients, supporters, members, funders, volunteers, and affiliates

		• Can boost outreach, track services, programs and campaigns • Can be used for victim case management, hotline management, fundraising, contacts management, and community engagement
Airtable	Part Spreadsheet, Part Database	• Drag and drop files • Add custom fields • Ability to collaborate with multiple staff/teams • Customizable but includes many examples of how to use Airtable (templates, calendars, etc.)

Whether you're using free or paid software, there is always going to be a trade off between convenience and security, and you have to strike the balance that makes sense for your team. For example, free software may be less customizable or subject to changes, updates, or revisions that you might not choose, whereas a paid product gives you more control and ability to tailor the tool to your specific needs. Paid software can still be very low cost and there are dozens of case management and other tools that already exist and can be customised to work well in the anti-trafficking context. Paid software may have more enhanced security and privacy controls that keep your data safe, however many free tools also have these functions. One of the main challenges around data entry and maintenance is time, so you want a system that is intuitive, easy to use, and has an interface that makes sense to your team.

In addition to questions of data ownership, the point about usability is especially important to keep in mind if you are bringing in outside help to design a new database. Contractors might focus on what's most cutting-edge, as opposed to what's most practical for daily use or in terms of data security. You also want to ensure that someone internal to the organization knows how to make necessary changes, and/or troubleshoot issues that may arise while using the software. It can be costly to return to outside consultants or agencies every time you need to make a change or add something new.

Building a single database that meets the unique needs and specifications of the numerous types of actors in the anti-trafficking community would be extremely challenging, if not impossible. That said, it will not be critical that we are all on the same exact system, but that we endeavour as much as possible to ensure standardisation of definitions and comparability across systems – essentially **interoperability**.

Here are some questions to go through as you approach building a new database or updating existing systems:

Basic

- What does the current data entry process look like? Where are the pain points? What can you do? What can you not do?
- Is the process of data entry manageable for your team? How much time does it take? Is it easy to access? Are all relevant staff trained on how to do it correctly?
- Are data available to your team at any time when and from any location where they might need access? Is the system cloud-based? Does it offer mobile access?
- Will the speed of the system be manageable with existing equipment and internet service?
- Can the database handle the volume of data you plan to manage?
- If the system is web-based, can it be accessed offline in the case the internet is not functioning?
- If the system is web-based, how often will records be updated and saved? Is there an auto-save function?
- Is it easy to add, remove, or alter data fields at a later time? Can you differentiate between entries that are verified and complete versus those that are approximated or need to be reviewed?
- Does the database offer adequate security features?
- Is access to the database easily granted and revoked as employees change?
- How often and to what location will data be downloaded as a backup or for archival purposes?
- Does the system offer varying types of data entry, such as freeform text, tick-boxes, drop-down menus, etc.?

Here are additional suggestions to accommodate more advanced needs.

Can you set multiple permission levels for who can see/edit/delete different types of data?

For example, for organisations with social workers, lawyers, and investigators working on the same cases, ensuring that permissions can be set so that only relevant employees see the appropriate information (such as modus operandi or medical records) is critical for protecting the privacy of the victims.

Can data be entered into the same record simultaneously by multiple users?

Does the system easily catalogue relationships between records?

For example, can multiple perpetrators be connected to the same case or can social workers in multiple organisations be linked to a client's record? This is often a critical component of functionality for any data system.

What features can be integrated to improve the accuracy of geographic data points?

For example, some systems, including VCMS, enable the user to drop a pin (as you might on a smart phone map application) to identify an important location. You can also explore if drop down menus could be created hierarchically in a way that options change as you sort information from the national to village level.

Can electronic files (such as document and image files) be attached to records in the database?

For example, ensure documents related to court proceedings or images of evidence can be uploaded and linked to a given trafficking case.

Does the process of extracting data from the system meet your needs? Are there built-in operations for generating reports and visualising the data? Can data be downloaded in appropriate formats, such as .csv files? Can graphs from the dashboard be downloaded in an appropriate format (.png or .pdf)?

