

tool 26 Before you Engage in the MRM

Checklist

Suggested issues to discuss and agree upon with the UN/MRM focal point:

	Alert	Informal communication	Documentation	CTFMR member
What information should be provided?	✓	✓	✓	✓
In what format should information be provided?	✓	✓	✓	✓
Who to provide the information to?	✓	✓	✓	✓
Who will have access to the information my organization provides?	✓	✓	✓	✓
What coding system will we use to protect the identity of the victim, monitor and organization and at what stage will such coding be implemented?		✓	✓	✓
What is the process for verification missions relating to cases reported by my organization?		✓	✓	✓
What response and follow-up options are available at the local or national level for cases that cannot be 'UN-verified'?		✓	✓	✓
Is there already a response pathway for MRM cases in my area of operations or would I need to establish one?		✓	✓	✓
How can the UN assist my organization in the event of threats or retaliation to staff involved in monitoring?			✓	✓
What kind of feedback can I expect from the UN/CTFMR regarding follow-up and advocacy on cases reported by my organization at the national and/or global level?		✓	✓	✓
How does the CTFMR conduct advocacy? (roles, responsibilities, planning and decision-making process)				✓
Are CTFMR members bound by specific confidentiality rules?				✓

TOOL 26

Suggested pre-engagement checklist :

	Alert	Informal monitoring and reporting	Documentation	CTFMR member
Your expectations and objectives in relation to the MRM are clear and realistic.	✓	✓	✓	✓
You are aware of potential additional risks brought by your participation in the MRM and are willing to handle them.			✓	✓
You know what information to gather and in what format to record it.	✓	✓	✓	✓
It is clear who in your organization gathers information and who transmits it to the MRM focal point.	✓	✓	✓	✓
You have discussed and agreed with the MRM focal point on a modality to communicate information on violations safely.	✓	✓	✓	✓
You have discussed and agreed with the MRM focal point on confidentiality rules for use and transmission of information you provide to the MRM.	✓	✓	✓	✓
You have discussed and agreed with the MRM focal point how verifications will be organized and conducted.		✓	✓	✓
You have a risk mitigation strategy in place to prevent and protect staff, victims and communities from potential retaliation (either an existing strategy covering all your activities or a strategy developed for MRM-related activities specifically).		✓	✓	✓
You know how to store and handle case information safely and confidentially.		✓	✓	✓
You are able to offer some level of support and assistance to victims (directly or via referral to service providers).		✓	✓	✓
You have dedicated and trained staff with adequate technical capacity.			✓	✓
You have adequate financial resources to cover costs associated with information gathering and follow-up.			✓	✓
You are able and willing to handle visibility at local level.			✓	✓
You have assessed potential impact of the MRM.			✓	✓
You are able and willing to handle high-profile advocacy and visibility at national level.				✓