Annex 5: Excel Functions

Though Excel may not feel like a "database," it is in fact a perfectly useful way to store and analyse data. It can provide many tools and functions to ease data entry and processing. Given that organisations are working on different versions of the software and from different computers, we offer here a summary list of some basic Excel functions that may prove useful, but suggest you turn to the internet, as well as the many free video tutorials available on YouTube, for more detailed guidance that's pertinent to your work.

Limiting your options

As emphasized elsewhere in the guidelines, one way to ensure clean, accurate data is by restricting the available options to a given field as makes sense. For example, if we are collecting data on industry for a case of forced labour, we may want to have a limited set of options, such as domestic work, textiles, palm oil production, commercial sex, fishing, etc. A drop-down list of pick list is an effective way of categorizing the data. Best practice is to always have an "Other" option and an additional field where you can enter freeform text to capture a less common entry.

Once you have decided on the list of options, you can either create a drop down list using the Data Validation tool or simply use quick keys ("Option"/"Alt" + down arrow) to scroll through this list of available options and press "Enter" to select the one you want.

The Data Validation tool can also be useful in limiting the range of options for a given data field. For example, if you are recording age, you can limit a field to accept answers that are whole numbers between 0 and 100. You can also use the Input Message option here to give a prompt to those doing data entry that explains the given cell's function and range.

Similarly, if you need to enter the same data into multiple cells, instead of simply copying and pasting, you can use the Control + click option to select all relevant cells, type your data in the last cell you select and then press Control + Enter. The data will be entered for all selected cells.

Lastly, if there is a value you enter often that is long or complicated, you can use the AutoCorrect function to your advantage. For example, if you are entering your name frequently across a database, you can set it up to use your initials to autocorrect to your full name.

Enter data correctly

Data entry can be time-consuming and requires a certain level of focus to ensure it is done accurately. Using Data Entry Forms in Excel can help to reduce some of the burden. Basically, this means each entry becomes its own form, rather than just a long row of text. The set-up will differ slightly based on your version and computer, so it is best to search for the exact process.

One of the benefits of Excel is that you can use it to combine many different sources and types of data. That said, if you are importing large amounts of data from outside sources, it is best not to simply cut and paste that data into a sheet, but instead use the Get External Data option under the Data tab and choose the best option.

An often-overlooked Excel function is the option to have the database speak to you. This can be very useful if you are converting a lot of information from PDFs or handwritten notes into a spreadsheet. The Speak Cells on Enter function will read you each entry as you go.

It is good practice to note down the date and time of data entry so that anyone working in the sheet has an idea of what is current and what might need to be updated. An easy way to do this is using quick keys to enter the current data and time:

Windows: Press Ctrl+; (semi-colon), then press Space, and then press Ctrl+Shift+; (semi-colon).

Mac: Press Control+; (semi-colon), then press Space, and then press ⌘ + ; (semi-colon).

Also, if you are working in a spreadsheet created by someone else that includes numerical data, it is helpful to orient yourself by using the Show Formulas function to better understand what kind of analysis may have already been performed on the data.

If you are importing data in which text is capitalized in a way that is distinct from your dataset, you can use UPPER, LOWER, and PROPER formulas to transform text to all uppercase, lowercase, or capitlaising only the first letter of each word.

Search functions

In addition to the basic Control + f search function, there is an option to do a "vague search," meaning looking for text that might not exactly match, but is close. You can use the ? (replaces one character) and * (replaces one or more characters) keys to replace characters that are unknown, such as if you aren't sure of the exact spelling of a name or place.

Descriptive statistics

You can very quickly calculate basic descriptive statistics in Excel. There are hundreds of available functions. Here is a very basic table, which we will use to demonstrate some of the most common statistical functions:

ID (A)	Age (B)
1	23
2	18
3	37
4	45
5	21
6	22
7	21
8	35
9	29
10	22
11	17
12	21
13	25
14	33
15	30

To calculate the average age when an individual was trafficked, use the AVERAGE function.

fx= AVERAGE(B2:B16) = 26.6

TRIMMEAN calculates the average taken by excluding a percentage of the highest and lowest data points from a data set. You should use this function if you want to exclude outlying data from your analysis. You will need to choose the range of values for analysis (array) and the percent you would like to exclude, ex. 20% or 0.2).

fx= TRIMMEAN(B2:B16, 0.2) = 25.92

Use AVERAGEIF to average cells give a specific criteria, such as the average age of all adult victims.

fx =AVERAGEIF(B2:B16, ">17") = 27.2857143

To find the median (or middle number), use the MEDIAN function.

fx = MEDIAN(B2:B16) = 23

To find the most frequently occurring number, use the MODE function.

Understanding a single data point in a set

To find the minimum value, use the MIN function.

fx =MIN(B2:B16) = 17

Similarly, using the SMALL function, you can determine the second (or third, fourth, etc.) smallest value.

To find the maximum value, use the MAX function.

fx =MAX(B2:B16) = 45

Similarly, using the LARGE function, you can determine the second (or third, fourth, etc.) largest value.

The PERCENTRANK function can tell you where a given data point falls in relationship to the full data set. The equation below tells us that the 25-year-old person described by ID 13 (row 14) falls in the 57th percentile based on their age.

fx=PERCENTRANK(B2:B16, B14) = .57

Annex 6: Examples of Victim Identification Guidelines and Tools

The resources below give a sense of the diversity of approaches and tools available to support the identification of human trafficking victims. This is a helpful starting place for organisations working to develop or alter their internal systems of identification or build data collection systems that systematically collect information on indicators or criminal patterns. For each, we have included a description and/or examples of the criteria used.

Guidelines for Law Enforcement and Protection Witness And/Or Victims In Handling Crimes of Trafficking in Persons, IOM Indonesia (2017)

This guideline for law enforcement highlights that sometimes TIP victims often do not identify themselves as victims, they may be reluctant to speak to authorities due to dear or mistrust. This guideline lists common indicators to identify potential situation of trafficking.

Key common indicators:

- [ ] the person is forced/coerced to enter or remain in a situation
- [ ] the person is deceived about the nature/location of the situation
- [ ] the person's working days or hours are excessive
- [ ] the person does not receive a salary or only receives a small portion of the total amount that should have been received

Extended Indicator:

- [ ] the person's living conditions are inhumane and/or degrading
- [ ] the person is under the control of/heavily dependent on others
- [ ] the person may have had their passport or other travel or identity documents withheld
- [ ] the person is subject to threats or use of violence
- [ ] the person is in situation that is inappropriate for their age

Indicators of trafficking for the purpose of sexual exploitation

- [ ] the person can not refuse to service clients, carry out specific sexual acts or have unprotected sex
- [ ] the person does not receive money directly from clients, or receives only a small portion of the fee paid by clients to employers or intermediaries
- [ ] the person in forced/coerced to use or not to use specific type of contraception
- [ ] the person in underage

Indicators of trafficking for the purpose of labour exploitation

- [ ] the person lives in a group in the same place where they work and leaves those premises infrequently, if at all
- [ ] the person lives in a degraded, unsuitable place, such as an agricultural or industrial building
- [ ] the person is not dressed adequately for the work they do. For example, they may lack protective equipment or warm clothing
- [ ] the person has no labour contract and no access to their earnings
- [ ] the person lacks basic training and professional licenses

Indicators of trafficking for the purpose of domestic servitude

- [ ] the person receives poor quality/substandard food and shows signs of malnourishment
- [ ] the person has no private space, or private space is inadequate
- [ ] the person in confined or denied social interaction and/or never leaves the house without their employer
- [ ] the person is subject to insults, abuse, threats, violence, and/or assault
- [ ] the person pays a recruitment fee
- [ ] the person is underage

Indicators of trafficking for the purpose of forced, servile or early marriage

- [ ] cash or other 'gifts' were paid to a third party to bring about the marriage
- [ ] a marriage contract was negotiated by people other than the married parties and/or without their involvement or agreement
- [ ] the person has received/ is to receive virginity testing
- [ ] the person's relatives were forced into marriage
- [ ] the person displays signs of depression, self-harm, social isolation or substance abuse
- [ ] there are signs of family discord, violence or abuse
- [ ] the person is underage

U.S. Department of Health and Human Services (2018)

Sometimes lies are used to trick people into accepting a job that doesn't exist, and they get trapped in a job or situation they never wanted. Have you ever experienced this, or are you in a situation where you think this could happen?

☐ Yes ☐ No ☐ Decline to Answer ☐ Don't know

Sometimes people make efforts to repay a person who provided them with transportation, a place to stay, money, or something else they needed. The person they owe money to may require them to do things if they have difficulty paying because of the debt. Have you ever experienced this, or are you in a situation where you think this could happen?

☐ Yes ☐ No ☐ Decline to Answer ☐ Don't know

Sometimes people do unfair, unsafe, or even dangerous work or stay in dangerous situation because if they don't, someone might hurt them or someone they love. Have you ever experienced this, or are you in a situation where you think this could happen?

☐ Yes ☐ No ☐ Decline to Answer ☐ Don't know

https://www.acf.hhs.gov/sites/default/files/otip/adult_human_trafficking_screening_tool_and_guide.pdf

Vera Institute for Justice Screening for Human Trafficking Guidelines for Administering the Trafficking Victim Identification Tool (2014)

Can you tell me why you left your country?

☐ To find work

☐ To join family

☐ To join romantic partner (spouse/girlfriend/boyfriend)

☐ To escape abuse by family or someone else you know

☐ To escape conflict/violence/persecution

☐ Other

What country did you live in for at least 3 months before you came to the U.S.?

____

In what year was your most recent arrival to the U.S.?

If you don't know exactly when you arrived in the U.S., about how long have you been here?

- ☐ Less than 1 year
- ☐ 1 year
- ☐ 2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 - 10 years
- ☐ More than 10 years

Did anyone arrange your travel to the U.S.?

☐ Yes ☐ No

Can you tell me who? What did they do?

Did the people or person who arranged your travel pressure you to do anything (for example, did anyone ask you to carry something across the border)?

Did you have to do anything so that they would help you?

☐ Yes ☐ No

What were you pressured to do?

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https://storage.googleapis.com/vera-web-assets/downloads/Publications/out-of-the-shadows-identification-of-victims-of-human-trafficking/legacy_downloads/human-trafficking-identification-tool-and-user-guidelines.pdf

WestCoast Children's Clinic Commercial Sexual Exploitation Identification Tool (2015)

WestCoast's Commercial Sexual Exploitation-Identification Tool (CSE-IT) is designed to improve early identification of children who are commercially sexually exploited. The CSE-IT is appropriate for use by any provider serving youth, including child welfare workers, probation officers, mental health clinicians, and first responders. The tool was developed with the input of over 100 survivors and service providers and has been validated with data from a 15-month pilot to ensure that it accurately identifies youth who have clear indicators of exploitation. The tool is available for download here:

https://www.westcoastcc.org/cse-it/

IOM TACT Project Main Indicators for Identification of Victims of Trafficking (2016)

Conditions of exploitation

The person:

- [ ] has been offered work in the destination country
- [ ] has been promised an attractive salary and/or working conditions
- [ ] works very long hours
- [ ] has not any days off
- [ ] receive no or little payment
- [ ] suffers disproportionate salary deductions in order to pay for rent, clothing, food, etc.
- [ ] is deprived of any access to health care
- [ ] has not signed any employment contract, or has not received his/her own copy of that contract
- [ ] appears to suffer from physical injuries due to the use of coercion means

http://iomfrance.org/sites/default/files/Projet%20TACT-%20Main%20Trafficking%20 Indicators.pdf

UNODC Human Trafficking Indicators

DOMESTIC SERVITUDE
People who have been trafficked for the purpose of domestic servitude may:

- [ ] Live with a family
- [ ] Not eat with the rest of the family
- [ ] Have no private space
- [ ] Sleep in a shared or inappropriate space
- [ ] Be reported missing by their employer even though they are still living in their employer's house
- [ ] Never or rarely leave the house for social reasons
- [ ] Never leave the house without their employer
- [ ] Be given only leftovers to eat
- [ ] Be subjected to insults, abuse, threats or violence

https://www.unodc.org/pdf/HT_indicators_E_LOWRES.pdf

IOM TACT Project Screening Interview Form (2016)

What activity did the individual believe s/he was going to be engaged in following arrival at the final destination (indicate multiple options if necessary)?

- [ ] Agricultural work
- [ ] Prostitution
- [ ] Begging
- [ ] Restaurants and hotel work
- [ ] Child care
- [ ] Study
- [ ] Domestic work

- [ ] Small street commerce
- [ ] Construction
- [ ] Trade Factory work (please specify)
- [ ] Transport sector Low-level criminal activities
- [ ] Other/ NA/ NK

http://iomfrance.org//sites/default/files/TACT-%20Screening%20Interview%20Form.pdf

Liberty Asia Victim Identification Toolkit (2016)

Checklist 1: Ascertaining trafficking scenario – Indicators Recruitment

- [ ] A third party arranged the travel and work documents.
- [ ] The fees and/or interest rates charged by the recruiter(s) are excessive.
- [ ] The individual is in debt and the family and/or loved ones back in the country of origin have guaranteed re-payment of the debts.
- [ ] False, inaccurate or misleading information was provided by the recruiter or by the employer to the individual. This includes the nature of the job, location or employer.
- [ ] The individual was deceived about family reunification.
- [ ] The individual was deceived through promises of marriage or adoption.

https://static1.squarespace.com/static/53038dd2e4b0f8636b5fa8c3/t/5747ca714c2f85be64f0473f/1464322756170/toolkit+version+20160526+hq.pdf

Annex 7: Data Sharing Agreement Template

Information Sharing Agreement

By and Between ______________________ **and** ______________________
(Name of entity/organisation) (Name of entity/organisation)

Effective from __________ to __________
(Date) (Date)

I. Background:
- Summarize the collaboration for which data will be shared
- Clarify who will be the sender and receiver of the data
- Include any prohibitions on secondary uses of this data (e.g., if it cannot be used for commercial gain)

II. Description of the data:
- A description of the information to be gathered, used or made available, and how it will be shared (format of exchange)
- List relevant data formats, standards, and conventions
- Clarify who owns the data
- Parties must agree to use the data for the purposes outlined therein and not to disclose, release, sell, or otherwise grant access to that data to other parties
- Timeline for use, release, or of disposal of shared data
- Clarifications on any intellectual property, ethics, or other copyright considerations

III. Data Security:
- A clear description of how the recipient will ensure the data remain confidential, including how they will maintain control of the data
- If data are accidentally disclosed by the recipient, this should be reported immediately to the sharing entity
- In the case of de-identified data, stipulate that the recipient shall not make an effort to re-identify the data subjects

IV. Data Management
- A listing of all relevant laws on data management and data sharing
- Address process and/or penalties for violations of the data sharing agreement
- Describe the plan for long term archiving and preservation of the data
- Make considerations for secure disposal of data
- Describe the duration of the agreement and the procedures in place for dealing with the data once the agreement is terminated or expired
- Clarify any requirements or prohibitions around dissemination, publication, or inclusion in other projects or materials
- Process for requesting approval for new, unforeseen or additional uses of the data

V. Signature of Parties

Printed name Date Phone number Email	Printed name Date Phone number Email

Annex 8: Turn Your Data Into an Effective Advocacy Campaign

The following template was developed based on the Center for Evaluation Impact's Advocacy Strategy Framework (https://www.evaluationinnovation.org/wp-content/uploads/2015/03/Adocacy-Strategy-Framework.pdf) and Learning for Action's Advocacy Evaluation Mini-Toolkit: Tips and Tools for Busy Organizations (https://www.betterevaluation.org/en/resources/toolkit/advocacy_evaluation_mini-toolkit).

Advocacy Campaign Template

This exercise will take about three hours and will produce a living document that can serve to guide you throughout your advocacy campaign. As you implement your advocacy campaign, it will be important to come back to the document to record updates and changes. Also, be sure to note when you have achieved important goals along the way.

1. Define your Impact

Think of your impact as a mission statement for your Community of Practice – what is the big change you aim to achieve through this advocacy campaign? Keep that impact in mind as you set your goals for this campaign, though impact and goals are different things.

Write your intended impact here:

____

____

____

____

____

Updates on your intended impact:

What are your specific goals? What is your timeframe?

In other words, how will you achieve this impact?

2. Knowing Your Issue

A successful advocacy effort requires a strong grasp of the policy issue and the political landscape you are trying to influence. Take some time to assess your understanding of the:

Problem Assessment

Who is affected? How are they affected? How will they be helped by the solutions you are considering?

Policy Assessment

What's wrong with the current policies? Are there better policy options available? Are legislators currently debating a relevant policy or bill? Is your issue a high priority on political leaders' policy agenda? Do your policy solutions have a plausible chance of being adopted?

Landscape Mapping

How does your advocacy goal fit in the landscape of current policy debates? Who are the powerful players who can help bring about this change or who might try to block it? Are other organizations working on the same or related issues? Do they support your solutions or propose competing ideas? What results from past efforts – by your own and other organizations – are worth building on?

3. Determine your Tactic(s)

Using this framework, determine which tactic/strategy you will use to achieve your goals. You may select more than one.

- ☐ **Advocacy Capacity Building** Using financial support, training, coaching, or mentoring to increase the ability of an organization or group to lead, adapt, manage, and technically implement an advocacy strategy.
- ☐ **Champion Development** Recruiting high-profile individuals to adopt an issue and publicly advocate for it.
- ☐ **Stronger Coalitions** Unifying advocacy voices by bringing together individuals, groups, or organizations that agree on a particular issue or goal.
- ☐ **Communications and Messaging** Transmitting information to target audiences to influence how an issue is presented, discussed, or perceived.
- ☐ **Community Mobilization** Creating or building on a community-based groundswell of support for an issue or position.
- ☐ **Community Organizing** Working with people in communities to develop the capacity to advocate on their own behalf.
- ☐ **Demonstration Programs** Implementing a policy proposal on a small scale in one or several sites to show how it can work.
- ☐ **Influencer Education** Telling people who are influential in the policy arena about an issue or position, and about its broad or impassioned support.
- ☐ **Leadership Development** Increasing the capacity (through training, coaching, or mentoring) of individuals to lead others to take action in support of an issue or position.
- ☐ **Litigation** Using the judicial system to move policy by filing lawsuits, civil actions, and other advocacy tactics.
- ☐ **Media Advocacy** Pitching the print, broadcast, or electronic media to get visibility for an issue with specific audiences.
- ☐ **Model Legislation** Developing a specific policy solution (and proposed policy language) for the issue or problem being addressed.
- ☐ **Policy Analysis and Research** Systematically investigating an issue or problem to better define it or identify possible solutions.
- ☐ **Policymaker Education** Speaking with policymakers and candidates about an issue or position, and about its broad or impassioned support.

- [ ] **Political Will Campaign** Communications (in-person, media, social media, etc.) to increase the willingness of policymakers to act in support of an issue or policy proposal.
- [ ] **Public Awareness Campaigns** Communications with the public that increase recognition that a problem exists or familiarity with a policy proposal.
- [ ] **Public Education** Telling the public (or segments of the public) about an issue or position, and about its broad or impassioned support.
- [ ] **Public Forums** Group gatherings and discussions that are open to the public and help to make an advocacy case on an issue.
- [ ] **Public Polling** Surveying the public via phone or online to collect data for use in advocacy messages.
- [ ] **Public Will Campaign** Communications to increase the willingness of a target audience (non-policymakers) to act in support of an issue or policy proposal.
- [ ] **Regulatory Feedback** Providing information about existing policy rules and regulations to policymakers or others who have the authority to act on the issue and put change in motion.
- [ ] **Voter Outreach** Conveying an issue or position to specific groups of voters in advance of an election.

Describe your tactic(s) in detail here:

Updates on your tactic(s):

4. Who is your Audience

Understanding the target audience for your message is key. Determine who directly and indirectly has influence over the decisions that affect your goals. The more precisely you define your target audience, the better.

Check off one or more boxes below to indicate your audiences.

- ☐ Elected officials
- ☐ Candidates for public office
- ☐ Public administrators
- ☐ General public/voters
- ☐ Donors
- ☐ Business/private sector
- ☐ Media
- ☐ Community leaders
- ☐ Courts

What message do you want to send to your audience? What is the best medium?

____

____

____

____

____

Write your specific target audiences here and determine how you will reach them with your message:

____

____

____

____

____

Updates on your target audiences:

____

____

____

____

____

5. Define your Working Environment

Understanding our operating environment is a key component of success, whether it's an impending election or a recent natural disaster. Also, knowing what potential partners, competitors, and opponents may affect your work is important. Acknowledging these factors – and figuring out how best to navigate them – can contribute to the success of your strategy.

Check off one or more boxes below to indicate the contextual factors relevant to your campaign.

- ☐ Political climate
- ☐ Social climate
- ☐ Economic climate
- ☐ Competing issues
- ☐ Prior experience with this issue area
- ☐ Competing or opposing actors
- ☐ Other risk factors

Write the specific contextual factors relevant to your campaign here:

How can you use these factors to your advantage?

What factors might pose a risk to the success of the campaign or to individuals involved, both in terms of physical safety or reputational harm? How might these risks be mitigated?

Updates on contextual factors:

6. Resources

Every organization brings unique strengths to this Community of Practice. Of course, there are always going to be additional resources needed. Here, we will define what resources are needed to successfully implement our advocacy campaign and achieve our goals.

Check off one or more boxes below to indicate which inputs and capacities are needed for your campaign.

- ☐ Funding
- ☐ Skills
- ☐ Visibility
- ☐ Time
- ☐ Reputation
- ☐ Relationships/partnerships
- ☐ Staffing and leadership
- ☐ Infrastructure (equipment and systems)
- ☐ Data collection
- ☐ Messaging and outreach materials

What inputs and capacities do you have?

What additional resources are needed?

How might you obtain/access those resources?

What specific data do you need to plan, implement, and evaluate your strategy?

Do these data already exist or do they need to be collected? Who has the data or can collect it?

Updates on your inputs and capacities:

____
____
____
____
____

7. Activity Tracking

As you undertake your campaign, it might feel like you only need to track the end results, but it is equally important to track your activities along the way. Some of the benefits of tracking your activities include:

- You can develop a deeper understanding of the effort that you need to expend in order to reach your goals.
- This accounting will help you to communicate concretely to your supporters and partners about the resources needed for successful advocacy campaigns.
- Keeping track of your activities is the first step in understanding which advocacy activities are most successful, and the circumstances under which they succeed. This is important feedback for your ongoing advocacy strategy.

Note key activities here

Activity: ____
Date: ____
Location: ____
Actors involved: ____
____
Resources used: ____
____
Outcomes: ____
____

Activity: ______________________________

Date: ______________________________

Location: ______________________________

Actors involved: ______________________________

____

Resources used: ______________________________

____

Outcomes: ______________________________

____

Activity: ______________________________

Date: ______________________________

Location: ______________________________

Actors involved: ______________________________

____

Resources used: ______________________________

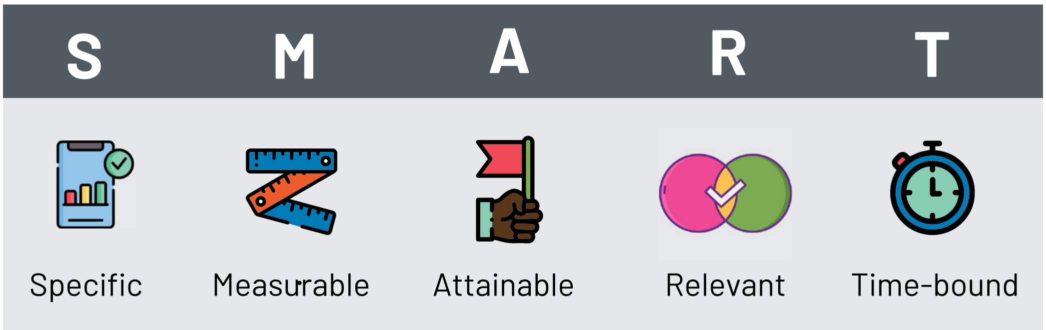
____

Outcomes: ______________________________

____

8. Measuring Progress

It is important at the outset to determine how you will measure progress toward your goals. Benchmarks will let you know that you are making progress and help indicate if you are getting off track. Be sure to choose benchmarks that are measurable and meaningful for your campaign. Try to articulate benchmarks that are



Check off one or more boxes below to indicate which capacity benchmarks you are currently working toward:

☐ Additional funding sources
☐ Increased organizational visibility/recognition
☐ Effective collaboration
☐ Enhanced staffing, skills, and infrastructure
☐ Strengthened partnerships
☐ Growth in support base

If relevant, consider assigning a ranking system for issue salience to be measured periodically over the period of the campaign. This will give you a quantitative way to measure progress.
For example, if the campaign focuses on public awareness, you could measure changes in public perception as follows:

1 = Target audience does not perceive the proposal/solution
2 = A small minority in the target audience perceives the proposal/solution
3 = A large minority in the target audience perceives the proposal/solution
4 = A minority perceives the proposal/solution, but those who do are a key constituency
5 = A majority perceives the proposal/solution, but not enough of the people in this group belong to key constituencies
6 = A majority perceives the proposal/solution and many in the majority belong to a key constituency
7 = A large majority perceives the proposal/solution and many in the majority belong to a key constituency

A similar scale could be developed for other targets, such as the willingness of a given politician to act, changes to the support base, organisational visibility in the community, media coverage of the issue, organisational capacity, etc.

Write your specific capacity benchmarks here:

Progress or updates on capacity benchmarks:

Use this section to record your progress to date on reaching the benchmarks you set. If you have not reached a benchmark, consider adding some notes discussing why – and what you are doing or plan to do differently.

Check off one or more boxes below to indicate which capacity benchmarks you are currently working toward:

- ☐ Increased knowledge and awareness
- ☐ Issue reframing
- ☐ New influencers/issue champions
- ☐ Increased salience
- ☐ Enhanced public will

Write your specific capacity benchmarks here:

Progress or updates on policy benchmarks:

Use this section to record your progress to date on reaching the benchmarks you set. If you have not reached a benchmark, consider adding some notes discussing why – and what you are doing or plan to do differently.

Annex 9: Guidance on Use of Human Trafficking Imagery

This note produced by Freedom Collaborative partners has very useful guidance for organisations to devise robust practices that honour the rights of victims whilst amplifying their stories. The voices and experiences of victims and survivors are key to the success of the movement, but their stories must always be shared with informed consent and in a respectful manner.

http://ethicalstorytelling.com/wp-content/uploads/2017/09/Guidance-Note-on-Use-of-Victims-Images_final.pdf

Stanford | Center for Human Rights and International Justice

British Embassy Jakarta

ICJR INSTITUTE FOR CRIMINAL JUSTICE REFORM